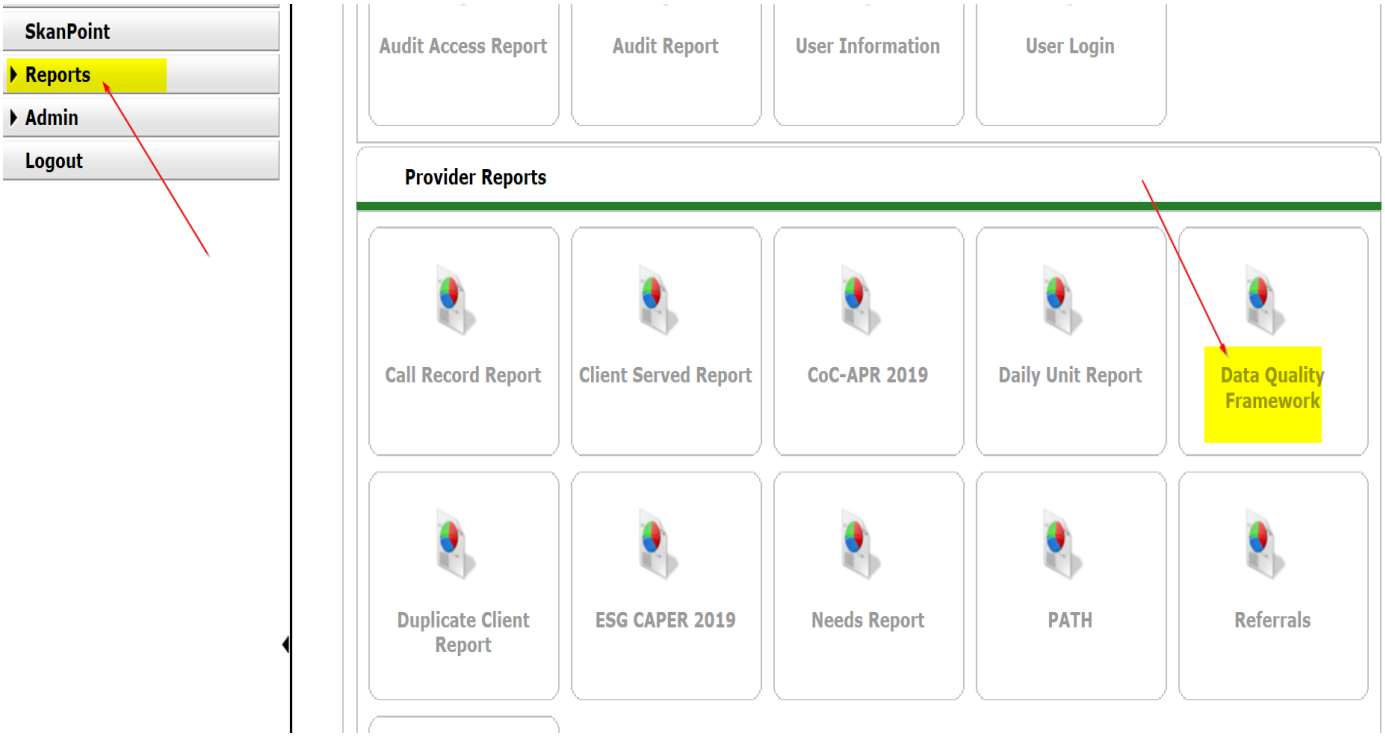
How to run a CANNED 640 report

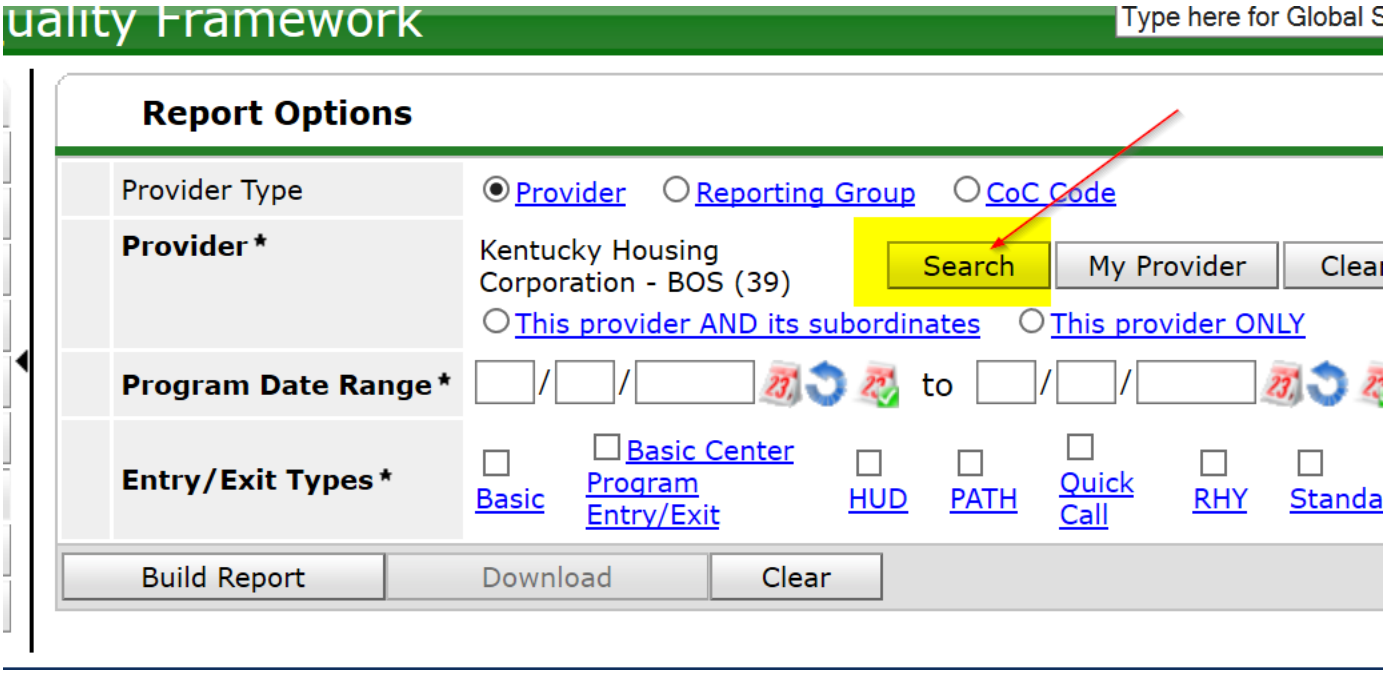
Follow the step by step instructions in order to run a 640 data quality report. This report allows the opportunity to review the 14 thresholds for errors which may be present in your data.

