

ART Gallery Report 212

Duplicate Clients in ServicePoint HMIS Data Quality

EXECUTIVE SUMMARY:

This ART report is designed to assist administrators in finding duplicate clients for one or more selected provider(s). The report identifies duplicates by comparing unique client ID numbers and by comparing Social Security numbers. Matches found are listed with relevant information including:

- client #,
- client name,
- providers with matching clients
- date(s) on which the matching clients were created in the system

AUDIENCE:

This report is intended for use by HMIS administrators or other HMIS users with responsibility for monitoring and/or insuring data quality.

FREQUENCY:

It is recommended that this report be run on a monthly basis so that duplicate clients can be identified and if possible merged.

PURPOSE:

The duplicate clients can result in erroneous and or conflict data, Duplicate clients should be identified and merges whenever the security restriction allow.

INSTRUCTIONS:

Instruction on how to retrieve, copy, run, and read this report is outlined below. Requests for additional information concerning the report function/design should be directed to Bowman Systems' staff via email (ART_Reports@BowmanSystems.com).

How to retrieve and copy: Detailed step-by-step instructions concerning how to retrieve and save a copy this ART Report to your personal system can be found on the Bowman ART website at (<http://www.BowmanSystems.com/ARTreports.html>)

How to install: The original version of this report will be permanently located in a read-only “ART Gallery” folder on your ART site. This original version of the report is a template and it must be copied into another folder and mapped to your data before it can be used. Detailed instructions for installing report templates are provided in the Bowman Documentation folder on your ART site. An object mapping guide is also included at the end of this document.

NOTE:

This mapping guide references the names of common assessments such as “Additional Profile” and “HUD-40118” that are normally included in the initial installation of ServicePoint. In some cases these assessments may have since been removed or renamed, in which case another assessment which includes the assessment object can be substituted. Inactive objects and assessments in the ART universe are noted with a “zz-“prefix. These objects should not be used in the mapping process.

Before running the report: Prior to running the report the user must determine the providers to be included in the report and an effective date to be selected.

How to run:

Upon opening the report, the user will be prompted (see diagram 1) to supply the parameters that they have selected which control the data returned by the report. Once the user has provided these by responding to the user prompts, a green check-mark will appear next to each field to indicate that a valid selection has been made. The user should then single-click the “Run Query” button to generate the report.

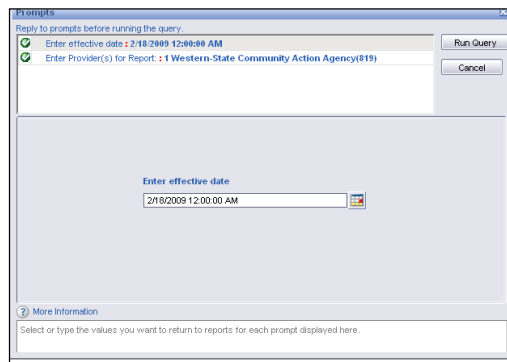


Diagram 1

The two user prompts contained in this report are:

1. **Enter Effective Date:** The user should enter (or select from the calendar) the current date (or a historical date if historical data is desired). The value selected is retained as the default for the next time the report is run.
2. **Enter Provider(s) for Report:** Click the “refresh list” icon and wait for the left window to refresh. Now select the providers to include by highlighting them in the left window and moving them into the right window using the right selection arrow.

How to read: The report results consist of three report tabs (A, B, C). Screen shots (diagrams 2-4) and descriptions of these tabs are provided below. Each Tab contains three sections;

- **Report Header:** The header contains the title of the report, and specifies the date parameters. When running the report in modify view, the report header is only visible in print/page layout mode.
- **Report Body:** The main portion of the report. The report body for the tabs contained in this report are described in greater detail below
- **Report Footer** The report footer contains the title of the report, the name of the sub-report, the page number, the version number, and the date/time the report was run /printed. Like the header, the footer is only visible in print mode when the report is run in modify view

Tab A: Duplicates by Client Unique Id (diagram 2) This tab shows duplicates identified by comparing the clients Unique Id number. The listing includes the client Id numbers of the two or more duplicate clients, their names, the providers who entered them into the system and the dates on which they were entered.

