DATA QUALITY TIPS
Mini Guide

REPORT LIBRARY

The Assessment Details report lists all the responses to the questions on the selected assessment. The responses for each client are included.

The Agency Management Reports help in tracking what your staff are doing in the system and what client level data they have entered/modified.

Client Enrollment Details provides information on client responses to questions about their history of homelessness as well as move-in and destination at exit information. These details can help determine additional periods of homelessness for clients.

The Monthly Staff Report provides three categories of information:

- General data quality/User Activity /Data quality by data element

Includes staff from other agencies with "additional access" to the reporting agency data.

[DQXX-110AD] Will be discussed further below.

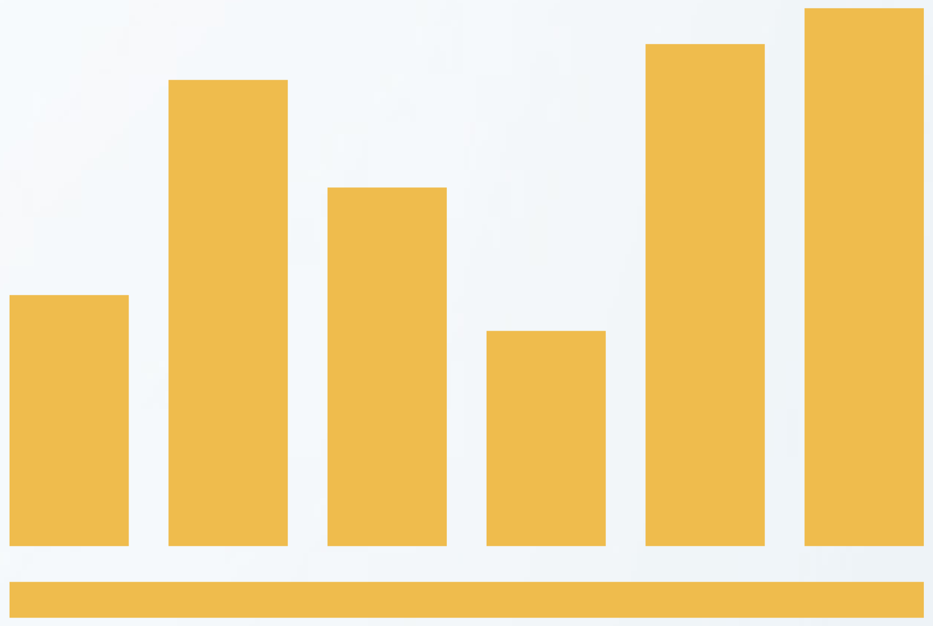
[HSNG-104] Monthly Housing Report is an enrollment-based report intended to serve as a one complete month review of housing programs. This report breaks down by project type.

Housing Move-in Date is discussed further below.

[HUDX-223] The Client-Level System Use & Length of Time Homeless Report is designed to provide a general summary of information in an individual client's HMIS history that is relevant to chronic homelessness.

[HUDX-225] Will be discussed further below.

The Program Details Report returns all the fields and corresponding responses for selected screens. Additionally, the report provides some profile and Housing Service information, depending on the screen selected.



REPORT SPOTLIGHT:
[HUDX-225] HMIS Data Quality Report

Looking for a report that is the gold standard when it comes to pulling data? Look no further! This report provides a plethora of data that will point you in the right direction of where you should tackle data quality. It will help identify data that is missing or incomplete, issues with household configuration, and clients who may be missing an annual assessment.

Additionally, this report pulls clients who are missing data elements used to determine Chronic Homeless status (section Q5), compliance with local data entry timeliness (section Q6), and number of inactive records (sectionQ7).

RELATIONSHIP TO HEAD OF HOUSEHOLD (HOH) (Q1 & Q3)

There must be one Head of Household (HOH) for each enrollment. If the group is composed of adults and children, an adult must be indicated as the HOH. If the HOH leaves the project before other household members, a new HOH must be identified and, if needed, the *Relationship* to HOH must be updated for the remaining household members.

Use the [HUDX-225] HMIS Data Quality Report [FY 2020] report (Q1 and Q3) to identify issues with non-adult HOH or Relationship to HOH. Please note, you may need to re-activate (un-exit) the program enrollment to make Household Relationship corrections.

HMIS Data Quality Report [FY 2020]

Santa Clara County CoC: [TRAINING] System
CoC Category Filter: Agency CoC
Report period 01/01/2020 - 06/25/2020

Q1. Report Validation Table	
Program Applicability: All Projects	
Total number of persons served	
Number of adults (age 18 or over)	
Number of children (under age 18)	
Number of persons with unknown age	
Number of leavers	
Number of adult leavers	
Number of adult and head of household leavers	
Number of stayers	
Number of adult stayers	
Number of veterans	
Number of chronically homeless persons	
Number of youth under age 25	2
Number of parenting youth under age 25 with children	0
Number of adult heads of household	4
Number of child and unknown-age heads of household	1
Heads of households and adult stayers in the project 365 days or more	0

Q3. Universal Data Elements

Program Applicability: All Projects

Data Element	Error Count	% of Error Rate
Veteran Status (3.7)	0	0%
Project Start Date (3.10)	0	0%
Relationship to Head of Household (3.15)	2	25%
Client Location (3.16)	0	0%
Disabling Condition (3.8)	0	0%

How Do I Create a Household and Manage Members?
How do I add a new household member to the Program?
How do I remove a program exit record?

