



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 togenerate 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.

<u>Please note that</u> 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.







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← → ♂ ⓐ allegheny-warehouse.openpath.host	@ * O * 2 :
ALLEGHENY HMIS WARFUOLISE	Sign in with OKTA More aptions
WAREHOUSE	
ALLEGHENY COUNTY Allegheny HMS 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	ENDING HOM	ELESSNESS IN A	ALLEGHENY	COUNTY	
name and last name, e.g. to find Jane S	<i>mith</i> you might sear	th for ja sm.		often most efficient to search using the first few characters of the first	HUD Reports Reports All Assigned Clients My Agency's Clients Client Search Cohorts
Search dients	Search	Filter ¥	Sort ~		Data Sources HMIS Source Data Project Groups Admin Dashboard Ann Boyd Secure Files Edit Account Sign Out B
					Help Documents Add Help Here





ALLEGHENY HMIS ENDING HOMELESSNESS IN ALLEGHENY COUNTY WAREHOUSE HUD Reports Reports HUD Reports Client Search Point in Time (PIT) PIT - FY 2018 Last Run Status Completed In Longitudinal System Analysis PIT - 2018 Housing Inventory Count (HIC) Data Sources PIT By Project - 2018 nnual Performance Report olidated Annual Performance and Evaluation Report Edit Acc Sign Out 🖡 ted Entry Annual Performance Report ata Quality Report System Performance Measures

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

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Point in Time (PIT)	Data Quality Report			Client Search
ongitudinal System Analysis lousing Inventory Count (HIC)	The Data Quality Report contains 7 questions. labeled 1 throug run can be downloaded as a zip file suitable for upload to HUD			Cohorts Data Sources
nnual Performance Report	See the history of all report runs and download zip files			
Consolidated Annual Performance and Evaluation I Coordinated Entry Annual Performance Report	Generate New Data Quality Report			Edit Account Sign Out 🖗
Data Quality Report	Question	Last Run	Status	
nnual PATH Report	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	Aug 10. 2021 1:49 pm b	Completed in less than a minute	

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



Homoloss Management Information System

ALLEGHENY HMIS	ENDING HOMELESSNESS IN ALLEGHE	NY COUNTY	U C				
WAREHOUSE	« Data Quality Reports						HUD Reports Reports
Data Quality Report Required Options							Client Search Cohorts
Start Date .* Jul 1, 2020	End Date .* Jun 30, 2021	8	Report Year	•	CoC Codes × Pittsburgh, McKeesport,	Select none Penn Hills/Allegheny Count	Data Sources
Projects to Include					PA-600		Edit Account Sign Out 🚯
	ions are additive. If you choose a single project lata source and chosen project type.	and a project type, the report will run for a	all projects in the project type and the cho	sen project. If you c	hoose a data source and projec	t type, the report will run	
Projects	Select none	Data Sources Choose Data Sources	Select all	1 Project In	cluded		
Project Types Choose Project Types	Select all	Project Groups Choose Project Groups	Select all				
Limits							
All Clients	•	Age ranges Any Age	Select all	□ Limit to heads o	fhousehold		
^{Genders} Alt Text: Graphica	seect all al user interface, text, app	Races lication, email	Select all	Ethnicities Any Ethnicity		Select all	

Under <u>Required Options</u>, select the date range you want to run the report for.

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

HMIS WAREHOUSE + Data Quality Report	3					
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Clickethe Queue Report button.

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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*.

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DQ FY 2020		
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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.





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On the top right, there are two buttons displaying the option to Download the report or download it is 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.

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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.



Homeless Management



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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

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	A	В	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
		2 m	

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.







MAREHOUDE			« DQ Question 1 Results				
Q Que	estion 1	B6					
Client	Client Informati	on					
0	Personal ID	First Name	Last Name	Data source			
				PA-600			
	-						

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].

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DQ Question 1	B6																						-	Download	
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		Data	Report	Destination	Deleted				Annual assessment	Approximate length of				Chronic disability			Chronically	Currently	Date		last bed		Developmental	Developmental Devel	
Client First name	Last name	source	instance	client		Age entry	exit	latest	expected	stay	move in	night	disability	entry	exit	latest	homeless	fleeing	homeless	engagement	night	street Destinat	on disability	disability entry disable	

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	
Clients	HUD Reports Reports
Search by name, D. O. B. (mm/idd/yyy), SSN (xxx-yy-szzz), 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 Jone Smith you might search for Jo am.	Client Search Cohorts
Search clients Search Filter v Sort v	Data Sources
¢3	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 ENDING HOMELESSNESS IN ALLEGHENY COUNTY		
WAREHOUSE Clients		HUD Reports Reports
Search by name, D. D.B. (mm/idd/yyy), 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 Jone Smith you might search for Jone Smith you might		Client Search Cohorts
Search Filter v Sort v		Data Sources
Displaying 1 cilent. Currently sorted by: Last name A-Z		Benjamin Bonus Edit Account
Client name here SSN Year of Birth (age)		Sign Out
	View	
4	,	

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

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







PA 600										Reports
Client ID:										Client Search
										Cohorts
Dashboard Enrollment Details History HUD LC	т									Data Sources
Last Seen	Last Seen Location		Dava in	Last 3 Years			Enrolled in			
Last seen	Last seen Location		Days In	Last 5 Tears			Enrolled In			Edit Account Sign Out P
Homeless Span		Veteran					Disabled			
Consent										
None on file										
Demographics										
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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 A	ALLEGHENY COUNTY				
WAREHOUSE	« Client Search					HUD Reports Reports
Client ID:	_					Client Search Cohorts
Dashboard Enrollment Detail	s History HUD LOT					Data Sources
Current Living Situations						Edit Account
No Current Living Situations on file						Sign Out
Health and DV						
Project	Entry Date	Information Date	Domestic Violence	Currently Fleeing?	Pregnancy Status	
PA 600						
PA-600						
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_						•
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.

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ALLEGHENY HMIS	ENDING HOMELESSNES	S IN ALLEGHENY COUNTY					
WAREHOUSE	« Client Search						
							HUD Reports
PA-600							Reports
Client ID: 1							Client Search
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Service History							
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Project Type Entry Date Project Type	Service Provided Project Type Exe	rapolated Project Type Exit Date	Project Type First Residential Service				
November 2021							
1	2	3	4	5	6	7	
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в							
R							
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
	30						
October 2021							

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

ALLEGHENY HMIS	ENDING HOMELESSNESS IN A	LLEGHENY COUNTY		
WAREHOUSE	« Client Search			
PA 600 Client ID:				
Cheric ID.				
Dashboard Enrollment Details	History HUD LOT			
SHAMSO AHMED - Clie	ent-Level System Use &	Length of Time Homeless Report	t	
Report Date *				
Feb 23, 2022				
Set Date				
Set Date				
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 <u>ServiceDesk@AlleghenyCounty.US</u> or call 412-350-HELP (4357). Select Option 2 for the DHS Service Desk.

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

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