INTRODUCTION
This guide walks you through how to run the ECHO HMIS Data Completeness Report Card (EE) – v1 through the Advanced Reporting Tool (ART). The report is built upon the Data Quality Plan (“ECHO HMIS Reports Plan”, http://www.austinecho.org/hmis-documents/) requirements that were discussed in the HMIS Sub-committee meetings.

We would recommend running the report often, correcting any null values, and checked before you send ECHO the final figures. Just a quick reminder: it takes 24- hours for ART to recognize any changes made in ServicePoint. If you corrected data today, it will not show up in an ART Report until tomorrow.

The report has tabs that will make correcting information easier.

- Tab A provides an Overall Summary of the report. It breaks down the Universal Data Elements (UDEs), when the data element is required, the number of applicable Entry/ Exits, the number of Non-Null Values, Don’t Know and Refused responses, and the percentage complete. It also shows you your grade based on the overall percentage.
- Tab B provides a Summary by Provider. If you are running the report for one program, it will look the same as the Overall Summary.
- Tab C provides Client Detail. This tab shows you the data elements for each client and whether or not it’s okay or null. If you have a low percentage for Specified Disability, you can do into the Client Detail tab to see which client is missing the information.
- Tab D provides Additional Information. It shows what you filled out in the prompts.

NOTE: The report includes everyone who was active during the report period, i.e. if they didn’t exit the program ever, or exited during the report period regardless of when they started.

The Data Quality Plan requires that each CoC provider send the ECHO HMIS Data Completeness Report Card (EE) – v1 to ECHO HMIS staff. Please send a PDF version of the report to Richard Dodson, richarreddodson@austinecho.org, and Garrett Olin, garrettolin@austinecho.org by the 10th of each month. We will let you know if the due date changes.
HOW TO ACCESS THE ECHO HMIS DATA COMPLETENESS REPORT CARD

There are two ways to access ART. You can drop down the Reports Tab, or you can click on ART: Connected.

This is the ART Home Page. Click on **Public Folder**.
After clicking on Public Folder, click on Shared Reports.

The drop down will display the ECHO HMIS Data Completeness Report Cards.
HOW TO SCHEDULE THE ECHO HMIS DATA COMPLETENESS REPORT CARD

You’ll see three icons next to the ECHO HMIS Data Completeness Report Card.

Any of these icons allow you to run the report.

1) - Magnifying Glass

Clicking on the Magnifying Glass icon will display the ART Item Details window.

Clicking on the View Report button will open a new tab in your browser titled ART Report Viewer. You can enter the report prompts here.

You can also click on Schedule Report, and the report prompts will appear.
2) **View**

Clicking on the **View** icon will open a new tab in your browser titled ART Report Viewer. You can enter the report prompts here.
3) **Schedule**

Clicking on the **Schedule** icon will open a new window in your browser. You can enter the report prompts here as well.
THE REPORT PARAMETERS: Regardless of how you schedule the report, you’ll have to fill out the same report parameters.

EDA Provider: Should be selected if you want to run a report for a program other than your default.

Enter End Date PLUS ONE DAY: If you are running the report for the month of October, the end date would be November 1, 2012 (the end date, October 31, 2012, plus one day).

Enter Start Date: If you are running the report for the month of October, the start date is October 1, 2012.

Select Providers:

Once you fill out all of the parameters, press Submit.

You can search, or you can use the previous and next buttons to scroll for your provider name.

Press to delete Select.

It will take a little while to populate the list of providers.
Once you have entered everything correctly, press **Send to Inbox**. Your inbox is not your email inbox; it is your ART Inbox located at the top of the ART Home Page.

When you **Send to Inbox**, you’ll probably wonder where the report went. Never fear! Click the Refresh button. You should then see the report under the Scheduled Reports Tab.

This window will pop up after you press next. It allows you to rename the report, change the format, and select the interval and start/end date.

**Report Format:** Excel or PDF.

**ECHO requires a PDF copy of the report.**

**Interval:** Once.

**Start Date/End Date:** Edit as needed. These fields refer to when you want to run the report. If you want to run the report today, leave as is. If you want to run the report in a week, change the start & end date to 11/13/2012.
Click refresh after a few minutes to see the status of the report. Eventually, it will say complete.

To download and view the report you can:

1. Click on the **Magnifying Glass** icon next to ECHO HMIS Data Completeness Report Card under the Scheduled Reports Tab then click **Download**.
2. Go to your ART Inbox, located at the top of the ART Home Page. The Report will appear there in **bold**, which means that it is unread. Click on the **Magnifying Glass** then click **Download**.

If you run the report and have problems or you have any questions, please contact Sophia Checa at sophiacheca@austinecho.org or (512) 553-2465.