Determining Data Quality – Timeliness using Clarity HMIS Reports

1. Open the Reports tab from the Clarity Reports Menu button.

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2. Open the [HUDX-227] Annual Performance Report [Oct 2018] by selecting "Run"

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HUD	Reports		6 report(s) 🗸
	[HUDX-111] HUD CSV / XML Program Data Export	RUN RUN	MORE INFO V
	[HUDX-222] Homeless TAY	🖲 RUN 🔁 SCH	IEDULE MORE INFO ~
	[HUDX-224] PATH Annual Report [2018]	● RUN 🗒 SCH	IEDULE
	[HUDX-225] HMIS Data Quality Report	● RUN 🖻 SCH	IEDULE MORE INFO ~
	[HUDX-227] Annual Performance Report [Oct 2018]	⊙ RUN 🗒 SCH	IEDULE MORE INFO ~

- 3. Choose the following options for the selection fields
 - CoC Filter Category = Agencies in CoC CoC = Washington Balance of State CoC Program Types = (select desired intervention type(s) Program Status = Active Programs Programs = (select desired program(s)) Apply Client Location Filter = No Funding Criteria = Not Based on Funding Source
 - Report Date Range = Set Date Range
 - Report Output Format = your choice (Web Output allows drilling down)

4. Obtain Timeliness for Number of Project Start Records

On the HUD Annual Performance Report find Q6e. Data Quality: Timeliness

Q6e. Data Quality: Timeliness Program Applicability: All Projects			
Time for Record Entry	Number of Project Start Records	Number of Project Exit Records	
0 days	8	5	
1-3 days	17	17	
4-6 days	6	7	
7-10 days	4	0	
11+ days	0	3	

Use the following calculations to determine Timeliness

 $Project \ Start \ Timeliness = \frac{Sum \ of \ Project \ Start \ Records(0 \ days, 1 - 3 \ days, 4 - 6 \ days)}{Sum \ All \ Project \ Start \ Records}$

Project Exit Timeliness = $\frac{Sum \ of \ Project \ Exit \ Records(0 \ days, 1 - 3 \ days, 4 - 6 \ days)}{Sum \ All \ Project \ Exit \ Records}$