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. *Reports not viewed for errors will be returned to the agency for correction.*
9. Once completed, send the report to kyhmisdataquality@kyhousing.org

1.



2.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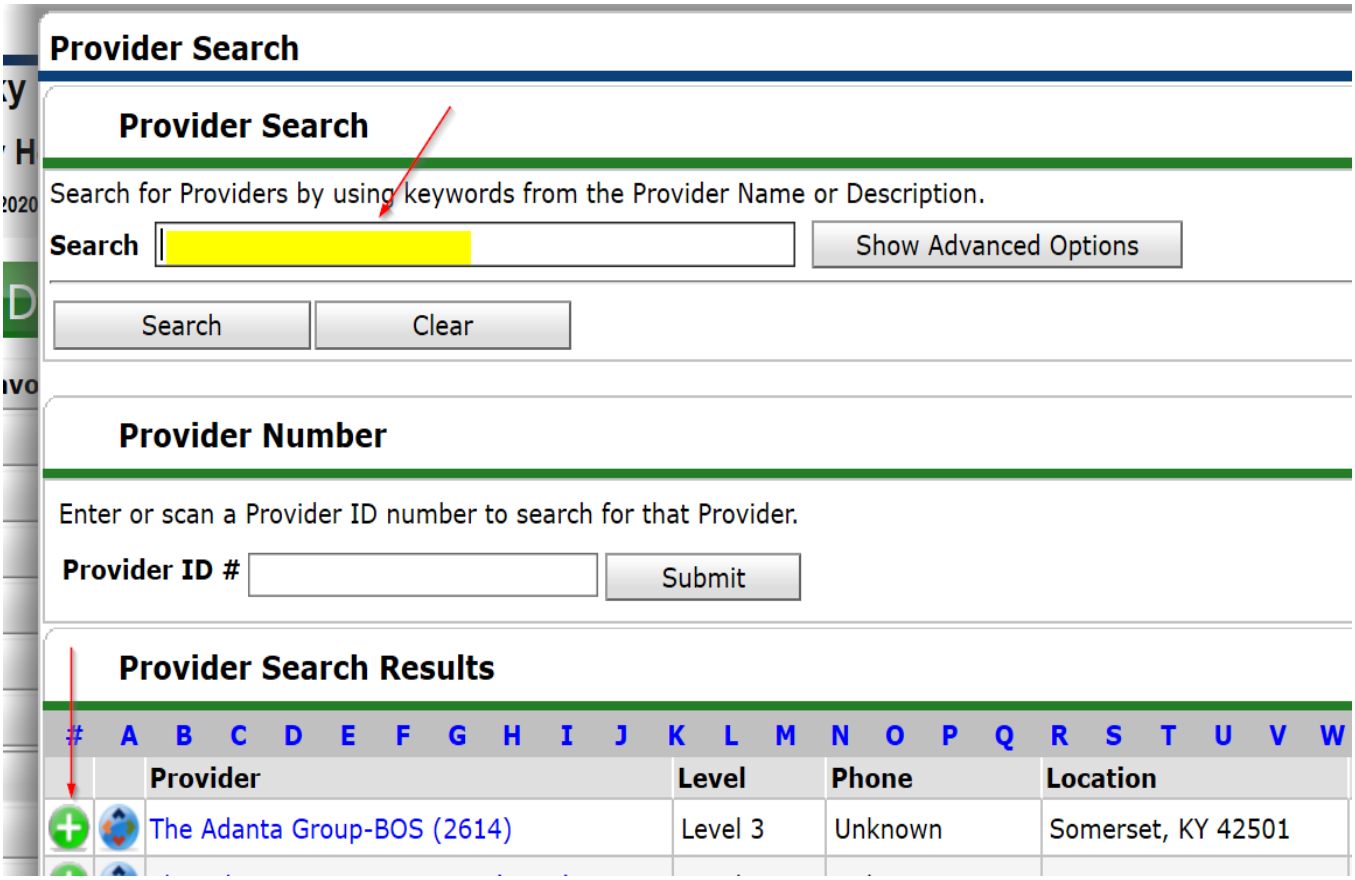
3.