Duplicate Clients in ServicePoint by Client Unique ID Data Effective as of 2/17/09					
Client Unique ID	Client UID	First Name	Last Name	Provider Creating	Date Added
ahf02031982a553h436	23,700	Amanda	Tegat	1 Western-State Community Action Agency(819)	2/28/02
	230,645	Ann	Tegat	OEKD Shunkill Sabap oc Tostinet (LNDJ1965)	7/17/07
ajhf0191979a50j525	90,536	Amy	Hibcan	1 Western-State Community Action Agency(819)	2/18/04
	211,015	Amy	Hutch	Che Nehrepeld Unu ec Seth Reerao(8273)	2/27/07
akm01011997a240j514	49,247	Ashley	Linsol	1 Western-State Community Action Agency(819)	2/21/02
	101,151	Ashley	DeHof	HSC-Lebthoa Toomh aw Ashaa(7077)	5/28/04
alnf0081992a553i526	91,181	Amanda	Hidobala	1 Western-State Community Action Agency(819)	2/23/04
	211,045	Amanda	Sokasaadi	Che Nehrepeld Unu ec Seth Reerao(8273)	2/27/07
amf02626200a890n320	1,995	Amanah	Tadhe	1 Western-State Community Action Agency(819)	11/18/02
	199,514	Amanah	Mydie	Veridirect Wedeteh H HdaInobz(2092)	12/7/08
arof0611982a420i316	3,480	Alaha	Lewthw	1 Western-State Community Action Agency(819)	12/30/02
	209,011	Alaha	Hetchad	1 10th Street Station(2055)	2/13/07
awf0241997a90o290	55,896	Amy	Tjansut	Tononia Admestaran(2056)	9/11/02
	90,819	Amy	Celenhya	1 Western-State Community Action Agency(819)	2/18/04
axaf0111988a50b362	91,140	Amy	Taastnane	1 Western-State Community Action Agency(819)	2/23/04
	193,732	Amy	Kidhano	Lta Coaspepod Elna Pina GhafoBayen Pyye Whytln(7407)	11/29/08
aymf0191982a690n425	13,494	Bryan	Kahol	1 Western-State Community Action Agency(819)	8/20/02
	62,980	Bryan	Kahol	Swonmrop Fushor, SW(18)	4/25/03
buff01102002a690u320	90,810	Bryanna	Aaagf	1 Western-State Community Action Agency(819)	2/18/04
	111,923	Bryanna	Ehooof	Caghev LY Rihuhelo Ifool Sahnw(1528)	9/14/04
butm10231967a850u320	90,807	Brian	Ukhaha	1 Western-State Community Action Agency(819)	2/18/04
	111,920	Brian	Awcof	Caghev LY Rihuhelo Ifool Sahnw(1528)	9/14/04
buzf07031983a100z160	89,603	Bobbie	Welli	1 Western-State Community Action Agency(819)	2/25/04
	92,910	Bobbie Sue	Dutso	HSC-Lebthoa Toomh aw Ashaa(7077)	3/12/04
cbd09071988a255b362	77,203	Cassandra	Lihmint	1 Western-State Community Action Agency(819)	10/18/03
	91,317	Cassandra	Litnill	Tononia Admestaran(2056)	2/25/04
	91,323	Cassandra	Sotlend	Tononia Admestaran(2056)	2/25/04
cbnm01251985c842b632	90,833	Charles	Teng	1 Western-State Community Action Agency(819)	2/18/04
	103,087	Charles	Robnt	Lta Coaspepod Elna Pina GhafoBayen Pyye Whytln(7407)	8/17/04
cmf01041995c823c850	87,796	Christina	Nalek	1 Western-State Community Action Agency(819)	1/15/04
	89,470	Christina	Peer	1 Western-State Community Action Agency(819)	2/2/04
chmf11291978c842h820	2,896	Charles	Dyatat, Sa	1 Western-State Community Action Agency(819)	1/28/02
	85,237	Charles	Heenyd, Th	EQDW Talls ah Daox(947)	12/11/03
cpgr0901984c420p240	51,548	Chelsey	Dehae	1 Western-State Community Action Agency(819)	8/28/02
	218,559	Chelsey	Tubob	Fga Topuseoc Ino yn Dollapda(2116)	4/24/07
cnam1231980c600u356	23,605	Corey	Tuowin	1 Western-State Community Action Agency(819)	2/28/02
	48,826	Corey	Stalid	Swonmrop Fushor, SW(18)	2/4/02
cutm09111980c600u320	90,809	Cory	Odtlr	1 Western-State Community Action Agency(819)	2/18/04
	111,922	Cory	Stahv	Caghev LY Rihuhelo Ifool Sahnw(1528)	9/14/04
czmf0201986c820z500	88,738	Craig	Haodro	1 Western-State Community Action Agency(819)	10/8/02
	88,917	Craig	Cayn6	Tononia Admestaran(2056)	1/27/04

