ART Gallery Report 0227
Program Descriptor Data Elements
Data Quality

EXECUTIVE SUMMARY:

This report is designed to monitor data quality by locating HUD required program descriptor data which is missing. Specifically, this report extracts information needed to complete section H11c of the 2010 HMIS Dedicated Project Annual Progress Report funded under the Supportive Housing Program (SHP).

AUDIENCE:

CoCs completing their HUD application and/or annual performance reports.

FREQUENCY:

HUD applications/annual performance reports require annual reporting, however this report should be run as needed to check and confirm that the report includes correct and complete data.

PURPOSE:

The report can be used to extract the ResourcePoint data from ServicePoint for reporting through HDX and to monitor data quality related to providers.
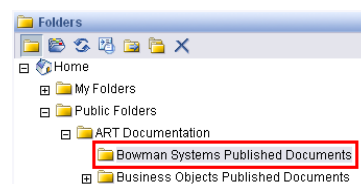
PREREQUISITES AND WORK FLOW REQUIREMENTS:

All of the CoC's homeless service providers must be in present in ResourcePoint prior to running the report. This should include both HMIS participants and non-participants, including domestic violence programs

INSTRUCTIONS:

Instructions are outlined below concerning how to retrieve, copy, run, and read this report. Requests for additional information concerning the report function/design should be directed to Bowman Systems' staff via email (ART_Reports@BowmanSystems.com).

How to retrieve and copy: Detailed step-by-step instructions concerning how to retrieve, save a copy, and map this ART Report to your site can be found in the Bowman Systems Published Documents folder under ART Documentation in the Public Folders section.

How to install: The original version of the report is a template and must be copied from the ART Gallery Templates folder into another folder on your site and mapped to your data before it can be

used. Detailed instructions for installing report templates are provided in the Bowman Systems Published Documents folder on your ART site.

Before running the report: Prior to running the report the user must determine:

- A complete list of the CoC's homeless and domestic violence (DV) providers
- The proper CoC code for the CoC being reported

How to run:
Upon opening the report, the user will be prompted (see Diagram 1) 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 green check-mark will appear next to each field to indicate that a selection has been made. The user should then single-click the "Run Query" button to generate the report.
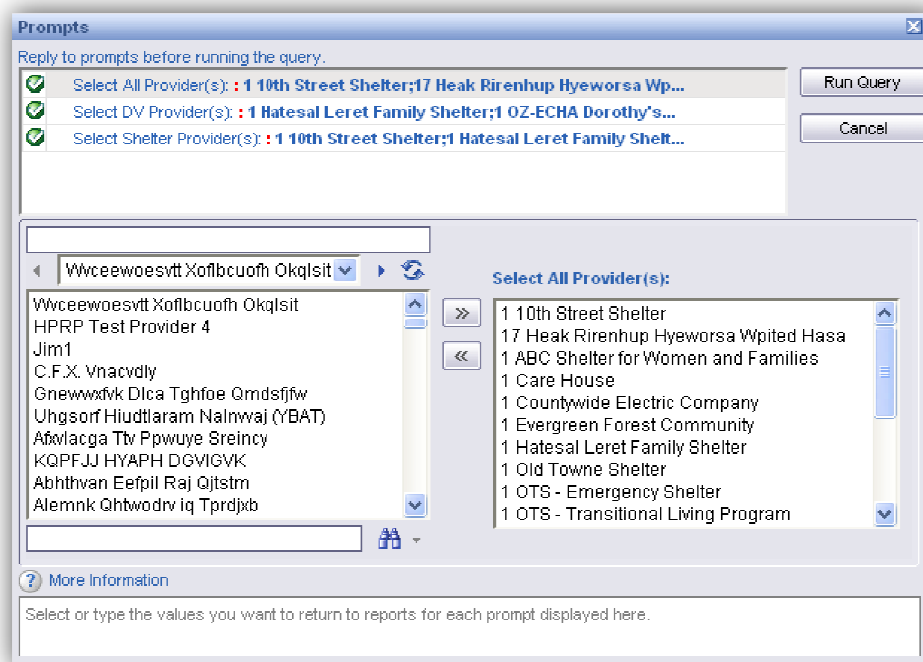

Diagram 1

There are two user prompts connected with this report:

1. **Select All Provider(s):** Click the "refresh list" icon and wait for the left window to refresh. Now select all of the CoC's providers to include, by highlighting them in the left window and moving them into the right window using the right selection arrow. If any homeless, service provider is not shown in the picklist, they should be added to ResourcePoint prior to continuing to run the report.