Provider Search
Provider Search
Search for Providers by using keywords from the Provider Name or Description.
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Enter or scan a Provider ID number to search for that Provider.
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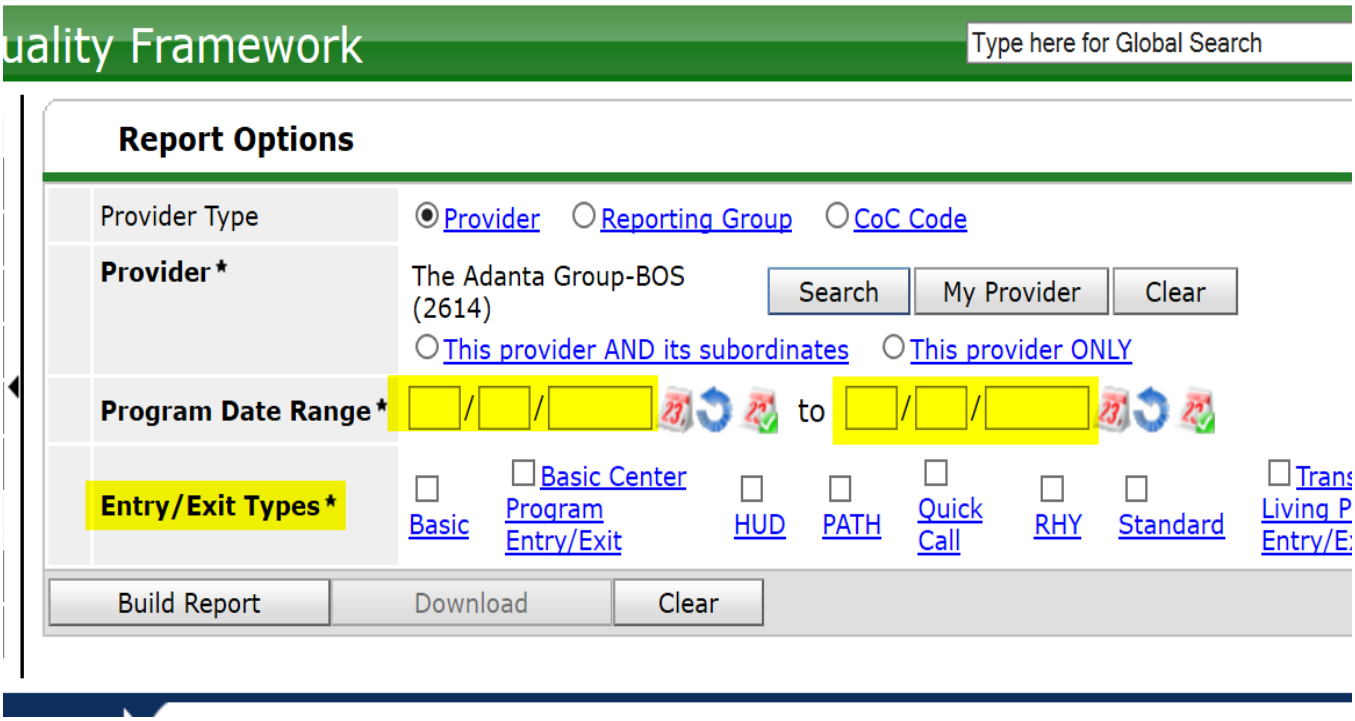
Somerset, KY 42501

