How to update a time stamp for an old answer in Wellsky HMIS

Did you receive data quality issues from HSD that you can't see?
Read the following instructions to fix them anyway!

Note: This instruction set is only needed if the "Verify & Save Data" button is *not* visible at the bottom of assessments. If it is visible, use that button to update old answers instead.
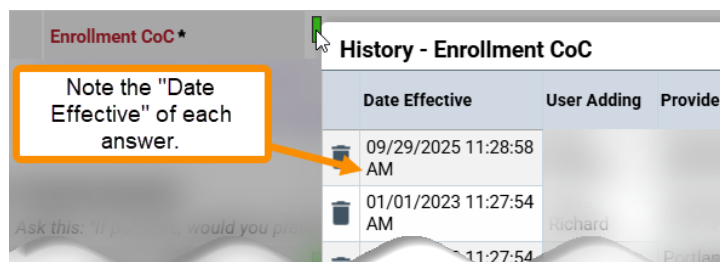

In Wellsky HMIS, older answers will "cascade" into an assessment question if a newer answer is not available.

Older answers are indicated with a red-colored rectangle to the left of the answer.

Newer answers have a green rectangle.
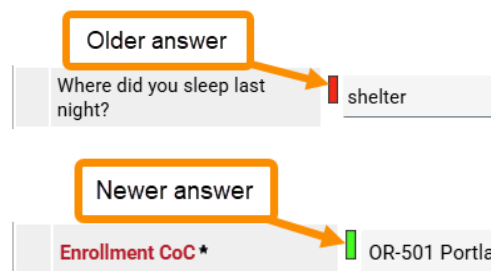
You can click a rectangle to see the history of answers for each question.

If you see a red rectangle next to an answer, it means the "Date Effective" is more than a year old. Older answers like this can cause data quality (DQ) problems, especially if there is a long span of time between an answer and a given program enrollment.

To avoid DQ problems, each answer in an assessment should have a Date Effective that matches a program enrollment's Entry Date.
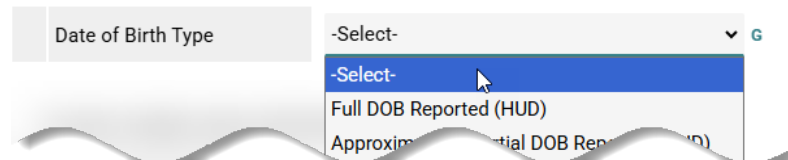
If the older answer is still accurate, you can resolve or avoid DQ problems by updating the Date Effective of the older answer.
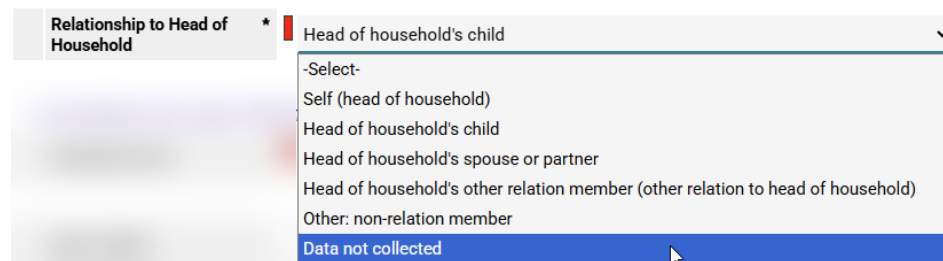
Updating the "Date Effective" of an old answer

To update the Date Effective of an old answer:

- Change the selected response to a different, temporary response.
    - For questions that aren't required in HMIS,
      change the answer to "-Select-".

    - For questions that *are* required in HMIS, change the answer temporarily to "Data not collected".
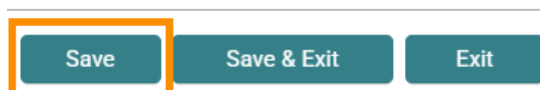
        - In this context, a question is "required" if you can't save or exit the assessment without an answer. These questions show up in bold and have an asterisk on the right side.

          Note: A given required question may show up in red or black, depending on the assessment.

- Scroll to the bottom of the screen. Click "Save".

- Scroll back to the question you're updating. Re-select the correct response.

- Scroll back to the bottom of the screen. Click "Save".
    - This part is very important. If you don't click Save again, the new answer won't remain in the field.

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- Scroll back to the question you just updated. Click the answer history. Click the trashcan to delete the single, temporary response you just entered previously (i.e. "-Select" or "Data not collected").

  - You may not be able to delete that temporary response in all circumstances (e.g. Length of Time in Previous Place). If that's the case, that is OK. You can leave the temporary answer in place.

- Scroll back to the bottom of the screen. Click "Save".
  - If you're confident you transacted this update correctly, you can click "Save & Exit" instead. Otherwise, scroll up and confirm that the change had the intended effect.

~ End ~