



How to Pull an **HMIS Data Quality Report** in **HMIS Clarity**

Data Quality is an essential component of HMIS data collection and reporting. Complete and accurate data impact the program's outcomes for quarterly and annual reports. Clean data quality also impacts agencies' eligibility for future funding opportunities, agencies' scores during an audit, and agencies' ability to receive reimbursement from the CoC for services provided. The HMIS Data Quality Report will show agencies how many data quality errors exist within their agency including missing information, blank information, or invalid information.

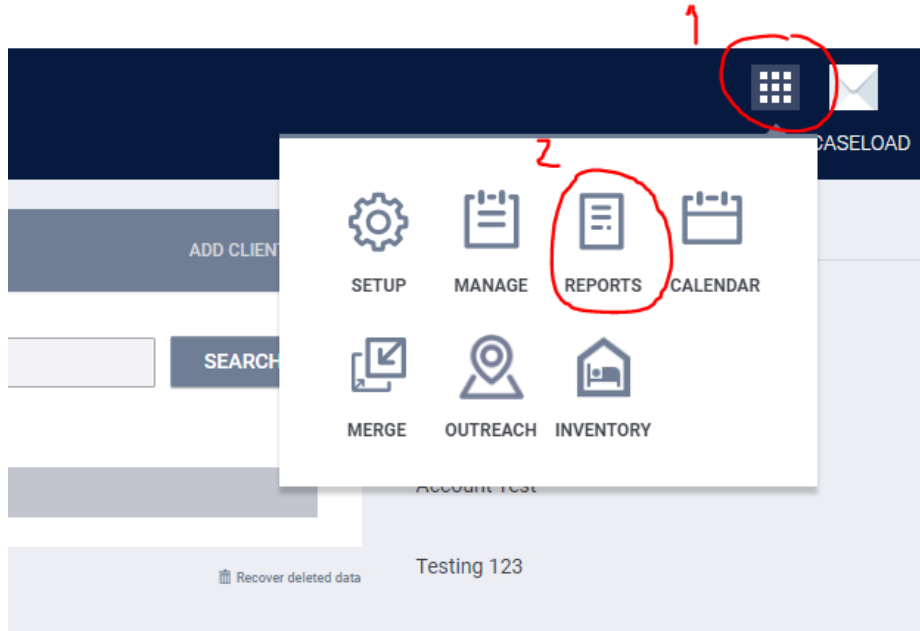
The HMIS [data dictionary](#) can provide additional clarification and detail regarding specific data elements.

1. **Log into HMIS Clarity.**

A screenshot of the HMIS Clarity login page. At the top left is the Clarity Human Services logo, which consists of a stylized house icon and the text "CLARITY HUMAN SERVICES". Below the logo are two input fields: "Username" and "Password". At the bottom center is a dark blue button with a lock icon and the text "SIGN IN". Below the button is a link that says "FORGOT PASSWORD?".

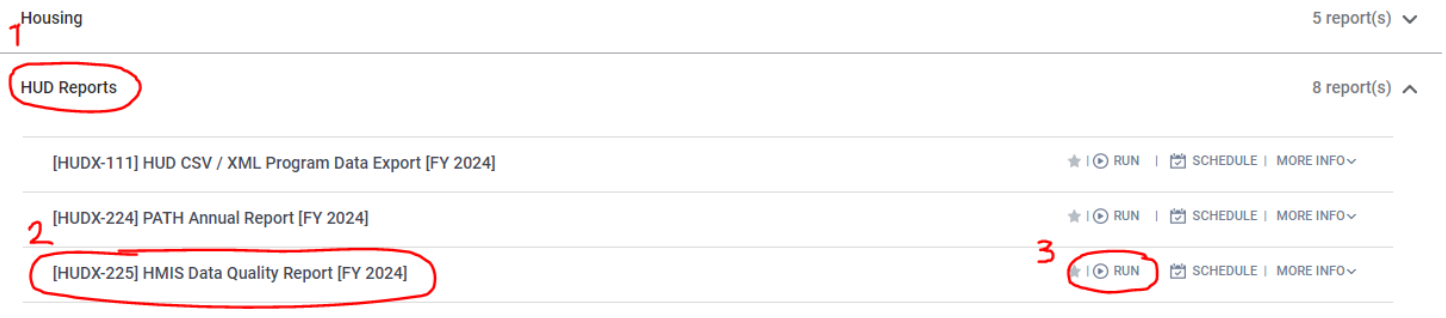
2. **Navigate to the Reports Section:**

- Select the launch pad and then click the "Reports" icon.



