MACH Monthly Data Report Procedure

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 5:00pm 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 or call 803-733-5101 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. Log in to HMIS
2. Click on **Reports** tab
3. Click on the **CoC-APR** button
4. In the **Provider** drop-down, the Level 2 agency, without MACH in the front, should display automatically
   NOTE: If you do not see the Level 2 option, please contact the MACH team so we can update your user settings
5. Select the "This provider and its subordinates" button
6. Enter the first day of the month and the last day of the month next to the **Program Date Range** field
   Ex: 09/01/2022 - 09/30/2022
7. Place a check mark beside ALL of the **Entry/Exit Types**
8. Click the **Build Report** button
9. Click on the **Refresh** button under **Report Run History** section (located at the top of the APR screen)
10. Ensure that the **Report Status** is listed as "Completed"
11. Click on the **Magnify Glass icon t**o the left of the Report ID to view the report
12. Scroll down to the **CoC-APR Report Results** grid

How to save the report as a PDF

1. After the report has finished building press "Ctrl" and "P" at the same time on your keyboard. The Microsoft Print pop-up will display
2. Click on **Microsoft Print to PDF (or whatever PDF option your computer lists)** from your list of printers
3. Click the **OK** or **Save** button at the bottom of the pop-up. The Save As pop-up will display
4. Select the location on your computer you want the report to save to
5. Enter the name of report as the name of your agency and the month the data was pulled for
   Ex: United Way of the Midlands_Sept 2022

How to submit the report

1. Visit **https://www.midlandshomeless.com/hmis**
2. Click on the **Submit Monthly Data Quality Reports** button
3. Complete the online form and upload the PDF version of the APR-COC Report as instructed

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 participants