

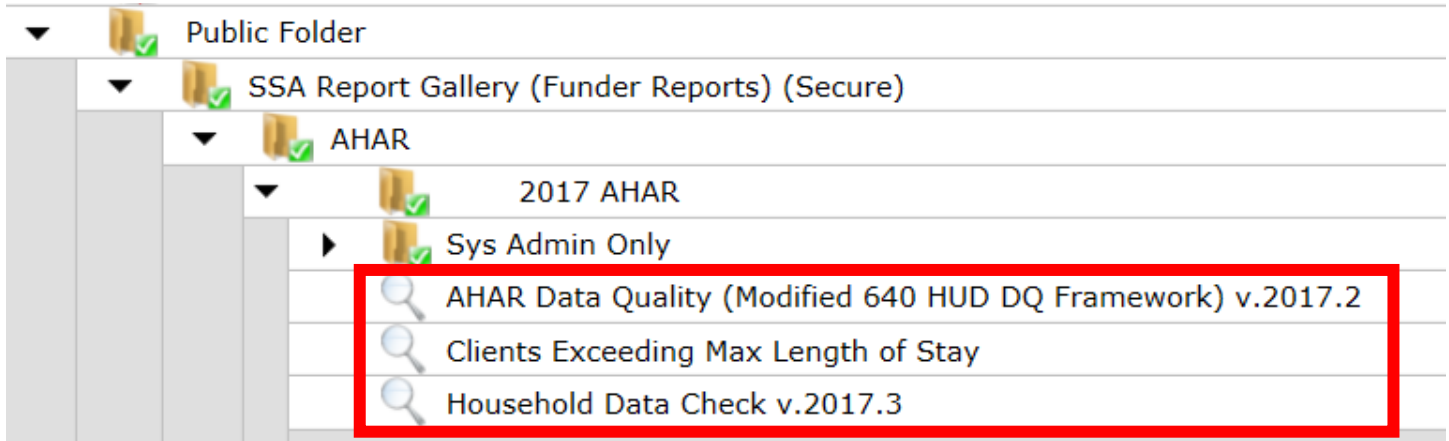
# 2017 AHAR DATA CORRECTION GUIDE

## WHAT IS THE AHAR? WHO'S INVOLVED? WHAT SHOULD I DO?

Get your questions answered by visiting: <http://hmismn.org/the-2017-ahar-process-is-here-what-should-users-do/>.

## HOW TO USE THIS DATA CORRECTION GUIDE

**These instructions are tailored to projects using the Entry/Exit workflow in HMIS** and provide the step-by-step instructions to fix common errors you will find when pulling the AHAR suite of reports available in ART. Document exceptions (when the error message does not reference an actual error) to have available if ICA, your CoC Coordinator, or LSA contacts you regarding AHAR data clean-up. Please note, as of 10/11/2017, this guide does not address resolving “project overlap” issues noted as “overlap” on Tab D – Detail Q3 of the AHAR Data Quality report.



Error	Report	Data Correction Instructions
Missing <b>Residence Prior to Project Entry (Type of Residence)</b>	AHAR Data Quality <i>Tab H (Q5 on Tab A-Summary)</i>	<ol style="list-style-type: none"> <li>1. Enter EDA mode<sup>1</sup> to the correct provider and go to the client’s record.</li> <li>2. In the Entry/Exit tab, click on the Edit pencil to the left of the Entry date to open the entry assessment. Click on Save &amp; Continue in the first pop-up. (Note: You do not need to be in back date mode when correcting this error.)</li> <li>3. Respond to the missing data element(s).</li> <li>4. Click on Save &amp; Exit.</li> </ol>
Missing <b>Length of Stay in Previous Place</b>		
Missing <b>Approximate Date of Most Recent Episode of Homelessness</b>		
Missing <b>Number of times the client</b> has been on the streets, in ES, or SH in		

the past three years including today		
Missing <b>total number of months</b> homeless on the street, in ES, or SH in the past three years		
Missing <b>Does the client have a disability of long duration?</b> (Disabling Condition 3.8)	AHAR Data Quality <i>Tab D</i> (Q3 on Tab A-Summary)	
Missing <b>Client Location</b> (3.16)		
Missing <b>Relationship to Head of Household</b> (3.15)	Household Data Check	
Missing <b>Disability Type</b> (in the Disability Sub-Assessment)		<ol style="list-style-type: none"> <li>1. Enter EDA mode<sup>1</sup> to the correct provider and go to the client’s record.</li> <li>2. In the Entry/Exit tab, click on the Edit pencil to the left of the Entry date to open the entry assessment. Click on Save &amp; Continue in the first pop-up. (Note: You do not need to be in back date mode when correcting this error.)</li> <li>3. You’ll notice “Does the client have a disability of long duration?” data element is answered “Yes,” but no Disabilities are listed with Disability Determination as “Yes” in the Disability Sub-Assessment. This is incongruent/conflicting data. Assuming the client does have a disability, continue to next step. If the client does not have a disability, you will need to change the “Yes” response to “No” and delete the “No” response by clicking on the history bar (colored vertical bar to the left of the Yes response) and clicking on the on the trash can to delete the No response.</li> <li>4. If there are responses in the Disability Sub-Assessment, click on the Edit pencil alongside the disability the client reported. <ol style="list-style-type: none"> <li>4a. Change the Disability Determination to “Yes.”</li> <li>4b. Click on Save.</li> <li>4c. Click again on the Edit pencil alongside the disability the client reported.</li> <li>4d. Click on the history bar (colored vertical bar to the left of the Yes response).</li> <li>4e. Click on the trash can to delete the No response.</li> <li>4f. Click on Save.</li> </ol> </li> <li>5. If there are no responses in the Disability Sub-Assessment, complete the HUD Verification Step by clicking on HUD Verification. Be sure to record a Yes response and respond to data elements. Click on Save.</li> <li>6. Click on Save &amp; Exit.</li> </ol>
Missing <b>Date of Birth</b> (3.3)	AHAR Data Quality	You can fix this issue one of two ways. <i>Option One: Entry/Exit tab</i>
Missing <b>Gender</b> (3.6)	<i>Tab C</i>	<ol style="list-style-type: none"> <li>1. Enter EDA mode<sup>1</sup> to the correct provider and go to the client’s record.</li> </ol>

