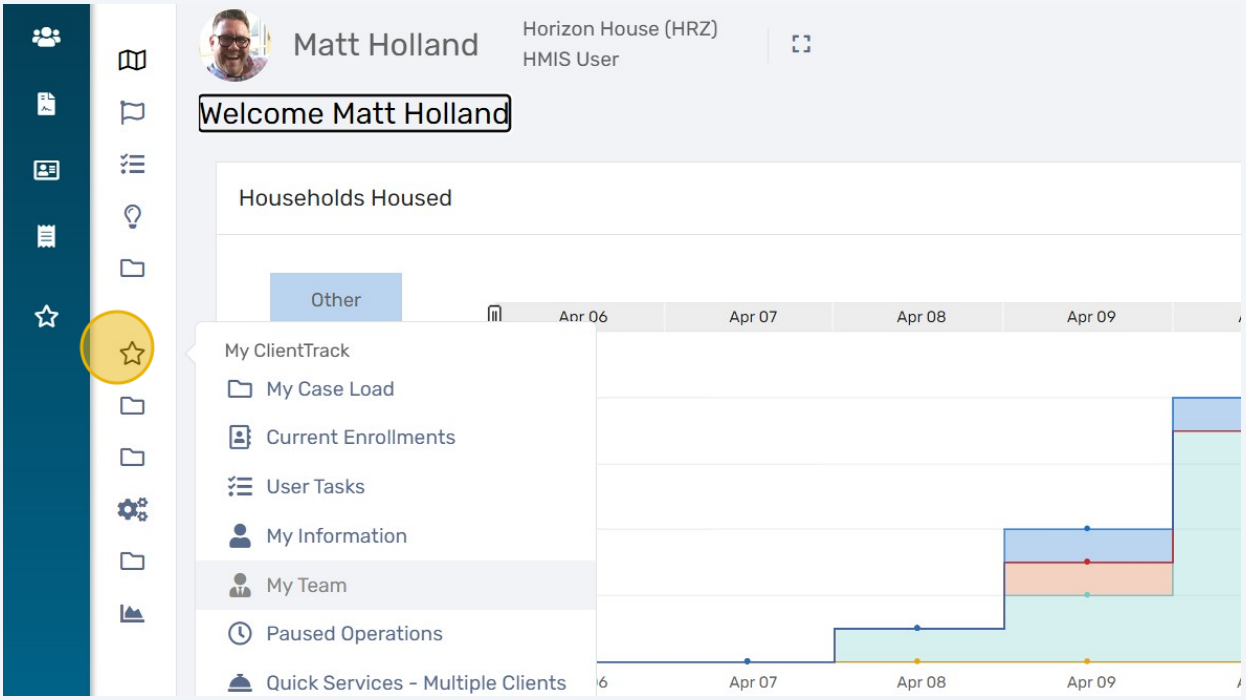
Using the CES Data Quality Tool in HMIS

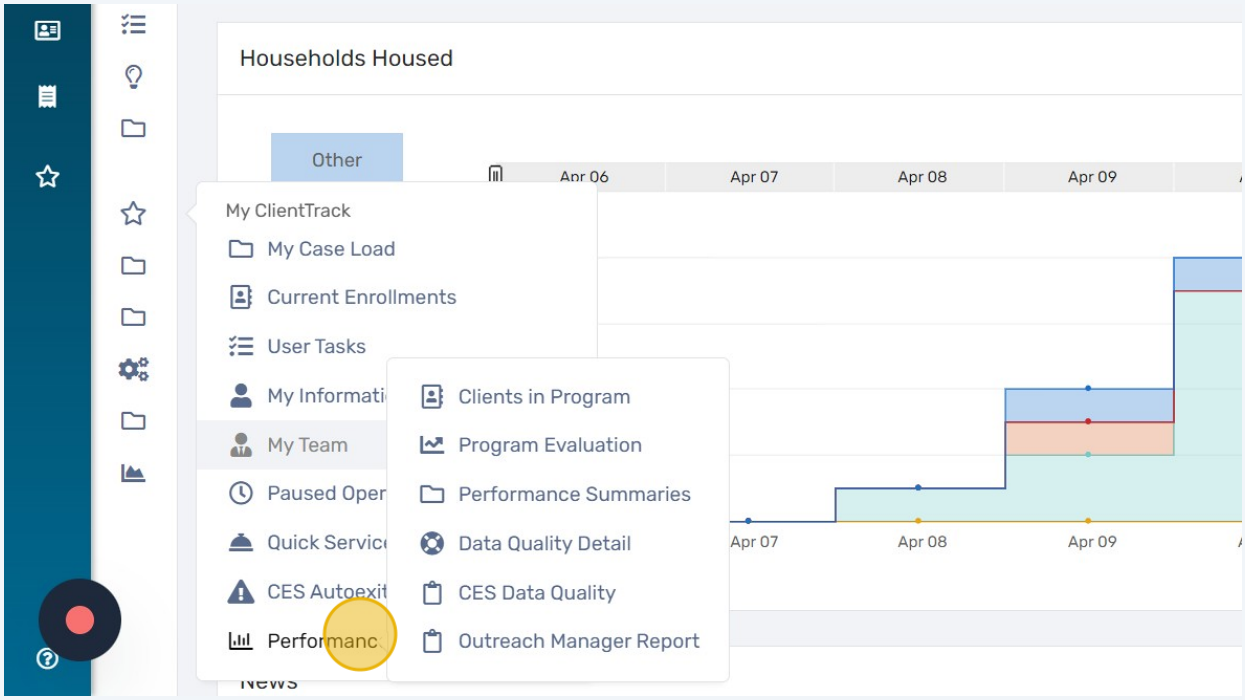
The Data & Analytics team has developed a tool to use as a guide to monitor and improve data quality relating to Coordinated Entry assessments. It is important to note that just because the tool shows a "red x" which indicates possibly missing or incorrect data, HMIS is constricted by how it was developed. For an example, if the tool states that a Social