

QRG – Edit Assessment Data

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WHAT IS A QRG – QRG stands for **Quick Reference Guide**. Quick Reference Guides are short 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.

WHO THIS GUIDE IS FOR – This guide is for Case Managers or System Admins who need to edit or enter missing data on an assessment to improve and maintain good data quality.

HOW TO EDIT THE DATA OF AN ASSESSMENT

Navigation path: *Client Dashboard > HUD Assessments*

Select the assessment you want to edit by clicking the hyperlink.

Assessment Date	Program	Assessment Event	Chronic Homeless	System ID
6/1/2022 12:00:00 AM	MLM - ESG ES Hotel	At Entry	No	417550
10/14/2020 12:00:00 AM	CCNEK - Case Management	At Entry	No	409438

Update or enter the missing data and click Save

The screenshot shows the 'HUD Universal' data entry interface. At the top, the 'Assessment' dropdown is set to '6/1/2022 - MLM - ESG ES Hotel - At Entry'. Below this, a note states: 'If client has changed residences since project entry, change the client location (CoC) through a new during program assessment.' The form includes fields for 'Client Location', 'Disabling Condition' (set to 'No'), and 'Continuum of Care Code'. The 'Living Situation' section is active, with a dropdown menu for 'Type of Residence' open, showing options: '--Nothing--', 'HOMELESS SITUATION', 'Emergency Shelter including hotel or motel paid for with emergency shelter voucher or RHY Funded Host Home Shelter', 'Place not meant for habitation', and 'Safe Haven'. A green arrow labeled '1' points to the dropdown menu. To the right, there are fields for 'Length of stay in the prior living situation' and 'Total number of months homeless on the street, in ES, or SH in the past three years'. At the bottom right, a green arrow labeled '2' points to the 'Save' and 'Cancel' buttons.