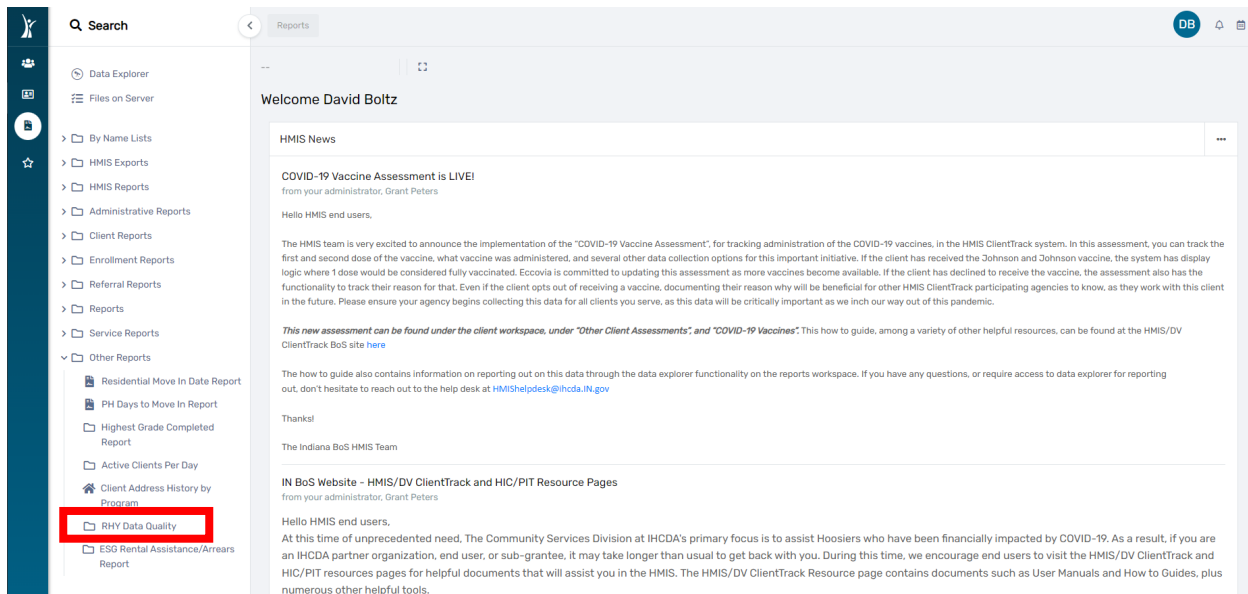
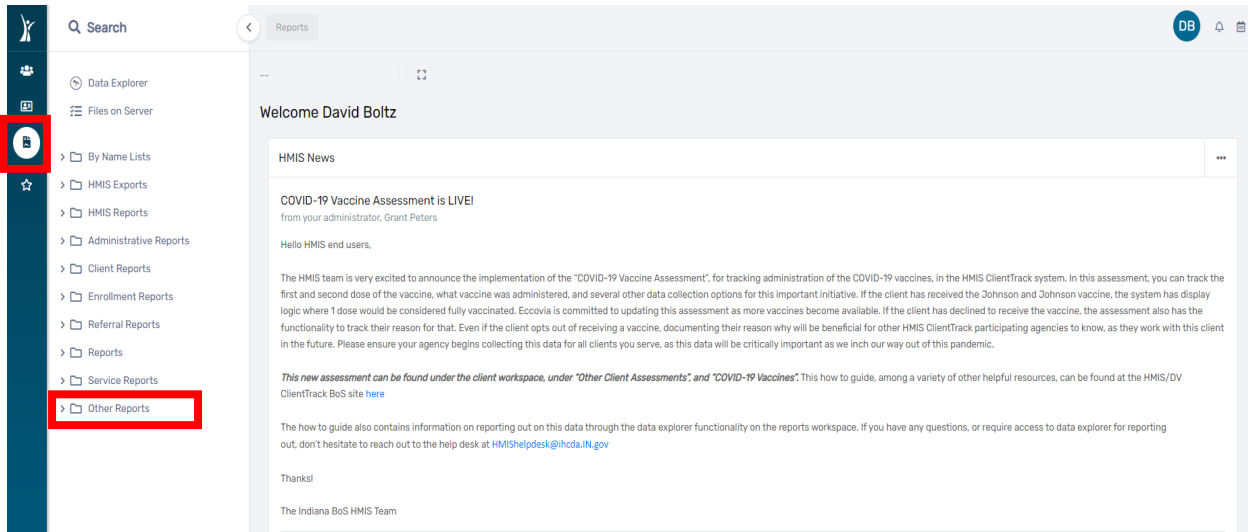
