How to Correct the CoC APR Detail (631)

The CoC APR Detail Report:

The CoC APR Detail Report will help you answer two important data quality questions:

- Do my clients have all their data entered?
- Are Households entered correctly?

To clean up data using this report, follow these instructions:

1.) Make sure your clients are not missing any data:

a. Open the APR Detail Report (631 Report)

b. Click Tab B: Summary Detail

c. Do you see the word "Missing" anywhere on that page? If so, it means a client is "Missing" a piece of data

d. To clean up the "Missing" data:

i. On Tab B: Summary Detail, look to the left. The 1st column lists the Client IDs. The second column lists the client names. Each subsequent column lists a data element. If a client is missing a data element, the word "Missing" will appear next to their name, in the appropriate column.

Client Id	Client Unique Id	First Name	Last Name	SSN	DOB	Race	Ethnicity	Gender	Vet	Disab Condtion	Prior Res	Zip	Housing Status	Income		Non Cash		Disabilities	DV	Dest
														Entry	Exit	Entry	Exit			
5	Fake Client			Missing	Missing	Missing	Missing	Missing		Missing			Missing	Missing	Missing	Missing	Missing	Missing		
6	Mickey Mouse															Missing	Missing	Missing		
21	minnie mouse			Missing															Missing	

ii. In the above example, Fake Client is missing 12 pieces of data: SSN, DOB, Race, Ethnicity, Gender, Disabling Condition, Housing Status, Income at Entry and Exit, Non-Cash Benefits at Entry and Exit, and Disabilities information. As you can see, Mickey and Minnie Mouse are also both missing data.

iii. If a client is missing data, open that client's HMIS record, and correct the "Missing" pieces of data

iv. **If the "Missing" data is already in the Client's Assessment:**

1. You might find that when you open the Client's Assessment, the "Missing" piece of data is already there. If this happens to you:

   a. Make sure the start date for the Income/Non-Cash Benefit/Disability is <u>before</u> the Program Entry Date/Time

   b. Make sure you have answered all of the detail questions for Income/Non-Cash Benefit/Disability in the Sub-Assessment (popup box)

   c. If you have done Steps a and b, and you are still "Missing" data, contact your Agency Admin.

2.) Make sure your Households are entered correctly.

a. Open the 631 Report

b. Go to Tab F: Client HH Detail

c. You will see a chart that looks like this:

Client Household Id	Client Id	Client Unique Id	APR Age	# of Entries
14	5	Fake Client	null	1
	6	Mickey Mouse	46	1
	21	minnie mouse	33	1
	41	child mouse	null	1

d. In the above chart, the "Client Household Id" is a unique ID assigned to all households that enter your program
e. This report will list a grouping of ALL clients in a Household that were in your program
f. Review the names in the Household. Is anyone missing?
   i. If yes, open the HMIS file of one of the family members who was entered correctly
   ii. Find the Entry to your program, and click the pencil to edit it
   iii. A pop-up box will appear. At the top of it, click "Include Additional Household Members"
   iv. Check the names of the Household members who should be included in the Program Entry, then click "Continue"
   v. Click "Save and Continue" again
   vi. Enter the Entry Assessment for each client in the Household, then click "Save and Exit"
   vii. If the Family has Exited the program, go back to the family member's Entry/Exit and click the pencil next to the Exit Date (if applicable)
   viii. A pop-up box will appear. At the top of it, click "Include Additional Household Members"
   ix. Check the names of the Household members who should be included in the Program Exit, then click "Continue"
   x. Click "Save and Continue" again
   xi. Complete the Exit Assessment for each client in the Household, then click "Save and Exit"

If you have any questions relating to data cleanup, please contact your Agency Admin for further guidance.