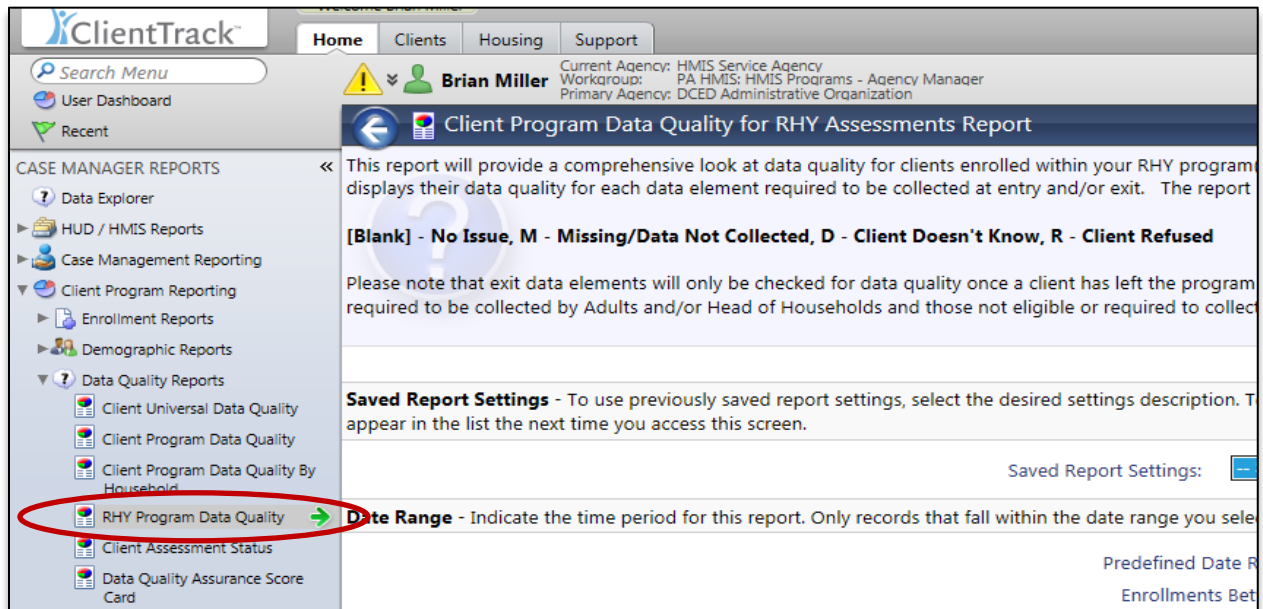


RHY Program Data Quality Report Guide

The following guide provides information on locating and running the **RHY Program Data Quality Report** in the PA HMIS system. This report is available to all users and generates data quality measures for all RHY required assessment data elements for RHY funded programs. This report can be used to review your program's data quality and also to prepare your data for periodic uploads to the RHY Point Repository system.

The **RHY Program Data Quality** report and is located under the **Home -> Case Manager Reports** area, and can be found within the Client Program Reporting -> Data Quality Reports folders, as circled below.



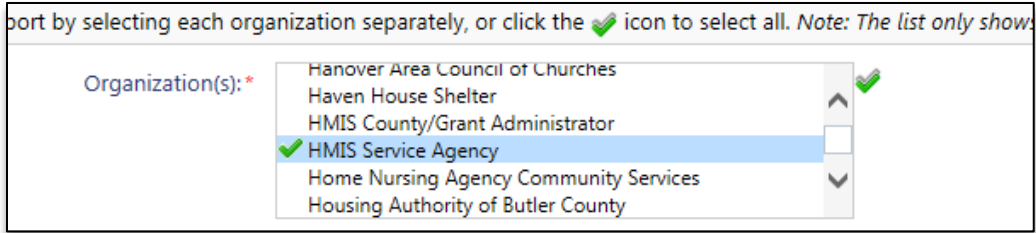
Select the RHY Program Data Quality report link and the system will load the report filter that will enable you to enter options for which to generate the report.