Security card is missing but it is uploaded with a State ID (scanned together), it will appear that the Social Security card is missing.

1 From the user dashboard which is the first screen you will see after logging in, go to the "star" icon which is "My ClientTrack". Click or hover over it.

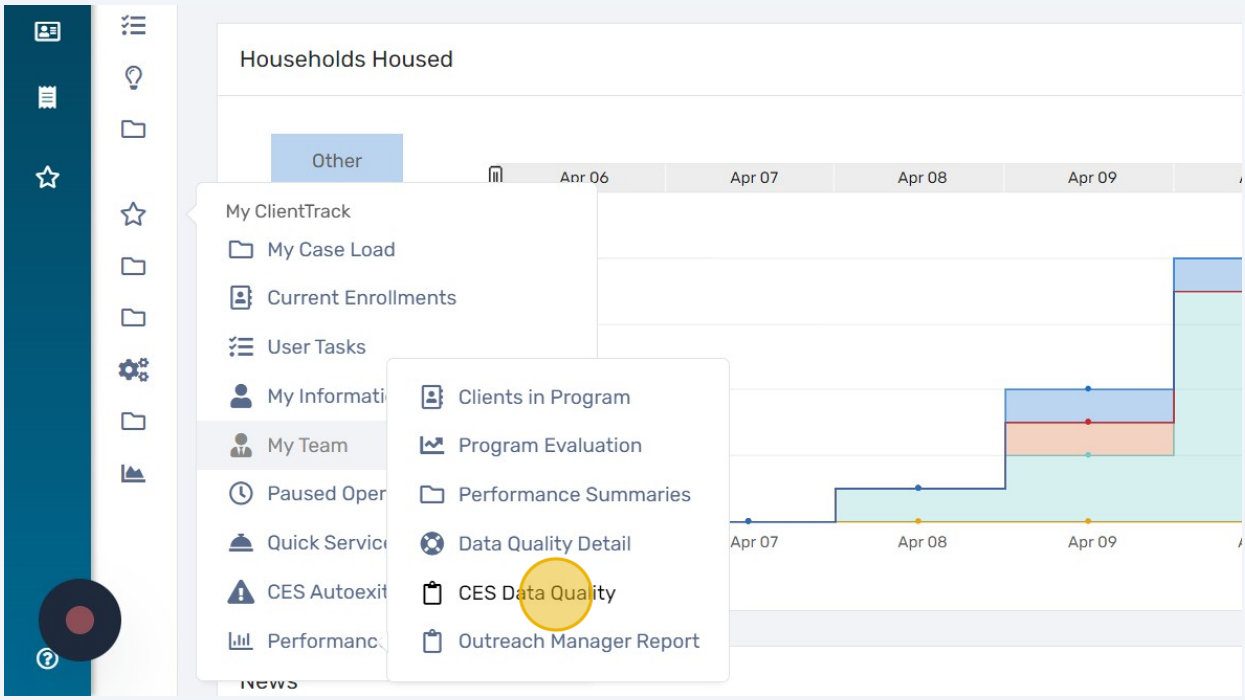
Note: the CES Data Quality Tool is visible in the HMIS user's home account (agency where you work) or in the Coordinated Entry workgroup.



