



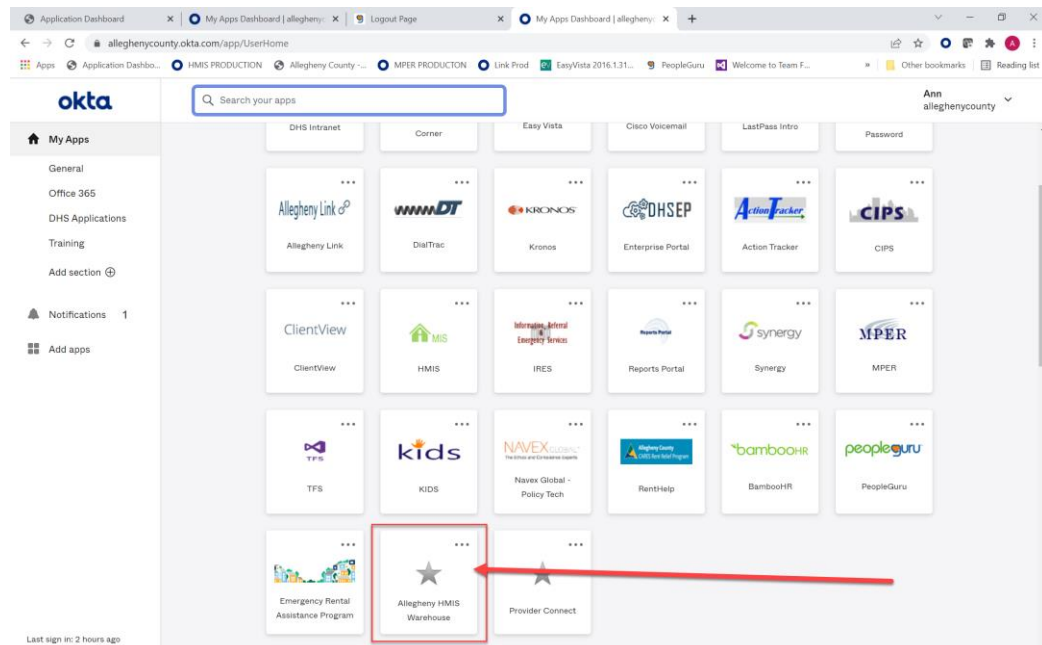
# Open Path HMIS Reporting – Generating a Data Quality Report

This job aid is for the Open Path software used for HMIS reporting. It will walk the user step by step through how access Open Path, how to generate a Data Quality Report and how to search for a client.

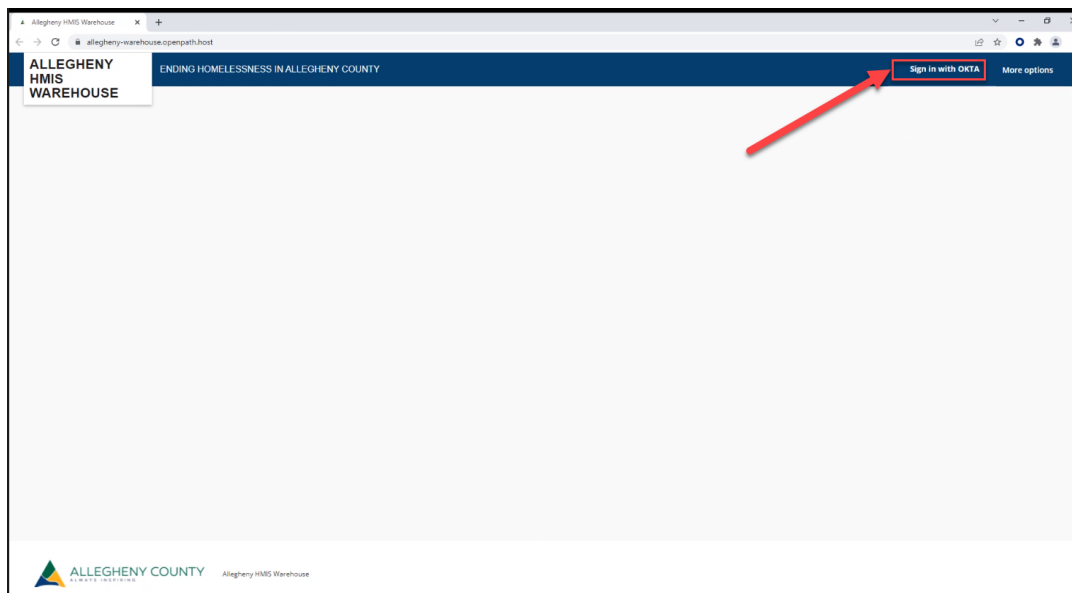
The company name who developed the reporting software is *Green River*, the software is named *Open Path*, and on the OKTA home screen, the chicklet to access the reporting software is *Allegheny HMIS Warehouse*. You may hear any of these names used to refer to the same reporting system.