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 any of new predefined time ranges or you can manually enter in the time period for which to include on this report.

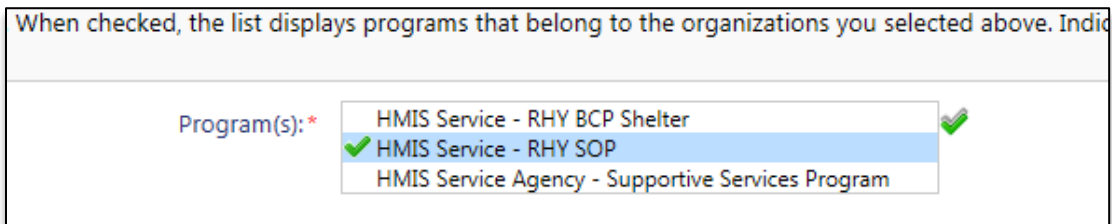
at fall within the date range you select will be included.

Predefined Date Range:	Current Month
Enrollments Between: *	10/01/2015 and 03/31/2016

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).



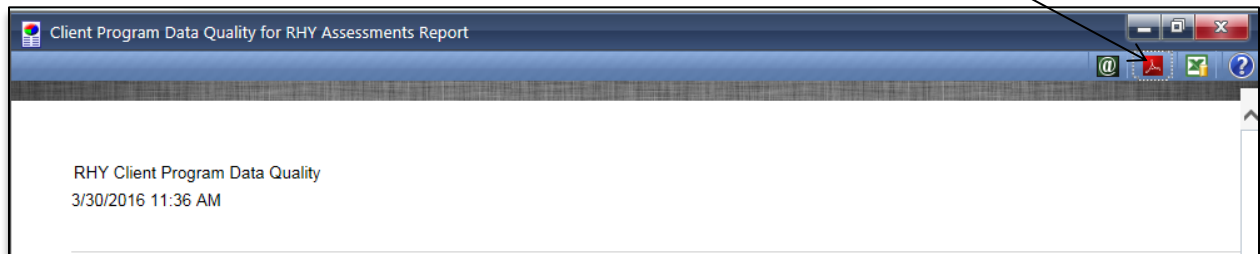
Project(s): the system will require you to select at least 1 RHY program for which you want to include on the report. Based on the organization selected the system will display all of the RHY funded programs available for inclusion on the report and you can pick and choose which ones to include/exclude.



Please note that you can include more than 1 RHY program on the report and all data quality information will automatically be grouped and separated by each program listed.

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 RHY Program Data Quality report.

The report will appear in a new window on your screen, you can use the “export” option near the top of the report window to create and save the report into a PDF.



Report Summary: the report will include each client enrolled in the selected program during the report timeframe and list each of their RHY data elements for their program stay. The basis of the report is to show which data is missing or is answered as “Don’t Know, Refused, or Data Not Collected”.

As with the other data quality style reports, if a particular data element has been properly collected or the client is not required to have it collected, the field will be blank. Any problems with the data element will list it with either an ‘M’ for missing, ‘D’ for Don’t Know or ‘R’ for Refused. The legend is at the top of the report.

The RHY data elements are broken up into two sections, one includes RHY Entry Assessments and the other is for RHY Exit Assessments.