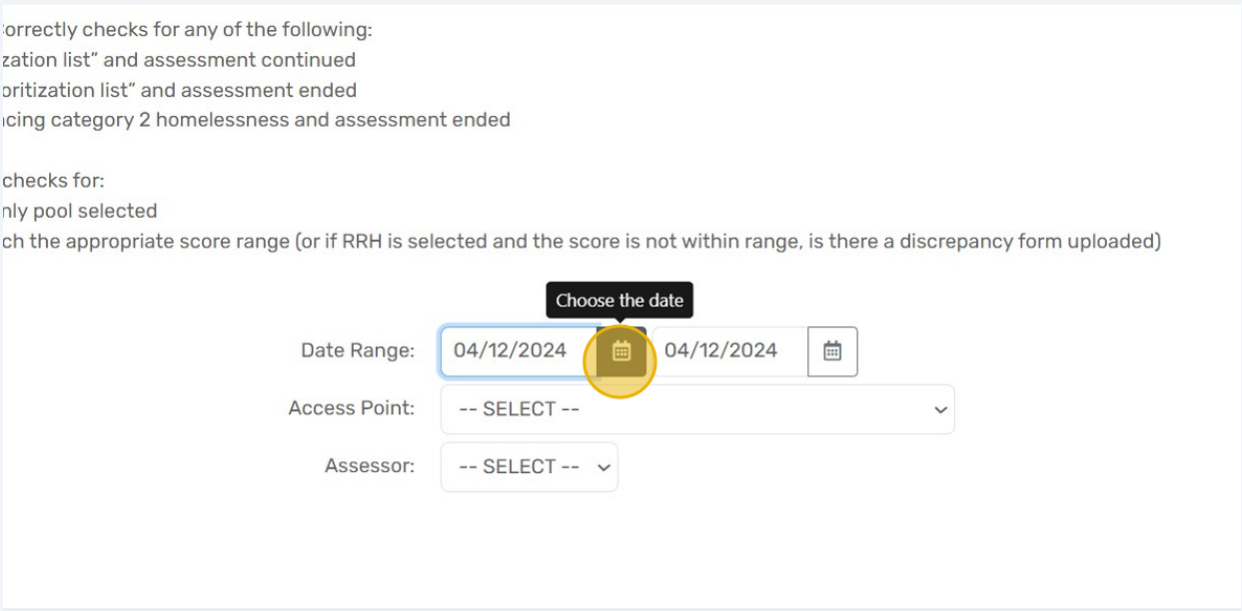
2 Next, click or hover over "Performance Monitoring"