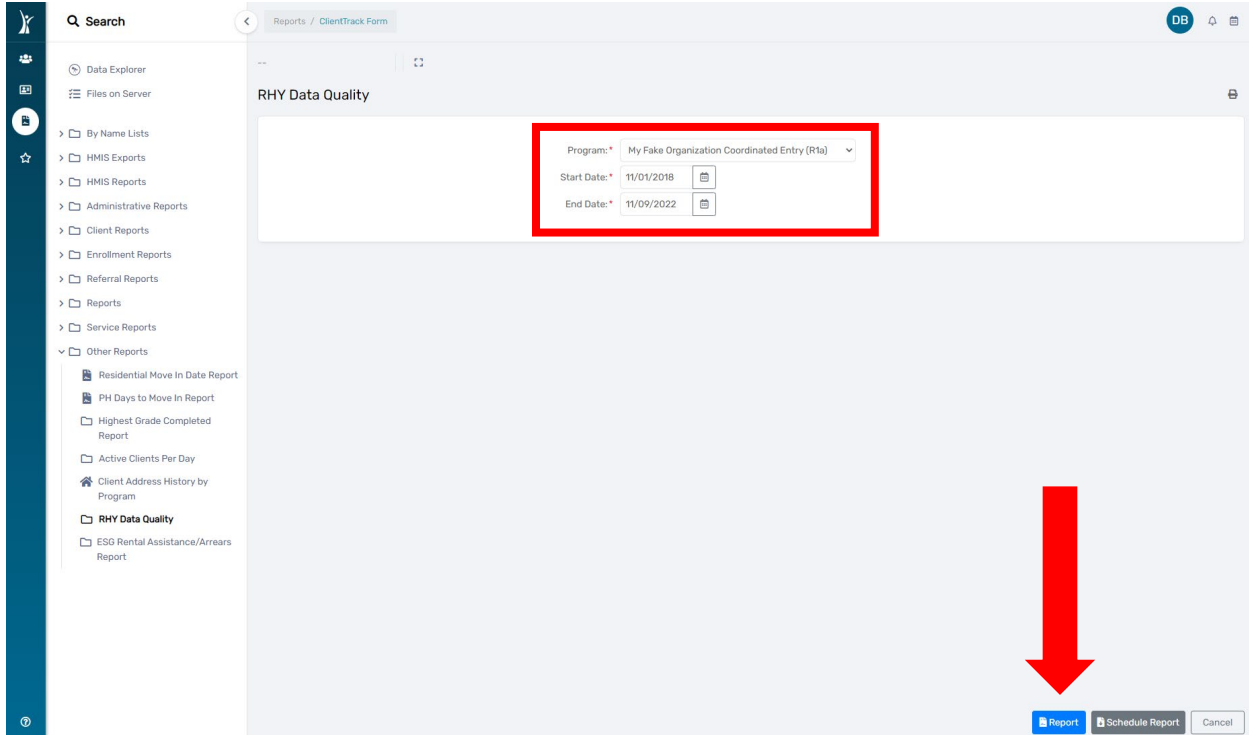