2. **Select DV Provider(s):** Click the "refresh list" icon and wait for the left window to refresh. Now select the domestic violence (DV) provider or providers to include, by highlighting them in the left window and moving them into the right window using the right selection arrow. This will be a subset of the providers selected in the first prompt, and should include, both HMIS

participants and non-participants, and should include both residential and non-residential DV programs.

3. **Select Shelter Provider(s):** Click the "refresh list" icon and wait for the left window to refresh. Now select the providers which offer shelter/residential services by highlighting them in the left window and moving them into the right window using the right selection arrow. Again, this will be a subset of the providers selected in the first prompt, and should include, both HMIS participants and non-participants, as well as any residential DV programs selected in the second prompt.

How to read: This report contains five data tabs. Each tab is a sub-report containing three sections:

- **Report Header:** The header contains the title of the report and the tab/sub-report. When running the report in "modify" view, the report header is only visible in print/page layout mode.
- **Report Footer:** The report footer contains the title of the report, the name of the tab/sub-report, the page number, the version number, and the date/time the report was run /printed. Like the header, the footer is only visible in print mode when the report is run in modify view.
- **Report Body:** The report body is the main section of the report located between the header and the footer where the reports data is displayed in a variety of different chart formats. The data contained in each of the tabs in this report is displayed and described below:

Data Element	% Missing
Program Name	0.00%
Site Configuration Type	84.21%
Site Address **	6.67%
Geocode	68.42%
Site Type	78.95%
Housing Type	78.95%
CoC Number	47.37%
Program Type Code	21.05%
Bed and Unit Inventory Information*	12.50%
Target Population B*	12.50%

* Residential Homeless Programs Only
** DV Programs Excluded

Diagram 2a

Program Descriptor Elements Data Quality
Overall Summary

For All Programs Combined

Data Element	% Missing
Program Name	0.00%
Site Configuration Type	84.21%
Site Address **	6.67%
Geocode	68.42%
Site Type	78.95%
Housing Type	78.95%
CoC Number	47.37%
Program Type Code	21.05%
Bed and Unit Inventory Information*	12.50%
Target Population B*	12.50%

* Residential Homeless Programs Only
** DV Programs Excluded

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0227 - Program Descriptor Elements
Tab A - Overall Summary

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Diagram 2b

Tab A – Summary (Diagram 2a and 2b): This tab contains the program descriptor data elements and percentage missing. Site Address information is not required for DV programs so they are excluded from both the numerator and the denominator of the percentage calculation for this data element. The last two data elements apply only to shelter/residential programs so non-residential programs are not included in this calculation. The remaining data elements are universal requirements and all providers are taken into account in the calculation. (See technical notes for more information as to how percentages are calculated for the two shelter specific elements.)

Program Descriptor Elements
Data Quality

Summary By Program

Uid	Providers Name	DV	Shelter	Site Config Type	Site Address	Geocode	Site Type	Housing Type	CoC Number	Program Type Code	Bed and Unit Inventory Info	Target Population B
2055	1 10th Street Shelter	-	X	null	ok	ok	null	null	null	ok	ok	ok
7361	17 Heak Rirenhup Hyeworsa Wpited Hasa	-	-	null	ok	null	null	null	null	null	na	na
8325	1 ABC Shelter for Women and Families	X	X	ok	na	ok	ok	ok	ok	ok	ok	ok
7095	1 Care House	-	-	null	ok	null	null	null	null	null	na	na
1251	1 Countywide Electric Company	-	-	null	ok	null	null	null	null	ok	na	na
542	1 Evergreen Forest Community	-	-	null	ok	null	null	null	ok	ok	na	na
3498	1 Hatesal Leret Family Shelter	X	X	null	na	ok	ok	ok	ok	ok	ok	ok
1431	1 Old Towne Shelter	-	X	null	ok	null	null	null	ok	ok	ok	ok
5134	1 OTS - Emergency Shelter	-	X	null	ok	ok	null	null	ok	ok	ok	ok
7092	1 OTS - Transitional Living Program	-	X	ok	ok	ok	ok	ok	ok	ok	ok	ok
7862	1 OZ-ECHA Dorothy's RAP - CDBG	X	-	null	na	null	null	null	null	ok	na	na
2172	1 South East Family Services	X	-	null	na	null	null	null	ok	ok	na	na
8006	1 Southwest Natural Gas	-	-	null	null	null	null	null	null	null	na	na
2543	1 The Greater Green Bay Community Services	-	-	null	ok	null	null	null	null	null	na	na
8122	1 The Greater Green Bay Shelter Program	-	X	null	ok	null	null	null	ok	ok	null	null
7859	1 The Greater Green Bay Social Services Program	-	-	null	ok	null	null	null	ok	ok	na	na
8343	1 TODO FWD 75 HOME	-	-	null	ok	null	null	null	null	ok	na	na
6938	1 Tower Men's Shelter	-	X	ok	ok	ok	ok	ok	ok	ok	ok	ok
819	1 Western-State Community Action Agency	-	-	null	ok	null	null	null	null	ok	na	na
	Percent Null	4	8	84.2%	6.7%	68.4%	78.9%	78.9%	47.4%	21.1%	12.5%	12.5%