**Please note that** the data in any report pulled reflects data as of 6 AM the current date. If changes are made in HMIS, to see the changes reflected in an Open Path report you will need to pull it the next business day

## Accessing Open Path



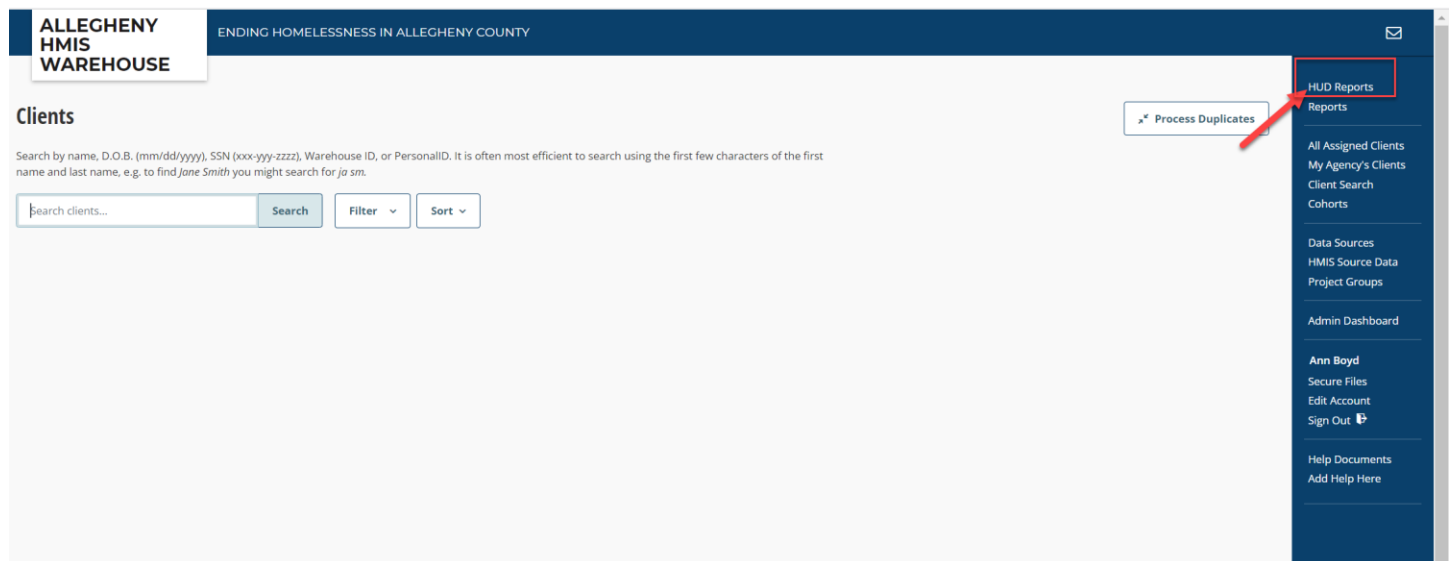
Log into OKTA and you will see the chicklet (box) for Allegheny HMIS Warehouse. This is the Open PATH HMIS reporting system. Click the Allegheny HMIS Warehouse.



The Allegheny HMIS Warehouse will open up. You will need to select **Sign in with OKTA** on the upper right side of the screen and sign in.

