

# ART Gallery Report 0252

## Data Completeness Report Card

### Entry Exit Version

#### Contents

1. INTRODUCTION .....	2
2. REPORT INSTRUCTIONS AND PROMPTS .....	2
3. DESCRIPTION AND LAYOUT .....	4
3.1 Tab A - Summary.....	4
3.2 Tab B - Overall Report Card .....	5
3.3 Tab C - Provider Report Card .....	6
3.4 Tab D – Client Detail .....	7
3.5 Tab E – Additional Information.....	7
4. INPUT CONTROLS .....	8
4.1 Tab C – Provider Report Card .....	8
4.2 Tab D – Client Detail .....	8
5. ALERTERS .....	9
5.1. Tabs B and C – Overall Report Card and Provider Report Card .....	9
5.2 Tab D – Client Detail .....	9
6. TECHNICAL INFORMATION.....	10
6.1. How the data are pulled .....	10
6.2. Technical notes.....	10
6.3. Modification options .....	14
7. MAPPING OBJECTS .....	15
8. REVISION HISTORY.....	17

## 1. INTRODUCTION

Do you want to see your systems overall data completeness and the data completeness of your individual providers? This report is a data completeness monitoring tool that produces a letter grade for the system as well as the individual providers. Prompts allow the user to specify a date range and to select the provider(s) on which to base the report as well as the option to include services or not. The report includes a detail section to assist users in finding and fixing data entry omissions.

This report can be run at the project level by agency administrators or support staff to monitor a single project's performance, or it can be run on multiple providers at the agency level, community level, CoC level, or statewide level to monitor the completeness of data at these levels as well.

Prerequisites and workflow requirements: Adherence to an Entry Exit type of workflow involving the proper collection and recording of the HUD required universal, project specific data elements and other commonly recorded data elements. If services are to be included, they must have a service start date on or after the entry of the Entry Exit worksheet of the client.

Compatibility and system requirements: This report requires ServicePoint 5.11.26 or higher and ART 3.1. For systems with providers who do not share data but have shared clients, and the user running the report has a higher security level, it is optimal to run the report at the project level for each provider, using either an ART license assigned at that level or by utilizing ART's "enter-as" function. Running the report at the provider level will enable the user to ensure that both providers have entered all necessary client data, where running the report at the higher level will leave the actual data completion of each provider obscured.

## 2. REPORT INSTRUCTIONS AND PROMPTS

The easiest way to start using this report is to navigate to the automapper. This is a folder that has the reports automatically mapped to your site, so that you don't have to map them yourself. You can navigate to the automapper as shown in Figure 2.1 below:

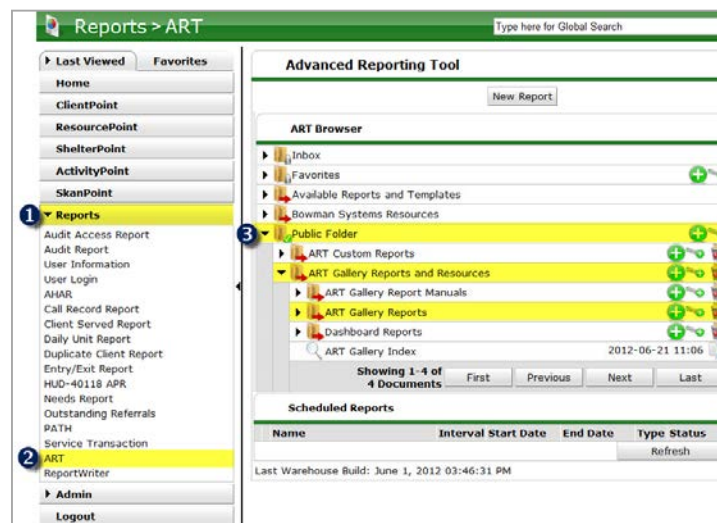


Figure 2.1

Requests for additional information concerning the report function/design should be directed to Bowman Systems' Customer Support Specialist (CSS) staff.

**How to run:** Upon opening the report, the User will be prompted (see Figure 2.2) to specify parameters which control the data returned by the report. Once the User has provided these parameters by responding to the user prompts, a green check-mark will appear next to each field to indicate that a selection has been made. The User should then single-click the “Refresh Data” button to generate the report.

Figure 2.2

The user prompts contained in this report are:

<b>EDA Provider:</b>	The user should select the EDA provider to run the report as, or leave it as the default “-Default Provider-” if EDA mode is not desired.
<b>Enter Start Date:</b>	The user should enter (or select from the calendar) the first day of the report date range.
<b>Enter End Date PLUS 1 Day:</b>	The user should enter (or select from the calendar) the day immediately following the last day of the report date range.
<b>Select Provider(s):</b>	Click the “refresh list” icon and wait for the left window to refresh. Now select the providers to include by highlighting them in the left window and moving them into the right window using the right selection arrow.
<b>Include Services in Report Card?:</b>	Select “Yes” to include Services for data completeness purposes. If the included Providers do not utilize Services, selecting “No” will grey out all Service rows and columns and will not include the Service counts towards the grade.