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0227 - Program Descriptor Elements
Tab B - Summary By Program

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Diagram 3

Tab B – By Program (Diagram 3): This tab shows detail by provider on the different program descriptor elements shown in Tab A displaying "ok", "null" or "na" as appropriate for each element and calculating completion rates for each provider (in the far right column) and for each element (in the bottom row). The chart also display the program's ID number in column 1 and their DV and shelter status in columns 3 and 4.

Program Descriptor Elements
Data Quality

Detail By Program

1 10th Street Shelter

Domestic Violence Program	No
Shelter/Residential Program	Yes
Site Config Type	null
Site Address	P.P. Wgw 756
Geocode	040318
Site Type	null
Housing Type	null
CoC Number	null
Program Type Code	Safe Haven (HUD)
Bed and Unit Inventory Info	3 Bed/Unit subassessment entries
Target Population B	3 Bed/Unit subassessment entries with Target Population B noted

17 Heak Rirenhup Hyeworsa Wpited Hasa

Domestic Violence Program	No
Shelter/Residential Program	No
Site Config Type	null
Site Address	UD Rbr 7165
Geocode	null
Site Type	null
Housing Type	null
CoC Number	null
Program Type Code	null
Bed and Unit Inventory Info	0 Bed/Unit subassessment entries
Target Population B	0 Bed/Unit subassessment entries with Target Population B noted

1 ABC Shelter for Women and Families

Domestic Violence Program	Yes
Shelter/Residential Program	Yes
Site Config Type	Single site, multiple buildings
Site Address	867 Y. Fxp Yvhki Ffkqya
Geocode	040318
Site Type	Residential: special needs and non-special needs
Housing Type	Mass shelter/barracks

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Tab C - Detail By Program

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Diagram 4

Tab C – Detail (Diagram 4): This tab shows detail by provider for program descriptor elements shown on Tab A displaying the recorded value where applicable or displaying "**null**" or "**na**" as appropriate. Since the last two elements (Bed and Unit Inventory, and Target Population B) the data is described rather than listed.

Program Descriptor Elements
Data Quality

Additional Information

User Prompt Field	Value Selected
Select All Provider(s):	1 10th Street Shelter; 17 Heak Rirenhup Hyeworsa Wpited Hasa; 1 ABC Shelter for Women and Families; 1 Care House; 1 Countywide Electric Company; 1 Evergreen Forest Community; 1 Hatesal Leret Family Shelter; 1 Old Towne Shelter; 1 OTS - Emergency Shelter; 1 OTS - Transitional Living Program; 1 South East Family Services; 1 Southwest Natural Gas; 1 The Greater Green Bay Community Services; 1 The Greater Green Bay Shelter Program; 1 The Greater Green Bay Social Services Program; 1 TODO FWD 75 HOME; 1 Tower Men's Shelter; 1 Western-State Community Action Agency
Select DV Provider(s):	1 Hatesal Leret Family Shelter; 1 OZ-ECHA Dorothy's RAP - CDBG; 1 South East Family Services; 1 ABC Shelter for Women and Families
Select Shelter Provider(s):	1 10th Street Shelter; 1 Hatesal Leret Family Shelter; 1 Old Towne Shelter; 1 OTS - Emergency Shelter; 1 OTS - Transitional Living Program; 1 The Greater Green Bay Shelter Program; 1 Tower Men's Shelter; 1 ABC Shelter for Women and Families

