

APR & Data Quality Export

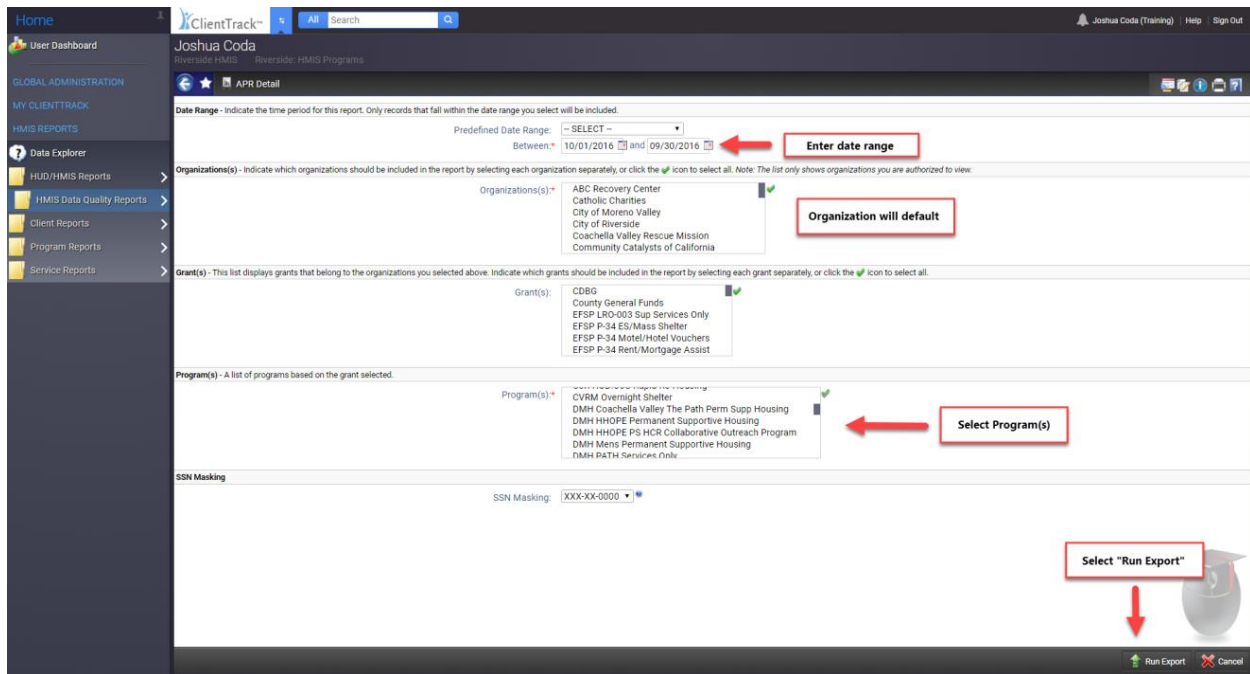
With the increased complexity and requirements of aggregate federal compliance reporting, access to client level data is critical to troubleshooting. To meet the need of client level data for several compliance reports, the APR & Data Quality Export will produce the list of active clients used in aggregate reports (HUD Data Quality Report). This export can be used to identify clients with data quality errors and check aggregate counts.

Generating the APR & Data Quality Export

The APR & Data Quality Export is accessed from the HMIS Data Quality Reports folder.

