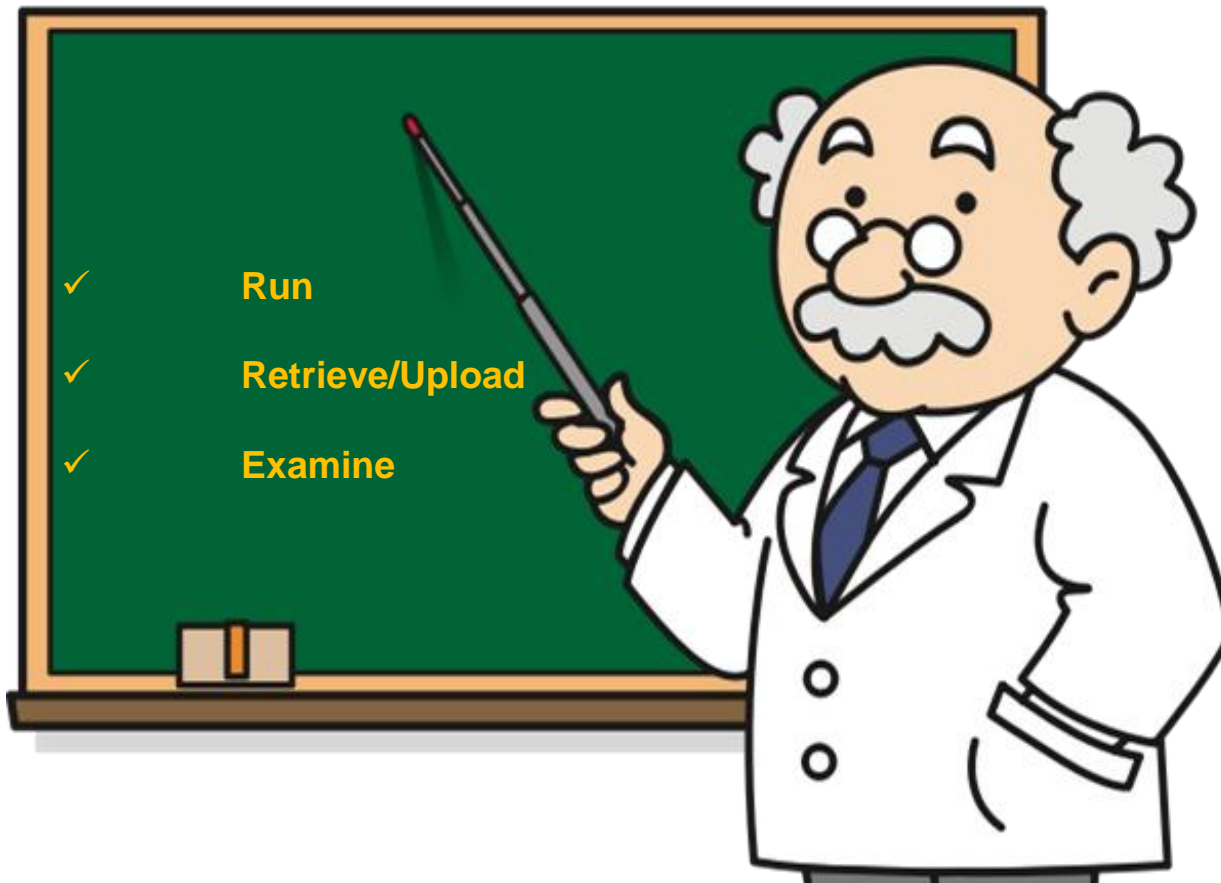


Annual ESG CAPER & DQR Report Instructions

CAPER Instructions:



CAPER Report

Consolidated Annual Performance and Evaluation Report (CAPER)

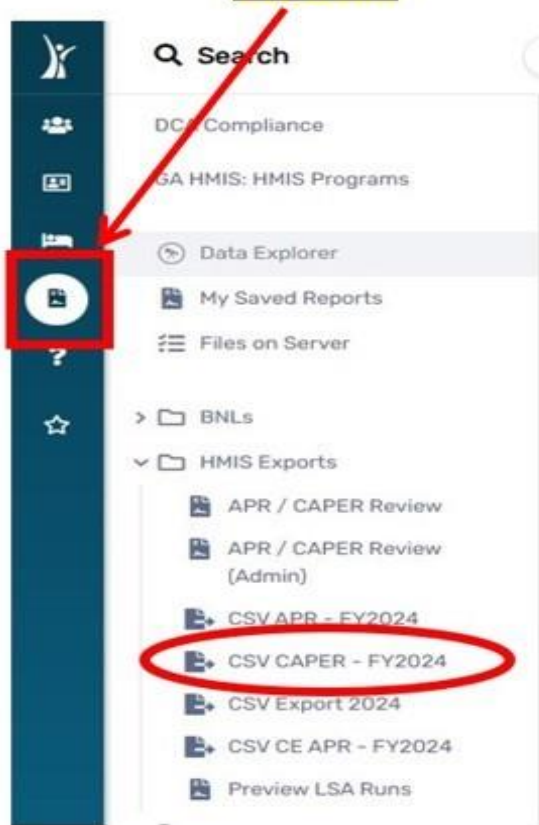
2025 CAPER Report scored sections:

- ❖ Q6a - CAPER: Personal Identifiable Information
- ❖ Q6b - CAPER: Universal Data Elements
- ❖ Q6c - CAPER: Income and Housing Data Quality
- ❖ Q6d - CAPER: Chronic Homelessness
- ❖ Q6e - CAPER: Timeliness

