# SAP Gallery Report 0252
# Data Completeness Report Card

## Contents

# 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 5.14.x and SAP. 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 SAP'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.

*Note: Users will need to run the 0260 CoC APR DQ Report to get data on missing values for Element 3.917 related to Chronic Homelessness.*

## 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:
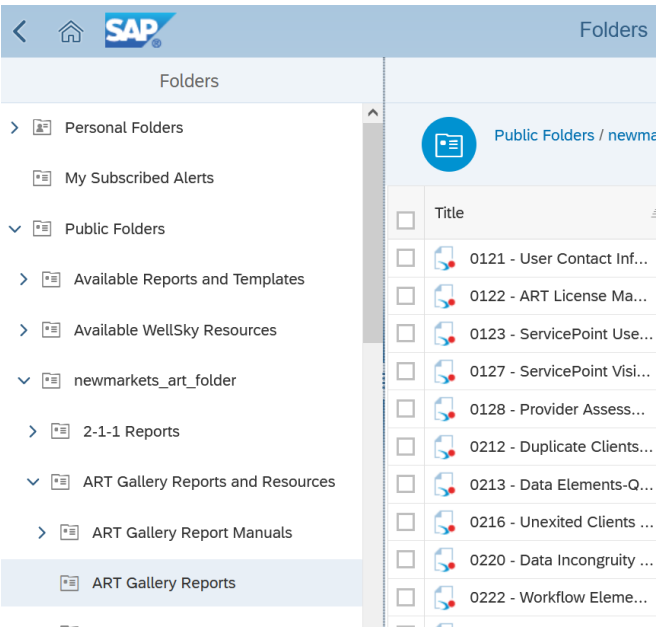


**Figure 2.1**

Requests for additional information concerning the report function/design should be directed to WellSky's Technical Support Representatives.

**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 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:**

| |
|---|
| **EDA Provider**: The user should select the EDA provider to run the report as, or leave it as the default "-Default |
| **Enter Start Date:**  The user should enter (or select from the calendar) the first day of the report date range. |
| **Enter End Date PLUS 1 Day:**  The user should enter (or select from the calendar) the day immediately following the last day of the report date range. |
| **Select Provider(s):** 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. |
| **Include Services in Report Card?**: 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
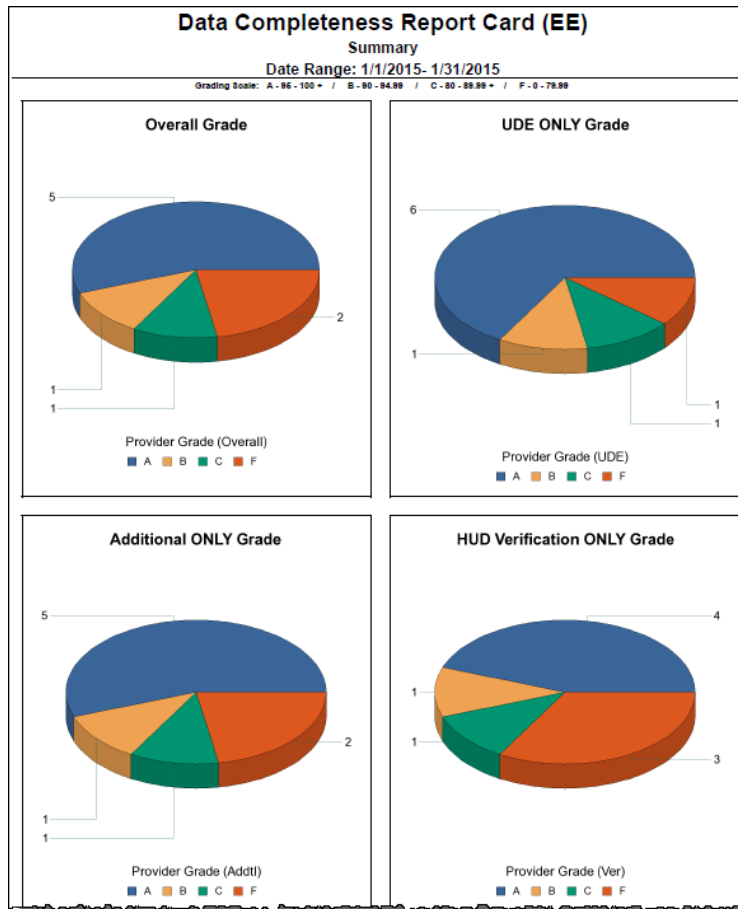


