Data Completeness (0260)

The Data Completeness (0260) shows all clients who were active in the report range, and the responses in their program entries and exits. It can be used to check for data completeness on required data elements.

To Run Data Completeness (0260)

Folder path in SAP Business Objects:

Public Folder > portland_live_folder > Data Quality > **Data**

Completeness (0260)

Right click on report and select "Schedule"

	Public Folders / portland_live_folder / Data Quality /		
	Title	4	F ≞
	Active Entry Without Service or GT:30,60,90,180 days [
	G Client Residence/Last Permanent Address History v.00		
~	Data Completeness (0260) v10.3		
	Program Outcomes_SEI/UL: Proje		
	Rockwood FS-Data Completeness View Latest Instance		
	ServicePoint User Last Login Repo		
	Mobile Properties		
	Schedule		

- Rename report instance
- Add 'BI Inbox' to Delivery Destinations
- Recurrence (run report now or recurring) *for recurring* reports, the end date should be set far into the future.

Schedule
General V Report Features V
Instance Title
Title * Rename Instance Here
Destinations
Add Add BI Inbox destination here
Selected Delivery Destinations
Default Enterprise Location
Recurrence
Run Report:
Now Schedule recurring instances here

Schedule

In the Report Features tab

- Change 'Formats' to 'Excel Reports'
- Select 'Edit Prompt Values.' This may take a moment

Schedule the report with the following prompts:

EDA Provider: skip this prompt Enter Start Date: first date of timeframe you want to review Provider Group: remove provider group; leave "none selected" Enter End Date PLUS 1 Day: one day after the end of the timeframe you want to review Select Provider(s): choose your programs

Click 'Apply' on 'Edit Prompt Values' dialogue Click Schedule

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🗸 🛄 Data Con	pleteness (0260) v. Choose report p	arameters Edit Prompt Va
Reporting Group(s)		Co ~
HMIS Provider(s) (0		Co ~
EDA Provider	-Default Provider-	Co 🗸
Start Date:	7/1/2021 12:00:00 AM	Co 🗸
End Date PLUS 1 D	12/1/2021 12:00:00 AM	Co. ¥

Download completed report from 'BI Inbox' or 'Instances' section of SAP Business Objects Home Page

S	AP v	Velcome:				BIL	aunch	Pad \sim		
	Home	Favorites	Recent Documents	Recently Run	Applio	cations				
	Folders	3	Categories	BI Inbox		Instances		Recycle Bin		
		•=	F		\square		:6:		W	

This report has 4 tabs across the bottom – the ONLY one you'll need to review is the MISSING tab. Sort by Provider & Household ID.

Summary	MISSING	Client Details	Report Details

Information that is missing is indicated with MISSING in the report. Name DQ, SSN DQ and Vet are entered on the Client Profile tab, missing data is entered in the program entry. Copy (CTRL + C) and paste (CTRL + V) the client ID into ServicePoint.

		IISSING	NO DATE NO DATE YET YET
HFS: HT boble ousing MISSING MISSING MISSING MISSING	h	IISSING	NO DATE YET

Click the pencil to edit the program entry and add the missing data to the program entry.

Program	Туре	roject Start Date Exit Date
NW Social Service Connections - SP	Basic	11/19/2018 🧷
Add Entry / Exit		Showing 1 of 1

Click the Client Profile tab to enter Name DQ, SSN DQ and Veteran Status

Summary	Client Profile	Households ROI	
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