4. & 5.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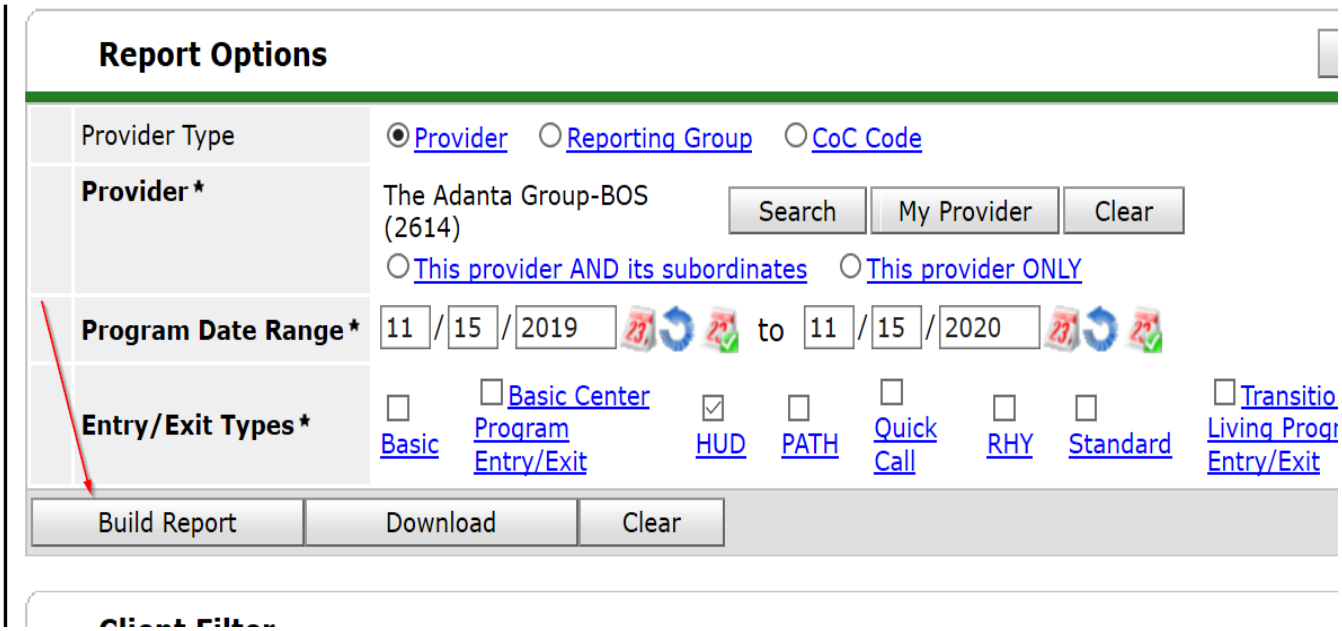
6.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