**Figure 3.1**

**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 (excludes elements for 3.917)
- **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: 1/1/2016- 12/31/2016

| GRADE BASED ON COUNT FOR EACH ELEMENT: | HUD UDE ONLY | Additional ONLY | HUD Verification ONLY | OVERALL |
|---|---|---|---|---|
| | **A** | **A** | **F** | **B** |
| | 100.00% | 96.43% | 60.47% | 91.71% |

| Data Element | Required for | Number of Applicable Entry Exits | Number of Non-Null Values | Percentage Complete |
|---|---|---|---|---|
| *HUD Universal Data Elements: | | | | |
| Name | All | 16 | 16 | 100.00% |
| Social Security Number | All | 16 | 16 | 100.00% |
| Date of Birth | All | 16 | 16 | 100.00% |
| Race | All | 16 | 16 | 100.00% |
| Ethnicity | All | 16 | 16 | 100.00% |
| Gender | All | 16 | 16 | 100.00% |
| Veteran Status | Adults | 4 | 4 | 100.00% |
| Disabling Condition (Y/N) | All | 16 | 16 | 100.00% |
| Prior Living Situation | Adults/HoH | 4 | 4 | 100.00% |
| Length of Stay in Previous Place | Adults/HoH | 4 | 4 | 100.00% |
| Destination (Exit) | Adults/HoH at Exit | 2 | 2 | 100.00% |
| Relationship to Head of Household | All | 16 | 16 | 100.00% |
| Client Location | HoH ONLY | 4 | 4 | 100.00% |
| | | | | |
| Additional Data Elements: | | | | |
| Domestic Violence | Adults/HoH | 4 | 4 | 100.00% |
| Services Not Included | N/A | N/A | N/A | N/A |
| Income Received (Y/N) | Adults/HoH | 4 | 4 | 100.00% |
| Non-Cash Benefit Received (Y/N) | Adults/HoH | 4 | 4 | 100.00% |
| Covered by Health Insurance (Y/N) | All | 16 | 15 | 93.75% |
| | | | | |
| HUD Verification: (Elements measure completeness at entry ONLY) | | | | |
| Disability Type | All | 16 | 15 | 93.75% |
| Income Source | Adults/HoH | 4 | 4 | 100.00% |
| Income Amount (for all valid sources) | Adults/HoH Recv Inc = Y | 3 | 3 | 100.00% |
| Non-Cash Source | Adults/HoH | 4 | 4 | 100.00% |
| Health Insurance Type | All | 16 | 0 | 0.00% |

* Refer to 0260 for Chronic Homelessness data quality fields.

**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: 1/1/2016- 12/31/2016

| 1 Antelope  PT:ES  TA1:HC(5090) | | | | |
|---|---|---|---|---|
| | HUD UDE ONLY | Additional ONLY | HUD Verification ONLY | OVERALL |
| GRADE BASED ON COUNT FOR EACH ELEMENT: | A | A | F | B |
| | 100.00% | 96.43% | 60.47% | 91.71% |

