

# MACH Monthly Data Report Procedure

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## Overview:

In an effort to improve the CoC's Homeless Management Information Systems (HMIS) data quality, the MACH CoC's HMIS Committee is requiring each agency, regardless of funding, to run a monthly CoC APR report. After running the report each agency will then review the report for data accuracy. If there are any data quality issues the issues should be corrected and a new report pulled. **Reports must be submitted for review by the 5th business day of each month.** A PDF copy of the most accurate report should be sent to <https://www.midlandshomeless.com/hmis>.

If you need help correcting the errors, please submit a ticket to the HMIS Help Desk so that we can assist you with correcting the errors and an accurate report can be pulled.

## Process:

### How to run the CoC APR report

1. Click on Reports tab
2. Click on CoC-APR
3. Type the name of the report in the Name text box. This can be the name of your agency and the timeframe that you ran the report for.
4. Optional: Type a description of the report. This can be the name of your agency and the timeframe that you ran the report for and what you will be using the data for.
5. Click search to search for your level 2 agency.
6. Select "This provider and its subordinates"
7. Enter the first day of the month and the last day of the month next to Program Date Range
8. Select all Entry/Exit types
9. Click Build Report
10. Click on Refresh under Report Run History (located at the top of the APR screen)
11. Once the Report Status is listed as "Completed" click on the magnify glass to the left of the Report ID to view the report (the report will display at the bottom of the APR screen).

### Errors to check for

1. Check that the number of clients listed for section 5a #1 is correct. – Should display the total number of consumers that were in the project for the month.
2. Check that the number of clients listed for section 5a #5 is correct. – Should display the total number of consumers that were exited from the project during the month.
3. Check that the number of clients listed for section 5a #8 is correct. – Should display the total number of consumers that were in the project at the end of the month.
4. Check that the number of clients listed for section 5a #10 is correct. – Should display the total number of veterans that were in the project for the month.
5. Sections 6a, b, c, d – Check that there are no counts listed for Information Missing or Error Count columns.
6. Section 6e – Check that the data timeliness is within 0 – 3 days.
7. Sections 10 a, b, c, 11, 12a, b, 13a2, 13b2, 13c2, 14a, 14b, 15, 16, 21, 22e – Check that there is no counts for Data not collected.
8. Section 18 – Number of adult stayers without required annual assessment
9. Section 21a – Review the length of stay of participant

## How to save the report as a PDF

Once you have checked errors and corrected as many as you can, rerun the report and save to PDF

1. After the report has finished building press Ctrl + P to pull up your printer options.
2. Make sure the the percentage rates are visible. Adjust if needed.
3. Click on Microsoft Print to PDF (or whatever PDF option your computer lists) from your list of printers.
4. Click OK
5. Select where you want the report to save to
6. Name the report as the name of your agency and the month the data was pulled for

## Submit Report

Completed reports should be submitting using the Submission Portal <https://www.cognitofirms.com/UnitedWayOfTheMidlands1/MACHMonthlyDataQualityReport>

1. Complete contact information
2. Client Served information can be found on the APR section 5a #1 (Count of Clients for DQ)
3. Check the box for "I have reviewed my data and have corrected as many errors as I am able to."
4. Data Error Percentage - enter in the % of error rates found on your APR under sections 6a, 6b, and 6c
5. Attach the PDF version of your APR - make sure that the report prompt is visible and that the error rates are visible.
6. Click the orange submit button.