Missing Race (3.4)	(Q2 on Tab A-Summary)	<ol style="list-style-type: none"> <li>In the Entry/Exit tab, click on the Edit pencil to the left of the Entry date to open the entry assessment. Click on Save &amp; Continue in the first pop-up. (Note: You do not need to be in back date mode when correcting this error.)</li> <li>Respond to the missing data element(s).</li> <li>Click on Save &amp; Exit.</li> </ol> <p><i>Option Two: Client Profile tab</i></p> <ol style="list-style-type: none"> <li>Enter EDA mode<sup>1</sup> to the correct provider and go to the client's record.</li> <li>Backdate to the client's earliest entry date.</li> <li>In the Client Profile tab, respond to the missing data elements under "Universal Profile."</li> <li>Respond to the missing data element(s).</li> <li>Click on Save &amp; Exit.</li> </ol>
Missing Ethnicity (3.5)		
Missing Name DQ	AHAR Data Quality Tab C	<ol style="list-style-type: none"> <li>Enter EDA mode<sup>1</sup> to the correct provider and go to the client's record.</li> <li>In the Client Profile tab, click on the Edit pencil to the left of "Client Record." (Note: You do not need to be in back date mode when correcting this error.)</li> <li>Respond to missing data element(s).</li> <li>Click on Save.</li> </ol>
Missing SSN or SSN DQ		
Missing Veteran Status		
Family household with only children or unattached child	Household Data Check Tab A – F Detail	This flag as a potential error is the result of either (1) a child not being correctly connected to a Head of Household's Entry/Exit record (or Shelter Stay, if using ShelterPoint) or (2) an unaccompanied youth being served on their own or an unaccompanied youth being served with their child(ren). If a child is unattached to their Head of Household in the system (scenario 1), you need to fix this. Watch the demonstration of attaching a child to their Head of Household's Entry/Exit record <a href="#">here</a> (Start at 33 minutes and 55 seconds).
Length of Stay ># of Days	Clients Exceeding Max LOS	<p>For Emergency Shelters and Transitional Housing projects only. It is uncommon for individuals or families to reside in shelter for over 90 days and transitional housing projects over 720 days. Follow the steps below, or watch a demonstration <a href="#">here</a> (Start at 27 minutes 45 seconds).</p> <ol style="list-style-type: none"> <li>Enter EDA mode<sup>1</sup> to the correct provider and go to the client's record.</li> <li>Confirm the client is either still enrolled in your program (no exit date), or has the appropriate exit date. <ul style="list-style-type: none"> <li>If the client was never enrolled, delete the Shelter Stay or Entry/Exit record entirely.</li> <li>If the incorrect provider was used, update the provider to the correct provider.</li> <li>Confirm that the program stay is recorded in line with your workflow. If your stays are not in line with your workflow, please contact your agency administrator or ICA for further guidance.</li> </ul> </li> <li>If needed, correct the exit date by clicking on the Edit pencil to the left of Exit date.</li> <li>Add or update the Exit Date.</li> </ol> <p>Click on Save &amp; Continue. You may update the client's Exit Assessment at this time. (Note: You do not need to be in back date mode when correcting this error.)</p> <ol style="list-style-type: none"> <li>Click on Save &amp; Exit.</li> </ol> <p><b>Note:</b> This may also result as an error if you are using Service Transactions and there is no exit date on the Service Transaction. To end Service Transactions, click on the Edit pencil under "Services" in the Summary tab. (Backdate is not required.)</p>
Missing Household Type	Household Data Check Tab A – F Detail	The Household Type in this report is marked as missing because the client's age or gender is missing. You can ignore this error as you will fix the problem by responding to those error messages.
Missing Destination (at Exit)	AHAR Data Quality Tab D	You are required to answer this question immediately upon creating an Exit Record for a client. This will only appear as missing if the response was "Client Doesn't Know," "Client Refused," "Data Not Collected," or "No Exit Interview Complete." If you have an updated answer, use this as an opportunity to fix it, otherwise you can ignore this error message.



<sup>1</sup>EDA mode: If your “default” EDA provider is your project provider you may not need to enter EDA mode. You should know if this is the case for you as these types of exceptions are explained to you when your user account was setup. Contact the Helpdesk with questions.

Please reach out to the ICA Minnesota Helpdesk at [mnhmis@icalliances.org](mailto:mnhmis@icalliances.org) with data entry or reporting questions.