## How to Generate a Data Quality Report

In Open Path, select the **HUD Reports** link on the left side of the screen.





**ALLEGHENY HMIS WAREHOUSE** ENDING HOMELESSNESS IN ALLEGHENY COUNTY

### HUD Reports

**Point in Time (PIT)**

- Longitudinal System Analysis
- Housing Inventory Count (HIC)
- Annual Performance Report
- Consolidated Annual Performance and Evaluation Report
- Coordinated Entry Annual Performance Report
- Data Quality Report**
- Annual PATH Report
- System Performance Measures

PIT - FY 2018	Last Run	Status	Completed in
PIT - 2018			
PIT By Project - 2018			

HUD Reports Reports  
Client Search Cohorts  
Data Sources  
Edit Account  
Sign Out

On the HUD Report screen, select the Data Quality Report on the left.

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### HUD Reports

**Point in Time (PIT)**

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- Consolidated Annual Performance and Evaluation Report
- Coordinated Entry Annual Performance Report
- Data Quality Report**
- Annual PATH Report
- System Performance Measures

#### Data Quality Report

The Data Quality Report contains 7 questions, labeled 1 through 7. Each question contains a single table. Questions can be run individually below, or can be run all together. Each report run can be downloaded as a zip file suitable for upload to HUD by following the link in the **Status** column on subsequent pages.

See the history of all report runs and download zip files

[Generate New Data Quality Report](#)

Question	Last Run	Status
Question 1 Report Validation Table	Aug 10, 2021 1:49 pm b	Completed in less than a minute
Question 2 Personally Identifiable Information (PII)	Aug 10, 2021 1:49 pm b	Completed in less than a minute
Question 3 Universal Data Elements	Aug 10, 2021 1:49 pm b	Completed in less than a minute
Question 4 Income and Housing Data Quality	Aug 10, 2021 1:49 pm b	Completed in less than a minute
Question 5 Chronic Homelessness	Aug 10, 2021 1:49 pm b	Completed in less than a minute
Question 6 Timeliness	Aug 10, 2021 1:49 pm b	Completed in less than a minute
Question 7 Inactive Records: Street Outreach & Emergency Shelter	Aug 10, 2021 1:49 pm b	Completed in less than a minute

HUD Reports Reports  
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On the Data Quality Report screen, click the blue hyperlink **Generate New Data Quality Report** at the top of the screen



Under Required Options, select the date range you want to run the report for.

Under Projects to Include, select the project or projects you want to include; you can select one program or multiple.

You can also choose to run the report by project type to include all Rapid Rehousing programs, for example, for the agency.

Under the Limits section, you can choose to limit the report by gender, age, race, ethnicity or only for Heads of Household. The Limits section is optional.



Click the **Queue Report** button.

The screenshot shows the 'Data Quality Report' page in the Allegheny HMIS Warehouse. The page has a header with the Allegheny County logo and navigation links. The main content area is titled 'Data Quality Report' and includes a 'Generate New Full DQ' button. Below this, there's a 'Reports' section with a table. The first row in the table shows a report with the status 'Queued to start' and 'Run by:'. The 'Limits' section shows filters for Report Range (Jan 1, 2021 - Jan 30, 2021), CEds (PA-000), Household Type (All household types), Projects, and Sub-Population (All Clients). The 'Included Questions' section shows a list of questions from Question 1 to Question 7. A red box highlights the 'Queued to start' status in the Reports table.

The report may take a few minutes to begin generating (the Status will read *Queued to start*); when it has begun generating, you'll see the status change to *Started*.

The screenshot shows the 'Data Quality Report' page in the Allegheny HMIS Warehouse. The page has a header with the Allegheny County logo and navigation links. The main content area is titled 'Data Quality Report' and includes a 'Generate New Full DQ' button. Below this, there's a 'Reports' section with a table. The first row in the table shows a report with the status 'Completed in 1 minute' and 'Feb 22, 2022 2:08 am'. The 'Limits' section shows filters for Report Range (Jan 1, 2021 - Jan 30, 2021), CEds (PA-000), Household Type (All household types), Projects, and Sub-Population (All Clients). The 'Included Questions' section shows a list of questions from Question 1 to Question 7. A red box highlights the 'Completed in 1 minute' status in the Reports table.

