




## DQR User Guide

### Generate HUD Data Quality Report by Projects (NOT by Grants)

#### Report: 2026 HUD Data Quality Report

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#### Step 1: Navigate to HUD Data Quality Report

1. On the BLUE ribbon, click the  Report icon.
  2. On the WHITE ribbon select HMIS Reports.
  3. From the dropdown menu click on 2026 HUD Data Quality Report.
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#### Step 2: Set Report Parameters

1. Date Range – Select your Begin Date and End Date.
  2. Organization – The organization should auto-populate.
  3. Program – Filter by Project & Filter by Programs.
  4. Click Report to generate the Summary Report.
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#### Step 3: Review the Report Summary

- Review issue percentages in the summary.
  - Look for any data quality sections outside of approved thresholds (DQ1–DQ7).
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#### Step 4: Export for Data Cleanup

To view detailed client-level records associated with issues:

1. Click Run Export to get the Validation Report.
2. Uncheck the box that says Encrypt Export.
3. Check the box: Assume Responsibility.
4. Click Done.

 The system will queue your export and process it at the next available time.

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#### Step 5: Access and Review the Export

1. Go to “Files on Server.”
  2. Locate and select:
    - HUD Data Quality 2026
    - Corresponding Task ID
    - File format: .ZIP
  3. Download the compressed ZIP file.
  4. Open the file, and review:
    - DQ1 to DQ7 – marked as “Validation Only”
    - These correspond directly to your HUD Data Quality Summary Report.
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#### Step 6: Check Report Status (Optional)

- Go to “View the Status of Export or Import Task.”
- Look for the report status:
  - “Not Started”

- or “Completed Successfully”
  - Once completed, download the file:
    - HUD Data Quality 2025 – Task ID – ZIP
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 **Tips:**

- Always filter by Projects, not Grants.
- Save the ZIP file in a secured folder for reference or follow-up.
- Perform clean-up using the client data from DQ1–DQ7 tabs.
- Re-run the report after cleanup to confirm improvement.