How to **Run** the CAPER in ClientTrack

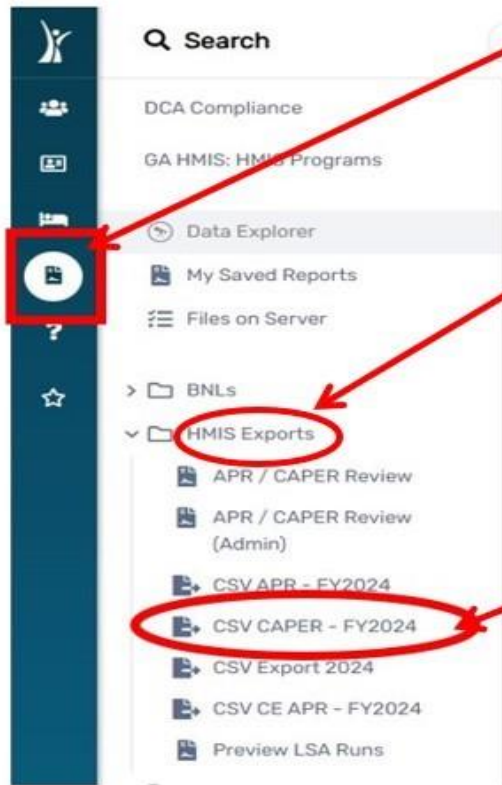
Step 1- Login to ClientTrack or Comparable Database System. (DV Users)

Click on the **Reports** icon on the left hand side of the screen.



How to **Run** the **CAPER** in **ClientTrack**

Step 2 - On the left side of the page under **Reports** select the **HMIS Exports** Folder.



Click the **CSV CAPER - FY2024** report.

How to Run the CAPER in ClientTrack

CSV CAPER - FMIS 2022 Standard

Please note that multiple project and project type support is only intended for cases where multiple projects is required for AFR submission. For example, a grant with multiple sub-recipients that enter data into multiple projects. Additional projects will affect performance and should only be used when necessary for compliance.

The export will return data based on the combination of all parameters you set. For example, if you choose Organizations "Agency 1" and "Agency 2" and Project "PSH 123" the report will only include clients enrolled in PSH 123 by Agency 1 or Agency 2.

Saved Report Settings

To use previously saved report settings, select the desired settings description. To save the current report settings, select Save Settings, type a description of the settings in the Save As field, select the report criteria, and run the report. The saved settings will appear in the list the next time you access this screen.

Saved Report Settings: -- SELECT --

Date Range

Indicate the time period for his report. Only records that fall within the date range you select will be included.

Date Range List: Since This Date, Last Year

Begin Date: 06/27/2021 to 06/27/2022

Organization

Indicate which organizations should be included in the report by selecting each organization separately, or click the icon to select all. Note: The list only shows organizations you are authorized to view. Only enrollments created by the Organizations selected here will be included in the export.

Organization: A Change Generation, A Higher Calling, Inc, Action Ministries N. GA Trans. Housing ACTION, INC, Advantage Behavioral Health Systems

Grant Settings

Grant Program: -- SELECT --

Grant Component: -- SELECT --

Project Type Settings

Grant(s)

This list displays grants that belong to the organizations you selected above. Indicate which grants should be included in the report by selecting each grant separately, or click the icon to select all. Use the Grants filter to narrow down the list of projects for your export.

Grant(s): Filter by Grant(s)

Validation File

Checking this box will generate a separate task to generate a validation file once the file export task has completed. This will not affect the running of or delay the main export. THIS MUST be selected to get details of the numbers in the CAPER and the report used to view the export.

Generate Validation File:

Select Run Export

Run Export

How to Run the CAPER in ClientTrack

Step 3 – Under **Date Range** enter the Begin Date **10/01/2023 to 03/31/2024**

Date Range

Indicate the time period for his report. Only records that fall within the date range you select will be included.



Date Range List: -- SELECT --

Begin Date: 10/01/2023 to 03/31/2024

Step 4 – Your **Agency/Organization** will pre-populate in this field.



Organization

Indicate which organizations should be included in the report by selecting each organization separately, or you may select all. Note: The list only shows organizations you are authorized to view. Only enrollments created by the Organizations selected here will be included in the export.

Organization: * Selected: DCA Compliance

- Union-Whitfield Community Development Corp.
- ✓ DCA Compliance
- Decatur Area Emergency Assistance Ministry - DEAM
- Decatur Cooperative Ministry
- Decatur Presbyterian Church-Threshold Ministry

How to Run the CAPER in ClientTrack

Step 5- Select the Grant Program – Grant Component – Grant – Project Type – Project.

Be sure to select the correct Grant, Program Type, and Program. If you do not see your program information in the dropdown, email boshmis@dca.ga.gov or gadv@dca.ga.gov (DV User ONLY)

EXAMPLE

Grant Program
Use the Grant Program and Grant Component drop down selections to narrow down the list of Grants.

Grant Program: -- SELECT -- ← HUD: ESG (Emergency Solutions Grant)

Grant Component: -- SELECT -- ←
-- SELECT --
CV (COVID)
Emergency Shelter (operating and/or essential services)
Homelessness Prevention
Rapid Rehousing
RUSH
Street Outreach


Grant(s)
This list displays grants that belong to the organizations you selected above. Indicate which grants should be included in the report by selecting each grant separately, or click the ☑ icon to select all. Use the Grants filter to narrow down the list of projects for your export.

Grant(s): Filter by Grant(s) ←
☑ ESG – ES – 501
ESG CV-ES 502
ESG-CV-ES

Project
A list of projects based on the grant selected.

Project Type: Filter by Project Type ←
Project(s):* Filter by Project(s) ←

Project Type: ☑ Filter by Project Type
☑ Emergency Shelter
Transitional Housing
PH - Permanent Supportive Housing (Habitat is required for entry)
Street Outreach
RUSH - Rapid Rehousing
Project(s):* ☑ Filter by Project(s)
☑ ESG – ES – 501



How to **Run** the CAPER in ClientTrack

Step 6 – Under **Validation File** - Check the **Generate Validation File** and then click **Run Report**.

