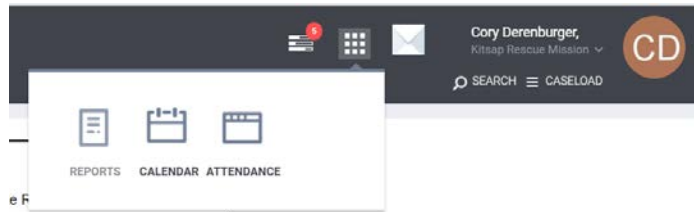# Determining Data Quality – Timeliness using Clarity HMIS Reports

1. Open the Reports tab from the Clarity Reports Menu button.

2. Open the [HUDX-227] Annual Performance Report [Oct 2018] by selecting "Run"

3. Choose the following options for the selection fields

CoC Filter Category = Agencies in CoC

CoC = Washington Balance of State CoC

Program Types = (select desired intervention type(s)

Program Status = Active Programs

Programs = (select desired program(s))

Apply Client Location Filter = No

Funding Criteria = Not Based on Funding Source

Report Date Range = Set Date Range

Report Output Format = your choice (Web Output allows drilling down)

4. Obtain Timeliness for Number of Project Start Records

On the HUD Annual Performance Report find `Q6e. Data Quality: Timeliness`

Q6e. Data Quality: Timeliness
Program Applicability: All Projects

Time for Record Entry	Number of Project Start Records	Number of Project Exit Records
0 days	8	5
1-3 days	17	17
4-6 days	6	7
7-10 days	4	0
11+ days	0	3

Use the following calculations to determine Timeliness

$$Project\ Start\ Timeliness = \frac{Sum\ of\ Project\ Start\ Records(0\ days, 1-3\ days, 4-6\ days)}{Sum\ All\ Project\ Start\ Records}$$

$$Project\ Exit\ Timeliness = \frac{Sum\ of\ Project\ Exit\ Records(0\ days, 1-3\ days, 4-6\ days)}{Sum\ All\ Project\ Exit\ Records}$$