### 3. DESCRIPTION AND LAYOUT

#### 3.1 Tab A - Summary

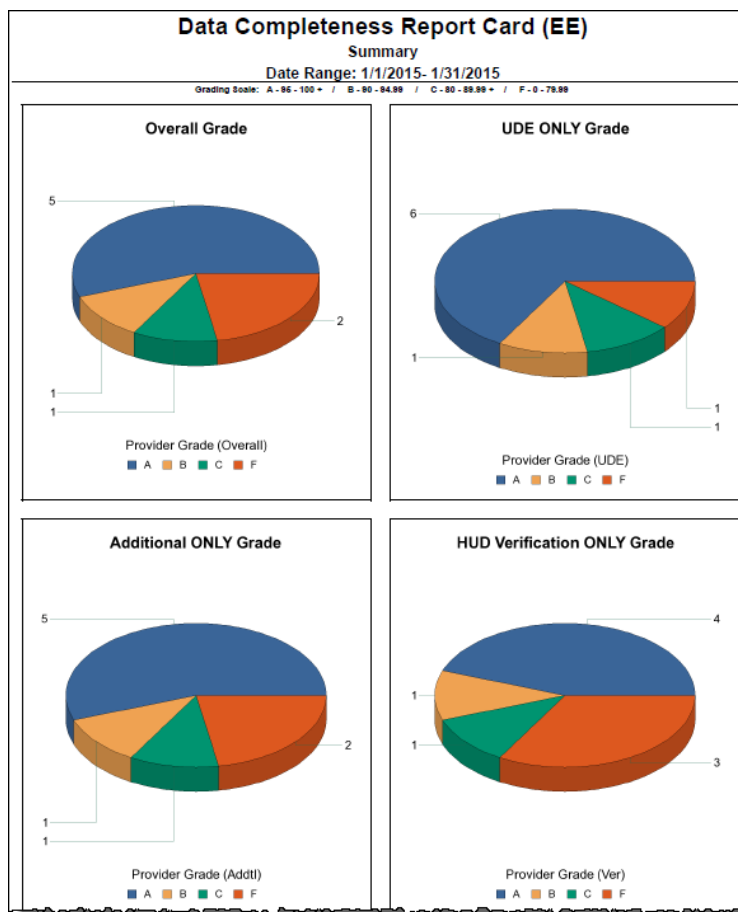


Figure 3.1

**Tab A Contains Summary information for all providers for each of the following (the Grading Scale is displayed at the top of the page):**

- **Overall Grade** – this chart shows the overall Data Completeness scores for all providers in the data set
- **UDE ONLY Grade** – this chart shows the UDE ONLY scores for all the providers in the data set
- **Additional ONLY** – this chart shows the Additional Information ONLY scores for all providers in the data set
- **HUD Verification ONLY Grade** – this chart shows the HUD Verification ONLY scores for all providers in the data set

### 3.2 Tab B - Overall Report Card

The top section of this tab provides the overall summary of grades (with percentages) for each of the data element categories. The final Overall Grade takes into account all categories.

Data Completeness Report Card (EE)				
Overall Summary				
Date Range: 1/1/2015- 10/14/2015				
GRADE BASED ON COUNT FOR EACH ELEMENT:	HUD UDE ONLY	Additional ONLY	HUD Verification ONLY	OVERALL
	<b>F</b>	<b>F</b>	<b>F</b>	<b>F</b>
	69.70%	29.17%	9.68%	51.30%
Data Element	Required for	Number of Applicable Entry Exits	Number of Non-Null Values	Percentage Complete
HUD Universal Data Elements:				
Name	All	9	9	100.00%
Social Security Number	All	9	8	88.89%
Date of Birth	All	9	8	88.89%
Race	All	9	7	77.78%
Ethnicity	All	9	7	77.78%
Gender	All	9	7	77.78%
Veteran Status	Adults	5	4	80.00%
Disabling Condition (Y/N)	Adults	5	3	60.00%
Residence Prior to Project Entry	Adults/HoH	5	3	60.00%
Length of Stay in Previous Place	Adults/HoH	5	3	60.00%
Destination (Exit)	Adults/HoH at Exit	2	2	100.00%
Relationship to Head of Household	All	9	0	0.00%
Client Location	HoH ONLY	0	0	N/A
Client Entering From Streets, ES, or SH	Adults/HoH	5	5	100.00%
Approximate Date Started (if Yes for above)	Adults/HoH & Entering=Y	3	1	33.33%
Number of Times on Streets/ES/SH in Past 3 Years	Adults/HoH	5	1	20.00%
Total Number of Months Homeless in Past 3 Years	Adults/HoH 4+ ONLY	1	1	100.00%
Additional Data Elements:				
Domestic Violence	Adults/HoH	5	3	60.00%
Services Not Included	N/A	N/A	N/A	N/A
Income Received (Y/N)	Adults/HoH	5	2	40.00%
Non-Cash Benefit Received (Y/N)	Adults/HoH	5	2	40.00%
Covered by Health Insurance (Y/N)	All	9	0	0.00%
HUD Verification: (Elements measure completeness at entry ONLY)				
Disability Type	All	9	0	0.00%
Income Source	Adults/HoH	5	0	0.00%
Income Amount (for all valid sources)	Adults/HoH Recv Inc = Y	3	3	100.00%
Non-Cash Source	Adults/HoH	5	0	0.00%
Health Insurance Type	All	9	0	0.00%