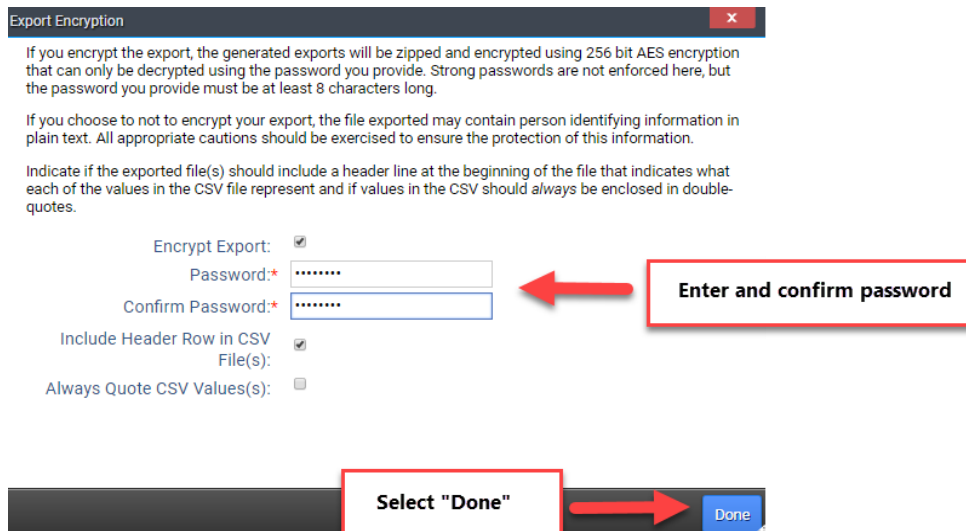
There are several filter options available for the HUD Data Quality Report. The main required filters are the Report Date Range, organization, and programs.

- **Report Date Range** – Indicate the time period for the report. The date range set will limit the reporting universe to those with Active enrollments in the date range selected.
- **Organization** – Will default to your organization.
- **Grant** – No selection is required. Please remember that clients are enrolled in programs and not directly in grants. Filtering just by the grant will pull clients enrolled in the programs funded by the specific grant.
- **Program** – Check the Filter by Program(s) box to limit report results by selected programs. Indicate which programs should be included in the report by selecting each program separately.
- **SSN Masking** – Select how client’s Social Security Number will appear on report
 - No SSN Masking (not recommended)
 - Mask all but last four
 - Mask entire SSN
- Select “**Run Export**” to generate the report.



Export Encryption

- If you encrypt the export, the generated exports will be zipped and encrypted using 256 bit AES encryption that can only be decrypted using the password you provide. Strong passwords are not enforced here, but the password you provide must be at least 8 characters long.
- If you choose not to encrypt your export, the file exported may contain personal identifying information in plain text. All appropriate cautions should be exercised to ensure the protection of this data.
- Select “Include Header Row in CSV File” to include a header line at the beginning of the file that indicates what each of the values in the CSV file represents.
- Select “Done”



Asynchronous Tasks

The export that will be completed through asynchronous tasks and the encrypted set of files will display on your Files on Server page once it has completed.

- The export will be queued in the Asynchronous Tasks and will be processed at the next available time.
- Select “OK”
- To view the status of your export, select the hyper-link “Click to view” to open the report task list.
- Once the export has been generated, the file will display on your Files on Server page.

west.clienttrack.net says:

Your export has been queued and will be processed at the next available time.

OK

Select "OK"

Home | ClientTrack | All Search

User Dashboard | Joshua Coda | Riverside HMIS | Riverside: HMIS Programs

GLOBAL ADMINISTRATION

MY CLIENTTRACK

HMIS REPORTS

Data Explorer

HUD/HMIS Reports

HMIS Data Quality Reports

Client Reports

Program Reports

Service Reports

Files on Server

Displayed below is a list of the files available for you to download. Files may be available for a limited time and no longer be available for download by any user or be available for processing if used in an import task.

[Click to view](#) the status of export or import tasks.

File Name

Select the hyper-link "Click to view" to open report task list

Task List

Asynchronous Tasks

Below is a listing of tasks that are either queued to be completed or that have been completed in the last 40 Days. To view the full task detail, click the view details folder to the left of the task. To view a log of the task execution, upon task processing, completion or error, click view log. It's important to note that a task begins its execution at the next available time based on overall system load.

