

# PROVIDER SPECIFIC PRIORITY LIST REPORT

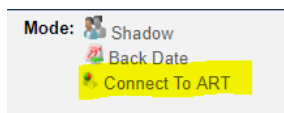
## INSTRUCTIONS FOR DATA QUALITY PURPOSES

### PURPOSE OF THE REPORT

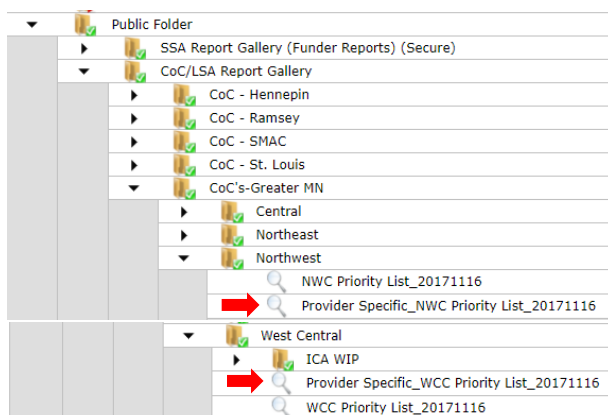
The purpose of the Provider Specific Priority List report is to improve Data Quality of the Coordinated Entry Priority List for the entire CoC. This report is to be ran by each agency using their Coordinated Entry Referrals provider and perform any necessary data cleanup that is required. If any data is missing, it is the responsibility of the agency who made the referral to investigate. Contact [mnhmis@icalliances.org](mailto:mnhmis@icalliances.org) with any questions.

### SCHEDULING THE REPORT

- 1) Click on Connect to ART in the upper right-hand corner of your screen.



- 2) You can find the report by selecting:
  - a. Public Folder
  - b. CoC/LSA Report Gallery
  - c. CoC- Your CoC
  - d. Your report



- 3) Click on the magnifying glass next to *Provider Specific\_(Your CoC) Priority List*.
- 4) Click on Schedule Report.

**ART Item Details**

**Provider Specific\_NWC Priority L...**

Name	Provider Specific_NWC Priority List_20171116
Description	6/21 - Added NWC Priority List provider 11/16 - edited to res. prior options to comply with 2017 data standards
Creation Date	2017-11-16 12:08
Update Date	2017-11-16 12:18
Type	Webi
Owner	minnesota_live:smummini

View Report Edit Report **Schedule Report**

- 5) Highlight the Enter Value(s) for Provider prompt and press Select.

**ART Report**

**Prompts**

Fill out each of the prompts below \*

EDA Provider  
  
 Enter effective date

Enter value(s) for Provider:

Next

- a. Search for your Coordinated Entry Referrals provider to run the report by. Click the green plus next to the correct provider to add to the Selected Values section.

**Enter value(s) for Provider:**

**Search - Enter value(s) for Provider:**

Search for values with using keywords for their name.

Search

Batch

Selection

**Search Results**

Name
<input type="checkbox"/> AHWF-RCC-Coordinated Entry Referrals(4249)
<input type="checkbox"/> Ain Dah Yung-RCC-Coordinated Entry Referrals(4250)
<input type="checkbox"/> Anna Marie's Alliance-CNC-Coordinated Entry Referrals(4320)
<input type="checkbox"/> A Place For You-CNC-Coordinated Entry Referrals(4329)
<input type="checkbox"/> Beacon FMF-SMC-Coordinated Entry Referrals(4151)
<input type="checkbox"/> BICAP-CNC-Coordinated Entry Referrals(4342)
<input checked="" type="checkbox"/> BICAP-NWC-Coordinated Entry Referrals(4381)

- b. Once added, click Submit

**Selected Values**

Name
<input checked="" type="checkbox"/> BICAP-NWC-Coordinated Entry Referrals(4381)

Showing 1-1 of 1

- 6) Highlight the Effective Date prompt and enter one day after the last day of the report period. To pull the most updated information, this would be Current Date +1 Day. Click Next.

**Prompts**

Fill out each of the prompts below \*

EDA Provider  
Enter value(s) for Provider:  
Enter effective date

Enter effective date

11 / 17 / 2017 12 : 00 : 00 AM

Next

- 7) In the Report Format dropdown box, select Excel. In the Interval dropdown box, select Once. Click Send.

**Schedule**

Name \* Provider Specific\_NWC Priority List\_2

Report Format \* Excel

Users \* Steph Mattson (4159) Search My User Clear

Inbox

Interval \* Once

Start Date \* 11 / 17 / 2017 9 : 07 AM

End Date \* 11 / 17 / 2017 9 : 07 AM

Send

## ACCESSING THE REPORT

Your report may take some time to load. As it is loading, you can check on the progress by scrolling to the bottom of your ART homepage and clicking on Refresh. The status of the report will update in the far-right column.

	Provider Specific_NWC Priority List_20171116	Once	2017-11-17 09:09	2017-11-17 12:09	Excel	Running	Refresh
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When the report says Complete, the report is finished running and will show up in your ART inbox at the top of the page. To view, click on the magnifying glass next to the completed report.