Figure 3.2

The table includes a column for each provider for each set of data element on which data completeness is checked (See Tech Note 6.2 for detailed information):

- **Required for** – this column provides the clients for which the element is applicable
- **Number of Applicable Entry Exits** – this column provides the count of entry exits for each specified element
- **Number of Non-Null Values** – this column provides the count of non-null values. Both “-select-” and “Data Not Collected” are considered null values
- **Percentage Complete** – this column provides the percentage complete for each data element

### 3.3 Tab C - Provider Report Card

The top section of this tab provides the individual provider summary of grades (with percentages) for each of the data element categories. The final Overall Grade takes into account all categories.

Data Completeness Report Card (EE)				
Provider Report Card				
Date Range: 1/1/2015- 10/14/2015				
1 Flamingo PT:TH TA1:SF+HC(2691)				
GRADE BASED ON COUNT FOR EACH ELEMENT:	HUD UDE ONLY	Additional ONLY	HUD Verification ONLY	OVERALL
	<b>F</b>	<b>F</b>	<b>F</b>	<b>F</b>
	69.70%	29.17%	9.68%	51.30%
Data Element	Required for	Number of Applicable Entry Exits	Number of Non-Null Values	Percentage Complete
HUD Universal Data Elements:				
Name	All	9	9	100.00%
Social Security Number	All	9	8	88.89%
Date of Birth	All	9	8	88.89%
Race	All	9	7	77.78%
Ethnicity	All	9	7	77.78%
Gender	All	9	7	77.78%
Veteran Status	Adults	5	4	80.00%
Disabling Condition (Y/N)	Adults	5	3	60.00%
Residence Prior to Project Entry	Adults/HoH	5	3	60.00%
Length of Stay in Previous Place	Adults/HoH	5	3	60.00%
Destination (Exit)	Adults/HoH at Exit	2	2	100.00%
Relationship to Head of Household	All	9	0	0.00%
Client Location	HoH ONLY	0	0	N/A
Client Entering From Streets, ES, or SH	Adults/HoH	5	5	100.00%
Approximate Date Started (if Yes for above)	Adults/HoH & Entering=Y	3	1	33.33%
Number of Times on Streets/ES/SH in Past 3 Years	Adults/HoH	5	1	20.00%
Total Number of Months Homeless in Past 3 Years	Adults/HoH & 1+Times	1	1	100.00%
Additional Data Elements:				
Domestic Violence	Adults/HoH	5	3	60.00%
Services Not Included	N/A	N/A	N/A	N/A
Income Received (Y/N)	Adults/HoH	5	2	40.00%
Non-Cash Benefit Received (Y/N)	Adults/HoH	5	2	40.00%
Covered by Health Insurance (Y/N)	All	9	0	0.00%
HUD Verification: (Elements measure completeness at entry ONLY)				
Disability Type	All	9	0	0.00%
Income Source	Adults/HoH	5	0	0.00%
Income Amount (for all valid sources)	Adults/HoH Recv Inc = Y	3	3	100.00%
Non-Cash Source	Adults/HoH	5	0	0.00%
Health Insurance Type	All	9	0	0.00%

Figure 3.3

The table includes a column for each set of data element on which data completeness is checked (See Tech Note 6.2 for detailed information):

- **Required for** – this column provides the clients for which the element is applicable
- **Number of Applicable Entry Exits** – this column provides the count of entry exits for each specified element
- **Number of Non-Null Values** – this column provides the count of non-null values. Both “-select-” and “Data Not Collected” are considered null values
- **Percentage Complete** – this column provides the percentage complete for each data element