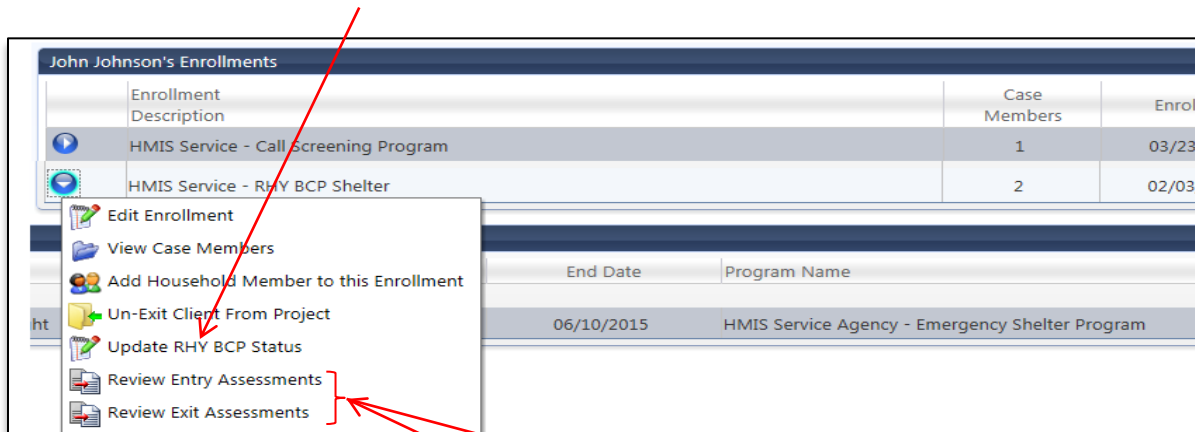
[Blank] = No Issue, M = Missing/Data Not Collected, D = Client Doesn't Know, R = Client Refused

HMIS Service - RHY SOP				RHY Entry Assessments										
Client (ID)	Age	Enroll Date	Exit Date	FYSB Youth	General Health	Dental Health	Mental Health	Pregnancy Status	Employment	Education	Referral Source	Sexual Orientation	Exploitation (Sex)	Exploitation (Lab)
Manziel, Johnny (83306)	30	3/6/2015												M
Parker, Peter (81877)	12	1/12/2016											M	M
Wilson, Betty (96981)	34	1/8/2016										M	M	M
Wilson, Paul (89953)	39	1/8/2016										M	M	M

Please note that some data elements are listed twice (i.e. Education) as they are required to be collected at both entry and exit. And the exit assessment data quality logic is only enforced once the client has exited or left the program.

RHY Assessment Locations: when running this report if you find a specific data element is missing or has poor data quality, you can use the following information to find the proper assessment to locate the data element and make the proper adjustments.

FYSB Youth: to locate this data element, locate the program record within the client's dashboard or within the Project Enrollments side menu option. Within the action menu (blue ball) of this enrollment you will find the option Update RHY BCP Status.



The rest of the RHY data elements are all found within specific assessments, which are explained and listed below. Each assessment can be located and individually selected within the Assessment Summary screen which is loaded by using either the Review Entry Assessment or Review Exit Assessment option within the main program enrollment (action menu) or by going directly to the Assessments screen located in the main side menu under project enrollments.

Health Status Assessment: contains the Mental Health, Dental Health, Mental health and Pregnancy Status data elements. This Health Status assessment can be located by loading a program enrollment's assessment summary screen by using the [Review Entry Assessment](#) or [Review Exit Assessment](#) option.

Employment & Education Assessment: these assessments can be located by loading a program enrollment's assessment summary screen by using the [Review Entry Assessment](#) option.

RHY Entry Assessment: contains the referral source, sexual orientation, exploitation (sex), exploitation (labor) and critical issues (young person's critical issues). This assessment can be located by loading a program enrollment's assessment summary screen by using the [Review Entry Assessment](#) option.

**With the Young Person's Critical Issues (Crit. Issues Completed) – this element is a collection of 24 different questions that need to be answered as Yes or No. On the data quality report it listed how many of those 24 questions have been answered. If the data quality report does not show 24 out of 24, we recommend revisiting this assessment and resaving the assessment to ensure all of questions are properly captured.*

RHY Former Ward Assessment: contains the former ward(s) element. This assessment can be located by loading a program enrollment's assessment summary screen by using the [Review Entry Assessment](#) option.

RHY Exit Assessment: contains the project completion, family reunification and action steps data elements. This assessment can be located by loading a program enrollment's assessment summary screen by using the [Review Exit Assessment](#) option.

**Action Steps (Action Steps Completed) – this element is a collection 9 different questions that need to be answered as Yes or No. On the data quality report it listed how many of those 9 questions have been answered. If the data quality report does not show 9 out of 9, we recommend revisiting this assessment and resaving the assessment to ensure all of questions are properly captured.*