When the report has generated, you will see the status change to *Completed*. You will also receive an email notification that the Data Quality Report is ready.

Click the blue hyperlink displaying the generation time and date to open the Data Quality report.



On the top right, there are two buttons displaying the option to Download the report or download it as a zip file. Clicking the **Download Report** button will allow you to select to download it as a PDF, excel or CSV, and also to view recent downloads.

While the download is occurring, you'll see a processing notice. It may take a few minutes to download.



When report is ready, click the **Download** button in the pop-up. The report will appear on the bottom left of the screen. Click the downloaded report to open it.



## DATA QUALITY REPORT - FY 2020

Run by E at Feb 22, 2022 2:08 pm with the following options:

Report Range: Jan 1, 2021 - Jun 30, 2021

CoCs: PA-600

Household Type: All household types

Projects:

Sub-Population: All Clients

### DQ Question 1: Report Validation Table

Table Q1

	A	B
1	Total number of persons served	
2	Number of adults (age 18 or over)	
3	Number of children (under age 18)	
4	Number of persons with unknown age	
5	Number of leavers	
6	Number of adult leavers	
7	Number of adult and head of household leavers	
8	Number of stayers	
9	Number of adult stayers	
10	Number of veterans	
11	Number of chronically homeless persons	
12	Number of youth under age 25	
13	Number of parenting youth under age 25 with children	
14	Number of adult heads of household	
15	Number of child and unknown-age heads of household	
16	Heads of households and adult stayers in the project 365 days or more	

### DQ Question 2: Personally Identifiable Information (PII)

Table Q2

A	B	C	D	E	F
1 Data Element	Client Doesn't Know/Refused	Information Missing	Data Issues	Total	% of Error Rate
2 Name (3.01)					
3 Social Security Number (3.02)					
4 Date of Birth (3.03)					
5 Race (3.04)					
6 Ethnicity (3.05)					
7 Gender (3.06)					
8 Overall Score					

### DQ Question 3: Universal Data Elements

Table Q3

The Data Quality Report will open up. The top of the report will display the person who ran it and the parameters chosen, including date range, program/s selected, and any limits chosen.





### DQ Question 3: Universal Data Elements

Table Q3

	A	B	C
1	Data Element	Error Count	% of Error Rate
2	Veteran Status (3.07)	0	0.0000
3	Project Start Date (3.10)	0	0.0000
4	Relationship to Head of Household (3.15)	0	0.0000
5	Client Location (3.16)	0	0.0000
6	Disabling Condition (3.08)	5	0.0316

Users are able to click the number listed under any column to open up a drilled down report showing which clients/records meet the criteria.

Users are also able to click the number under any Error Count to drill down to which clients have an error for that data element.

ALLEGHENY  
HMIS  
WAREHOUSE

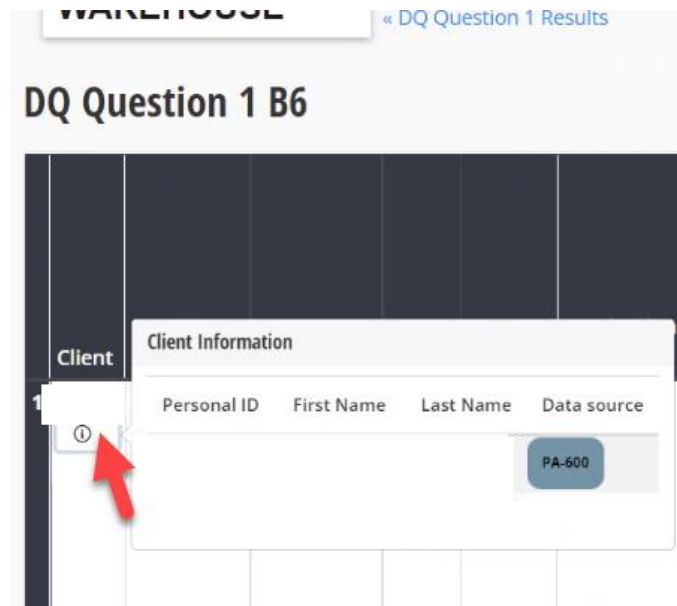
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DQ Question 1 Results