3. Select HUDX-225 HMIS Data Quality Report (FY 2024)

- Navigate to “HUD Reports” locate the “HMIS Data Quality Report” and select “Run”



This selection will bring you to the preview page where you will be able to select the parameters for the data quality report.

4. Set Up Your Report Parameters:



a. **SWITCH ACCESS AGENCY(IES):** Start by selecting your agency.

REPORT LIBRARY

HUD Reports > [HUDX-225] HMIS Data Quality Report [FY 2024]

Switch Access Agency(-ies)

Choose...
All
System
Test Agency

b. **CoC FILTER CATEGORY:** Generally, the "Agency CoC" selection will be appropriate; however, you can select the other categories if appropriate for the report you would like to run.

BitFocus has provided additional clarification as to the different CoC Filter categories which can be viewed below:

<p>CoC Filter Category</p>	<p>There are four levels of CoC filtering available. Only one option may be selected for each report:</p> <ul style="list-style-type: none"> • Agency CoC: The report will only pull from Agencies with the selected CoC • Program CoC: The report will only pull from Programs/Projects with the selected CoC • Site CoC: The report will only pull from Sites with the selected CoC • Inventory CoC: The report will only pull from Bed Inventories with the selected CoC. Note: Choosing this option will limit to only those projects with Bed Inventories.
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- c. **COC:** Select "CA-608 Riverside City and County CoC"
- d. **PROJECT TYPE(S):** Next, select the project type of the program(s) for which you would like to run the report.

You can select "All" to run the report for all program types, you can select a single project type, or you can select multiple project types by holding down the Control/Command button on your keyboard.

- e. **PROGRAM STATUS:** Next, select whether the program(s) you would like to run are active, inactive, or both.
- f. **CONTINUUM PROJECT:** Leave this field at its default selection of "All"

B	CoC Filter Category	Agency CoC	▼
C	CoC	CA-608 - Riverside City and County CoC	▼
D	Project Type(s)	<div style="border: 1px solid #ccc; padding: 5px;"> Choose... All Emergency Shelter – Entry Exit Emergency Shelter – Night-by-Night Transitional Housing </div>	▼
E	Program Status	Choose...	▼
F	Continuum Project	All	▼

- g. **PROGRAM(S):** Select the program(s) you would like included in your report.

Program(s)	G	<div style="border: 1px solid #ccc; padding: 5px;"> Choose... All [System] Program Name: ESG-CV Street Outreach Test [Test Agency] Test Agency 1 Program 1 SO [Test Agency] Test Agency 1 Program 2 </div>
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You can select “All” to include all of your agency’s programs, you can select a single program, or you can also select multiple programs by holding down the “Control/Command” key, similar to Project Type.

- h. **CLIENT ID SELECTION:** This field can be kept at the “Clarity Unique Identifier” default option to prevent data loss. However, the HUD Unduplicated Personal ID” may be useful in some circumstances. More information can be found [here](#).

H Client ID Selection ⓘ Clarity Unique Identifier ▼

- i. **REPORT DATE RANGE:** Select the date range for your report.

Report Date Range -

5. **REPORT OUTPUT FORMAT:**

- a. **Report Output Format:** Select the format you prefer (e.g., PDF, Excel)
- b. **Drilldown Output Format:** If you select “Web Page,” the report will have certain elements that are embedded with links that you can click that will take you directly to additional pages that display more information regarding that data quality element. These are “Drilldown Outputs” and you can also select the format which you would like the drilldown output to generate.