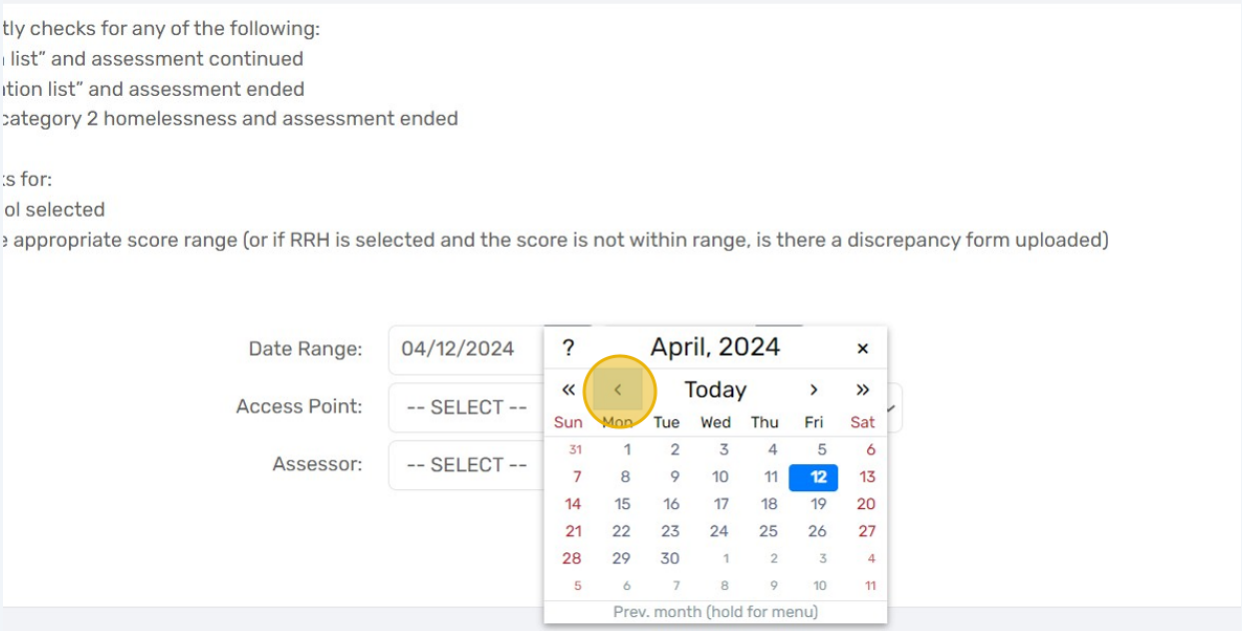
3 Then click or hover over "CES Data Quality"



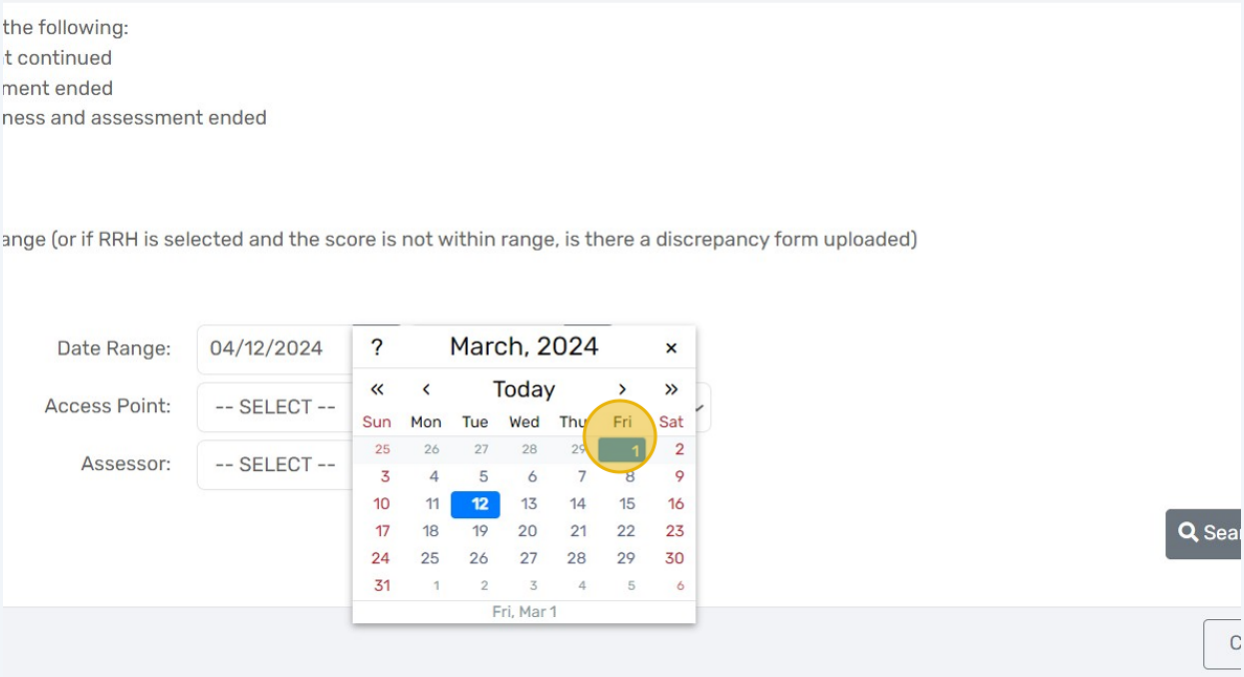
4 Next adjust the date range you prefer to view by clicking on the calendar icon next to "Date Range."