### 3.4 Tab D – Client Detail

Data Completeness Report Card (EE)																											
Client Detail by Provider																											
Date Range: 1/1/2015- 10/14/2015																											
1 Flamingo PT:TH TA1:SF+HC(2691)																											
Entry Exit Information			HUD Universal Data Elements															Additional Data Elements					HUD Verification				
Client ID	Entry Date	Exit Date	Name	SSN	DOB	Race	Eth	Gen	Yel	YN	Res	LOS	Dist	Hold	Loc	Client	Appr	Num	Total	IV	sys	YN	YN	YN	Dist	Ins	Ins
54999	5/1/2015	5/6/2015	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK
55000	5/1/2015	5/6/2015	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK
72036	3/1/2014		OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK
159406	5/1/2015	5/6/2015	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK
159408	5/1/2015	5/6/2015	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK
196472	5/1/2015	5/6/2015	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK
196481	5/1/2015	5/6/2015	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK
611068	7/1/2015		OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK
611069	2/1/2014		OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK

Figure 3.4

The table includes a column for each set of data element on which data completeness is checked. A green “Ok” means that there is a value for the element and a red “Null” indicates that the response is missing (null or Data Not Collected). A dash means that the element is not applicable for the client:

- **Client Id** – this column displays the Client Id for each client
- **Entry Date** – this column displays the Entry Date for each entry
- **Exit Date** – this column displays the exit date if applicable for each entry
- **The remaining columns contain information about whether the value is Ok, Null or Not Applicable for the client. See Tech note 6.2 for more information.**

### 3.5 Tab E – Additional Information

This tab is provided as a reference to the user running the report and lists prompt values and providers included in the report.

Data Completeness Report Card (EE)	
Additional Information	
Date Range: 1/1/2015- 1/31/2015	
User Prompt Field	Value(s) Selected
EDA Provider:	-Default Provider-
Enter Start Date:	1/1/15
Enter End Date PLUS 1 Day:	2/1/15
Select Provider(s):	none selected; 1 Abyssinian PT:ES TA1:YMF(1238); 1 Anteater PT:ES TA1:HC(3498); 1 Antelope PT:ES TA1:HC(5090); 1 Arctic Fox PT:ES TA1:SMF(5134); 1 Macaw PT:P(5194); 1 Maltese PT:P Other:HOPWA(5314); 1 Octopus PT:RRH(9145); 1 Opossum PT:RRH(9155); 1 Sparrow PT:TH TA1:SMF(7092); 1 Squirrel PT:TH TA1:HC Other:Sal(7095); 1 Zebra Shark PT:TH(9008)
Include Services in Report Card?	Yes
Providers Reporting Information	Entry Exit Count
1 Anteater PT:ES TA1:HC(3498)	36
1 Antelope PT:ES TA1:HC(5090)	31
1 Arctic Fox PT:ES TA1:SMF(5134)	88
1 Macaw PT:P(5194)	20
1 Octopus PT:RRH(9145)	15
1 Opossum PT:RRH(9155)	31
1 Sparrow PT:TH TA1:SMF(7092)	13
1 Squirrel PT:TH TA1:HC Other:Sal(7095)	59
1 Zebra Shark PT:TH(9008)	24

Figure 3.5

## 4. INPUT CONTROLS

### 4.1 Tab C – Provider Report Card

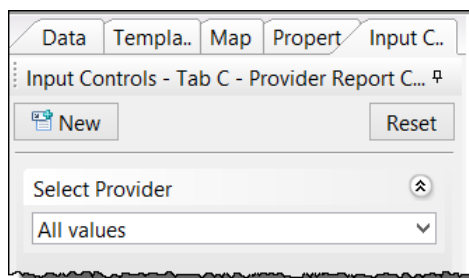


Figure 4.1

#### Input Controls:

- **Select Provider** – This input control allows the user to filter to a specific provider in the data set.

### 4.2 Tab D – Client Detail

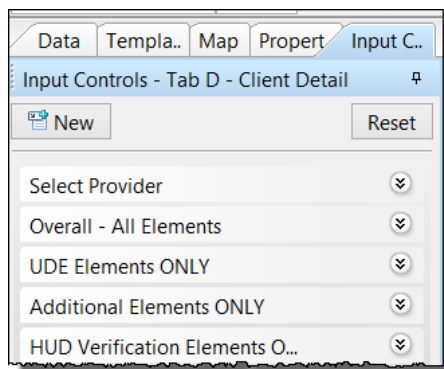


Figure 4.2

#### Input Controls:

- **Select Provider** – This input control allows the user to filter to a specific provider in the data set.
- **Overall All Elements** – this input control allows the user to filter the dataset to all missing or non-missing values
- **UDE Elements ONLY** – this input control allows the user to filter the dataset to all UDE missing or non-missing elements
- **Additional Elements ONLY** – this input control allows the user to filter the dataset to Additional Elements ONLY that are missing or non-missing
- **HUD Verification Elements ONLY** – this input control allows the user to filter the dataset to HUD Verification Elements ONLY that are missing or non-missing



## 5. ALERTERS

### 5.1. Tabs B and C – Overall Report Card and Provider Report Card

1. Tabs B and C share the alerter **Grey Service** that will grey out the Services row if the “Include Services in Report Card” prompt is “No”.
2. Tab B and C share the alerter **GRADE** that will display a letter grade based on the percentage of the report.

