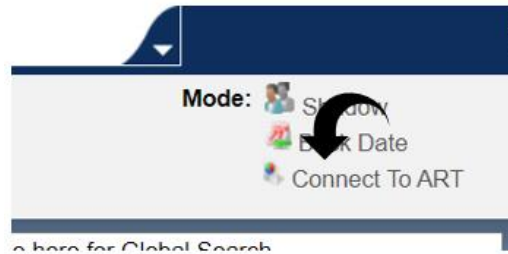


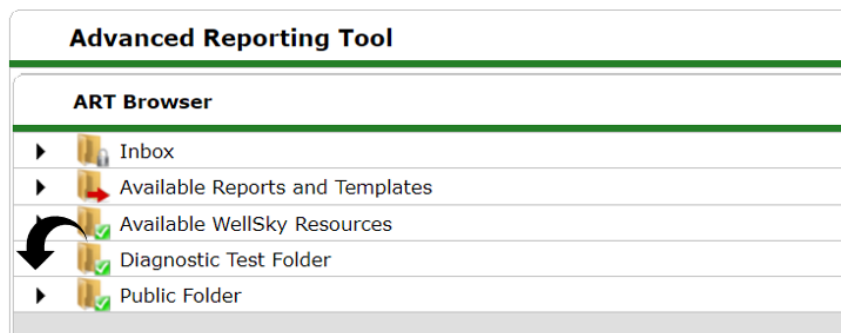
## ART Data Completeness Report Card Guide

Purpose: This guide outlines how to run the Data Completeness Report cards in ART. The prompts for the Data Completeness Report Card are completed the same way for the CoC APR report.

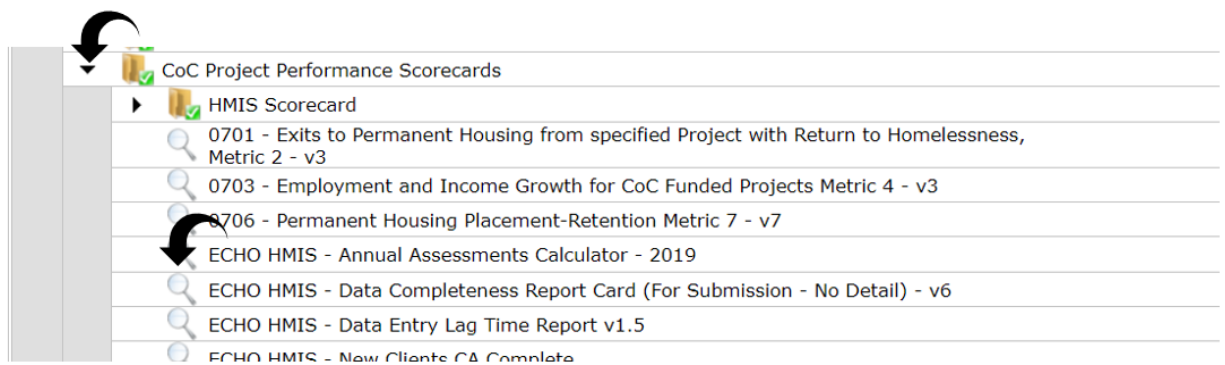
1. Once logged into HMIS, click Connect to ART in the top right-hand corner.



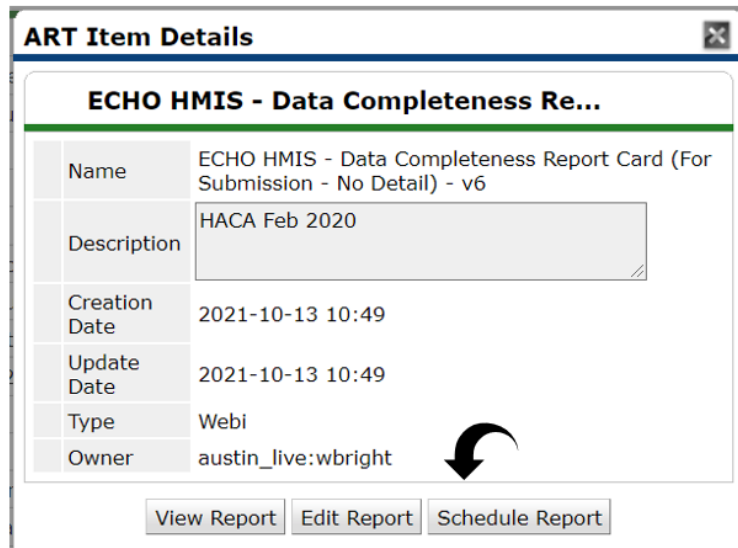
2. Click the black arrow next to Public Folder to expand it.



3. Click the black arrow next to CoC Project Performance Scorecards. Then click the magnifying glass icon next to ECHO HMIS Data Completeness Report Card (For Submission-No Detail)- v6.



