

QRG – View Assessments

Table of Contents

WHAT IS A QRG 1

WHAT THIS GUIDE IS ABOUT 1

REVIEW YOUR DATA ENTRY BY VIEWING ASSESSMENTS 1

EDIT DATA AS NEEDED 3

WHAT IS A QRG – QRG stands for **Quick Reference Guide**. Quick Reference Guides are short 1-8 page documents that provide concise practical information and advice on specific topics. Sometimes known as “cheat sheets” quick reference guides are designed for users who know the material or task but need something in front of them to remind them of the steps.

WHAT THIS GUIDE IS ABOUT – Data quality is critically important to the success of HMIS and the programs that use this database. This guide is to help you understand how to use [View Assessments](#) as a tool to review data entry and identify data quality errors that need to be corrected.

REVIEW YOUR DATA ENTRY BY VIEWING ASSESSMENTS

Client assessments can be edited at any time. We recommend reviewing the client’s assessments after completing an enrollment or exit workflow to ensure that the data is accurate in HMIS.

STEPS

Navigation path: Case Management > Project Enrollment

Click on [Enrolled](#) Status

Status	Project Assigned Case Mgr	Project Start- Exit Dates
 Enrolled	CCNEK - ESG RR – Johnson – Olathe	12/14/2022 - Open
 Enrolled	CCNEK - ESG-CV RR – Johnson – OP	12/16/2022 - Open
 Enrolled	CCNEK - Housing First Johnson – Overland Park	12/12/2022 - Open

Select [View Assessments](#)

Status	Project Assigned Case Mgr	Project Start- Exit Dates
Enrolled	CCNEK - ESG RR - Johnson - Olathe	12/14/2022 - Open
Enrolled	CCNEK - ESG-CV RR - Johnson - OP	12/16/2022 - Open
Enrolled	- Overland	12/12/2022 - Open

- Complete exit assessment
- Complete annual assessment
- View Assessments**
- New during program assessment

Click on an assessment to review.

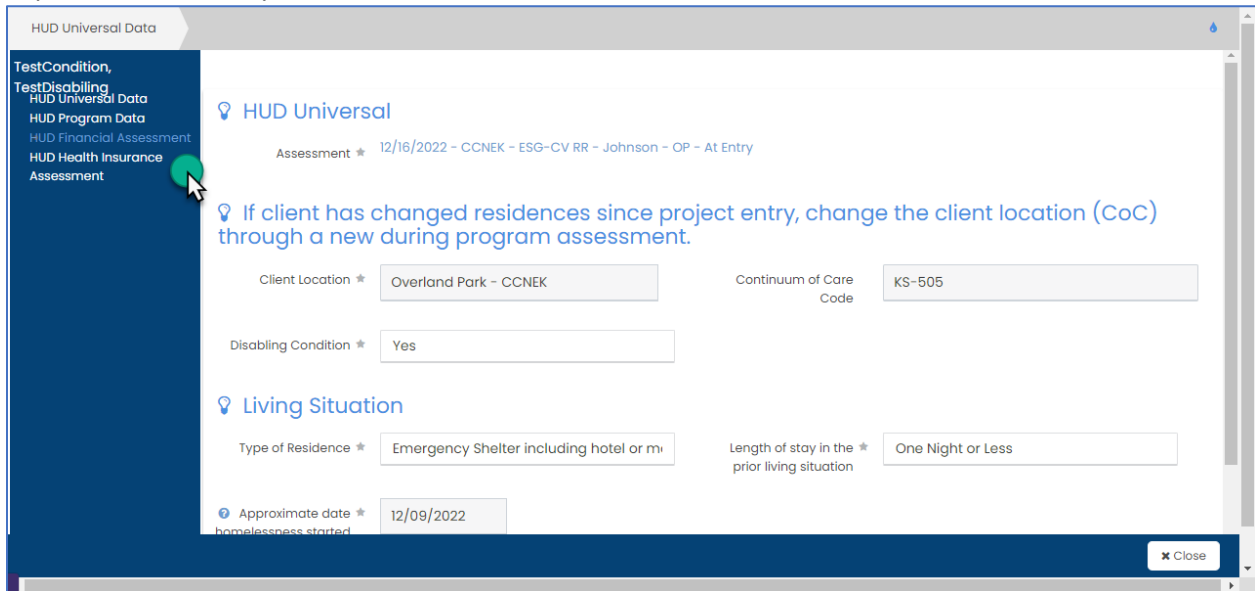
Assessments

Event	Member	Date
At Entry	TestCondition, TestDisabling	12/16/2022

Status	Project Assigned Case Mgr	Dates	Provider
Enrolled	CCNEK - ESG RR - Johnson - Olathe	12/14/2022 - Open	Olathe
Enrolled	CCNEK - ESG-CV RR - Johnson - OP	12/16/2022 - Open	Overland Park - CCNEK

Navigate through the different assessments listed on the upper left corner to review the client’s data. Jot down any corrections you need to address.

Repeat for each family member.



Click *Close* on the bottom right corner when you finished reviewing the data.

EDIT DATA AS NEEDED

If you noticed any errors in your data entry, go to the client’s assessments and edit their information.

Use the following KC Metro HMIS Quick Reference Guide: [QRG - Edit Assessment Data](#)

Learn more about KC Metro HMIS **Quick Reference Guides** at <http://www.kcmetrohmis.org/qrg.htm>