DQ Question 1 B6

Download

Client	First name	Last name	Data source	Report instance	Destination client	Deleted at	Age	Alcohol abuse entry	Alcohol abuse exit	Alcohol abuse latest	Annual assessment expected	Approximate length of stay	Approximate time to move in	Came from street last night	Chronic disability entry	Chronic disability exit	Chronic disability latest	Chronically homeless	Currently fleeing	Date homeless	Date of engagement	Date of last bed night	Date to street	Destination	Developmental disability	Developmental disability entry	Developmental disability latest
1																											
2																											
3																											



Drilling down will display the client name and information, and clicking the "I" symbol under the client's name will open up a pop-up of the client's personal ID (MCI ID) and name.

You can also click the client's name to be taken to their Client record in Green River [see below section on the Client Search].



In the drilled down section, the **Download** button at the top right will download all errors into an excel and drill down to show which clients have errors and for what data elements and collection points



## Client Search

To access the **Client Search**, click the **Client Search** hyperlink on the right side of the screen.

ALLEGHENY HMIS WAREHOUSE

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Clients

Search by name, D.O.B. (mm/dd/yyyy), SSN (xxx-yyy-zzzz), Warehouse ID, or PersonalID. It is often most efficient to search using the first few characters of the first name and last name, e.g. to find Jane Smith you might search for ja sm.

Search clients... Search Filter Sort

HUD Reports Reports

**Client Search** Cohorts

Data Sources

Benjamin Bonus Edit Account Sign Out

Enter the client's name, SSN, or MCI ID in the Client Search section and click the *Search* button.

ALLEGHENY HMIS WAREHOUSE

ENDING HOMELESSNESS IN ALLEGHENY COUNTY

Clients

Search by name, D.O.B. (mm/dd/yyyy), SSN (xxx-yyy-zzzz), Warehouse ID, or PersonalID. It is often most efficient to search using the first few characters of the first name and last name, e.g. to find Jane Smith you might search for ja sm.

Search clients... Search Filter Sort

Displaying 1 client. Currently sorted by: Last name A-Z

client name here	SSN	Year of Birth (age)

View

HUD Reports Reports

Client Search Cohorts

Data Sources

Benjamin Bonus Edit Account Sign Out

You will see the search results displayed below. Select a result to go into the client record.

**Please Note:** Search results are limited and will not display clients that were never served by the user's agency.



PA-600  
Client ID: [REDACTED]

Dashboard Enrollment Details History HUD LOT

Last Seen Last Seen Location Days in Last 3 Years Enrolled in

Homeless Span Veteran Disabled

Consent  
None on file

Demographics

ID	Name	SSN	Age	Gender	Race	Ethnicity	Veteran Status
[REDACTED]							

Current Program Enrollments  
No current enrollments

Recent Unsheltered Contacts  
No current enrollments

Residential Enrollments

Showing 1 enrollment of 2 total enrollments

Project Name < Organization Name	Entry	Exit	Most Recent Day Served	Days Served	Adjusted Days	Months Served	Household Members
Totals:				1298	1298	43	

PA-600 PA-600

The Dashboard tab will show you the client's demographics, enrollments, unsheltered contacts and enrollment history with the provider.