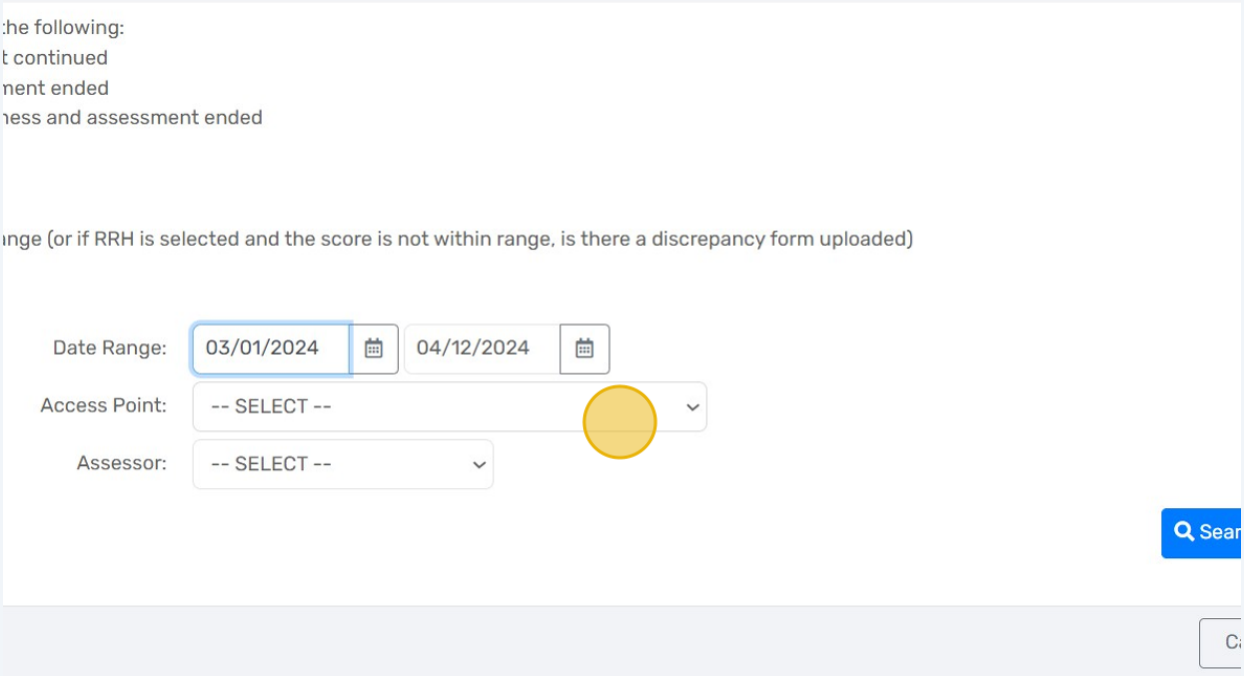
5 Click the carrot until you reach the month and date you wish to choose