4. Click Schedule Report.

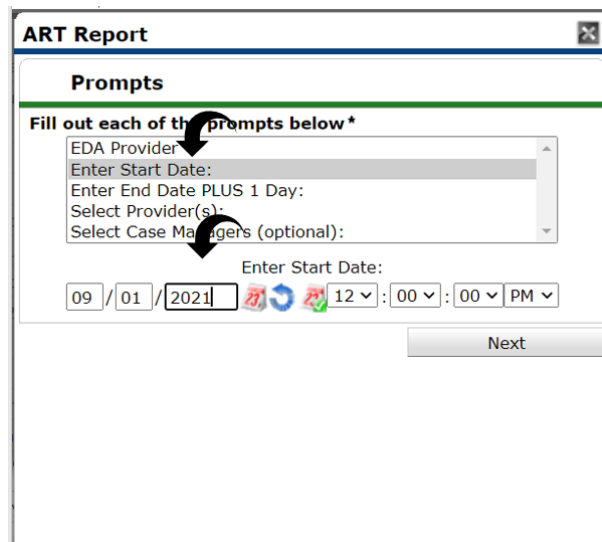


**ART Item Details**

**ECHO HMIS - Data Completeness Re...**

Name	ECHO HMIS - Data Completeness Report Card (For Submission - No Detail) - v6
Description	HACA Feb 2020
Creation Date	2021-10-13 10:49
Update Date	2021-10-13 10:49
Type	Webi
Owner	austin_live:wbright

5. **Skip over the first prompt that says EDA Provider** and click on the Enter Start Date Prompt. Enter the start date for the date range you are wanting to pull data for. In this example, we're pulling data for the month of September.



**ART Report**

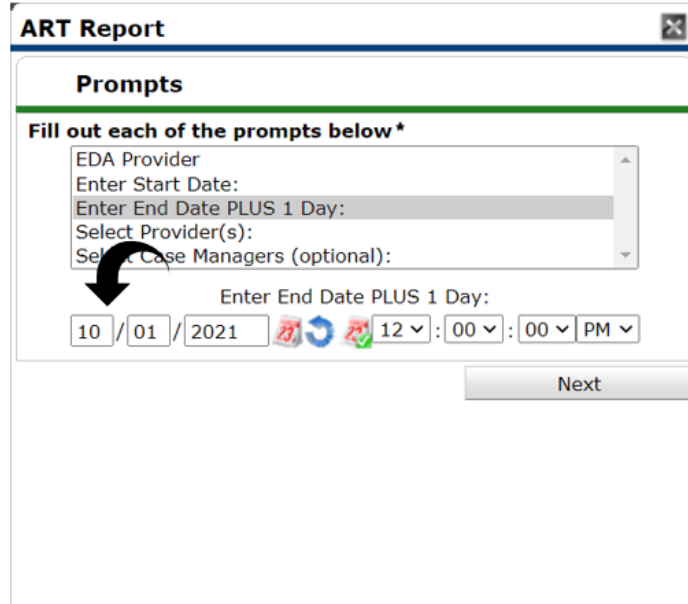
**Prompts**

Fill out each of the prompts below \*

EDA Provider  
Enter Start Date:  
Enter End Date PLUS 1 Day:  
Select Provider(s):  
Select Case Managers (optional):

Enter Start Date:  
09 / 01 / 2021 12 : 00 : 00 PM

6. Enter the end date plus one day for the date range you are wanting to pull data for. The reason one day needs to be added is that ART reboots over night so if all of the data is going to be pulled for the entire period, a day should be added.



**ART Report**

**Prompts**

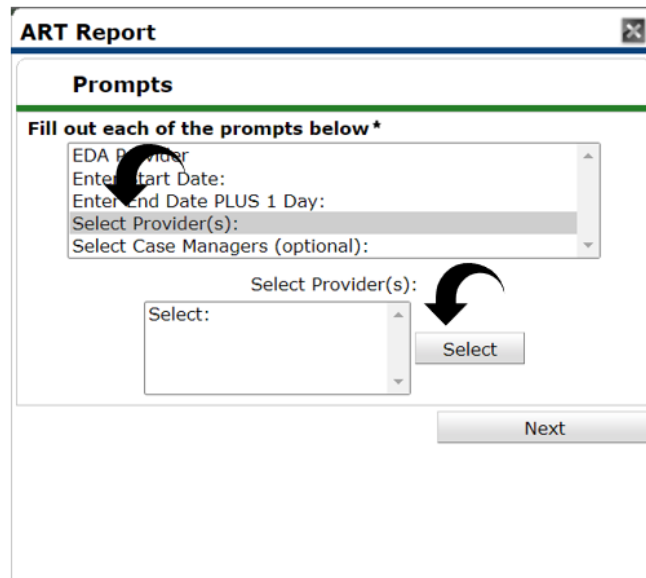
Fill out each of the prompts below \*

EDA Provider  
Enter Start Date:  
Enter End Date PLUS 1 Day:  
Select Provider(s):  
Select Case Managers (optional):

Enter End Date PLUS 1 Day:  
10 / 01 / 2021 12 : 00 : 00 PM

Next

7. Click on the Select Providers prompt. Click Select.



**ART Report**

**Prompts**

Fill out each of the prompts below \*

EDA Provider  
Enter Start Date:  
Enter End Date PLUS 1 Day:  
Select Provider(s):  
Select Case Managers (optional):

Select Provider(s):  
Select:

Select

Next

- Search for the Providers you would like to pull data for. Click the green plus sign next to each of the providers you are wanting to pull into the report. Then click Submit.

