Napa County HMIS News: February 2023

Welcome to the Napa County HMIS newsletter!

In this edition you'll find the following:

- Upcoming Events
- 2023 Housing Inventory and Point-in-Time Count
- Clarity Toolbox: Data Quality Edition
- Report Spotlight: Program Data Review

Announcements

Upcoming Events

Napa CoC General Meeting

Thursday, March 2nd, 2:30-4:00 p.m. | Register here

Monthly CoC meeting run by Napa County on the first Thursday of every month. After registering, you will receive a confirmation email containing information about joining the meeting.

News

2023 Housing Inventory and Point-in-Time Count

Thank you all for your partnership in preparing your community's Housing Inventory and Point-in-Time Count Data (as known as the HIC/PIT report). This report is completed to track national progress toward ending homelessness and to focus assistance to local system planning.

Your HMIS System Administrator, Karina Gallegos-Ruiz, will be reaching out to Agency Leads with data that needs to be verified by Friday, March 31, 2023 to ensure we have enough time to review and make necessary corrections before this is submitted to HUD on your community's behalf.

We appreciate your ongoing responsiveness to the data quality process that is necessary for your community to submit these reports. All of us at Bitfocus thank you for your effort to maintain high data quality!

Curious about past reports?

CoC Housing Inventory County Reports

CoC PIT and HIC Data Since 2007

PIT Trendinator by Matt Schnars

Updates

Clarity Toolbox: Data Quality Edition

Data Quality Matters

We talk about data quality frequently because it is the most essential, and often the most difficult, part of managing client data. The reality is that the time, energy, and resources we invest in collecting, entering, and reporting client data would be of little use if the data were not complete, up-to-date, accurate and consistent. While we recognize that clients may not want to share some or all of

the data that we are required to collect, we can strive to present the HMIS system and the data collection process in an accurate way that facilitates client confidence. When clients provide information about themselves, it is essential that we make sure it is recorded completely and accurately.

Key Components of Data Quality

One way to view data quality is to break it up into the following key components:

- **Completeness -** This element indicates that the data be as close to 100% complete as possible, without partial or missing data (e.g. partial date of birth). The HMIS guidelines state that data is to be 95% complete for all **Universal Data Elements**.
    - Universal Data Elements include:
    - Name, Social Security Number, Date of Birth, Race, Ethnicity, Gender, Veteran Status, Disabling Condition, Project Start Date, Project Exit Date, Destination, Relationship to Head of Household, Client Location, Housing Move-in Date, and Prior Living Situation
- **Timeliness** - If data is not entered into HMIS shortly after it is known, then there is likely an increase in the potential for inaccuracies or errors in the data once it is in HMIS. The timeliness standards for our HMIS system are included below.
- **Accuracy** - This element is evident when the data in HMIS reflects the actual characteristics and experiences of clients. Inaccurate data significantly limits the ability of HMIS to serve as a tool in the community's efforts to reduce homelessness.
- **Consistency** - This means the degree to which the data is collected and stored in a uniform manner, across all users of the HMIS.

Managing for Data Quality

To improve your data quality, as well as the data quality of your program and agency, review your data regularly - at least once per month. These reports will help you monitor data quality:

- **[DQXX-102] Program Data Review** - *Check out the Report Spotlight below on this!*
- **[DQXX-103] Monthly Staff Report**
- **[GNRL-220] Program Details Report**

- **[HUDX-225] HMIS Data Quality Report**

Report Spotlight

[DQXX-102] Program Data Review

This is a program enrollment-based report utilizing information from both the enrollment screen and, if applicable, the exit screen. The report provides a list of client enrollments, their time in the program and highlights data quality problems. All users can run the report. There are restrictions for which information can be accessed based on the rights of the user. The report can be found in the Data Quality section of the Report Library.

To run the [DQXX-102] Program Data Review:

1. Log into Clarity Human Services and navigate to the **Report Library** (**Reports** under the **Launcher** menu in the upper right corner)
2. Locate **[DQXX-102] Program Data Review** under the **Data Quality Reports** section
3. Choose the Program you wish to include in the report.
4. **Choose the Client Status to include in the report**
5. Choose the report format (Web Page recommended)
6. Click **SUBMIT**

Continue reading

Questions? Your HMIS Administrator is happy to help.

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