Data Cleaning Cheat Sheet
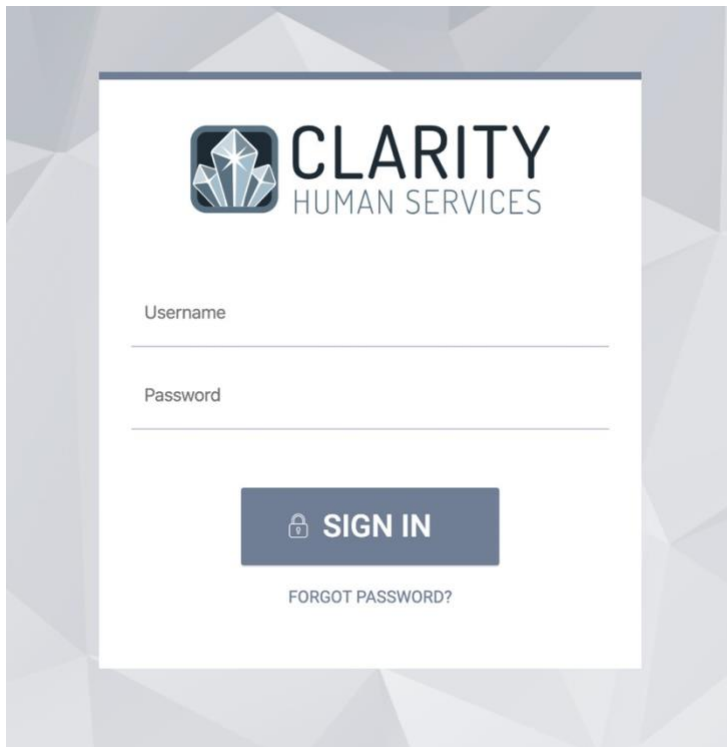
Community Alliance for the Homeless
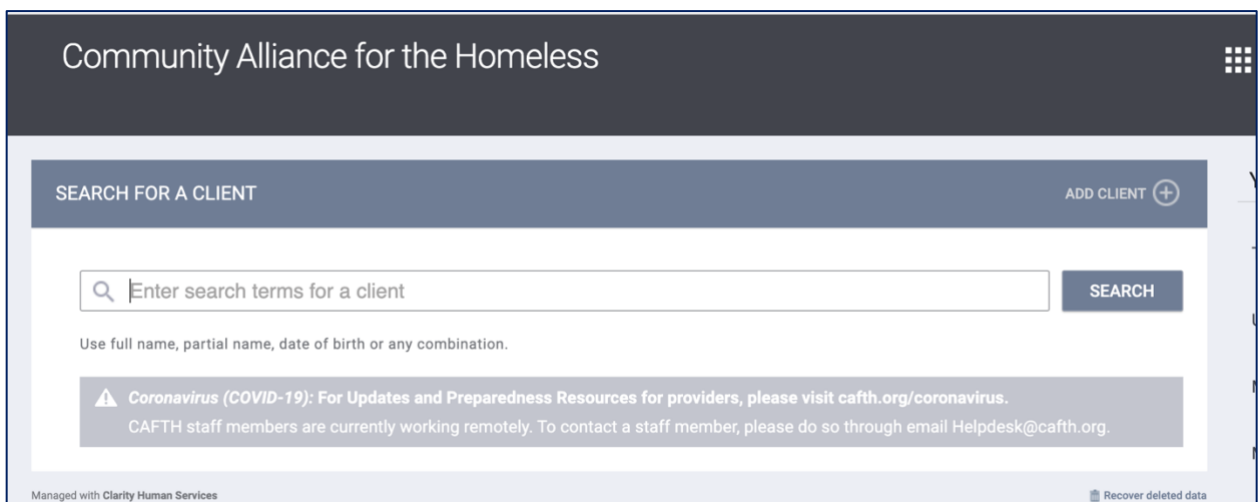
Table of Contents

1. **Login**

The Memphis HMIS website is memphis.clarityhs.com/login. If you have any trouble logging on, resetting your password, or completing two-factor authentication. Please submit an email to the CAFTH Help Desk, at helpdesk@cafth.org.

*Please note that once you log in, you will see your program's name in the top left corner.

Community Alliance for the Homeless is only used for training purposes.

2. Accessing the Data Quality Dashboard.

Once you have logged in, **click reports**.
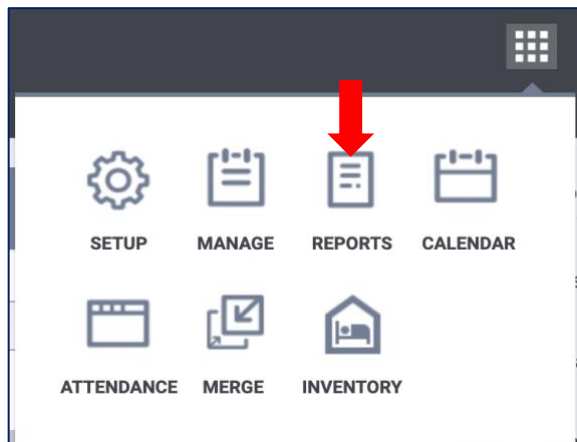
Under reports, navigate your mouse to **Community Alliance for the Homeless Reports** and click **run**.