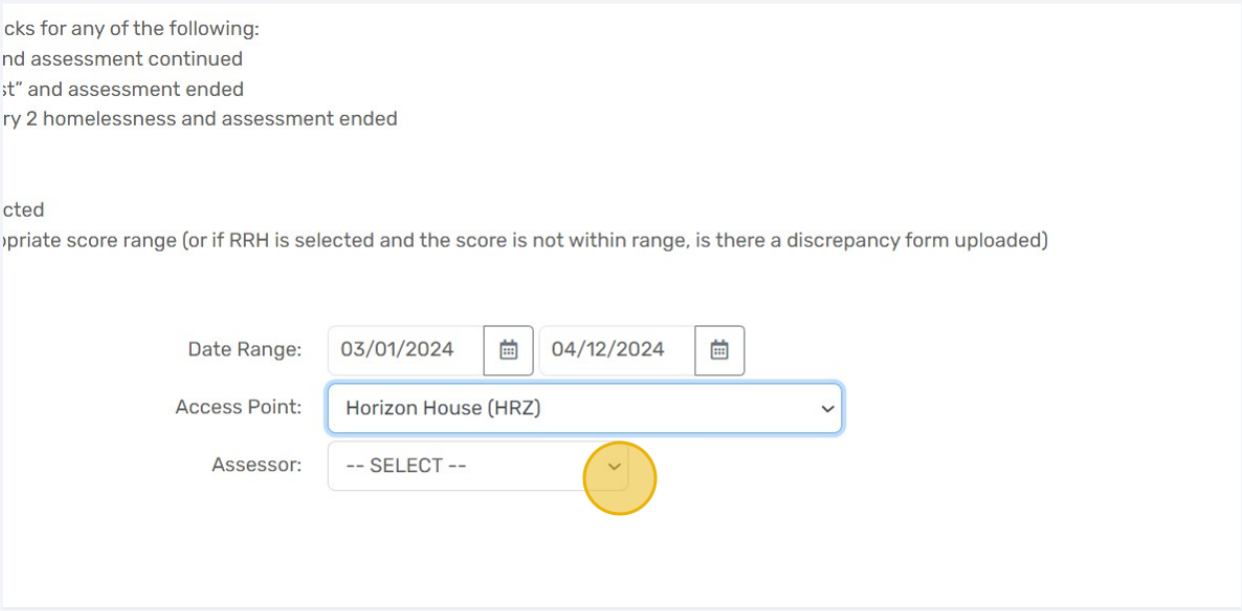
6 In this example, we are choosing March 1, 2024. Click on the date to select



