

## **Report: Data Entry Timeliness**

### **Pathway to Accessing Report**

HMIS: BusinessObjects > Public Folders > desmoines\_ia\_live\_folder > General Reports

DVIMS: BusienssObjects > Public Folders > ica2\_live\_folder > General Reports

### **What is this report?**

- This report provides agencies with tables that break down the average data timeliness for each project selected for the given timeframe. This report also provides information regarding the user who created the enrollments and the timeliness associated with that user, and it provides enrollment-level information for the timeliness of each enrollment.

### **Who is this for?**

- This is an optional report that can be used by any agency that uses enrollments (entry/exits) as part of their workflow. This is especially useful for projects where timeliness is a part of their grant competition process (ex: COC, ESG, etc.) to identify issues with timeliness earlier on, or to identify why timeliness may be greater than desired for certain enrollments.

### **Understanding the prompts:**

Prompt Options	Picklist	Definition	Special Notes
EDA Provider	-default provider-		Leave blank unless you intend to run this report as an EDA provider
Provider(s)	Select at least one provider to run the report	Provider or set of providers whose clients you'd like to include	
Data Entry Start Date	Date format MM/DD/YYYY	This is the first date of the reporting period. All clients who are in a program or start on or after this date will be included.	
Data Entry End Date	Date format MM/DD/YYYY	All clients who are still in a program (stayers) or exited on or prior to this date will be included.	

### **Tab Breakdown**

- **Summary**: this tab provides 3 summary tables that look at average data delay per project, average data delay per user, and then a table of average data entry delays and detail.
- **Detail**: this tab provides a detail table separated by project.

## What data is feeding this report?

All reports in SAP/Business Objects require a query of one or many of the tables that are populated via the data that's entered into HMIS/DVIMS. Although you cannot access the queries as a user, the names of the queries are provided below so that if you have any questions about where data is coming from, the report writers will be more equipped to help clarify.

High-level descriptions of the queries and data pulled for each are provided below:

- **Query 1**: this query pulls in all of the enrollments (ie, entry/exits) between the Dat Entry Start Date and the Data Entry End Date, along with the user creating, the enrollment creation date, and the client id.