



Workflow for 0252 – Data Completeness Report Card

ART (Advanced Reporting Tool)	
Connect to ART	<ol style="list-style-type: none"> 1. Select Connect to ART on the banner menu at the top right of the screen OR navigate to ART by selecting Reports on the left hand menu and selecting ART at the bottom of the screen under Custom Reports.
ART Browser	<ol style="list-style-type: none"> 1. Under ART Browser, navigate to Public Folder > ART Gallery Reports and Resources > ART Gallery Reports > 0252 – Data Completeness Report Card (EE) – v17 and click on the Magnifying Glass. 2. On the <i>ART Item Details</i> window click View Report to open the report. A new window will open in Java.
Prompts	<ol style="list-style-type: none"> 1. EDA Provider prompt: <ol style="list-style-type: none"> a. If running report for 1 provider, set EDA Provider prompt to applicable provider. b. If running the report for than 1 provider, leave EDA Provider set to <i>Default Provider</i>. 2. Click Enter Start Date and select the first day of the reporting period using the calendar or enter it directly into the field provided. 3. Click Enter End Date PLUS 1 Day and select the last day of the reporting period plus one day. For example, when running a report with an end date of 12/31/2016, enter 1/1/2017 12:00:00 AM as the End Date PLUS 1 Day. 4. Click Select Provider(s) and click Refresh Values. <ol style="list-style-type: none"> a. Select the appropriate service provider(s) from the populated list or using the search function at the bottom of the Prompts screen. 5. Click on Include Services in Report Card? and select <i>No</i>. 6. Once all the prompts are accurate and have a green check mark beside them, click Run Query at the bottom of the window to run the report.
Reviewing the Report	<ol style="list-style-type: none"> 1. Tab A – Summary provides visualizations of data completeness scores for all projects included in the report 2. Tab B – Overall Report Card shows data combined completeness scores for all projects included in the report. 3. Tab C – Provider Report Card shows data individual completeness scores for all projects included in the report. 4. Review Tab D – Client Detail to identify missing data elements for each client. Make applicable changes in the client profile. <i>Note: For ease of data clean up, users can export the report to a PDF/Excel document by clicking Document > Save to My Computer As > PDF or Excel.</i>
Exporting the Report for Rank & Review Submission (if Applicable)	<ol style="list-style-type: none"> 1. Select the appropriate tab to export <ol style="list-style-type: none"> a. If submitting a report for individual providers, click on Tab C – Provider Report Card b. If submitting a combined report for multiple providers, click on Tab B – Overall Report Card 2. In the upper left hand corner of the window, select Document > Save report to my computer as > PDF to save/export only the selected tab.