The grade scale is as follows (and can be modified in the Alerter Editor)

Percentage	Grade
95 to 100%	A
90 to 94%	B
80 to 89%	C
Lower than 80%	F

3. Tabs B and C share several alerters titled **NA** that display an N/A if the field has no responses.

### 5.2 Tab D – Client Detail

1. Tab D – Client Detail has several Alerters to indicate the values for Data Completeness for each element.
  - “Ok” appears in Green font where there is a value for the element
  - “Null” appears in Red font where there no value for the element. Missing values are those where no value is selected or where “Data Not Collected” is selected
  - The row is bolded is a Null values appears in the row.
  - A dash (-) appears where the value is not applicable for a particular client.
  - For the HUD Verification section a number appears in Red font to show how many values are recorded in the HUD Verification Step at Entry for a client. For example, where a 1 appears in Red for NC, this means that 1 of the 8 possible picklist types is recorded and 7 picklist types are missing.

## 6. TECHNICAL INFORMATION

### 6.1. How the data are pulled

This report utilizes 6 queries, all based on the Entry Exit Universe.

The first query, BISData, pulls assessment questions for active client entries during a date range specified in the prompts for providers selected in the prompts.

The other queries (Disability, Services, Income Entry, NonCash, and Insurance) pull associated sub-assessment values for each entry identified in the BISData query.

### 6.2. Technical notes

1. The data elements included in this report are from the HMIS Data Dictionary v3.
2. This report may have long run times, particularly on “Service Heavy” sites. This can be resolved by either archiving older services or by saving a copy of the report to a separate folder. Scheduling may also help to expedite run times.
3. The calculation of the letter grades is based on the scale below, however the percentages can be adjusted by editing the alerter entitled “GRADE”:
  - a. => 95% =A
  - b. =>90% and < 95% =B
  - c. =>80% and < 90% = C
  - d. <80% = F
4. In determining the completeness for the various data elements, the report considers only whether the value for that element was null or non-null at the time of the project entry. The report does not attempt to evaluate the validity or correctness of the answer given. “Data Not Collected” is treated as Null.
5. The calculations do take into account whether the particular element was applicable to a particular client at the time of entry.
6. Client Profile Information: Throughout this report client profile data including Name, Gender, Date of Birth (DOB), Veteran Status, Race, Ethnicity, and Social Security Number is determined by the last recorded value in the client’s record as opposed to a value recorded for an individual entry. Because this value would typically represent the most accurate information concerning the client, it is applied retroactively to each of the client’s entry records even though it may have in some cases actually been recorded after the event itself or may be different when compared to the value that was recorded in conjunction with the event itself.
7. In the three elements that include an accompanying data quality field (Date of Birth, Zip Code, Social Security Number), this secondary field was also considered.
8. Non-HUD values are not recognized as valid answers throughout this report and are counted in the same manner as null values.
9. Specifics related to certain elements:
  - a. Name: Only marked Null where the client is recorded as Anonymous and name Data Quality is not marked as Client Doesn’t Know or Client Refused.
  - b. Veteran Status: Uses the Static Veteran Status field first, if null then uses the retired Dynamic Veteran Status
  - c. Destination: Calculated only where an exit date falls within the report range.

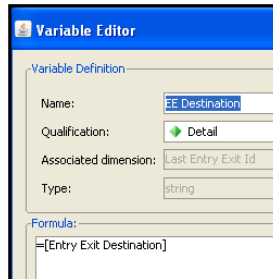
- d. If Client Entering from Streets, ES or SH is Yes then a value is required for Approximate Date Started
  - e. If Number of Times on Streets, ES, or SH is 1 or more then Total Number of Months Homeless in Past 3 Years is required
  - f. HUD Verification: This section looks at the four Sub-Assessments. If all types have a valid response (Yes, No, or Client Doesn't Know, Client Refused for Disability only) then the answer is Complete. If one of the types is missing a value, the number of recorded values will appear on the Client Detail tab in red.
10. In the event that the denominator in the percentage calculation for a particular data element is equal to zero, the percentage is displayed as "N/A" and the element is not included in the grade calculation. For example if the dataset contained only children, then the Veteran Status element which applies only to adults would not be applicable and would be excluded from the grade calculation.
11. Adult, child, and unaccompanied youth classifications are calculated as follows, using the classifications as determined by HUD for HMIS:
- a. Adult:  
If client record has no date of birth listed  
or client is 18 years of age or older at time of project entry.
  - b. HoH (Head of Household):  
If the client has Head of Household marked as "Self"
12. If Last Name field is desired, the field may be pulled into a saved copy of the report. It will display as long as there is only one value for Last Name on the client (a multivalue error will appear).

