

Data Cleaning Cheat Sheet



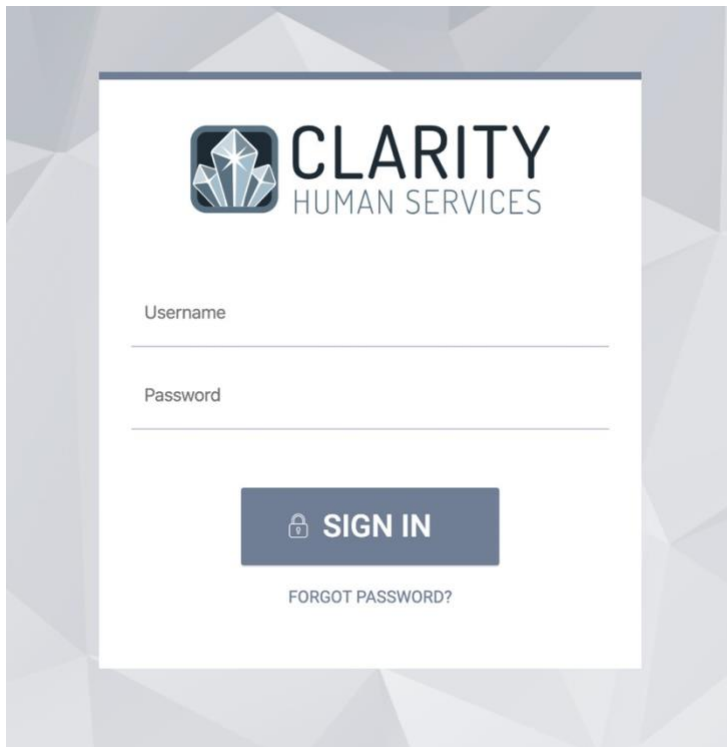
**Community Alliance
for the Homeless**

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1. Login

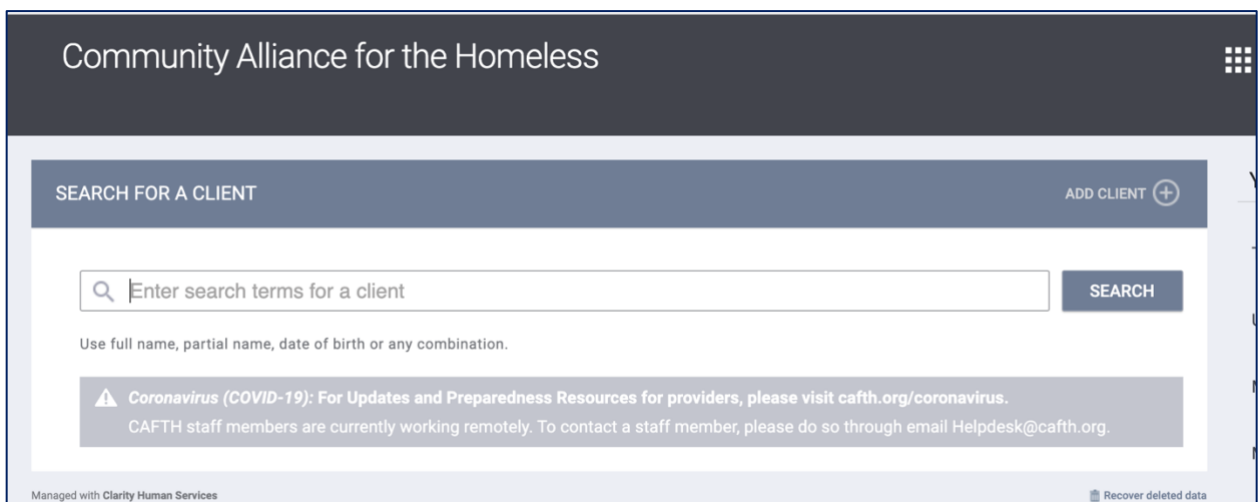
The Memphis HMIS website is memphis.clarityhs.com/login. If you have any trouble logging on, resetting your password, or completing two-factor authentication. Please submit an email to the CAFTH Help Desk, at helpdesk@cafth.org.