***Please note that this report will be named after your program. For instance, if you work for the YMCA, the report will be named YMCA reports.*

3. Viewing Errors

Once you click run, you should now have access to your program's data quality board. The dashboard details any errors regarding households with more than one head of household, Date of Births AFTER

project start by program, move-in dates AFTER project exit by program, move-in dates BEFORE project start date, and past due annual assessments. Here is a snippet of what you should see:
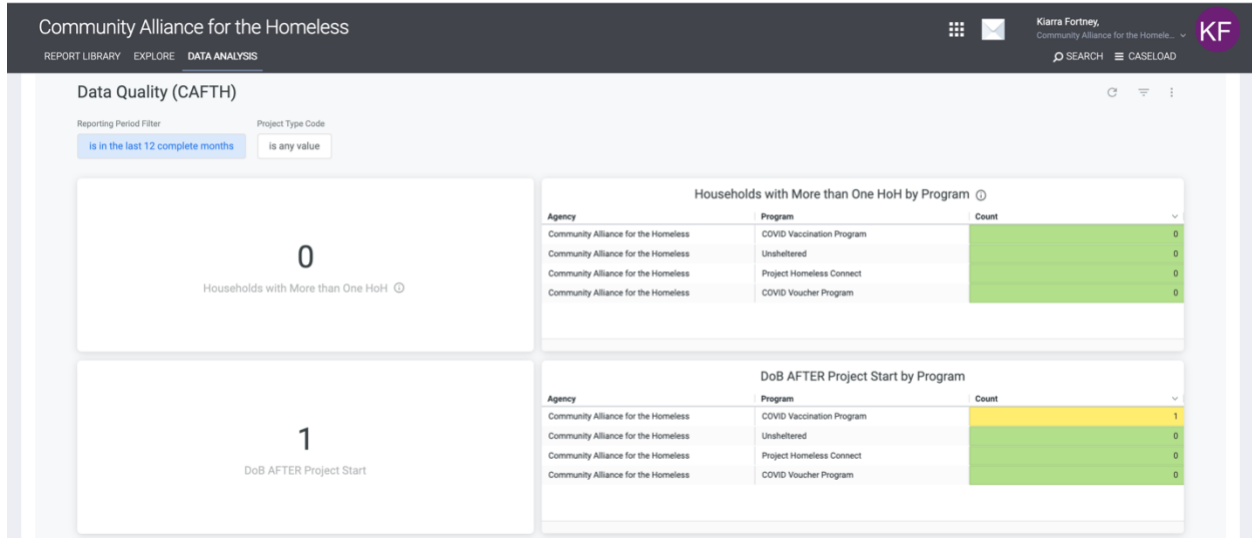
4. Fixing Errors

Beside each section, you will see a count of errors each program has. If your count is **green**, CONGRATS, nothing needs to be fixed. If your count is **yellow**, only a few needs fixing. However, if your count is **red**, various errors needs to be corrected.

Fixing these errors is quite simple! All you need to do is click the number under count:
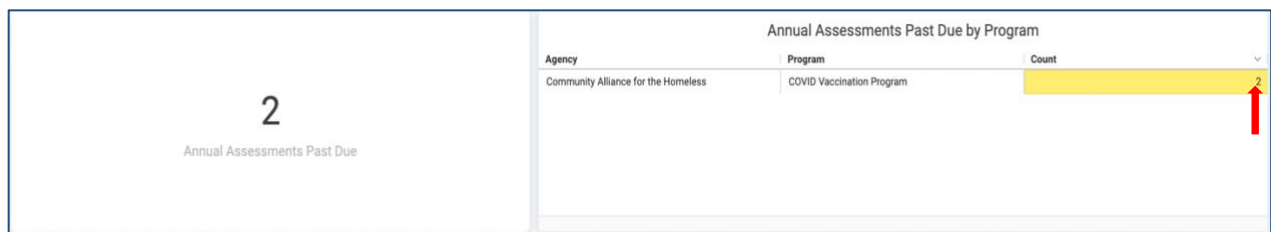
You will then see each individual client whose profile has a specific error. In the example below, you can see that one client is past due for an annual assessment. **Click the enrollment ID number of the client**.

Click **Clarity Program Enrollment** to be redirected to Clarity.

Here, we can see that you were redirected to the specific program the client needed an annual assessment for. In the far-right corner under Status Assessments, an annual assessment was due for this client for this program on May 1st, 2021.

All you have to do now is complete the annual assessment for the error to go away! *The dashboard updates hourly, so do not worry if you cannot see the change right away.*

- **DOB AFTER Project Start**

  Click on the error count.

Click **Clarity Program Enrollment** to check the project start date.

Then, Click **Enrollment.** The **Program Start Date** is 03/18/1983.

Now, click on the client's profile. The Date of Birth is **06/25/1983,** which is after the project start date. Once you correct the project start date for the client, the error should be fixed.

5. Clean Data!

Complete these steps for the errors under each topic to have clean data!

6. Resources

Our HMIS Data Quality Page has everything you need to know regarding how to clean data! Our newsletters also provide updates regarding the data quality plan. As always, if you have any questions or concerns, please do not hesitate to email the helpdesk!