## IMPORTANT KNOWN INSTALLATION ISSUE

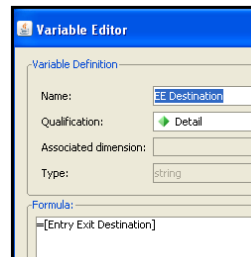
This report utilizes several "detail" type variables that are each "associated" with a particular "dimension". In testing the installation process with this report a mapping malfunction was sporadically encountered which resulted the "associated dimension" being stripped from the variable during the installation process. When this occurs the report will return erroneous count values. Bowman Systems is working with Business Objects to determine and correct the root cause of this malfunction, and will publish an updated version if needed. Meanwhile customers using this version of the report are strongly encouraged to verify that each of the detail variables in this report is properly displaying an "Associated Dimension" as shown in the related [technical note](#) below. In cases where the "Associated Dimension" has been stripped during installation, the "Associated Dimension" will appear blank. When this has occurred the user will need to edit the variable, specify the proper dimension, save the variable, and resave the report, prior to use. The table in the related [technical note](#) below lists the detail variables in this report, along with their proper associated dimension. To insure that this report is returning the proper results, it is very important that these associations be checked/ verified following installation and prior to running the report.

1. **IMPORTANT Known Installation Issue:** As stated above, this report utilizes several "detail" type variables that are each "associated" with a particular "dimension". In testing the installation process with this report a mapping malfunction was sporadically encountered which resulted in the "associated dimension" being stripped from the variable during the installation process.

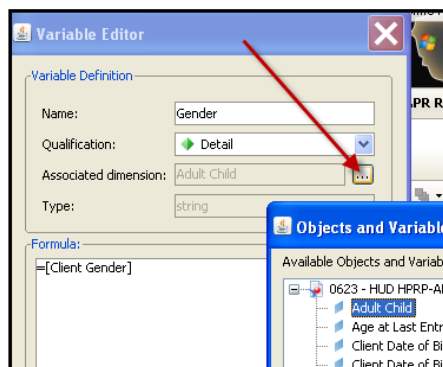
When this occurs the report will return “multivalue” errors messages and/or erroneous count values. Bowman Systems is working with Business Objects to determine and correct the root cause of this malfunction, and will publish an updated version if needed. Meanwhile customers using this version of the report are strongly encouraged to verify that each of the detail variables in this report is properly displaying an “Associated Dimension” as shown:



In cases where the “Associated Dimension” has been stripped during installation, the “Associated Dimension” will appear blank:



When this has occurred the user will need to edit the variable, specify the proper dimension, save the variable, and resave the report, prior to use:



The table below lists the detail variables in this report, along with their proper associated dimension. To insure that this report is returning the proper results, it is very important that these associations be checked/ verified following installation and prior to running the report.

**Table 1. Detail variables and their correct associated dimensions.**

Detail Variable	Associated Dimension
Adult Child HoH	Entry Exit Uid(BISData)
Cont Hmls	Merge EE Id
Dest Exit	Merge EE Id
DOB	Merge EE Id
DOB DQ	Merge EE Id
DV	Merge EE Id
EE Entry Date	Merge EE Id
EE Exit Date	Merge EE Id
EE Provider	Merge EE Id
ETH	Merge EE Id
Gender	Merge EE Id
HUD Ver Disab	Merge EE Id
HUD Ver Inc	Merge EE Id
HUD Ver Ins	Merge EE Id
HUD Ver NC	Merge EE Id
Income at Entry	Merge EE Id
Location	Merge EE Id
LOS Prior	Merge EE Id
Name	Merge EE Id
Name DQ	Merge EE Id
Race	Merge EE Id
Relate HoH	Merge EE Id
Res Prior	Merge EE Id
SSN	Merge EE Id
SSN DQ	Merge EE Id
Total Months	Merge EE Id
Valid Source in EE	Merge EE Id
Valid Source in EE.Amt	Entry Exit Uid(Income Entry)
Veteran Adj	Merge EE Id
YN Disability	Merge EE Id
YN Income	Merge EE Id
YN Ins	Merge EE Id
YN NC	Merge EE Id

