

## Maricopa 0640 – HUD Data Quality Framework

- Log into HMIS
- If applicable, enter proper “Enter Data As” mode (located at the top right corner)

1. At the top right hand side of the screen locate, “Connect to ART” and click it



2. Locate “Public Folder” and click the arrow to the left of it so that it will point downward
3. Locate “Data Quality Reports” and click the arrow to the left of it so that it will point downward



4. Locate the “0640 – HUD Data Quality Report Framework” report and click the magnifying glass to the left of it so that a prompts box will appear
  - You will be given the option to “View report”, “Edit Report”, or “Schedule Report”. It is recommended to schedule the report
  - Once you chose the option to schedule the report, a new prompts box will appear.

5. Answer the questions as directed below:
  - **SKIP** Select Provider CoC Code(s):
  - **SKIP** Select Reporting Group Name:
  - Select Provider(s): Use the “select” box to be directed to another screen where you will chose the program you wish to run the DQ report on. You will select the correct program(s) by using the green plus sign/circle located to the left of the program name.
  - **SKIP** EDA Provider
  - Enter Effective Date:
    - Will be the same day as your end date
  - Enter start Date:
    - List the day the grant cycle begins. For example: 07/01/2016
  - Enter End Date PLUS 1 Day:
    - List the last day of the grant cycle and add 1 day. For example: if your grant cycle is from 7/1/2016 – 6/30/17. You would enter 7/1/2017
6. Click submit to take you to a new prompts box: Answer the questions as directed below

The screenshot shows a 'Schedule Report' dialog box with the following fields and options:

- Name \***: 0640 - HUD Data Quality Report Frai
- Report Format \***: Pdf
- Users Inbox \***: [Redacted]
- Interval \***: Once
- Start Date \***: 05 / 08 / 2017 12 : 14 PM
- End Date \***: 05 / 08 / 2017 12 : 14 PM

Buttons include 'Search', 'My User', 'Clear', and 'Send'.

7. Interval: **Once**
8. Leave your start and end date for the current date (present day)
9. Click Send

Once you click send, at the very bottom of your screen, under “Scheduled Reports”, it will appear once you click the refresh button. On the right side of the screen you can check the status. (Pending, Running, or Completed) Use the refresh button at the very bottom of the screen to refresh the page every few minutes until the status of the report is complete. Once it is complete, use the magnifying glass to the left of the report to view it.