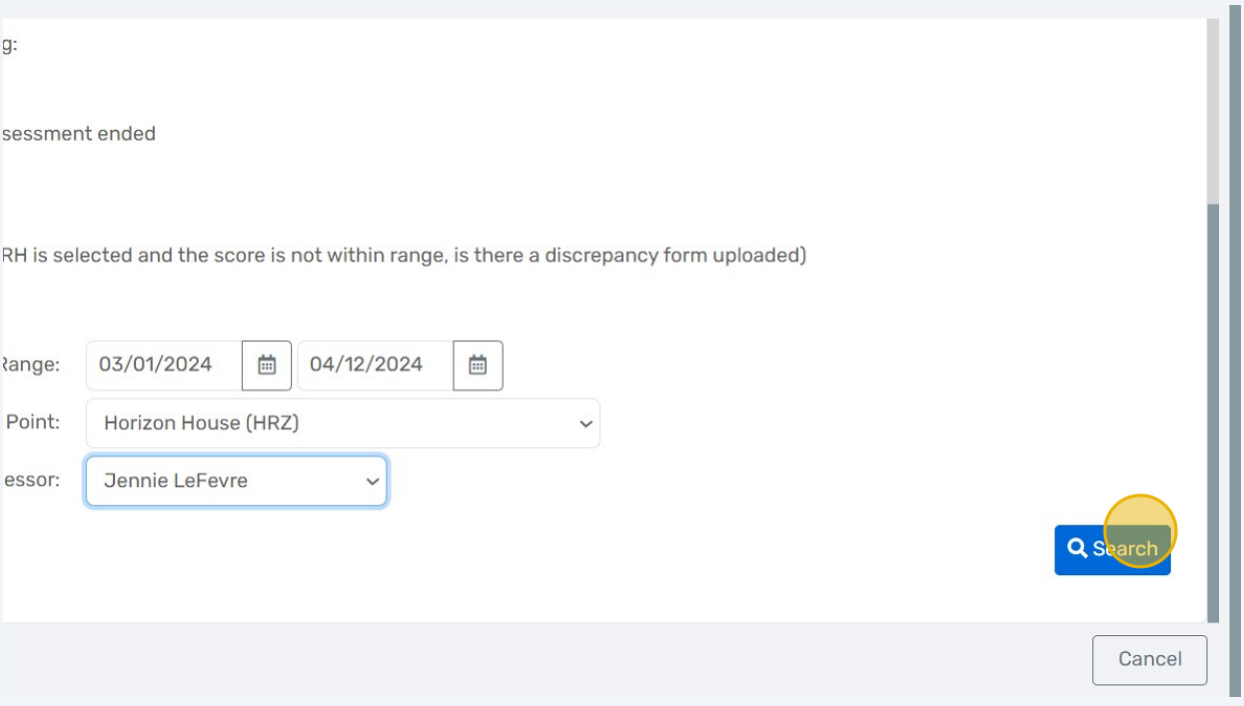
7 Next, click the "Access Point" dropdown menu and click the agency you wish to view