ALLEGHENY HMIS WAREHOUSE  
ENDING HOMELESSNESS IN ALLEGHENY COUNTY  
Client Search

PA-600  
Client ID: [REDACTED]

Dashboard Enrollment Details History HUD LOT

Current Living Situations  
No Current Living Situations on file

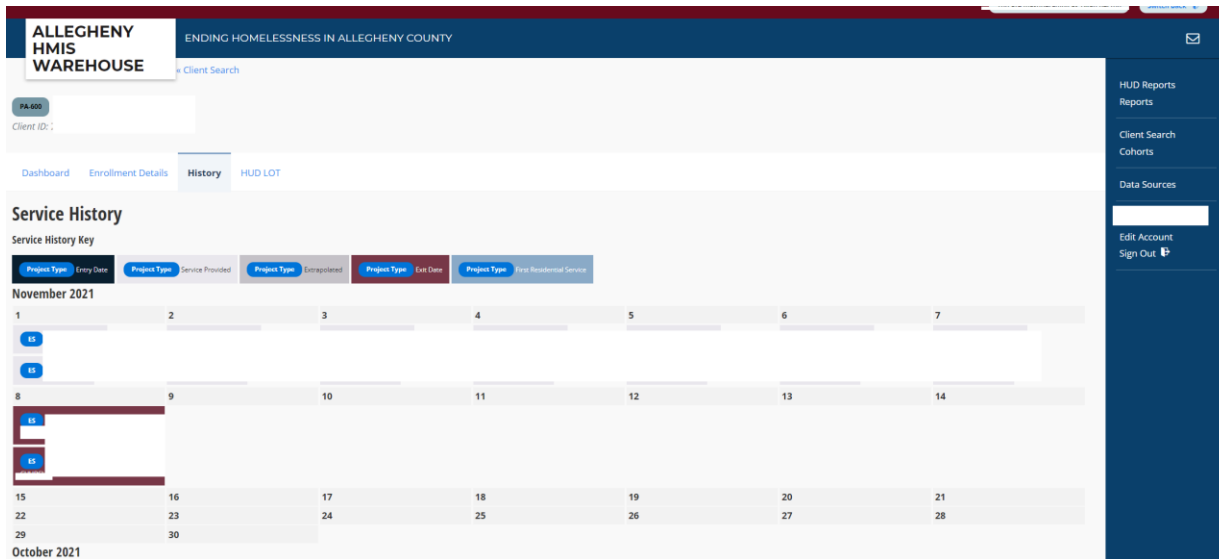
Health and DV

Project	Entry Date	Information Date	Domestic Violence	Currently Fleeing?	Pregnancy Status	Due Date
PA-600						
PA-600						
PA-600						
PA-600						
PA-600						
PA-600						
PA-600						
PA-600						
PA-600						
PA-600						

Disabilities



The Enrollment Details will show the client's information at multiple data collection points during the program enrollment for Health and DV, Disabilities, Enrollment, Employment and Education, Services, Income and Benefits, Coordinated Entry assessments, and Coordinated Entry events.



The Service History tab will show the client's first involvement and exit with the program as a calendar view.

The screenshot shows the 'HUD LOT' tab in the HMIS Warehouse. It displays a report titled 'SHAMSO AHMED - Client-Level System Use & Length of Time Homeless Report'. The report includes a 'Report Date' field set to 'Feb 23, 2022' and a 'Set Date' button. Below the report header, there is a table with columns for 'Month & Year', 'Documented street/shelter', 'Self-reported street/shelter', 'Documented break entering TH/PH', and 'Self-reported/potential break'. The table shows data for the months of 2/2022, 1/2022, 12/2021, 11/2021, 10/2021, 9/2021, 8/2021, 7/2021, and 6/2021. The 'Documented street/shelter' column shows green checkmarks for all months from 6/2021 to 11/2021.

Month & Year	Documented street/shelter	Self-reported street/shelter	Documented break entering TH/PH	Self-reported/potential break
2/2022				
1/2022				
12/2021				
11/2021	✓			
10/2021	✓			
9/2021	✓			
8/2021	✓			
7/2021	✓			
6/2021	✓			

The HUD LOT Tab will display the client's system use and documented (via HMIS) length of time homeless.



***For more information...***

For assistance, please contact the Allegheny County Service Desk at [ServiceDesk@AlleghenyCounty.US](mailto:ServiceDesk@AlleghenyCounty.US) or call 412-350-HELP (4357). Select Option 2 for the DHS Service Desk.

To access I-Service, go to: <https://servicedesk.alleghenycounty.us>

This and other Job Aids can be found at: <http://s3.amazonaws.com/dhs-application-support/index.htm>