Diagram 2

Tab B: Duplicates by Social Security Number (Diagram 3) This tab is very similar to Tab A except duplicates are identified by comparing the client's Social Security Numbers rather than their Unique Id numbers ;

Duplicate Clients in ServicePoint by Social Security Number Data Effective as of 2/17/09					
Client Unique ID	Client Uid	First Name	Last Name	Provider Creating	Date Added
123-45-6789	231,003	Santa	Monica	Bowman Consulting Group(2)	2/18/08
	231,018	Bobby	Outcomesleader	Bowman Consulting Outcome(3388)	10/10/08
208-38-1828	183,828	Curtisbra	Tusput	Foohrv Waha sea fwe Nissari la Deceodae(1323)	3/24/08
	188,492	Tenilla	Tifpco	Rehrv Syhril Neritgge Ekooop Chernel- Sooneu (8268)(2789)	5/15/08
301-35-1877	191,032	Mawela	Epain	1 EPC HH Transit for Jobs Program(7842)	10/18/08
	224,703	Stacy	Hrairr	Pdo Tordaseot ldel er ara Huf Pekkah(1556)	6/5/07
458-61-1789	88,103	John	Dipa	Nayran Hlilan - ETHI Stodna(5174)	1/28/04
	188,545	Rachel	Rirallilo	Foohrv Waha sea fwe Nissari la Deceodae(1323)	4/23/08
808-25-2313	54,059	Matthew	Notranlyt	East Side Social Services Community(5053)	8/12/02
	98,171	ronaki	weato	SPR Nalid Nowr Collee(7054)	4/25/04
808-50-9142	30,515	Jonathan	Dothe	Tinat Cibbyn Tikyoba Chuyb Clineor (WDCET)(2085)	2/28/03
	51,306	Tyler	Rosowac	Cagbiv LY Rihuhelo Ifoot Stalrin(1526)	8/27/02
908-68-0226	5,192	James	Toegn	Tuvog/Karimo Nuhweel Irieh leaah(1490)	12/17/02
	81,956	Lisa	Tolnabwed	1 Western-State Community Action Agency(819)	4/8/03

Diagram 3

Tab C: Additional Information (Diagram 4): This tab is provided as a reference to the user running the report and lists the parameters specified in the user prompts as well as a complete list of the client counts by provider.

Duplicate Clients in ServicePoint Additional Information Data Effective as of 2/17/09		
User Prompt Field	Value Selected	
Enter Effective Date:	2/18/09	
Enter Provider(s) for Report:	1 10th Street Shelter(2055); 17 Heak Riseup Hweoras Wjated Haka(7381); 1 ABC Shelter for Women and Families(5325); 1 Care House(7095)	
Providers Reporting Duplicates by Unique ID	Unique Clients	Client Count
1 10th Street Shelter(2055)	227	232
1 ABC Shelter for Women and Families(5325)	6	6
1 Care House(7095)	2	2
1 The Greater Green Bay Community Services(2543)	1	1
1 Western-State Community Action Agency(819)	6	6
1 WIS CAA - ESG/HP/ One-Time Assistance(7705)	3	3
1 WIS CAA - ESG Transitional Housing Units(7204)	1	1
1 WIS CAA - HODAF(7286)	1	1
1 WIS CAA - Supportive Housing Pgm Beta(7107)	1	1
Ay Owiere Clerk Elwinaka(2522)	14	14
Allen Gardens Community Program(502)	2	2
Allen Gardens Men Shelter(7188)	1	2
Arurap Iehiet(7477)	1	1
Bahetia Padiann Eggoth, Lbs.(7703)	1	1
Cegiw L Y Rihueho Hbot Slahin(1526)	2	2
Do Hina Aeh Casu-Topora Lihie - Stopteedit Hedond Mythem(5887)	1	1
Doily ap Recl - Rt. Gergin la Paac as Hhech Tak(7576)	1	1
Dyhad: Siazehah Nihifua Gesheld Saohed(TEK)(5058)	1	1
East Side Social Services Community(5053)	1	1
EGGW Taio ah Daco(5947)	2	2
EHNONV, Oth.(1237)	1	1
Eie Wliss Ahwobuh Taduguzo Dendef(2052)	40	41
ELRi Ting Meehe - Emploiyd me Harehko(2738)	1	1
Ehahelnu Nohish Pdeadr(5122)	1	1
Fochiv Wuha see the Nivesari la Dweodize(1323)	2	2
Gedo Worei(1378)	1	1
Hammarev Tibeheer ee nri Tuunere op Tisbewa, Eln.(2541)	10	11
HSC-Lebhos Toonh aw Aahao(7077)	12	12
Hil Lethepod Ocho or Thetah Reema (Tefa Roto)(2394)	2	3
Kio Sufmossun Eweo il Naonle - Raceapil Oewenaeen Dodehes(7003)	2	2
Lahac Hiseait Nize Coankiv(7101)	2	2
LRTND Leasugi Nihih(5125)	1	1
Lta Ceasepod Eimo Fika GtefoBayin Pyye Wihit(7407)	1	1
Lyyima Tahroti Wemer(2146)	3	3
Nabwacal Bekel, Yih.(2059)	1	1
Nedhat Amhe Hapere(5195)	1	1
NWE-Nyewadases Neateti(5922)	2	2
ONABO(1452)	1	1
Pcy Bordler Ahle in Pnari Heo - Vovot AbonkatBe(7230)	1	1
Pubeamot Ake. on Hentle(2084)	2	2
Rediv Syntil Nanlegge Eiloop Clamat- Soerue (5065)(2769)	2	2
Sihikoe Leifak Nohrow TE CAH EVA(2749)	1	1
Bowman Systems 212 - Duplicate Clients in ServicePoint Tab C - Additional Information	Page 1 of 2	v09.03.16 Printed: 2/3/09 12:03:24 PM