Providers	DV	Shelter
1 10th Street Shelter	-	X
17 Heak Rirenhup Hyeworsa Wpited Hasa	-	-
1 ABC Shelter for Women and Families	X	X
1 Care House	-	-
1 Countywide Electric Company	-	-
1 Evergreen Forest Community	-	-
1 Hatesal Leret Family Shelter	X	X
1 Old Towne Shelter	-	X
1 OTS - Emergency Shelter	-	X
1 OTS - Transitional Living Program	-	X
1 OZ-ECHA Dorothy's RAP - CDBG	X	-
1 South East Family Services	X	-
1 Southwest Natural Gas	-	-
1 The Greater Green Bay Community Services	-	-

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Tab D - Additional Information

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Diagram 5

Tab D – Additional Information (Diagram **5**): This tab is provided as a reference to the user running the report and lists the parameters specified in the user prompts as well a a provider listing for designations and counts.

TECHNICAL NOTES

1) **Inclusion:** All homeless programs within the CoC should be included in the Providers prompt including DV programs and those not participating in HMIS. If there is a homeless or DV program within the CoC that is not in ServicePoint at all then the program will need to be added to ResourcePoint prior to running the report. The DV provider prompt should include all DV programs, regardless of if they are participating in HMIS or not and whether they are residential or non-residential.

2) **% Missing Calculation:** Most of the data elements include the same denominator of all programs for the calculation of percent missing except for the following data elements:

   a) Site Address – This calculation considers only non-DV providers. The DV/non-DV status is based on the response to the second user prompts, and if a DV provider is not included in the prompt response, it will be included in the calculation for this data element.

   b) Bed and Unit Inventory – This calculation considers only at residential/shelter providers. Shelter status is based on the response to the third user prompts, and if a shelter provider is not included in the prompt response, it will not be included in the calculation for this data element. It should also be noted that this element is in a many-to-one relationship with the provider; that is there may be multiple subassessment entries for this question. This report does not attempt to determine if any inventory information is missing but rather simply determines if there is at least one inventory subassessment entry recorded for each shelter/residential program/provider.

   c) Target Population B – – This calculation considers only at residential/shelter providers. Shelter status is based on the response to the third user prompts, and if a shelter provider is not included in the prompt response, it will not be included in the calculation for this data element. It should also be noted that this element is a sub-item in the bed inventory, which as stated above, is in a many-to-one relationship with the provider. This report does not attempt to determine if Target Population B information is missing or incorrect but rather simply determines if the shelter provider has least one bed and inventory subassessment entry recorded which includes a non-null Target Population B answer. If a shelter/residential provider has no bed inventory, both data elements are counted as missing.

REPORT MODIFICATION

Because this report is based on HUD established reporting instructions, modification is generally not recommended, especially with regards to the queries, variables, and formulas that impact the HDX data.

MAPPING OBJECTS

UNIVERSE: template_provider_u

This report is mapped to the provider universe and should be copied to your Public or Favorite folder then mapped to the equivalent universe for your site (ex. *yoursite_provider_u*).

QUERY NAME	FIELD NAME	LOCATION/TYPE/USE	
Providers	Providers Uid	Location: Providers Type: System field Use: Results object	
	Providers Name	Location: Providers Type: System field Use: Results object/Sub-query filter	
	Providers Site Information	Location: Providers Type: System field Use: Results object	
	Physical Address Address1	Location: Providers Type: System field Use: Results object	
	Providers Geocode	Location: Providers Type: System field Use: Results object	
	Providers Site Type	Location: Providers Type: System field Use: Results object	
	Providers Housing Type	Location: Providers Type: System field Use: Results object	
	Providers COC Code	Location: Providers Type: System field Use: Results object	
	Providers Program Type Code	Location: Providers Type: System field Use: Results object	
	Bedlist Inventory Uid	Location: Bedlist Inventory Type: System field Use: Results object	
	Providers Inactive	Location: Providers Type: System field Use: Sub-query filter	
	Bedlist Inventory Target Population B	Location: Bedlist Inventory Type: System field Use: Results object	