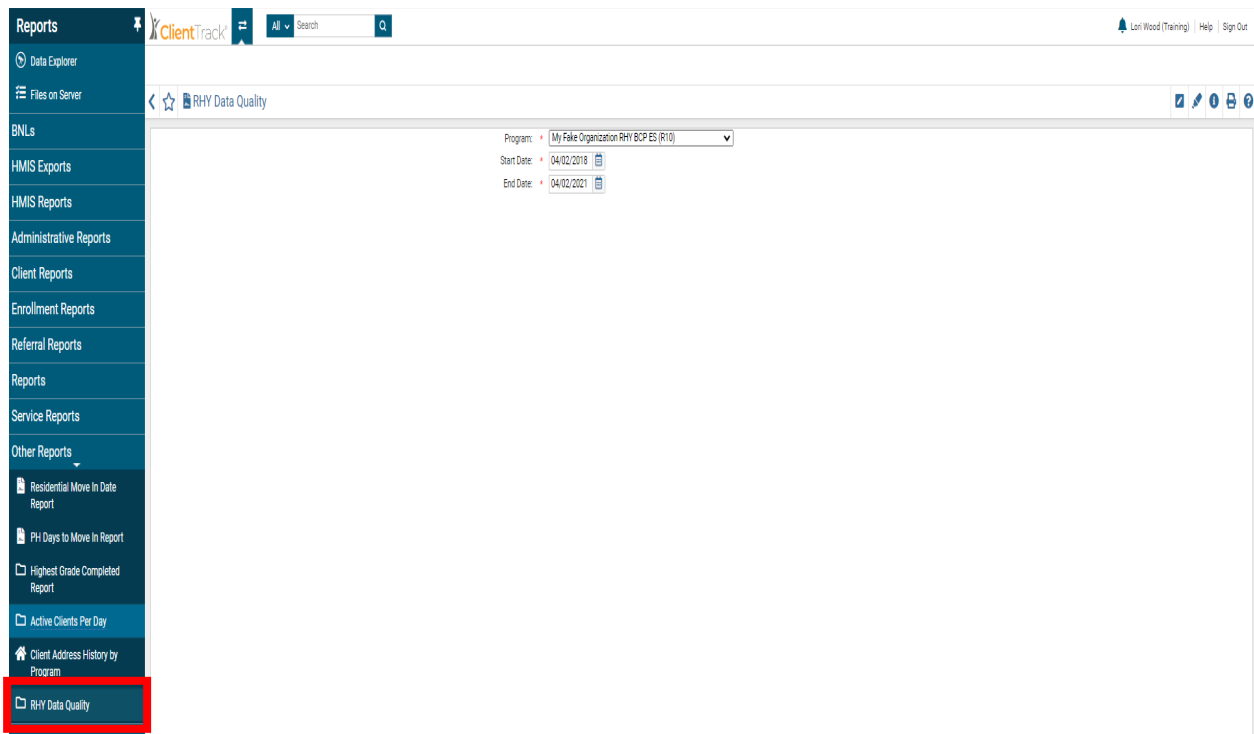
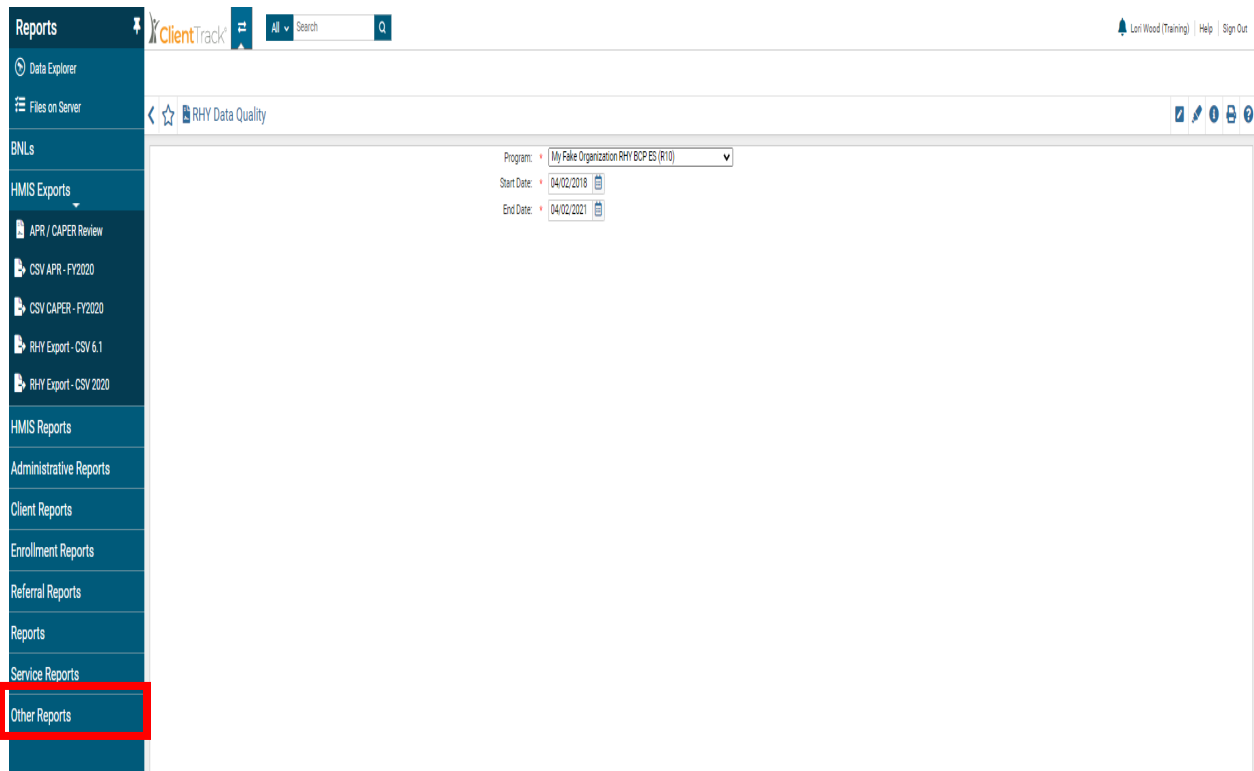