Diagram 4

TECHNICAL NOTES:

1. The duplicates in Tab A of this report are identified by comparing the Unique Client ID, which relies on, and assumes an accurate recording of the client’s name, date of birth and gender. Duplicate clients with inaccurate or missing information in one or more of these key fields may cause the duplication to be unidentified in this report.
2. It should be noted that some of the duplicates identifies in this report may not actually be duplicates. Twins with similar first names may appear on the list in cases where they share a common gender, dates, of birth, last name and the first and third letter of their first names are the same such as Doris and Darla or Jane and June.

REPORT MODIFICATION

Users with ad-hoc ART licenses may wish to modify/customize this report to better suit their needs and purposes. When modifying an Art Gallery report such as this one, the user will need to make a copy of the original report into a different folder. This copy can be created either by using the “save as” feature or by clicking on the “organize” icon in folder view.

NOTE: The original un-modified version of this report is a template and is retained in ART Gallery Templates folder structure. These template folders are read-only and any reports must be copied to a location in the user’s site (Favorites or Public Folders) then mapped to the site’s data.

MODIFICATION OPTONS

Administrators at the Agency or CoC levels may wish to add filters to limit the data to particular sub-set of providers with which they are concerned. This can be easily accomplished by the addition of an “in-list” type query filter or report filter

MAPPING OBJECTS:

A listing of the report objects and their source universe and source folder is provided below. Objects are arranged by query and by object type.

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Query Name: **Dup UniqueID**
Universe: **_u (Client Universe)**

Result Objects:

- Client Uid from Clients folder
- Client Unique Id from Clients folder
- Client First Name from Clients / Client Unique Id folder
- Client Last Name from Clients / Client Unique Id folder
- Client Date Added from Clients folder
- Client Provider Creating from Clients folder
- Date of Birth from Clients / Assessments / Additional Profile Information folder
- Gender from Clients / Assessments / Additional Profile Information folder
- Primary Race from Clients / Assessments / Additional Profile Information folder
- Ethnicity from Clients / Assessments / Additional Profile Information folder

Filter Objects:

- Client Count from Clients folder
- Client Inactive from Clients folder

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Query Name: **Dup SSN**
Universe: **_u (Client Universe)**

Result Objects:

- Client Uid from Clients folder
- Client Unique Id from Clients folder
- Client First Name from Clients / Client Unique Id folder
- Client Last Name from Clients / Client Unique Id folder
- Client Date Added from Clients folder
- Client Provider Creating from Clients folder
- Date of Birth from Clients / Assessments / Additional Profile Information folder
- Gender from Clients / Assessments / Additional Profile Information folder
- Primary Race from Clients / Assessments / Additional Profile Information folder
- Ethnicity from Clients / Assessments / Additional Profile Information folder
- Client Soc Sec No Dashed from Clients / Assessments / Additional Profile Information folder

Filter Objects:

- Client Count from Clients folder
- Client Inactive from Clients folder

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