Data Quality Reports

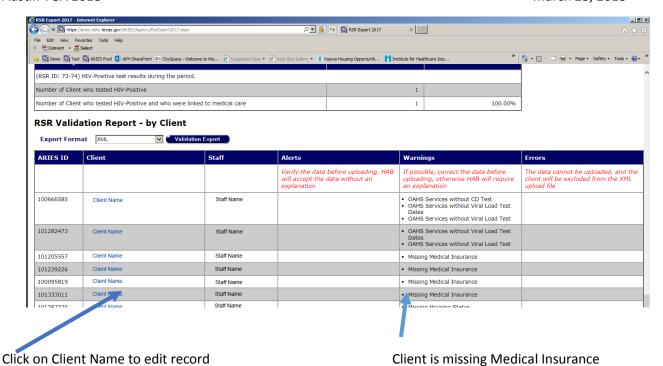
You can now run the Ryan White HIV/AIDS Services (RSR) Export (2017) report to check for missing data. The report, created for the 2017 RSR is a report to gauge data quality and completeness. It also contains all of the information needed to fix any error or missing items to make the client records complete. Follow the instructions to run the report and use the report timeline to complete.

Steps to run the report.

- 1. Go to Reports>Compliance> Ryan White HIV/AIDS Services (RSR) Export (2017)
- 2. Select the Agency
- 3. Under Reporting Period select "input custom date range".



- 4. Select the date range. In this example, 1/1/2018-3/31/2018 is for Quarter 1.
- 5. Run the report.
- 6. Review report for accuracy
- 7. Scroll down to RSR Validation Report by Client to view any Alerts, Warnings or Errors. Alerts Warnings and Errors indicate there is something missing in a client record. The report makes it easy to fix. Click on the client name link to go to the record. The missing information is listed which can easily be updated. The current RSR report (2017) will not accept data with Errors but will accept Alerts or Warnings. Since these parameters can change for the next RSR reporting period its best to update. A complete record will not have any Alerts, Warnings or Errors.



When the RSR Validation report no longer has any information, the records are complete.

To maintain data quality, run the report four times a year. The run dates correspond to the calendar year, with due dates following soon after.

Ryan White HIV/AIDS Services (RSR) Export (2017) Run Timeline

Period	Run Dates		Due
Quarter 1	1/1/2018	3/31/2018	4/6/2018
Quarter 2	4/1/2018	6/30/2018	7/6/2018
Quarter 3	7/1/2018	9/30/2018	10/5/2018
Quarter 4	10/1/2018	12/31/2018	1/11/2019

To verify the report has been completed. Send the completed report to the Austin Data Manager as a pdf. Do NOT send the report with any PHI information (hint-if report contains PHI it's not complete). This is a HIPAA violation.

Turn the Report into a PDF

- 1. To turn the report into a pdf go to File> Print
- 2. Select Adobe PDF as your printer.
- 3. Click Print.
- 4. The Save PDF File As box will open. Name the file "QTR1AgencyName2018".pdf.
- 5. Email the report to the Austin Data Manger.