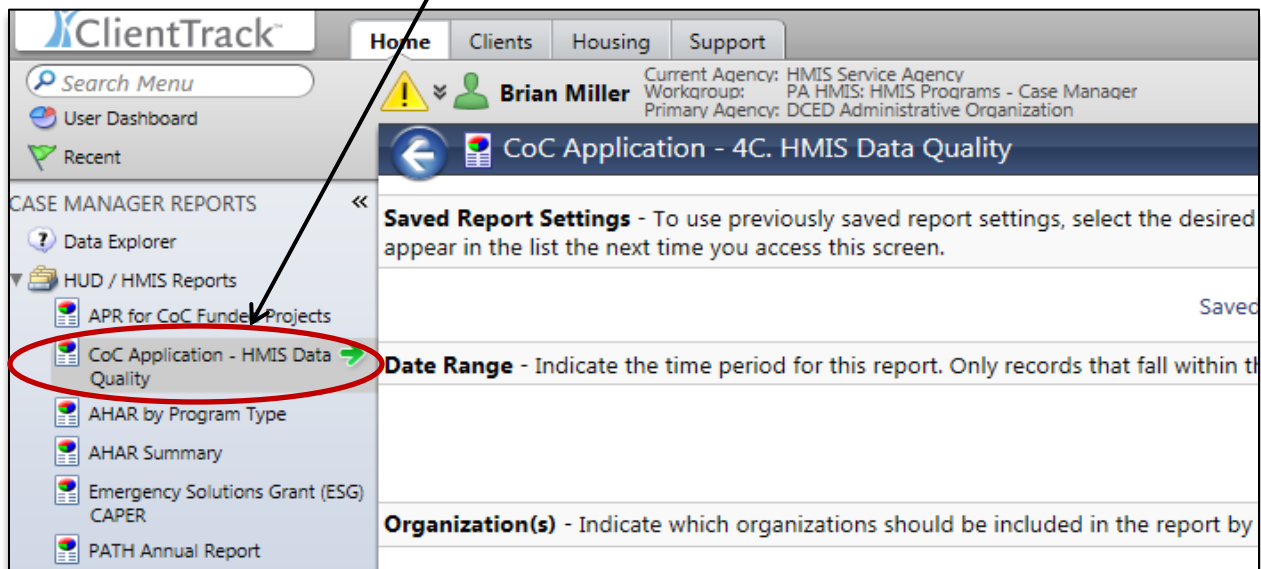


## CoC Application – HMIS Data Quality Report Guide

The following guide provides information on locating and running the CoC Application – HMIS Data Quality Report in the PA HMIS/Client Track system. This is the report that is needed when performing a CoC Application, to complete the 4C. HMIS Participation section and includes data quality information for your project.

All users with access to the new PA HMIS/Client Track system will have access to this report, and is located under the **Home** -> **Case Manager Reports** area. There are four folders in this area, and this report is located under the first folder called “HUD / HMIS Reports”, which is shown below:



Select the CoC Application – HMIS Data Quality report link and the system will load the report filter that will enable you to enter options for which to generate the report.

**Date Range:** the report allows you to enter in a date range for the report, which will determine which client served to include. You can use the new predefined time ranges or can manually enter in your CoC Application dates.

for this report. Only records that fall within the date range you select will be included.

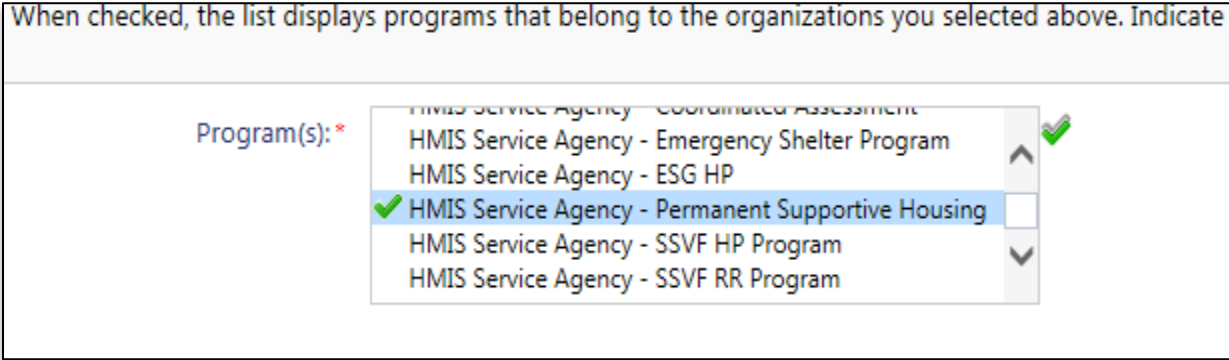
Predefined Date Range:

Between: \*  and

**Organization(s):** the report will require you to select the organization in which you want to report on and most of the time will automatically select your organization for you (defaults if you have access to only a single organization).



**Project(s):** the system will require you to select a specific program for which you want to include on the report. Based on the organization selected the system will display all programs available under the organization from which to select. Choose your CoC Application program from the list provided.



*Please note that while you can combine multiple projects into the same report, it is recommended to do so for informational purposes only. The CoC Application report is usually officially submitted on a per project basis.*

**Run the Report:** Once the report filters have been properly set, simply select the “Report” button on the bottom right-hand side of the screen, this will generate the CoC Application report.

The CoC Application report will appear in a new window on your screen, you can use the “PDF Export” option (standard PDF Icon) near the top of the report window to create and save the report.