### 6.3. Modification options

1. Advanced ART users will be able to edit the report to add or remove data elements to or from the table to customize the report to their specific needs. Deletion of objects from the query or deletion of queries is not supported as the query is distinct from the data elements included.
2. Modifications can be made to adjust the scoring for SSVF projects. Note: the 0252 report is designed as a data completeness report only. Remove the Domestic Violence Victim/Survivor and Disability Sub-assessment information by doing the following:
  - a. Open report using “Edit Report”
  - b. Use “Save As” and save a copy in a different folder. Save changes regularly.
  - c. In bottom left corner changed “Arranged by” from “Alphabetical order” to “Query”.
  - d. Left-click on plus sign next to “Variables”
  - e. Double-left-click on variable labeled “Grade (Addtl)”
  - f. In top half of calculation above the “/”, remove the first object and plus sign next to it – “[ct DV] +”. In bottom half of calculation below the “/”, change “\*4” to “\*3”.
  - g. Click OK to save changes
  - h. Double-left-click on variable labeled “Grade (Ver)”
  - i. In top half of calculation above the “/”, remove the first object and plus sign next to it – “[ct Ver Disab] +”. In bottom half of calculation below the “/”, change “([Count EE (All)]\*2)” to “([Count EE (All)])”.
  - j. Click OK to save changes
  - k. Double-click on variable labeled “Grade (Overall)”
  - l. In top half of calculation above the “/”, remove the “[ct DV] +” and “[ct Ver Disab] +” objects. In bottom half of calculation below the “/”, change “([Count EE (All)]\*2)” to “([Count EE (All)])” and then change “+If([Prompt Services]="Yes"; [Count EE (Adult.HoH)]\*12;[Count EE (Adult.HoH)] \*11)” to “+If([Prompt Services]="Yes"; [Count EE (Adult.HoH)]\*11;[Count EE (Adult.HoH)] \*10)”
  - m. Go to “Tab B – Overall Report Card”
  - n. Right click on row labeled “Domestic Violence” and choose “Remove -> Remove Row”.
  - o. Right click on row labeled “Disability Type” and choose “Remove -> Remove Row”.
  - p. Go to “Tab C – Provider Report Card”
  - q. Right click on row labeled “Domestic Violence” and choose “Remove -> Remove Row”.
  - r. Right click on row labeled “Disability Type” and choose “Remove -> Remove Row”.
  - s. Go to “Tab D – Client Detail”
  - t. Right click on column labeled “DV” and choose “Remove -> Remove Column”.
  - u. Right click on column labeled “Disab OK=8” and choose “Remove -> Remove Column”.
  - v. Save your modified report.

## 7. MAPPING OBJECTS

QUERY NAME	OBJECT TYPE	FIELD NAME	LOCATION
BISData Universe: ee_u	Result Objects:	Client Uid	Entry Exit / Clients folder
		Client Unique Id	Entry Exit / Clients folder
		Client First Name	Entry Exit / Clients folder
		Client Name Data Quality	Entry Exit / Clients folder
		Client Soc Sec No Dashed	Entry Exit / Clients folder
		Client SSN Data Quality	Entry Exit / Clients folder
		Client Age at Entry	Entry Exit / Clients folder
		Client Date of Birth	Entry Exit / Clients folder
		Client Gender	Entry Exit / Clients folder
		Client Primary Race	Entry Exit / Clients folder
		Client Ethnicity	Entry Exit / Clients folder
		Client Veteran Status	Entry Exit / Clients folder
		U.S. Military Veteran?	Entry Objects folder
		Disabling condition?	Entry Objects folder
		Entry Exit Provider Id	Entry Exit folder
		Date of Birth Type	Entry Objects folder
		Entry Exit Uid	Entry Exit folder
		Entry Exit Entry Date	Entry Exit folder
		Entry Exit Exit Date	Entry Exit folder
		Residence Prior to Project Entry	Entry Objects folder
		Entry Exit Group Id	Entry Exit folder
		Domestic violence victim/survivor	Entry Objects folder
		Entry Exit Destination	Entry Exit folder
		Client entering from streets, ES or SH	Entry Objects folder
		If yes for "Client entering from streets, ES or SH" Approximate Date started	Entry Objects folder
		Regardless of where they stayed last night – number of times the client has been on the streets, in ES or SH in the past 3 years including today	Entry Objects folder
		Total number of months homeless on the streets, in ES or SH in the past three years	Entry Objects folder
		Length of Stay in Previous Place	Entry Objects folder
		Relationship to Head of Household	Entry Objects folder
		Client Location	Entry Objects folder
	Filter Objects:	Client Inactive	Entry Exit / Clients folder
		Entry Exit Inactive	Entry Exit folder