Validation File

Checking this box will generate a separate task to generate a validation file once the file export task has completed. This will not affect the timing of or delay the main export. THIS MUST be selected to get details of the numbers in the CAPER and the report used to view the export.

Generate Validation File:

[Run Export](#) [Cancel](#)

Export Encryption

If you encrypt the export, the generated exports will be zipped and encrypted using 256 bit AES encryption that can only be decrypted using the password you provide. Strong passwords are not enforced here, but the password you provide must be at least 8 characters long.

If you choose to not to encrypt your export, the file exported may contain person identifying information in plain text. All appropriate cautions should be exercised to ensure the protection of this information.

Indicate if the exported file(s) should include a header line at the beginning of the file that indicates what each of the values in the CSV file represent and if values in the CSV should always be enclosed in double-quotes.

Encrypt Export:

Password: *

Confirm Password: *

Include Header Row in CSV File(s):

Always Quote CSV Values(s):

[Done](#)

How to Run the CAPER in ClientTrack

Step 7 – To protect the file/download on your computer/laptop, you will have two (2) options to ensure your file is stored safely:

1. Option #1 - An Export Encryption pop up will appear to create a **Password**
2. **Confirm Password** (Be sure to remember this password because it **CAN NOT BE RESET**)
3. Select **DONE** to run the CAPER.



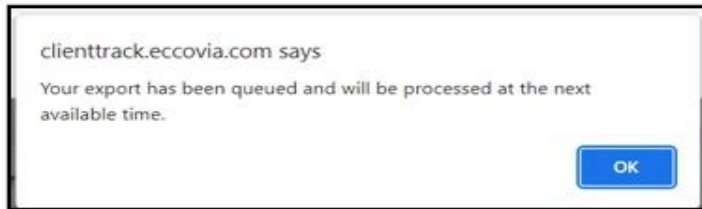
Option #1: Password

1. Option #2 – An Export Encryption pop up will appear. De-Select **Encrypt Export**.
2. Select ***"I assume the full responsibility of ensuring the security of the exported file (s) and any data contained within."***
3. Select **DONE** to run the CAPER.



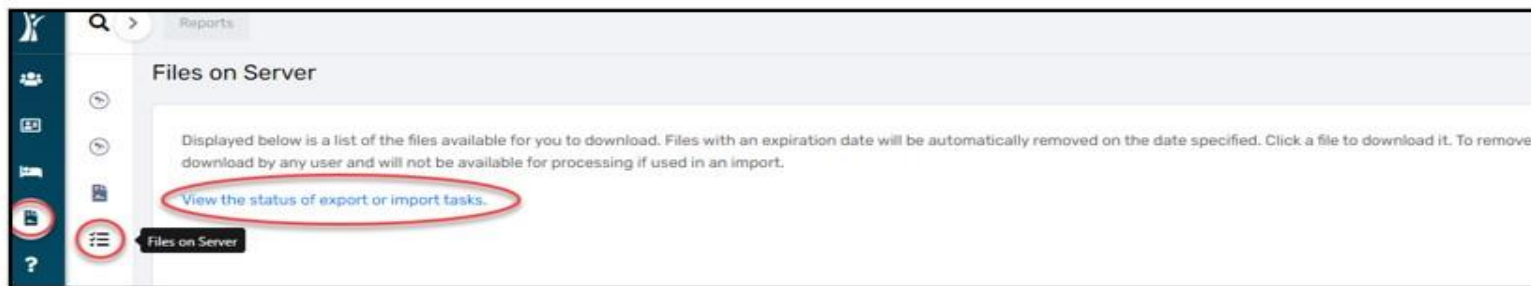
Option #2: No Password

How to Retrieve the CAPER in ClientTrack



The Asynchronous Tasks window can be accessed by **Selecting Reports – Files on Server – View the status of export or import tasks.** Here you will be able to check on the status of the **HMIS CAPER 2024 Export**

****Please note, some reports may take an extended time to run therefore be aware of deadlines when running large reports. ****



How to Retrieve the CAPER in ClientTrack

The status will show **Completed Successfully** when the report is ready to be downloaded and saved to your computer/laptop.

Asynchronous Tasks < ?

Search

111 results found.

| Task Name | Desired Start Time | End Time | Status | TaskID | User Name |
|---|--------------------|--------------------|------------------------|--------|---------------|
| *** HMIS APR/CAPER 2024 Validation | 04/15/2024 10:41AM | 04/15/2024 10:56AM | Completed Successfully | 263973 | Arlene Thomas |
| *** HMIS CAPER 2024 Export | 04/15/2024 10:41AM | 04/15/2024 10:54AM | Completed Successfully | 263972 | Arlene Thomas |
| *** HMIS APR/CAPER 2024 Pre-Load 2 | 04/15/2024 10:31AM | 04/15/2024 10:39AM | Completed Successfully | 263966 | Arlene Thomas |
| *** Run CSV Export - HMIS APR/CAPER 2024 Pre-Load | 04/15/2024 10:20AM | 04/15/2024 10:29AM | Completed Successfully | 263964 | Arlene Thomas |
| *** HMIS APR/CAPER 2024 Validation | 04/15/2024 8:11AM | 04/15/2024 8:22AM | Completed Successfully | 263935 | Arlene Thomas |
| *** HMIS CAPER 2024 Export | 04/15/2024 8:11AM | 04/15/2024 8:20AM | Completed Successfully | 263934 | Arlene Thomas |
| *** HMIS APR/CAPER 2024 Pre-Load 2 | 04/15/2024 8:00AM | 04/15/2024 8:09AM | Completed Successfully | 263924 | Arlene Thomas |