**Select Provider(s):** ✕

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**Search - Select Provider(s):**

Search for values with using keywords for their name.

**Search**

**Batch Selection** -Select-

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**Search Results**

Name
<span style="color: green;">+</span> BSS+ ESG-CV SSO - Front Steps(9602)
<span style="color: green;">+</span> BSS+ (RRH) - Front Steps(9296)
<span style="color: green;">+</span> FRONT STEPS(146)
<span style="color: green;">+</span> Front Steps - ARCH Computer Lab(9363)
<span style="color: green;">+</span> Front Steps - Case Management(3402)
<span style="color: green;">+</span> Front Steps - City of Austin PSH(9310)
<span style="color: green;">+</span> Front Steps - Cold Weather Shelter(9585)
<span style="color: green;">+</span> Front Steps - DACC PSH(9540)
<span style="color: green;">+</span> Front Steps - Day Bus Passes(9343)
<span style="color: green;">+</span> Front Steps - Day Resource Registry(2792)

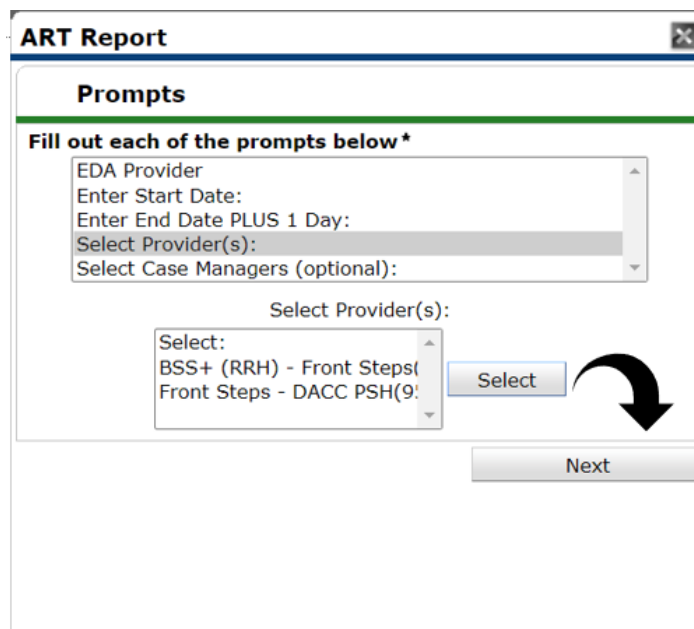
**Selected Values**

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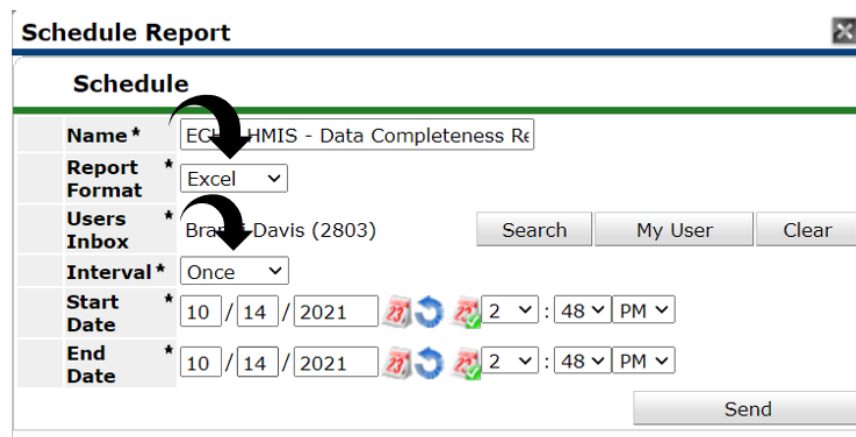
Name
<span style="color: red;">-</span> Select:
<span style="color: red;">-</span> BSS+ (RRH) - Front Steps(9296)
<span style="color: red;">-</span> Front Steps - DACC PSH(9540)

**Showing 1-3 of 3**

- The Select Case Managers prompt is optional. Unless you are wanting to look at specific case manager's data entry, you can skip over this prompt. Then click Next.



- Choose Excel for report format and Once for the interval. Then click Send.



- Scroll down to the bottom and click Refresh until the report says complete. You can click on the magnifying glass to view the report.



	Canvas- HOD CQC APR Data Quality/Completeness - v6.1 (corrected)	Once	2021-10-05 09:47	2021-10-05 12:47	Excel	Complete
	ECHO HMIS - Data Completeness Report Card (For Submission - No Detail) - v6	Once	2021-10-14 14:54	2021-10-14 17:54	Excel	Complete