Disability: ee_u	Result Objects:	Client Uid	Entry Exit / Clients folder
		Client Unique Id	Entry Exit / Clients folder
		Entry Exit Uid	Entry Exit folder
		Entry Exit Provider Id	Entry Exit folder
		Entry Exit Entry Date	Entry Exit folder
		Entry Exit Exit Date	Entry Exit folder
		Disability Type	Entry Objects/Disabilities folder
		Disability Determination	Entry Objects/Disabilities folder
Services: ee_u	Result Objects:	Client Uid	Entry Exit / Clients folder
		Client Unique Id	Entry Exit / Clients folder
		Entry Exit Uid	Entry Exit folder
		Entry Exit Provider Id	Entry Exit folder
		Entry Exit Entry Date	Entry Exit folder
		Entry Exit Exit Date	Entry Exit folder
	Result Objects:	Service Uid	Entry Exit /Services (Outer) folder
		Client Inactive	Entry Exit / Clients folder
Income Entry: ee_u	Result Objects:	Client Uid	Entry Exit / Clients folder
		Client Unique Id	Entry Exit / Clients folder
		Entry Exit Uid	Entry Exit folder
		Entry Exit Provider Id	Entry Exit folder
		Entry Exit Entry Date	Entry Exit folder
		Entry Exit Exit Date	Entry Exit folder
		Recordset Id	Entry Objects / Monthly Income folder
		Provider	Entry Objects / Monthly Income folder
		Start Date	Entry Objects / Monthly Income folder
		End Date	Entry Objects / Monthly Income folder
		Source of Income	Entry Objects / Monthly Income folder
		Monthly Amount	Entry Objects / Monthly Income folder
		Receiving Income Source	Entry Objects / Monthly Income folder
		Income from Any Source	Entry Objects folder
NonCash: ee_u	Result Objects:	Client Uid	Entry Exit / Clients folder
		Client Unique Id	Entry Exit / Clients folder
		Entry Exit Uid	Entry Exit folder
		Entry Exit Provider Id	Entry Exit folder
		Entry Exit Entry Date	Entry Exit folder
		Entry Exit Exit Date	Entry Exit folder
		Non cash benefit from any source	Entry Objects folder
		Source of Non-Cash benefit	Entry Objects / Non-Cash Benefits folder
Health Insurance: ee_u	Result Objects:	Receiving benefit	Entry Objects / Non-Cash Benefits folder
		Client Uid	Entry Exit / Clients folder
		Client Unique Id	Entry Exit / Clients folder
		Entry Exit Uid	Entry Exit folder
		Entry Exit Provider Id	Entry Exit folder
		Entry Exit Entry Date	Entry Exit folder
		Entry Exit Exit Date	Entry Exit folder
		Covered by Health Insurance	Entry Objects folder
		Health Insurance Type	Entry Objects / Health Insurance folder
		Covered	Entry Objects / Health Insurance folder



## 8. REVISION HISTORY

Version	Description of Changes
V11.04.13	Original version - BETA
V2	Revision: Picklist wording for SSN Quality field "Don't Know or Don't Have SSN (HUD)" corrected. Specific Disability Element unmarked as UDE Default value "Select" set for Provider prompt Portions of User Manual clarified Revision History added to User Manual
V3	Revision: Fixed an issue with Income Source at Exit and Income Amount at Exit being greater than 100%.
V4	Revision: Fixed an issue with the section header on Tab C displaying the incorrect provider.
V5	Revision: Redesign of query to use use "Results from Another Query" functionality rather than sub-queries New Prompt "Include Services in Report Card?" Inclusion of Non-Cash Benefits question and sub-assessment fields in report Added Input Control on Tab C, "Missing Values Only" to show only clients with missing data
V6	Revision: Removed "Universal" from headers on tables as elements contained within the report are not all UDEs. Updated User Manual language to include tech note about demographic info; added EDA provider to Additional Information tab.
V7	Revision: Added EE ID to Tab C to eliminate multi-value error where multiple entry/exits exist on a client; clarification to indicate that the report counts clients and not entry/exits; clarification added regarding modification of report.
V8	Revision: Updated picklist values and assessment questions to allow report to be run on 5.11.x and earlier versions; added language to indicate that Data Elements in report conform to 2010 Data Standards.
V9	Revision: Updated query for Veteran Status to look first at static Client Veteran Status and then at retired dynamic Veteran Status if null; updated picklist values on client detail tab.
V10	Revision: Updated list of elements to include objects from the 2014 Data Dictionary; Added sections for UDE, Additional and HUD Verification; Adjusted scoring to reflect scores for each section and a composite score.
V11	Revision: Updated scoring to exclude services if not selected in prompts; updated Client Detail Alerters to show RED text appropriately based on element; added modification information for SSVF scoring to document.
V12	Revision: Updated to HMIS Data Dictionary V3 for Length of Time on Streets Elements; added additional information to technical notes about long run times and adding client name if desired
V13	Revision: Correction to calculations for Chronically Homeless null; corrections to display of null values on detail tab.
V14	Revision: Correction to Total Month homeless for chronic homeless.
V15	Revision: Correction to counts for Total Month Homeless.