The image shows the login page for Clarity Human Services. At the top left is the Clarity Human Services logo, which consists of a stylized diamond icon followed by the text "CLARITY HUMAN SERVICES". Below the logo are two input fields: "Username" and "Password". Underneath these fields is a dark blue button with a white padlock icon and the text "SIGN IN". Below the button is a link that says "FORGOT PASSWORD?". The entire login form is centered on a white background with a subtle geometric pattern.

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

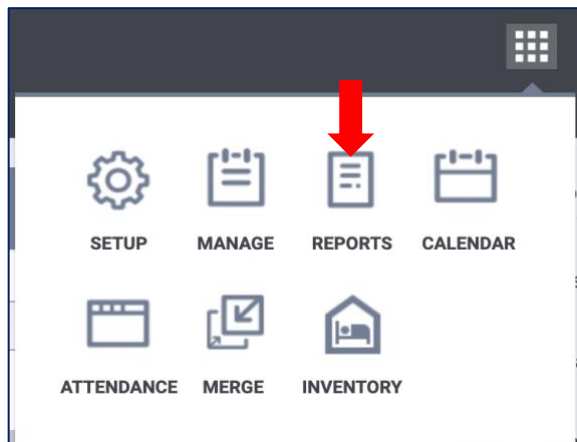
Community Alliance for the Homeless is only used for training purposes.



The image shows the user interface of the Community Alliance for the Homeless software. At the top, there is a dark header bar with the text "Community Alliance for the Homeless" on the left and a grid icon on the right. Below the header is a search bar with the text "SEARCH FOR A CLIENT" on the left and "ADD CLIENT +" on the right. The search bar contains a magnifying glass icon and the placeholder text "Enter search terms for a client". To the right of the search bar is a dark blue button with the text "SEARCH". Below the search bar is a line of text: "Use full name, partial name, date of birth or any combination." Below this is a grey banner with a warning icon and the text: "Coronavirus (COVID-19): For Updates and Preparedness Resources for providers, please visit cafth.org/coronavirus. CAFTH staff members are currently working remotely. To contact a staff member, please do so through email Helpdesk@cafth.org." At the bottom left, there is a small text "Managed with Clarity Human Services". At the bottom right, there is a small icon and the text "Recover deleted data".

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**.

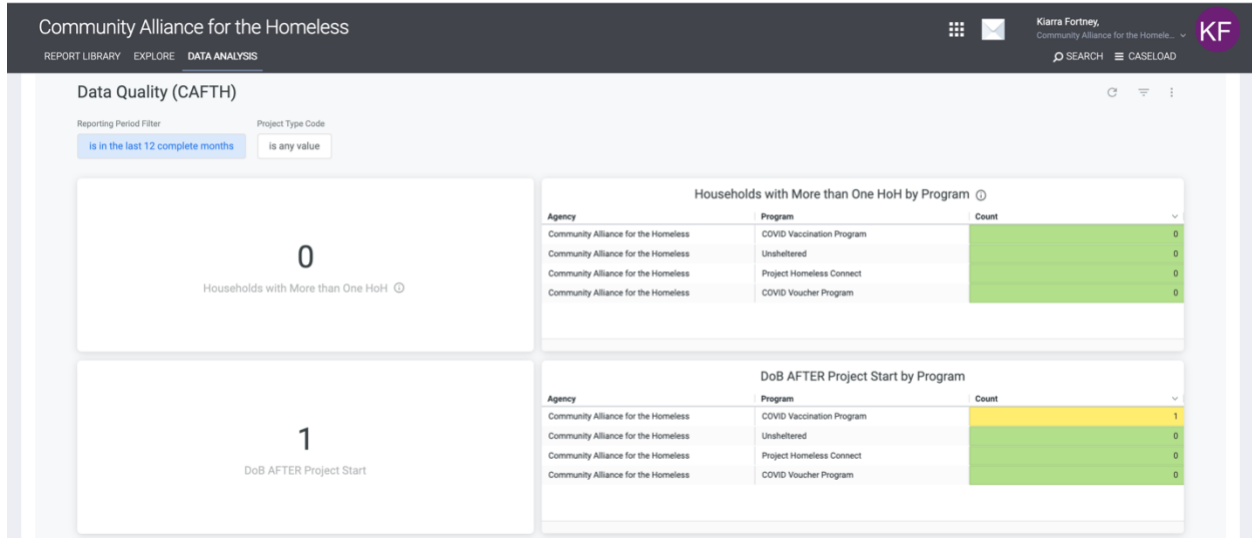
****Please note that this report will be named after your program. For instance, if you work for the YMCA, the report will be named YMCA reports.*