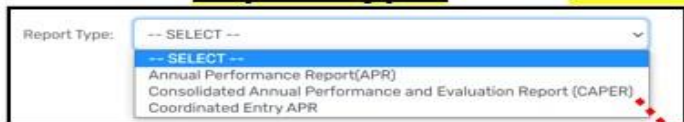


How to Retrieve/Upload the CAPER in ClientTrack

1 Under the **HMIS Exports** Folder select **APR/CAPER Review**



2 Under the **Report Type** select **Consolidated Annual Performance and Evaluation Report (CAPER)**



APR / CAPER - Runs

Annual Performance Report (CoC APR), Consolidated Annual Performance and Evaluation Report (ESO CAPER) viewable reports can be found below. Detail data will only be available for the user [redacted] requested the report to be exported.

Report Type: Consolidated Annual Performance and Evaluation Report (CAPER)

23 results found

| Run # | Export Asynchronous Task ID | Report Run Date | Begin Date | End Date | Drill Down | Report Requested By | Files |
|-------------|-----------------------------|-----------------|--------------------|------------|------------|--|--|
| ▼ ESO CAPER | | | | | | | |
| --- | 12583 | 263972 | 04/16/2024 10:28AM | 10/01/2023 | 03/31/2024 | Available for the user the report was requested by Arlene Thomas | Pre-Load: HMIS APR_CAPER 2024 Pre-Load_20240416152843_TaskID_263964.zip Export: HMIS CAPER 2024 Export_20240416155342_TaskID_263972.zip Detail: HMIS APR_CAPER 2024 Validation_20240416155603_TaskID_263973.zip |
| --- | 12575 | 263934 | 04/16/2024 7:58AM | 10/01/2023 | 03/31/2024 | Available for the user the report was requested by Arlene Thomas | Pre-Load: HMIS APR_CAPER 2024 Pre-Load_202404161525026_TaskID_263923.zip Export: HMIS CAPER 2024 Export_20240416131941_TaskID_263934.zip Detail: HMIS APR_CAPER 2024 Validation_20240416132214_TaskID_263935.zip |

How to Retrieve/Upload the CAPER in ClientTrack

3 Select the three (3) dots to **Retrieve** the **CAPER**

APR / CAPER - Runs

Annual Performance Report (CoC APR), Consolidated Annual Performance and Evaluation Report (ESG CAPER) viewable reports can be found below. Detail data will only be available for the user that requested the report to be exported.

Report Type: Consolidated Annual Performance and Evaluation Report [CAPER]

23 results found.

| Run # | Export Asynchronous Task ID | Report Run Date | Begin Date | End Date | Drill Down | Report Requested By | Files | |
|-------|-----------------------------|-----------------|--------------------|------------|------------|--|---------------|---|
| ... | 2583 | 263972 | 04/15/2024 10:28AM | 10/01/2023 | 03/31/2024 | Available for the user the report was requested by | Arlene Thomas | Pre-Load: HMIS APR_CAPER 2024 Pre-Load_20240415152843_TaskID_263964.zip Export: HMIS CAPER 2024 Export_20240415155342_TaskID_263972.zip Detail: HMIS APR_CAPER 2024 Validation_20240415155603_TaskID_263973.zip |
| ... | 12575 | 263954 | 04/15/2024 7:58AM | 10/01/2023 | 03/31/2024 | Available for the user the report was requested by | Arlene Thomas | Pre-Load: HMIS APR_CAPER 2024 Pre-Load_20240415125826_TaskID_263923.zip Export: HMIS CAPER 2024 Export_20240415131941_TaskID_263934.zip Detail: HMIS APR_CAPER 2024 Validation_20240415132234_TaskID_263935.zip |





How to **Retrieve** the **CAPER** in ClientTrack

Select **My Saved Reports** then select **View data from (Date Ran)** to view the **CAPER**

Saved Reports

Displayed below are the reports that have been run and saved for later viewing.


Reports you've run in the last 10 days:

| | |
|--|--------------------------------|
|  2024 HUD Data Quality Report View data from April 8, 2024 10:50 AM X | HUG_DataQualityReport_2024.rdl |
|  APR/CAPER FY2024 - Formatted Output View data from April 8, 2024 1:35 PM X April 8, 2024 1:19 PM X April 8, 2024 1:21 PM X | HMS_APR_CAPER_2024.rdl |



How to PDF the CAPER in ClientTrack

1



2024 v1.2 CAPER Report

2

Report Criteria

Report CAPER

Date Range 10/01/2023 - 03/31/2024

Organization(s) DCA Compliance

Funding Source(s) ESG - ES - 501

Project(s) ESG - ES - 501

Include Details Yes

Q4a Project Identifiers in HMIS [Full Detail](#)

| | |
|---------------------------------------|------------------------------------|
| Organization Name | DCA Compliance |
| Organization ID | DCA |
| Project Name | ESG - ES - 501 |
| ProjectID | 21085 |
| HMIS Project Type | Emergency Shelter - Entry Exit (0) |
| RRH Subtype | |
| Coordinated Entry Access Point | No (0) |
| Affiliated with a residential project | |
| Project IDs of affiliations | |
| CoC Number | GA-501 |
| Geocode | |
| Victim Service Provider | No (0) |
| HMIS Software Name and Version Number | ClientTrack by Eccovia v20 |

