

Data Completeness (0260)

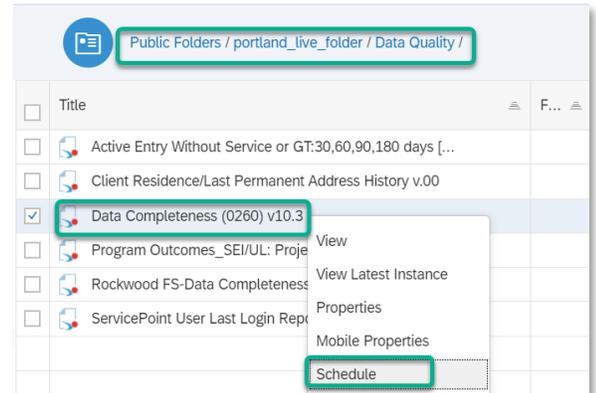
The Data Completeness (0260) shows all clients who were active in the report range, and the responses in their program entries and exits. It can be used to check for data completeness on required data elements.

To Run Data Completeness (0260)

Folder path in SAP Business Objects:

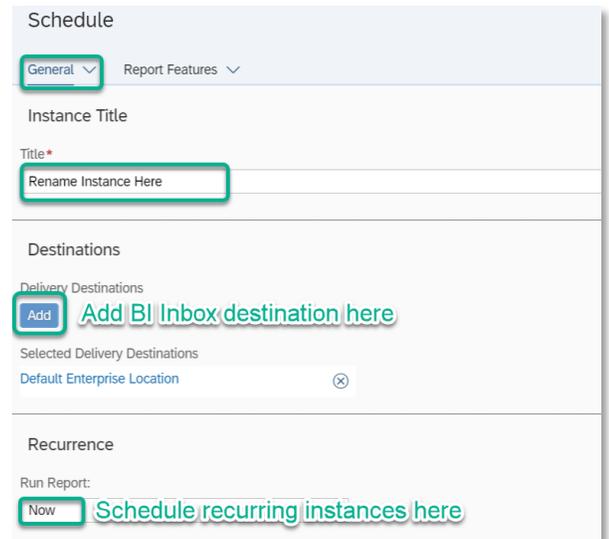
Public Folder ➤ portland_live_folder ➤ Data Quality ➤ **Data Completeness (0260)**

Right click on report and select "Schedule"



In the General tab

- 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.*



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*

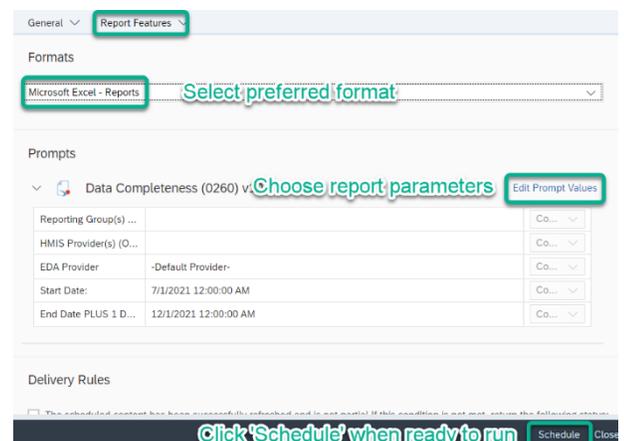
Provider Group: *remove provider group; leave "none selected"*

Enter End Date PLUS 1 Day: *one day after the end of the timeframe you want to review*

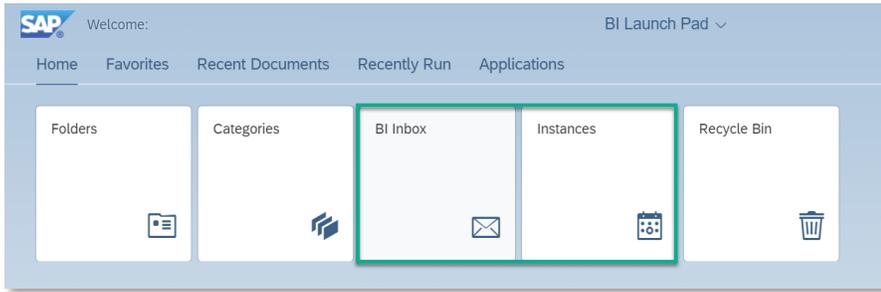
Select Provider(s): *choose your programs*

Click 'Apply' on 'Edit Prompt Values' dialogue

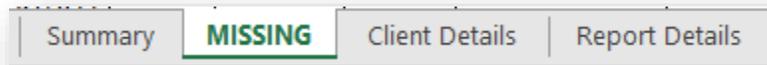
Click Schedule



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



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.



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.

Client ID	Provider	EE ID	Entry Date	Exit Date	Name	Name DQ	HoH	SSN	SSN DQ	DOB	DOB Type	Race	Eth	Gen	Residence Prior	LOS Prior	Night Before	Approx Date	Num Times	Total Mths	Vet	DV	DV Ext	Housing Move In Date (ENTRY)	Housing Move In Date (EXIT)
960428	EI: MHT Mobile ousing	1762311	0/15/2018					MISSING		MISSING	MISSING	MISSING	MISSING	MISSING	MISSING	MISSING						MISSING		NO DATE YET	NO DATE YET
925083	HT Mobile ousing	1673160	4/1/2018												MISSING	MISSING						MISSING		NO DATE YET	

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

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

