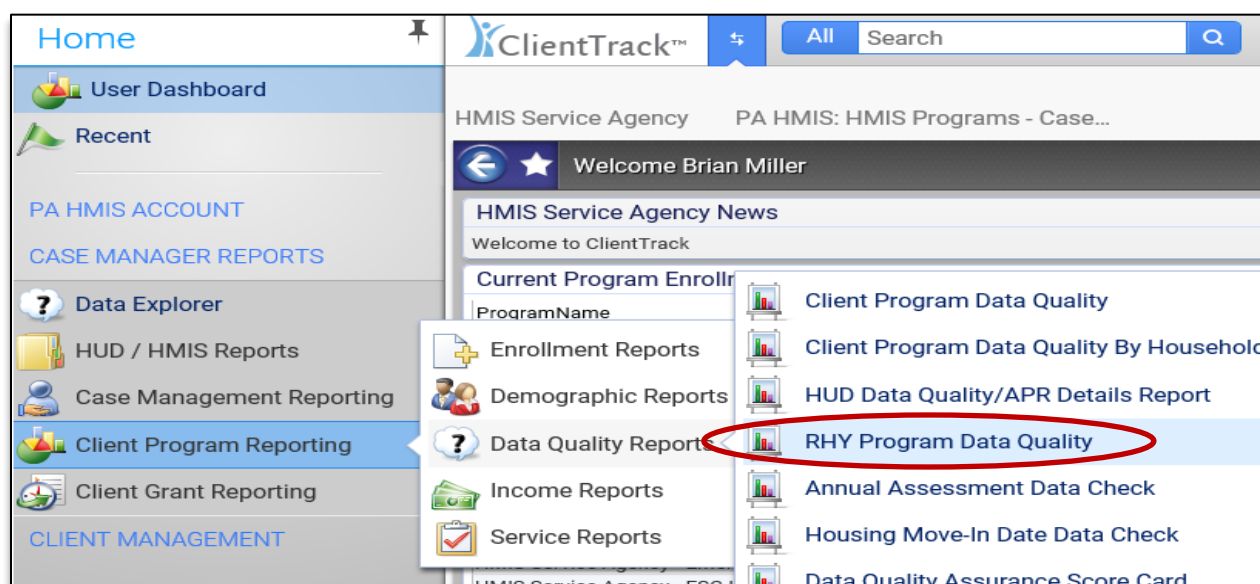


RHY Program Data Quality Report Guide

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.



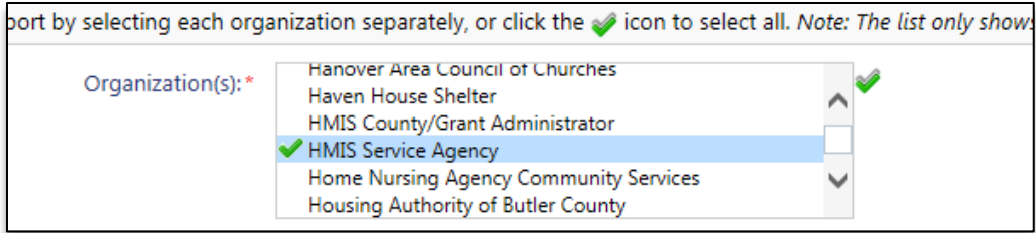
Select the RHY Program Data Quality report link and the system will load the report filter that will enable you to enter options for which to generate the report.

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.

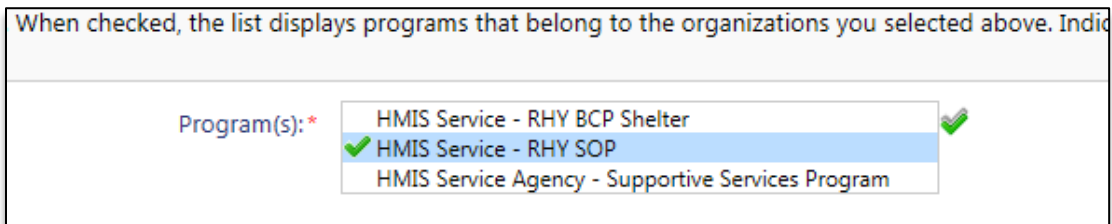
at fall within the date range you select will be included.