| Data Element | Required for | Number of Applicable Entry Exits | Number of Non-Null Values | Percentage Complete |
|---|---|---|---|---|
| **HUD Universal Data Elements:** | | | | |
| Name | All | 16 | 16 | 100.00% |
| Social Security Number | All | 16 | 16 | 100.00% |
| Date of Birth | All | 16 | 16 | 100.00% |
| Race | All | 16 | 16 | 100.00% |
| Ethnicity | All | 16 | 16 | 100.00% |
| Gender | All | 16 | 16 | 100.00% |
| Veteran Status | Adults | 4 | 4 | 100.00% |
| Disabling Condition (Y/N) | All | 16 | 16 | 100.00% |
| Prior Living Situation | Adults/HoH | 4 | 4 | 100.00% |
| Length of Stay in Previous Place | Adults/HoH | 4 | 4 | 100.00% |
| Destination (Exit) | Adults/HoH at Exit | 2 | 2 | 100.00% |
| Relationship to Head of Household | All | 16 | 16 | 100.00% |
| Client Location | HoH ONLY | 4 | 4 | 100.00% |
| **Additional Data Elements:** | | | | |
| Domestic Violence | Adults/HoH | 4 | 4 | 100.00% |
| Services Not Included | N/A | N/A | N/A | N/A |
| Income Received (Y/N) | Adults/HoH | 4 | 4 | 100.00% |
| Non-Cash Benefit Received (Y/N) | Adults/HoH | 4 | 4 | 100.00% |
| Covered by Health Insurance (Y/N) | All | 16 | 15 | 93.75% |
| **HUD Verification:** **(Elements measure completeness at entry ONLY)** | | | | |
| Disability Type | All | 16 | 15 | 93.75% |
| Income Source | Adults/HoH | 4 | 4 | 100.00% |
| Income Amount (for all valid sources) | Adults/HoH Recv Inc = Y | 3 | 3 | 100.00% |
| Non-Cash Source | Adults/HoH | 4 | 4 | 100.00% |
| Health Insurance Type | All | 16 | 0 | 0.00% |

\* Refer to 0260 for Chronic Homelessness data quality fields.

**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: 1/1/2016- 12/31/2016**

**1 Antelope  PT:ES   TA1:HC(5090)**

| Entry Exit Information | | | HUD Universal Data Elements | | | | | | | | | | | | | Additional Data Elements | | | | | HUD Verification | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Client ID | Entry Date | Exit Date | Name | SSN | DOB | Race | Eth | Gen | Vet | YN Disab | PLS | LOS Prior | Dest Exit | HoH | Loc | DV | SVS | YN Inc | YN NC | YN Ins | Disab Ok=8 | Inc Ok=15 | Inc Amt | NC Ok=6 | Ins Ok=10 |
| 122661 | 1/1/2015 | 6/1/2016 | Ok | Ok | Ok | Ok | Ok | Ok | Ok | Ok | Ok | Ok | Ok | Ok | Ok | Ok | N/A | Ok | Ok | Null | 1 | Ok | Ok | Ok | 8 |
| 315368 | 8/6/2015 | | Ok | Ok | Ok | Ok | Ok | Ok | - | Ok | - | - | - | Ok | - | - | N/A | - | - | Ok | Ok | - | - | - | 8 |
| 602014 | 11/24/2015 | | Ok | Ok | Ok | Ok | Ok | Ok | - | Ok | Ok | Ok | - | Ok | Ok | Ok | N/A | Ok | Ok | Ok | Ok | Ok | - | Ok | 8 |
| 602016 | 11/24/2015 | | Ok | Ok | Ok | Ok | Ok | Ok | - | Ok | - | - | - | Ok | - | - | N/A | - | - | Ok | Ok | - | - | - | 8 |
| 602017 | 11/24/2015 | | Ok | Ok | Ok | Ok | Ok | Ok | - | Ok | - | - | - | Ok | - | - | N/A | - | - | Ok | Ok | - | - | - | 8 |
| 611812 | 7/22/2015 | | Ok | Ok | Ok | Ok | Ok | Ok | - | Ok | - | - | - | Ok | - | - | N/A | - | - | Ok | Ok | - | - | - | 8 |