If you select any other *Report Output Format*, the *Drilldown Output Format* field will not be present.

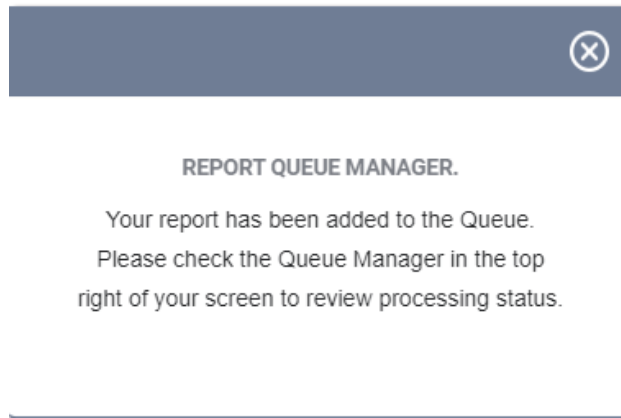
a Report Output Format Web Page PDF Excel CSV-Details

b Drilldown Output Format Web Page PDF CSV

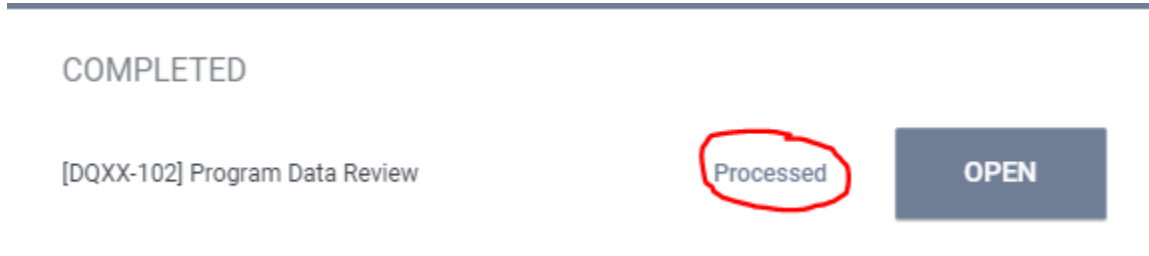


6. ACCESS YOUR REPORT:

- Once you are finished selecting the parameters, click "Submit" and the Report Queue Manager will pop up informing you that the reporting request is processing.



The processing status of the report will display in the Report Queue in the upper righthand corner of the screen.



7. A new notification will pop up once the report is ready to view. You can select "Open" on the pop up,

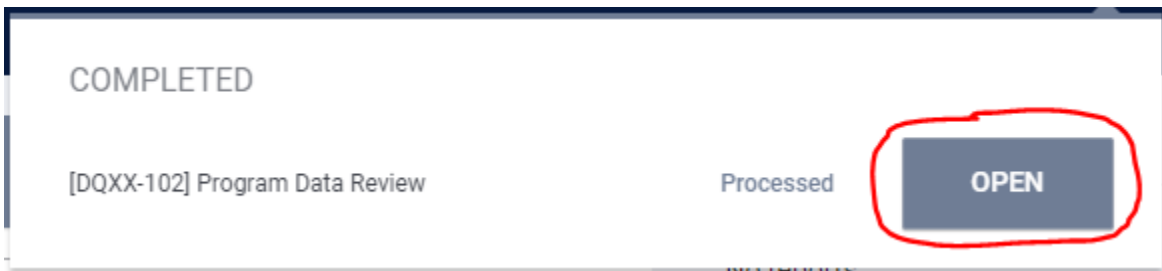


REPORT IS READY.

Report "[DQXX-102] Program Data Review" is completed.

OPEN

You can also navigate to the Report Queue icon in the top righthand corner and select "Open"



Tips and Best Practices:

- **Regular Checks:** Run data quality reports regularly to catch issues early and maintain high data standards.
- **Document Changes:** Keep a record of any changes made to your data because of the Data Quality Report. This will help in tracking improvements and ensuring compliance with data standards.