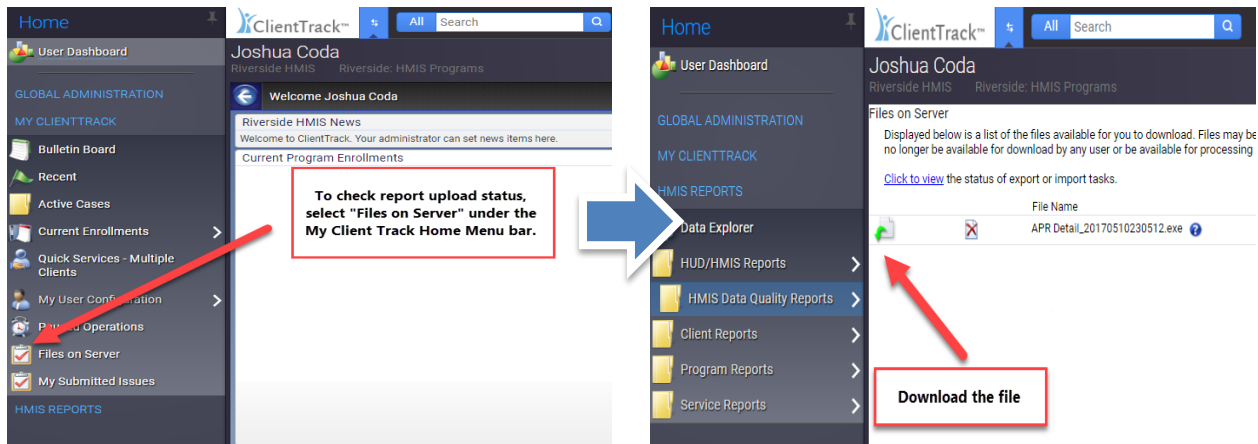
Displaying 1-200 of 473 results. Next Last

Task Name	Desired Start Time	End Time	Status
Run CSV Export - APR Detail	05/11/2017 10:26AM		Not Started
End Expired Enrollment Accounts	05/11/2017 4:00AM	05/11/2017 4:11AM	Completed Successfully
Missing ServiceFamilyInfo	05/11/2017 2:00AM	05/11/2017 2:35AM	Completed Successfully
Check For Case Manager Assignments	05/11/2017 2:00AM	05/11/2017 2:35AM	Completed Successfully
DI Remove Past Staging Records	05/11/2017 1:00AM	05/11/2017 1:41AM	Completed Successfully
Remove Old WorkFlowInstances	05/11/2017 1:00AM	05/11/2017 1:41AM	Completed Successfully
Auto Disable User	05/11/2017 1:00AM	05/11/2017 1:41AM	Completed Successfully
Auto-close Referral	05/11/2017 1:00AM	05/11/2017 1:41AM	Completed Successfully
Auto-Post Enrollment Services	05/11/2017 1:00AM	05/11/2017 1:41AM	Completed Successfully
Post housing services	05/11/2017 1:00AM	05/11/2017 1:41AM	Completed Successfully
Soft-enroll/exit	05/11/2017 1:00AM	05/11/2017 1:41AM	Completed Successfully
Send User History to ClientTrack	05/10/2017 8:00PM	05/10/2017 8:17PM	Completed Successfully
Run CSV Export - APR Detail	05/10/2017 5:52PM	05/10/2017 6:05PM	Completed Successfully

Files on Server Page

The export may take several minutes to several hours depending on the size of the file and server capacity.

- Select the file image with the green arrow and “Download the file” to receive the export.
- Select the executable file and open.



File Extraction

- At the Extract Encrypted File(s) prompt, select “I assume responsibility for the security of the extracted file(s)”.
- Enter or select the directory to extract to.
- Select “Extract”.
- Enter in file password.
- Seven CSV files will extract.
- Data (Validation Only) is client level detailed information for Question 1.
- Data DQ 2(Validation Only) is client level detailed information for Question 2.
- Data DQ 3(Validation Only) is client level detailed information for Question 3.
- Data DQ 4(Validation Only) is client level detailed information for Question 4.
- Data DQ 5(Validation Only) is client level detailed information for Question 5.
- Data DQ 6(Validation Only) is client level detailed information for Question 6.
- Data DQ 7(Validation Only) is client level detailed information for Question 7.