Step 1 - Select Disk Icon
Step 2 - Select PDF

Arlene Thomas

Report Criteria

Report CAPER

Date Range 10/01/2023 - 03/31/2024

Organization(s) DCA Compliance

Funding Source(s) ESG - ES - 501

Project(s) ESG - ES - 501


Include Details Yes

Q4a Project Identifiers in HMIS [Full Detail](#)

| | |
|---------------------------------------|------------------------------------|
| Organization Name | DCA Compliance |
| Organization ID | DCA |
| Project Name | ESG - ES - 501 |
| ProjectID | 21085 |
| HMIS Project Type | Emergency Shelter - Entry Exit (0) |
| RRH Subtype | |
| Coordinated Entry Access Point | No (0) |
| Affiliated with a residential project | |
| Project IDs of affiliations | |
| CoC Number | GA-501 |
| Geocode | |
| Victim Service Provider | No (0) |
| HMIS Software Name and Version Number | ClientTrack by Eccovia v20 |
| Report Start Date | 10/1/2023 |
| Report End Date | 3/31/2024 |
| Total Active Clients | 21 |
| Total Active Households | 15 |

How to **SAVE the PDF** of CAPER in ClientTrack

2024 v1.2 CAPER Report

 ClientTrack™
4/16/2024 8:28:23 AM
Arlene Thomas

Report Criteria
Report CAPER
Date Range 10/01/2023 - 03/31/2024
Organization(s) DCA Compliance
Funding Source(s) ESG - ES - 501
Project(s) ESG - ES - 501
Include Details Yes

Q4a Project Identifiers in HMIS [Full Detail](#)

| | |
|---------------------------------------|------------------------------------|
| Organization Name | DCA Compliance |
| Organization ID | DCA |
| Project Name | ESG - ES - 501 |
| ProjectID | 21085 |
| HMIS Project Type | Emergency Shelter - Entry Exit (0) |
| RRH Subtype | |
| Coordinated Entry Access Point | No (0) |
| Affiliated with a residential project | |
| Project IDs of affiliations | |
| CoC Number | GA-501 |
| Geocode | |
| Victim Service Provider | No (0) |
| HMIS Software Name and Version Number | ClientTrack by Eccovia v20 |
| Report Start Date | 10/1/2023 |
| Report End Date | 3/31/2024 |
| Total Active Clients | 21 |
| Total Active Households | 15 |

Q5a - Report Validations Table

| Category | Count Of Clients For DQ | Count Of Clients |
|------------------------------------|-------------------------|------------------|
| Total Number of Persons Served | 21 | 21 |
| Number of adults (age 18 or over) | 12 | 12 |
| Number of children (under age 18) | 4 | 4 |
| Number of persons with Unknown Age | 0 | 0 |
| Number of leavers | 0 | 0 |
| Number of adult leavers | 0 | 0 |

ClientTrack™ Reports Page 1 of 23

Print 23 pages

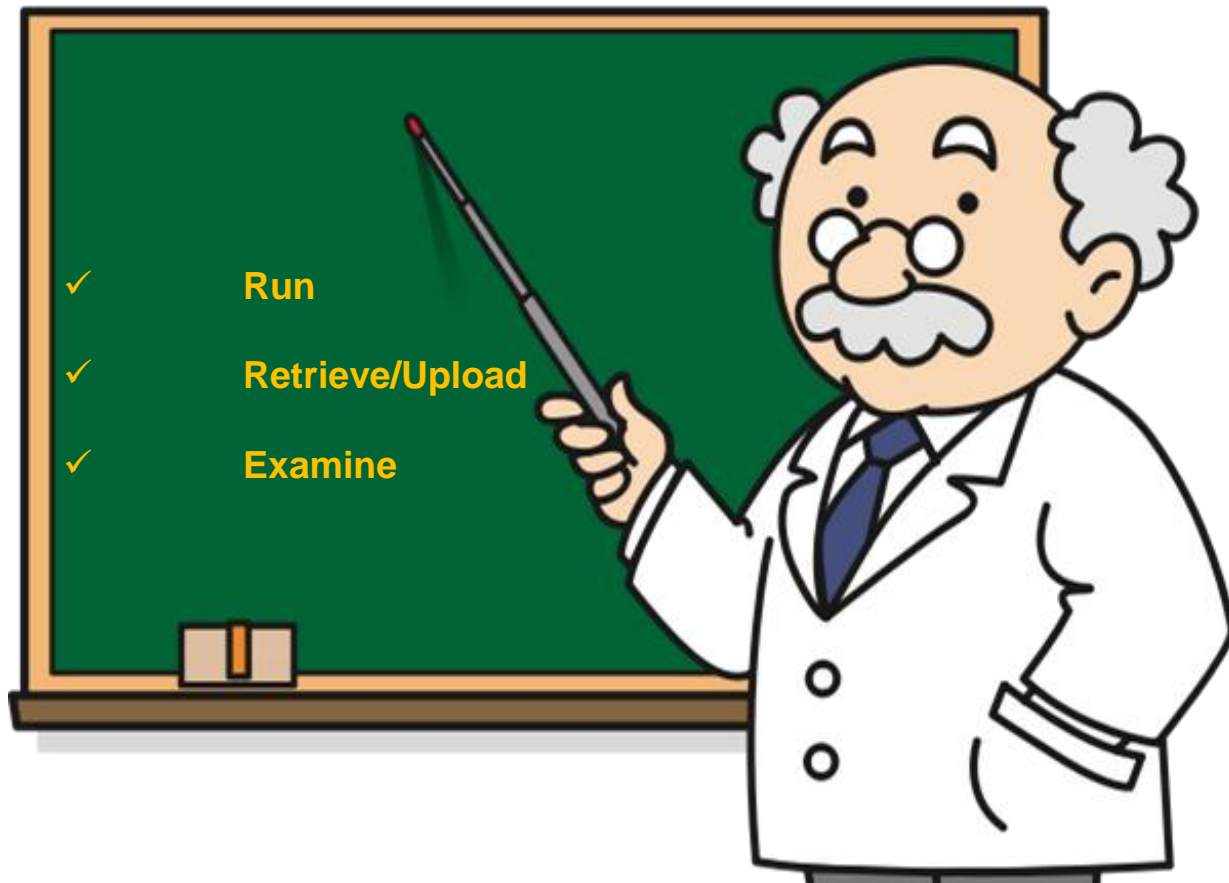
Destination Save as PDF

Pages All

Pages per sheet 1

Save Cancel

DQR Instructions:



DQR Instructions:

HUD Data Quality Report (DQR)

HUD Data Quality Report scored sections:

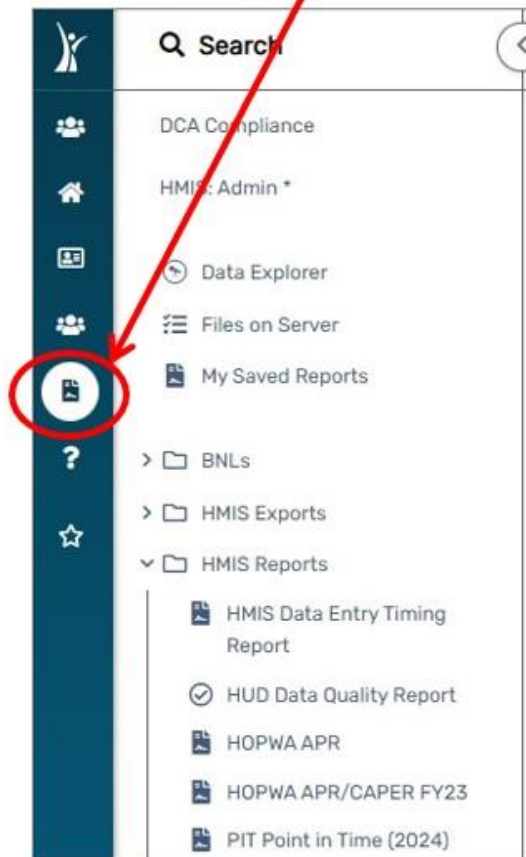
- ❖ Q2 - Data Quality: Personal Identifiable Information
- ❖ Q3 - Data Quality: Universal Data Elements
- ❖ Q4 - Data Quality: Income and Housing Data Quality
- ❖ Q5 - Data Quality: Chronic Homelessness
- ❖ Q6 - Data Quality: Timeliness



How to **Run** the DQR in ClientTrack

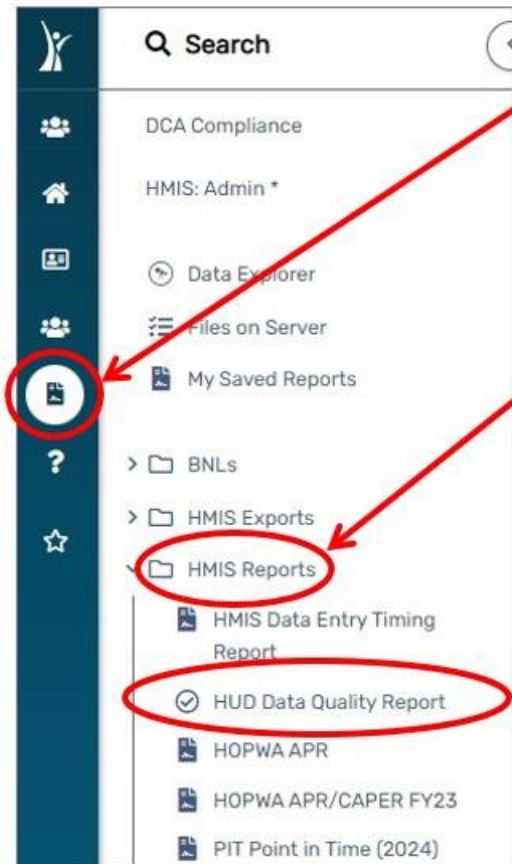
Step 1- Login to ClientTrack or Comparable Database System. (DV Users)

Click on the **Reports** icon on the left hand side of the screen.



How to Run the DQR in ClientTrack

Step 2 - On the left side of the page under Reports select the HMIS Reports Folder.



Click the HUD Data Quality report.

How to Run the DQR in ClientTrack

Fill out ALL of the sections to run the DQR Report

2024 HUD Data Quality Report

Saved Report Settings

To use previously saved report settings, select the desired settings description. To save the current report settings, select Save Settings, type a description of the settings in the Save As field, select the report criteria, and run the report. The saved settings will appear in the list the next time you access this screen.

Saved Report Settings: -- SELECT --

Saved Report Settings

Date Range

Indicate the time period for this report. Only records that fall within the date range you select will be included.

Date Range List: Since This Date, Last Year

Begin Date: 04/16/2023 - 04/16/2024

Date Range

CoC Filter

You may optionally identify a single CoC to filter the report results (HUD organizations with only one CoC do not need to do so).

If specified, the CoC must match either the client's enrollment head of household CoC or (if that is blank) then this location must match one of the CoC locations identified for the associated program.

State / Territory Filter for CoC: -- SELECT --

COC (Optional): -- SELECT --

CoC Filter

Organization

Indicate which organizations should be included in the report by selecting each organization separately, or click the icon to select all. Note: The list only shows organizations you are authorized to view.

Organization: A Change Generation, A Higher Calling, Inc., 8888888888888888, Action Ministries N. GA Trans. Housing, etc.

Organization

Grant Program

Use the Grant Program and Grant Component drop down selectors to narrow down the list of Grants.

Grant Program: -- SELECT --

Grant Component: -- SELECT --

Grant Settings

Grant(s)

This list displays grants that belong to the organizations you selected above. Indicate which grants should be included in the report by selecting each grant separately, or click the icon to select all.