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

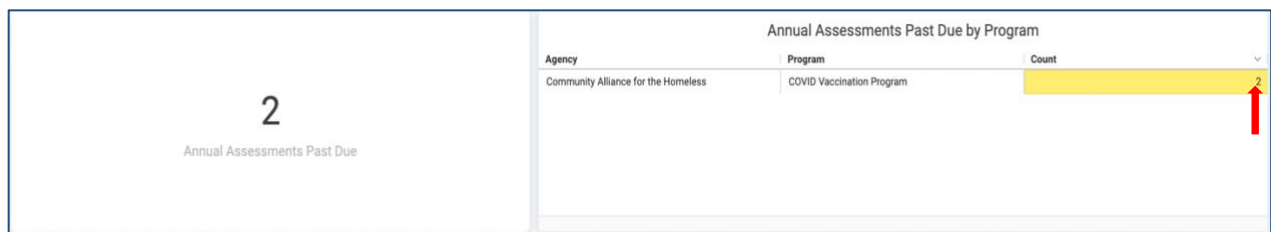
project start by program, move-in dates AFTER project exit by program, move-in dates BEFORE project start date, and past due annual assessments. Here is a snippet of what you should see:



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.**

Personal ID	Enrollment ID	Head of Household (Yes / No)	Name	Project Start Date	Project Exit Date
1 35608	197448	Yes	COVID Vaccination Program	1983-03-18	

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

Personal ID	Enrollment ID	Head of Household (Yes / No)
1 35608	197448	No

Links

- Clarity Program Enrollment
- Clarity Profile

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.*

Test Tester

PROFILE HISTORY SERVICES PROGRAMS ASSESSMENTS NOTES FILES CONTACT LOCATION REFERRALS

PROGRAM: COVID VACCINATION PROGRAM

Enrollment History Provide Services Assessments Notes Files

Assessments

- Current Living Situation
- Status Update Assessment
- Annual Assessment

ASSESSMENT HISTORY

Advanced Search Options

Kiera Forney

14112

Program Type: Group (2)

Program Start Date: 03/18/1983

Assigned Staff: Tara Williams

Head of Household: Test Tester

Program Group Members

Test Tester 05/01/2020 Active

Status Assessments

Assessment Due - May 1st 2021

No Statuses

Assessment due every year

- **DOB AFTER Project Start**

Click on the error count.

DoB AFTER Project Start by Program		
Agency	Program	Count
Community Alliance for the Homeless	COVID Vaccination Program	1
Community Alliance for the Homeless	Unsheltered	0
Community Alliance for the Homeless	Project Homeless Connect	0
Community Alliance for the Homeless	COVID Voucher Program	0

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

DoB AFTER Project Start by Program			
HMIS PERFORMANCE (7 Filters) >			
	Personal ID	Enrollment ID	Head of Household (Yes / No)
1	35608 ...	197448 ...	No

Links

- [Clarity Program Enrollment](#)
- [Clarity Profile](#)

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

Test Tester

PROFILE HISTORY SERVICES **PROGRAMS** ASSESSMENTS NOTES FILES CONTACT LOCATION REFERRALS

PROGRAM: COVID VACCINATION PROGRAM

Enrollment History Provide Services Assessments Notes Files

Enroll Program for client Test Tester

Is this Enrollment COVID-19 related? Yes

Project Start Date 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.

Test Tester

PROFILE HISTORY SERVICES PROGRAMS ASSESSMENTS NOTES FILES CONTACT LOCATION REFERRALS

CLIENT PROFILE

Social Security Number	XXX - XX - 7654	
Quality of SSN	Full SSN Reported	
Last Name	Tester	
First Name	Test	
Quality of Name	Full name reported	
Quality of DOB	Full DOB Reported	
Date of Birth	06/25/1983	Adult Age: 38

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!](#)