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.

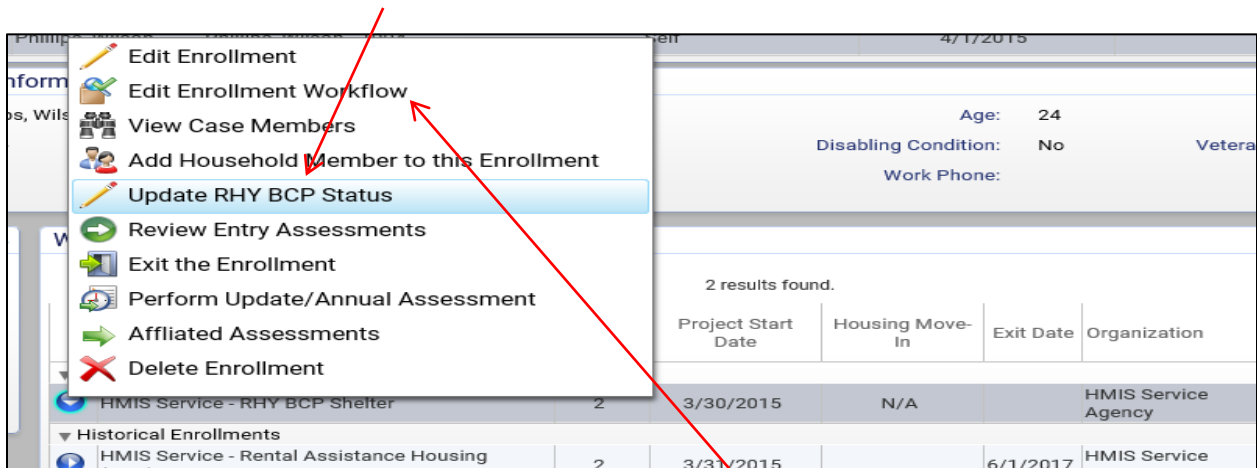
[Blank] = No Issue, M = Missing/Data Not Collected, D = Client Doesn't Know, R = Client Refused

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, only required for BCP operations, 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 entry assessment can be located by using the Edit Enrollment Workflow, and if the client has been exited all exit assessment can be located by using the Edit Exit Workflow from the menu.

Using the Edit Enrollment/Edit Workflow options, the system will walk you through the identical enrollment / exit process when performed to review, update and add any missing or incomplete data.

Health Status Assessment: contains the Mental Health, Dental Health, Mental health and Pregnancy Status data elements. This Health Status assessment is collected during both entry and exit and found within each workflow.

Employment & Education Assessment: these assessments are collected at the entry process and can be located within the edit enrollment workflow. The employment assessment is also required at exit and be located within the edit exit workflow.

RHY Entry Assessment: contains the referral source, sexual orientation, and family critical issues. This assessment is collected only at entry.

**With the Family Critical Issues – this element is a collection of 6 different questions that need to be answered as Yes or No. On the data quality report, it lists how many of those 6 questions have been recorded.*

RHY Former Ward Assessment: contains the former ward(s) element and this assessment is collected during the entry process and can be located within the edit enrollment workflow.

RHY Exit Assessment: contains the project completion, exploitation (sex) and exploitation (labor) data elements. This assessment is only collected at exit.

RHY Counseling Assessment: contains information pertaining to pre-exit and post-exit counseling data elements. This assessment is only collected at exit.

RHY Safe and Appropriate Exit: contains questions relating to the person’s exit and is only collected at exit.

RHY Aftercare Plan: allows for the collection of post-exit aftercare instance and can be recorded up to 180 days after exit. This assessment is only collected post-exit and can be entered using the Create RHY Aftercare Plan option located within the enrollment menu once an exit is performed.