## How to Guide for Accessing the RHY Data Quality Report

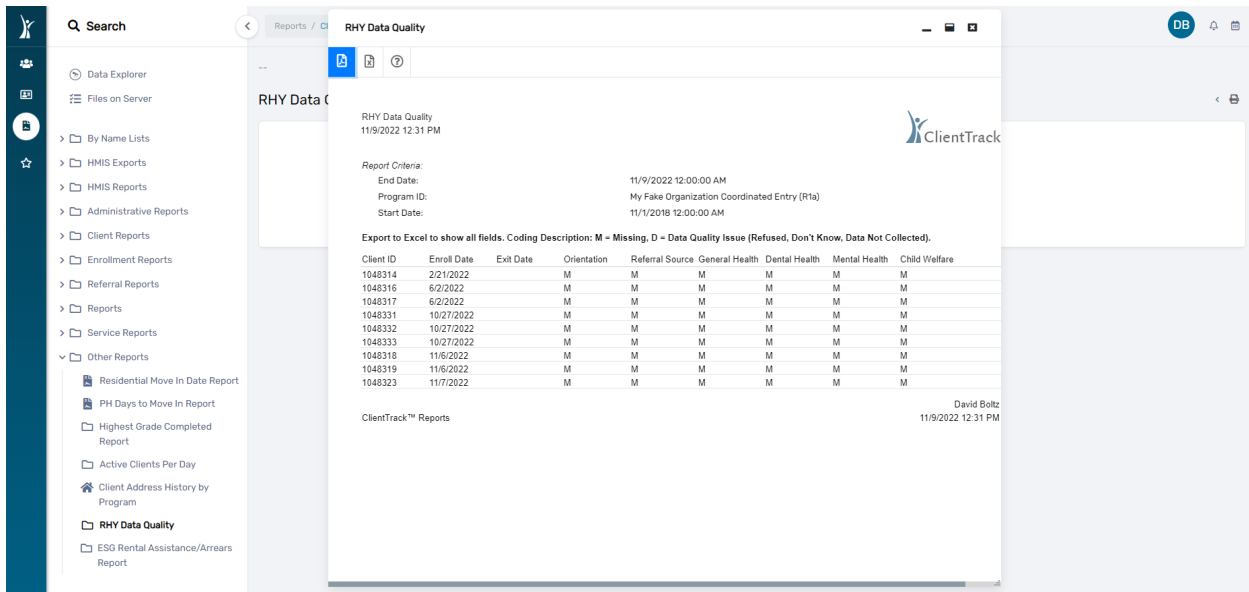
1. From the Home dashboard click on the “Reports” icon:
  - a. Go to “Other Reports” located in the menu on the left side of the screen.
  - b. Select “RHY Data Quality”