**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(8194); 1 Maltese  PT:P  Othr:HOPWA(8314); 1 Octopus  PT:RRH(9145); 1 Opossum  PT:RRH(9155); 1 Sparrow  PT:TH   TA1:SMF(7092); 1 Squirrel  PT:TH  TA1:HC  Othr: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(8194) | 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  Othr: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**

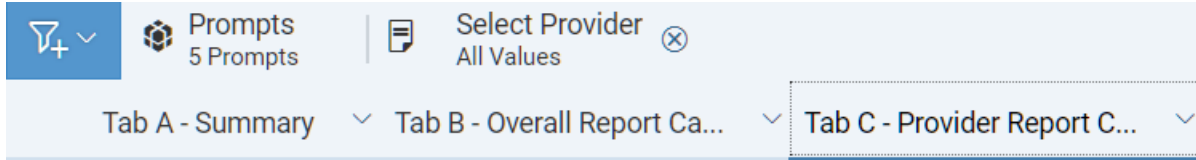**Input Controls:**

- **Select Provider –** This input control allows the user to filter to a specific provider in the data set.
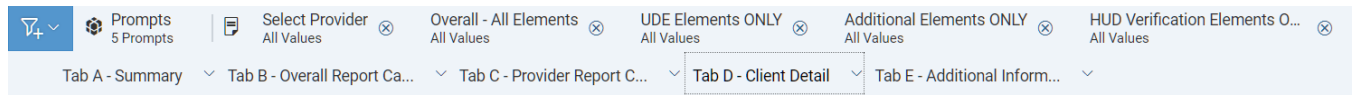
### 4.2 Tab D – Client Detail



**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 6 possible picklist types is recorded and 5 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.
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 Gender, Date of Birth (DOB), Race, and Ethnicity 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. 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
   c. Destination: Calculated only where an exit date falls within the report range.
   d. 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.
9. If 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.
10. 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"
11. If Last Name field is desired, the field may be pulled into a saved copy of the report.  It will display if 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.  WellSky is working with Business Objects to determine and correct the root cause of this malfunction and will publish an updated version if needed.  Meanwhile clients 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 ensure 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.  WellSky is working with Business Objects to determine and correct the root cause of this malfunction and will publish an updated version if needed.  Meanwhile clients 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 ".

   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 ensure 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) |
| 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 |
| PLS | Merge EE Id |
| SSN | Merge EE Id |
| SSN DQ | 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 SAP 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.

# 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 |
| | | Does the client have a 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 |
| | | Prior Living Situation | Entry Objects folder |
| | | Entry Exit Group Id | Entry Exit folder |
| | | Domestic violence victim/survivor | Entry Objects folder |
| | | Entry Exit Destination | Entry Exit 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 |
| | | Receiving benefit | Entry Objects / Non-Cash Benefits folder |
| Health Insurance: 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 |
| | | 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.<br>   Specific Disability Element unmarked as UDE<br>   Default value "Select" set for Provider prompt<br>   Portions of User Manual clarified<br>   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 "Results from Another Query" functionality rather than sub-queries<br>   New Prompt "Include Services in Report Card?"<br>   Inclusion of Non-Cash Benefits question and sub-assessment fields in report<br>   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. |
| 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. |
| V16 | Revision:  Adjusted Detail Tab Alerters. |
| V17 | Revision:  Updated to HMIS Dictionary v5.1 adding new health ins values; adjusted Disabling Condition to include all clients; removed 3.917 questions (see 0260 for missing values). |
| V18 | Revision:  Updated NCB and Gender to meet DD standards. |
| V19 | Revision:  Updated Disability to meet FY2022 DD changes; removed use of retired veteran status field. |

| V20 | Revision: Updated "Residence Prior to Project Entry" to "Prior Living Situation" on Tabs B and C. Updated "Res Prior" column header to "PLS" on Tab D. Resolved issue with "[ct Svs] variable. |
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