Grant(s) Filter by Grant(s)

Grant Settings

Program

A list of programs based on the grant selected.

Program Type: -- SELECT --

Project Type Settings

Report Schedule Report Cancel

How to Run the DQR in ClientTrack

Step 3 – Under Date Range enter the Begin Date 10/01/2023 to 03/31/2024

Date Range

Indicate the time period for this report. Only records that fall within the date range you select will be included.

Date Range List: -- SELECT --

Begin Date: 10/01/2023 to 03/31/2024

Step 4 – Your Agency/Organization will pre-populate in this field.

Organization

Indicate which organizations should be included in the report by selecting each organization separately, or clicking 'Select all'. Note: The list only shows organizations you are authorized to view. Only enrollments created by the Organizations selected here will be included in the export.

Organization: * DCA Compliance

- Union-Writteno Community Development Corp.
- ✓ DCA Compliance
- Decatur Area Emergency Assistance Ministry - DEAM
- Decatur Cooperative Ministry
- Decatur Presbyterian Church-Threshold Ministry

How to Run the DQR in ClientTrack

Step 5- Select the Grant – Program Type – Program – CoC Filter – Detail Export

Be sure to select the correct Grant, Program Type, and Program. If you do not see your program information in the dropdown, email boshmis@dca.ga.gov or gadv@dca.ga.gov (DV User ONLY)

EXAMPLE

Grant(s)
This list displays grants that belong to the organizations you selected above. Indicate which grants should be included in the report by selecting each grant separately, or click the icon to select all.

Grant(s) Filter by Grant(s)

- ESG - ES - 501
- ESG - HP - 501
- ESG - RRH - 501
- ESG - SO - 501

Program
Select the programs based on the grant selected.

Program Type: Filter by Program Type

- Emergency Shelter
- Transitional Housing
- PH - Permanent Supportive Housing (disability required for entry)
- Street Outreach

Program: Filter by Program

CoC Filter
You can optionally identify a single CoC to filter the report results (HMS implementations with only one CoC do not need to do so). If specified, this CoC must match either the client's involvement head of household CoC or (if that is blank) then this location must match one of the CoC locations identified for the associated program.

State Filter for CoC: --SELECT--

CoC (Optional): --SELECT--

Detail Export
Click the Run Export button to generate a separate task to generate the Detail Export. Indicate the SSN Masking to be used in the Detail Export.

SSN Masking: XXX-XX-0000

Run Export

EXAMPLE Boxes:

- Grant(s): ESG - ES - 501, ESG CV-ES 502, ESG-CV-ES
- Program Type: Emergency Shelter
- CoC Filter: State Filter for CoC: Georgia; CoC (Optional): Georgia Balance of State CoC
- SSN Masking: XXX-XX-0000

How to Retrieve the DQR in ClientTrack

Step 6- To Retrieve the DQR, Select the **Report**

Detail Export
Click the Run Export button to generate a separate task to generate the Detail Export.
Indicate the SSN Masking to be used in the Detail Export.

SSN Masking: xxx-xx-0000

Run Export

Report Schedule Report Cancel

2024 HUD Data Quality Report

HUD Data Quality Report FY2024
10/1/2023 to 3/31/2024

Report Criteria

Organizations: DCA Compliance
Programs: ESG - ES - 501
Grants: ESG - ES - 501
Program Types: Emergency Shelter - Entry Exit

Q1. Report Validation Table

| Category | Count of Clients For DQ | Count of Clients |
|---|-------------------------|------------------|
| Total Number of Persons Served | 21 | 21 |
| Number of Adults (age 18 or over) | 17 | 17 |
| Number of Children (under age 18) | 4 | 4 |
| Number of Persons with Unknown Age | 0 | 0 |
| Number of leavers | 0 | 0 |
| Number of adult leavers | 0 | 0 |
| Number of adult and head of household leavers | 0 | 0 |
| Total Number of Stayers | 21 | 21 |
| Number of Adult Stayers | 17 | 17 |
| Number of Veterans | 1 | 1 |
| Number of Chronically Homeless Persons | 2 | 2 |
| Number of youth under age 25 | 1 | 1 |
| Number of parenting youth under age 25 with children | 0 | 0 |
| Number of Adult Heads of Household | 15 | 15 |
| Number of child and unknown-age heads of household | 0 | 0 |
| Heads of households and adult stayers in the project 365 days or more | 11 | 11 |



How to Examine the DQR in ClientTrack

Q1. Report Validation Table

| Category | Count of Clients For DQ | Count of Clients |
|---|-------------------------|------------------|
| Total Number of Persons Served | 21 | 21 |
| Number of Adults (age 18 or over) | 17 | 17 |
| Number of Children(under age 18) | 4 | 4 |
| Number of Persons with Unknown Age | 0 | 0 |
| Number of leavers | 0 | 0 |
| Number of adult leavers | 0 | 0 |
| Number of adult and head of household leavers | 0 | 0 |
| Total Number of Stayers | 21 | 21 |
| Number of Adult Stayers | 17 | 17 |
| Number of Veterans | 1 | 1 |
| Number of Chronically Homeless Persons | 2 | 2 |
| Number of youth under age 25 | 1 | 1 |
| Number of parenting youth under age 25 with children | 0 | 0 |
| Number of Adult Heads of Household | 15 | 15 |
| Number of child and unknown-age heads of household | 0 | 0 |
| Heads of households and adult stayers in the project 365 days or more | 11 | 11 |



