How to run a CANNED 640 report

Follow the step by step instructions in order to run a 640 data quality report. This report allows the opportunity to review the 14 thresholds for errors which may be present in your data.

- 1. Log onto HMIS and click the Reports tab on the left side of the screen which will then display the Data Quality Framework Provider Report selection.
- 2. Click on Search to look up the desired project.
- 3. Type in the project name, click search and then click the green + symbol which will then populate.
- 4. Enter the start date and end date. The report should be run on a one year time frame. For example, if your start date is 11/15/19 then your end date should be 11/15/20.
- 5. Click the square box next to the corresponding Entry/Exit type. The majority of projects will be HUD; however, ensure the correct box is checked if you have a PATH, RHY or VA project.
- 6. Next, click on the "Build Report" button. The report should appear almost instantly.
- 7. To save the report as a PDF, right click on the report and select Print.
- 8. Scroll throughout the report to view for errors. <u>*Reports not viewed for errors will be returned to the agency for correction.*</u>
- 9. Once completed, send the report to kyhmisdataquality@kyhousing.org

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KYHMISDataQuality@kyhousing.org