8 In this example, we have chosen Horizon House

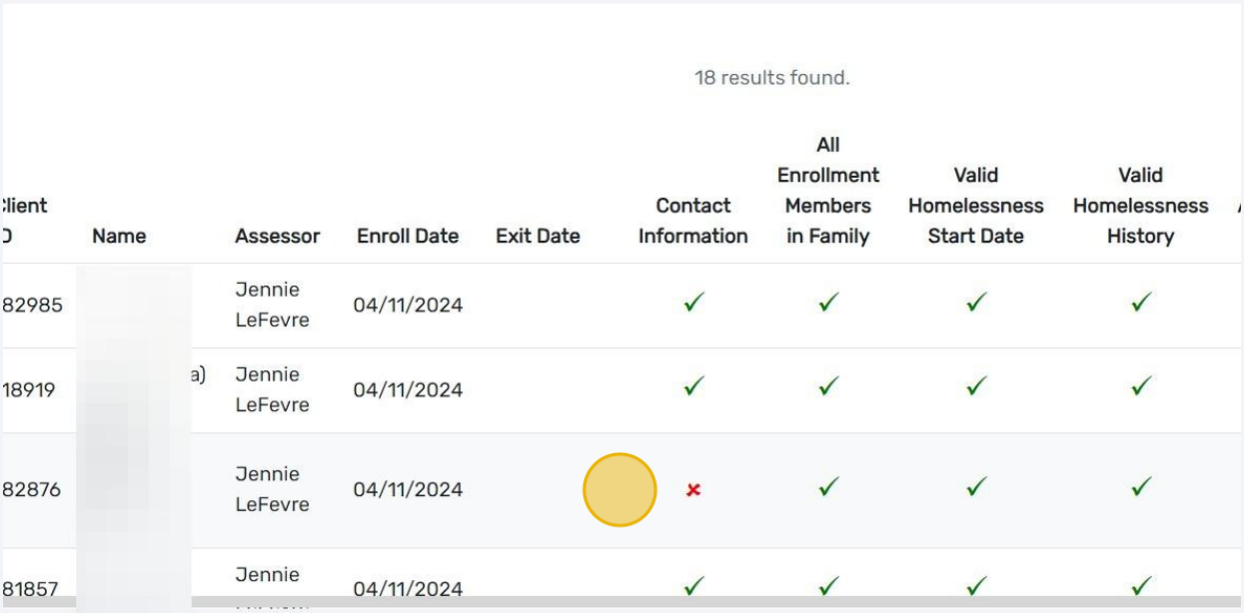
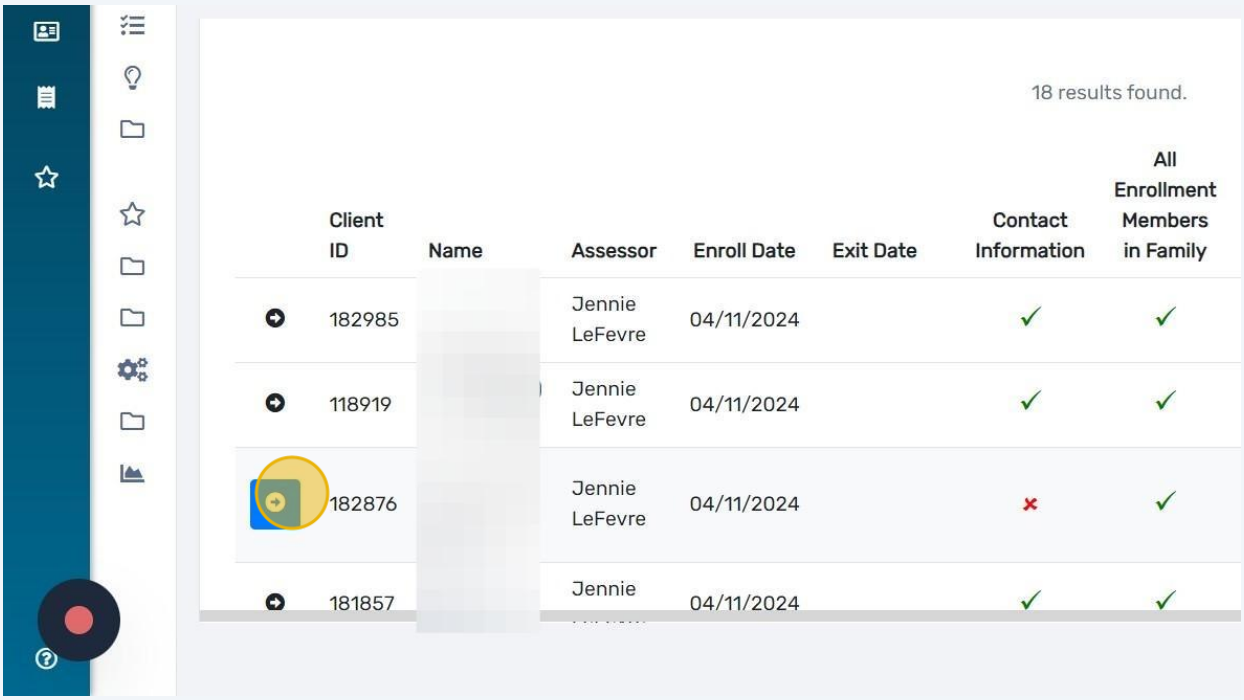


9 Lastly, you can choose all or a specific Skilled Assessor from your agency. In this example, we have chosen you Jennie! (don't worry I will tweak this before I send out to all Assessors!). Then click "Search"



10 Now we can see that HMIS states for a client we are missing contact information. Keep in mind, this is based off the ideal state. If the client has no contact information, we should be more creative about asking if they check in regularly with someone we can get in touch with.

Note: To assist in the scenario above, see the "Using Interested Others" scribe



11 Click the arrow next to the Client ID ("Go to client") to go to the client record to update any data needed