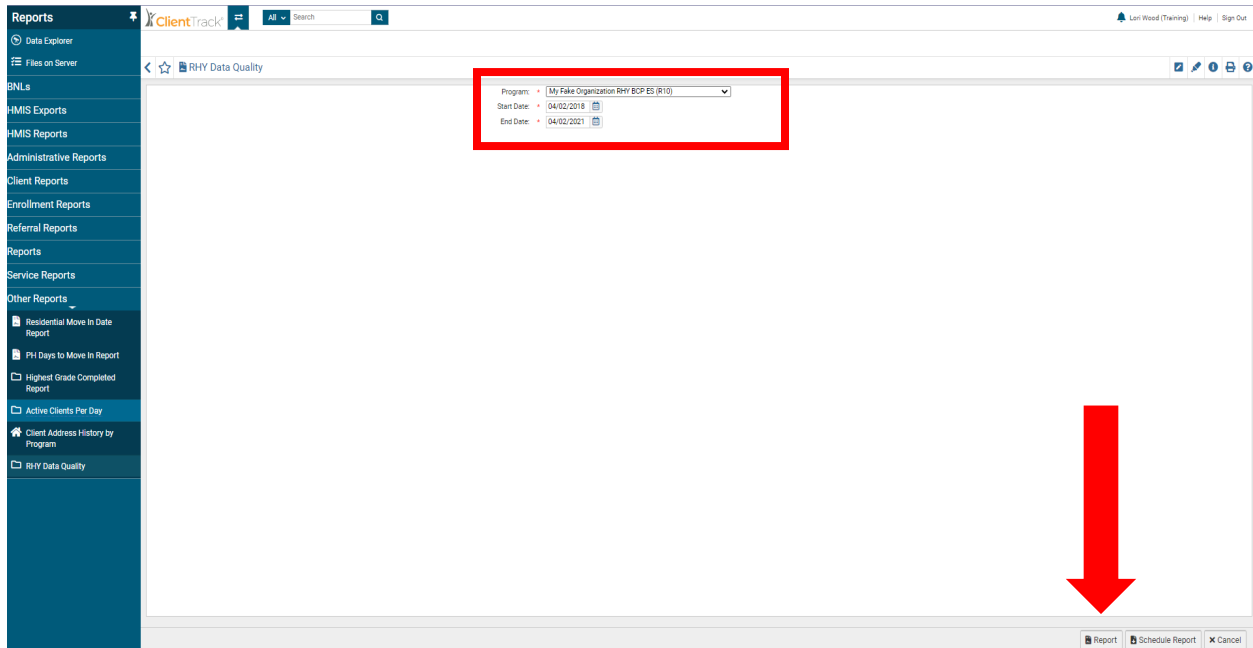
How to Guide for Accessing the RHY Data Quality Report

1. From the **“Reports”** Workspace:
 - a. Go to **“Other Reports”** located in the menu on the left side of the screen.
 - b. Select **“RHY Data Quality”**



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2. Select the **“Program”** from the drop-down menu.
3. Enter the **“Start Date”** and **“End Date”** for the report.
4. Select **“Report”** in the bottom right corner of the screen.



5. The **“RHY Data Quality”** report appears on the screen.
 - a. The report displays the Client ID#, Enroll and Exit Date in the first three columns.
 - b. The remaining columns display the Data Quality points required for RHY enrollments.
 - c. **“M”** indicates **“Missing Data.”**
 - d. **“D”** indicates **“Data Quality Issue”** (such as **“Refused, Don’t Know and Data Not Collected”**)

The screenshot displays the RHY Data Quality report output. The report includes a header with the ClientTrack logo and report criteria. Below the criteria is a table with the following columns: Client ID, Enroll Date, Exit Date, Orientation, Referral Source, General Health, Dental Health, Mental Health, and Child Welfare. The data rows show various client records with 'M' or 'D' in the data quality columns.

Client ID	Enroll Date	Exit Date	Orientation	Referral Source	General Health	Dental Health	Mental Health	Child Welfare
141	6/10/2015		M	M	M	M	M	M
337	11/17/2015							
338	11/23/2015							
339	11/23/2015							
353	1/6/2016							
366	5/19/2016							
404	7/13/2016							
418	6/10/2016							
423	6/10/2016							
562	9/23/2016							
564	9/23/2016							
585	9/28/2016							
5167	9/30/2016							
3291	11/1/2018							
3323	11/15/2019							
3125	9/20/2017							
170	9/8/2015		M	M				M
319	9/30/2015							
322	10/6/2015							
3316	9/19/2019		M	M				M
3322	11/15/2019							M
31	3/17/2016							M
32	3/17/2016							M

How to Guide for Accessing the RHY Data Quality Report

7. The Excel spreadsheet will download to your computer.
 - a. *Open the downloaded Excel spreadsheet to view **ALL the “RHY Data Quality” columns.***
8. To correct the **“Data Quality”** errors, complete a **“Find Client”** using the **“Client ID#”** displayed on the report.
9. Update the Client’s information within each Client Record and **Save**.

After you have updated all the Client records with the correct information, we recommend you run a new “RHY Data Quality” report to ensure the corrected information has been saved in the system.

For additional questions and/or assistance, please submit a ticket to the HMISHelpDesk@ihcda.in.gov