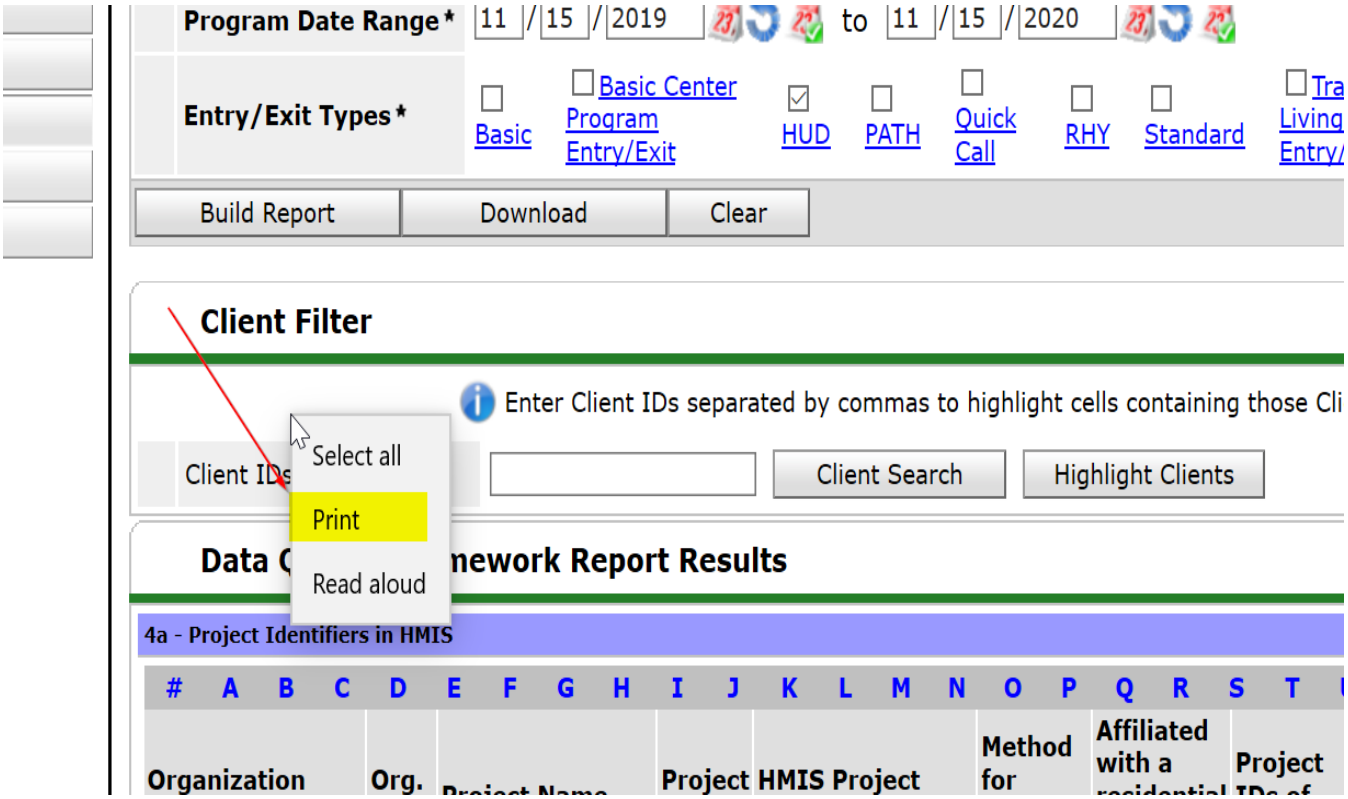
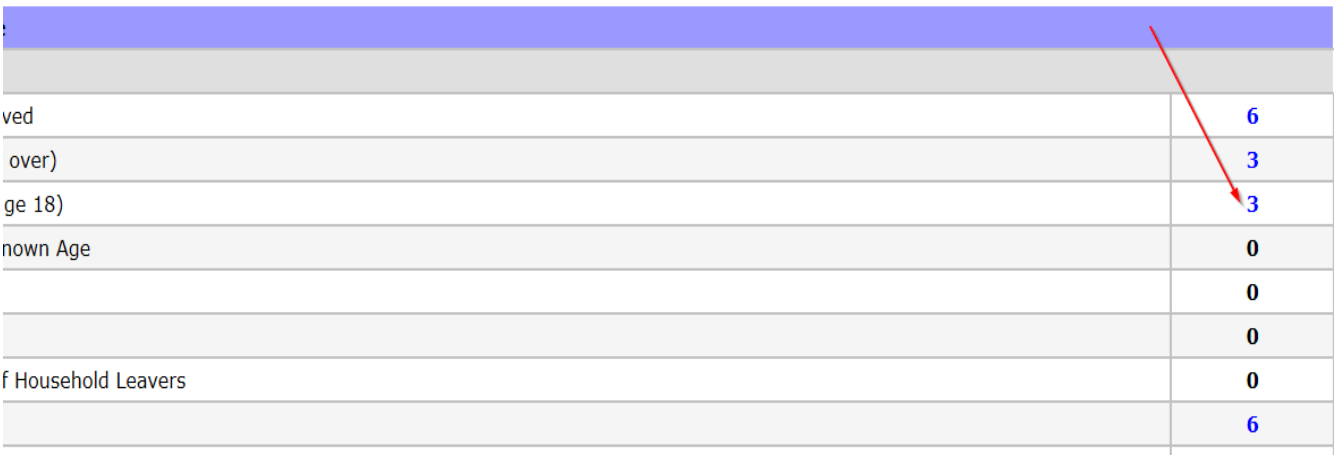
7.



8.



9.

KYHMISDataQuality@kyhousing.org