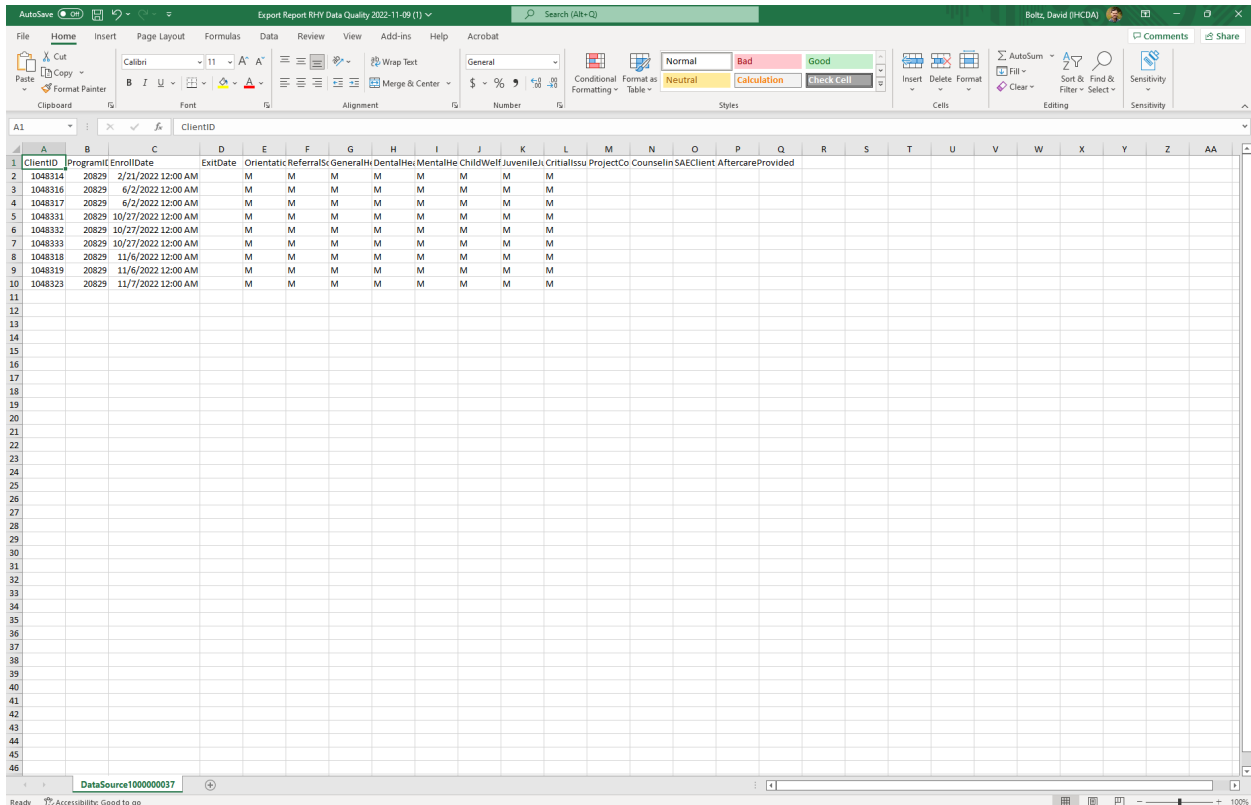
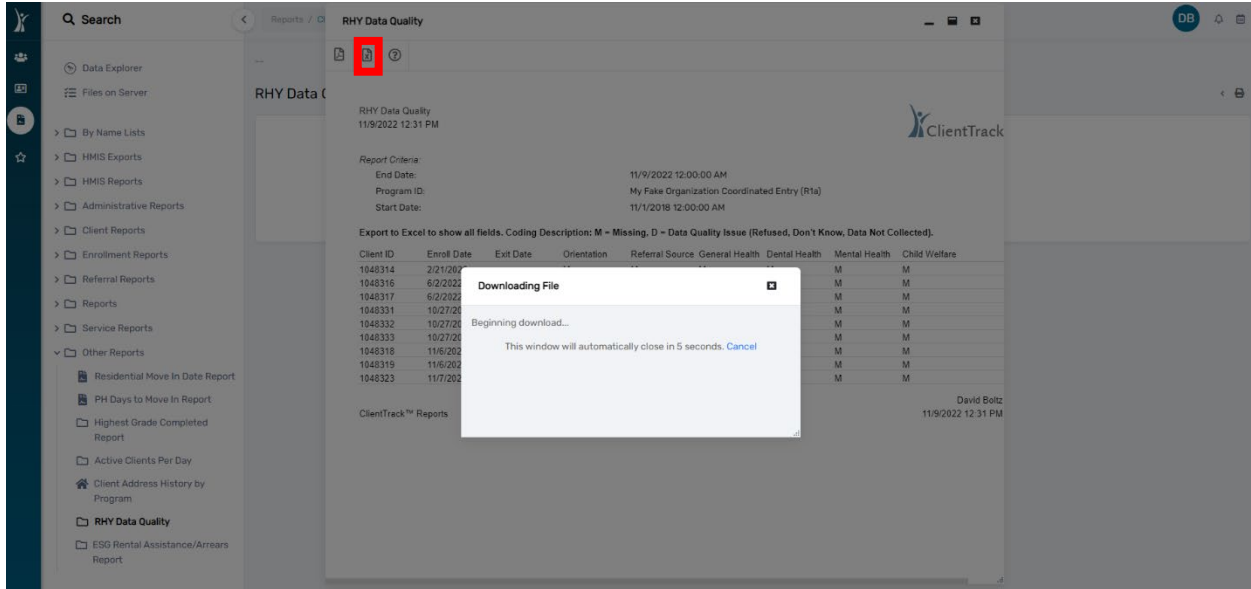
2. Select the “Program” from the drop-down menu.
3. Enter the “Start Date” and “End Date” for the report.
4. Select “Report” in the bottom right corner of the screen.



5. The **“RHY Data Quality”** report appears on the screen.
  - a. *The report displays the Client ID#, Enroll and Exit Date in the first three columns.*
  - b. The remaining columns display the Data Quality points required for RHY enrollments.
  - c. **“M”** indicates **“Missing Data.”**
  - d. **“D”** indicates **“Data Quality Issue”** (such as **“Refused, Don’t Know and Data Not Collected”**)



6. To view ALL columns of the report you will need to export the report to Excel.
  - a. Select the “Excel” icon located in the upper right corner of the report.
  - b. **Next, select the appropriate Excel option for your organization’s version of Excel.**
  - c. Select “Don’t ask again”.



7. The Excel spreadsheet will download to your computer.
  - a. *Open the downloaded Excel spreadsheet to view **ALL the “RHY Data Quality” columns.***
8. To correct the **“Data Quality”** errors, complete a **“Find Client”** using the **“Client ID#”** displayed on the report.
9. Update the Client’s information within each Client Record and **Save**.

***After you have updated all the Client records with the correct information, we recommend you run a new “RHY Data Quality” report to ensure the corrected information has been saved in the system.***

For additional questions and/or assistance, please submit a ticket to the [HMISHelpDesk@ihcda.IN.gov](mailto:HMISHelpDesk@ihcda.IN.gov)