

Running the Data Quality Framework

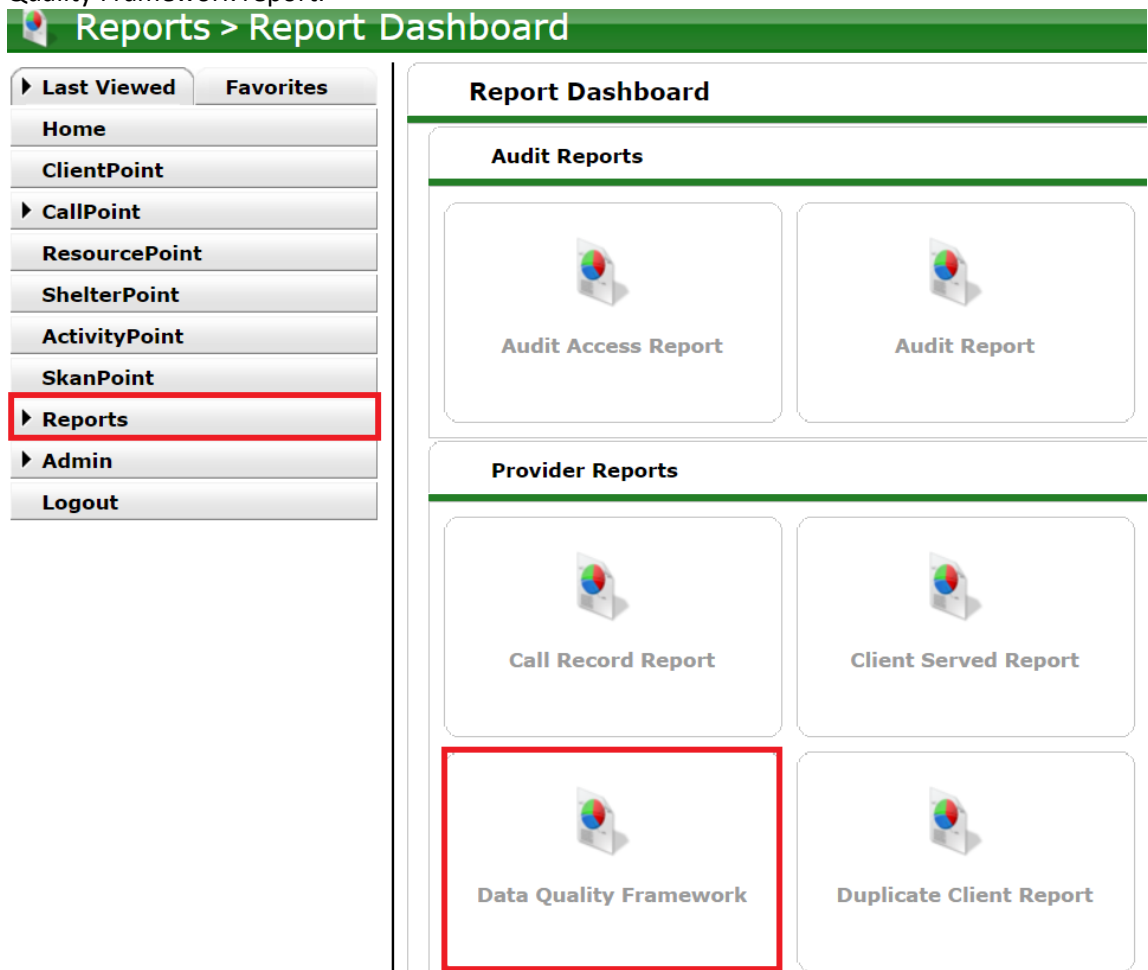
ServicePoint Procedure for Pulling the DQF from the Advanced Reporting Tool

Background

The Data Quality Framework report is designed to complement the System Performance Measures. They are submitted together and used by HUD to weigh the impact of system performance measures. The benchmarks for this report have not been identified, but locally we will be looking at error rates that are greater than 5%. If your error rate exceeds that threshold, you will be asked to provide an explanation and action plan in the Data Quality Framework Template. If you have multiple ServicePoint providers for one housing type, you can run the report for all the providers at the same time.

Procedure

1. Once you are logged in to ServicePoint, click on Reports on the left. Then click on the Data Quality Framework report.



Reports > Report Dashboard

Last Viewed **Favorites**

- Home
- ClientPoint
- CallPoint
- ResourcePoint
- ShelterPoint
- ActivityPoint
- SkanPoint
- Reports**
- Admin
- Logout

Report Dashboard

Audit Reports

- Audit Access Report
- Audit Report

Provider Reports

- Call Record Report
- Client Served Report
- Data Quality Framework**
- Duplicate Client Report

2. Fill out the Report Options as follows:

- Give the report your desired name.

- *Description* is optional.
 - The *Provider* radio button should already be selected for *Provider Type*.
 - Your provider should already be listed.
 - If not or if you are running it for a different provider, select it from the drop down. If you don't see a drop down, click on the *Search* button, search for the desired provider, and click on the green plus sign to select it.
 - Click on either the *This provider AND its subordinates* or the *This provider ONLY* radio button.
 - Enter the date range for the appropriate quarter:
 - Q1 – October 1-December 31
 - Q2 – January 1-March 31
 - Q3 – April 1-June 30
 - Q4 – July 1-September 30
 - Select the appropriate *Entry/Exit Type* for the provider.
3. Click on *Build Report*
 4. Your report will populate at the top of the list in the *Report Run History* at the top of the screen. You will see a blue *Running* status.
 5. Click on the *Refresh* button below the list until the status indicates *Completed*.
 6. Click on the magnifying glass for your report.
 7. Scroll down to view the report.



Report Options Use Previous Parameters

Name	<input type="text"/>	Enter a name.
Description	<input type="text"/>	
Provider Type	<input checked="" type="radio"/> Provider <input type="radio"/> Reporting Group <input type="radio"/> CoC Code	
Provider *	Please choose a provider. <input type="button" value="Search"/> <input type="button" value="My Provider"/> <input type="button" value="Clear"/>	Search for providers here.
Program Date Range *	<input type="text"/> / <input type="text"/> / <input type="text"/> <input type="button" value="↺"/> <input type="button" value="↻"/> <input type="button" value="↻"/> <input type="button" value="↺"/> to <input type="text"/> / <input type="text"/> / <input type="text"/> <input type="button" value="↺"/> <input type="button" value="↻"/> <input type="button" value="↻"/> <input type="button" value="↺"/>	Enter the quarter data range.
Entry/Exit Types *	<input type="checkbox"/> Basic <input type="checkbox"/> Basic Center Program Entry/Exit <input type="checkbox"/> HUD <input type="checkbox"/> PATH <input type="checkbox"/> Quick Call <input type="checkbox"/> RHY <input type="checkbox"/> Star	Select the Entry/Exit Type your program uses.

8. You can save the results to your computer as a PDF by printing and selecting Save as PDF for the printer.
9. Save it to a location where you will later be able to find it.