Q2. Personally Identifiable Information (PII)

| Data Element | Client Doesn't Know / Prefers Not to Answer | Information Missing | Data Issues | Total | % of Issue Rate |
|------------------------------|---|---------------------|-------------|-------|-----------------|
| Name (3.1) | 0 | 0 | 0 | 0 | 0.00% |
| Social Security Number (3.2) | 1 | 0 | 1 | 2 | 9.52% |
| Date of Birth (3.3) | 0 | 0 | 0 | 0 | 0.00% |
| Race and Ethnicity(3.4) | 0 | 0 | 0 | 0 | 0.00% |
| Gender (3.6) | 0 | 0 | 0 | 0 | 0.00% |
| Overall Score | | | | 2 | 9.52% |

Q3. Universal Data Elements

| Data Element | Client Doesn't Know / Prefers Not to Answer | Information Missing | Data Issues | Total | % of Issue Rate |
|--|---|---------------------|-------------|-------|-----------------|
| Veteran Status (3.07) | | 0 | 0 | 0 | 0.00% |
| Project Entry Date (3.10) | | 0 | 0 | 0 | 0.00% |
| Relationship to Head of Household (3.15) | | 0 | 0 | 0 | 0.00% |
| Enrollment CoC (3.16) | | 0 | 0 | 0 | 0.00% |
| Disabling Condition (3.8) | | 1 | 0 | 2 | 9.52% |

Arlene Thomas

ClientTrack™ Reports

Page 1 of 2

4/16/2024 12:26 PM

HUD Data Quality Report FY2024
10/1/2023 to 3/31/2024



Q4. Income and Housing Data Quality





| Data Element | Client Doesn't Know / Prefers Not to Answer | Information Missing | Data Issues | Total | % of Issue Rate |
|---|---|---------------------|-------------|-------|-----------------|
| Destination (3.12) | 0 | 0 | 0 | 0 | 0.00% |
| Income and Sources (4.2) at Start | 2 | 3 | 0 | 5 | 29.41% |
| Income and Sources (4.2) at Annual Assessment | 0 | 11 | 0 | 11 | 100.00% |
| Income and Sources (4.2) at Exit | 0 | 0 | 0 | 0 | 0.00% |


Q5. Chronic Homelessness

| Starting into project type | Count of total records | Missing time in institution (3.917.2) | Missing time in housing (3.917.2) | Approximate Date started (3.917.3) missing | Number of times (3.917.4) DK/PNTA /missing | Number of months (3.917.5) DK/PNTA /missing | % of records unable to calculate |
|------------------------------------|------------------------|---------------------------------------|-----------------------------------|--|--|---|----------------------------------|
| ES-EE, ES-NbH, SH, Street Outreach | 17 | | | 0 | 2 | 2 | 11.76% |
| TxI | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| PH (all) | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| CE | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| SSO, Day Shelter, HP | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Total | 17 | | | | | | 11.76% |

How to PDF the DQR in ClientTrack

2024 HUD Data Quality Report

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2 

HUD Data Quality Report FY2024
10/1/2023 to 3/31/2024

Report Criteria

Organizations: DCA Compliance
Programs: ESG - ES - 501
Grants: ESG - ES - 501
Program Types: Emergency Shelter - Entry Exit

Q1. Report Validation Table

| Category | Count of Clients For DQ | Count of Clients |
|---|-------------------------|------------------|
| Total Number of Persons Served | 21 | 21 |
| Number of Adults (age 18 or over) | 17 | 17 |
| Number of Children(under age 18) | 4 | 4 |
| Number of Persons with Unknown Age | 0 | 0 |
| Number of leavers | 0 | 0 |
| Number of adult leavers | 0 | 0 |
| Number of adult and head of household leavers | 0 | 0 |
| Total Number of Stayers | 21 | 21 |
| Number of Adult Stayers | 17 | 17 |
| Number of Veterans | 1 | 1 |
| Number of Chronically Homeless Persons | 2 | 2 |
| Number of youth under age 25 | 1 | 1 |
| Number of parenting youth under age 25 with children | 0 | 0 |
| Number of Adult Heads of Household | 15 | 15 |
| Number of child and unknown-age heads of household | 0 | 0 |
| Heads of households and adult stayers in the project 365 days or more | 11 | 11 |

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Step 2 - Select PDF



HUD Data Quality Report FY2024
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| Number of child and unknown-age heads of household | 0 | 0 |
| Heads of households and adult stayers in the project 365 days or more | 11 | 11 |

Q2. Personally Identifiable Information (PII)

| Data Element | Client Doesn't Know / Prefers Not to Answer | Information Missing | Data Issues | Total | % of Issue Rate |
|------------------------------|---|---------------------|-------------|-------|-----------------|
| Name (3,1) | 0 | 0 | 0 | 0 | 0.00% |
| Social Security Number (3,2) | 1 | 0 | 1 | 2 | 9.52% |

How to **SAVE the PDF** of DQR in ClientTrack

HUD Data Quality Report FY2024
10/1/2023 to 3/31/2024

Report Criteria

Organizations: DCA Compliance
Programs: ESG - ES - 501
Grants: ESG - ES - 501
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| Number of child and unknown-age heads of household | 0 | 0 |
| Heads of households and adult stayers in the project 365 days or more | 11 | 11 |

Q2. Personally Identifiable Information (PII)

| Data Element | Client Doesn't Know / Prefers Not to Answer | Information Missing | Data Issues | Total | % of Issue Rate |
|------------------------------|---|---------------------|-------------|-------|-----------------|
| Name (3.1) | 0 | 0 | 0 | 0 | 0.00% |
| Social Security Number (3.2) | 1 | 0 | 1 | 2 | 9.52% |
| Date of Birth (3.3) | 0 | 0 | 0 | 0 | 0.00% |
| Race and Ethnicity(3.4) | 0 | 0 | 0 | 0 | 0.00% |

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