Annual Assessment Due (Q4)

Annual assessments are due for each client within +/- 30 days of the anniversary date of the Head of Household's enrollment in the project. If a baby is born after the Head of Household enters the program or if another household member enters the program later, an annual assessment is still due for the baby and any other household member upon the Head of Household’s anniversary, even if the baby or other household members were in the program for less than one year.

The HUDX-225 HMIS Data Quality Report can help you find clients who may be missing an Annual Assessment.

Q4. Income and Housing Data Quality

Program Applicability: All Projects

Data Element	Error Count	% of Error Rate
Destination (3.12)	0	0%
Income and Sources (4.2) at Start	0	0%
Income and Sources (4.2) at Annual Assessment	0	0%
Income and Sources (4.2) at Exit	0	0%
Non-Cash Benefits (4.3) at Start	0	0%
Non-Cash Benefits (4.3) at Annual Assessment	0	0%
Non-Cash Benefits (4.3) at Exit	0	0%

How do I conduct a program Status/Annual Assessment?

How do I receive Assessment Due Warnings?

How do I build my own Annual Assessment Due Report?

CHRONIC HOMELESS (Q5)

The Q5 Chronic Homeless table shows counts of records where data fields related to living situation data contain Client doesn't know, Client refused, or are missing values.

Count of Total Records calculates the number of adults and Heads of Household (HoH) active during reporting period in:

- Emergency Shelter (ES), Safe Haven (SH), Street Outreach
- Transitional Housing (TH)
- All types of Permanent Housing (PH)
  - PH – Permanent Supportive Housing (disability required for start)
  - PH – Housing Only
  - PH – Housing with Services (no disability required for start)
  - PH – Rapid Re-housing

Numbers in parentheses after each column element (i.e. Missing time in institution (3.917.2)) correspond to HUD data standard elements.

Q5. Chronic Homeless

Program Applicability: ES, SH, Street Outreach, TH & PH(All)

Starting into project type	Count of total records	Missing time in institution (3.917.2)	Missing time in housing (3.917.2)	Approximate Date started (3.9.17.3) **Missing**	Number of times (3.9.17.4) **DK/R/missing**	Number of months (3.9.17.5) **DK/R/missing**	% of records unable to calculate
ES, SH, Street Outreach	2			0	0	0	0%
TH	0	0	0	0	0	0	0%
PH (all)	1	0	0	0	0	0	0%
Total	3						0%

Here's another report we think you may find useful:

[GNRL-108-AD] Chronic Homeless Program Enrollments

Timelines (Q6)

The Q6 Timeliness table shows how many days between when a client enters or exits a program ([project start date] and [project exit date]) and when the record of that start or exit is created in HMIS ([date created] (timestamp).

The count of the number of active clients for each of the following periods of time are calculated for both Start Records and Exit Records: 0, 1-3, 4-6, 7-10, 11+ days.

For example, if a client's exit date was 2 days ago and the user is exiting the client today (creating an exit record in the database), then that client's project exit record will be counted in the 1-3 days category.

Q6. Timeliness

Program Applicability: All Projects

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

Here's another report we think you may find useful: [CLNT-127] Homeless Status Timeline Report

Inactive Records (Q7)

The Q7 Inactive Records table reports how many street outreach and night-by-night shelter enrollments appear to be inactive (i.e. should have been exited but were not). Enrollments are considered inactive when there's been no contact with or bed night activity for the client within 90 days.

Q7. Inactive Records: Street Outreach and Emergency Shelter

Program Applicability: Street Outreach & ES-Night By Night

Data Element	# of Records	# of Inactive Records	% of Inactive Records
Contact (Adults and Heads of Household in Street Outreach or ES-NbN)	10	10	0%
Bed Night (All clients in ES-NbN)	0	0	0%

Have issues with Inactive Records? Can your agency benefit from Auto Exit options? Want to learn more? Check out this article: Program Setup: Auto Exit

REPORT SPOTLIGHT:
[GNRL-106] Program Roster Report

Housing Move-in Date is required for all permanent housing projects, including Rapid Re-Housing. Housing Move-in Date is the date the household moves into permanent housing. Housing Move-in Date is required to be entered on the Head of Household’s enrollment screen only.

Housing Move-in Date may be on or after Project Start Date, but not before. Some projects begin working with clients before they move into housing. In that case, the Housing Move-in Date will be after Project Start Date. If the client or household has not yet moved into housing at the time of enrollment, the move-in date will need to be updated on the enrollment screen once the client or household is housed.

The GNRL-106 Program Roster report (found in the Program Based Reports folder) can help you check that Housing Move-in Date has been correctly entered. Undefined means that the individual or household has not yet moved into housing or the move-in date is before the project start date.

Program Roster Report

[TRAINING] System
Active within [01/01/2020 - 06/25/2020]

Housing Move-in: Undefined = Unknown HoH or Move-in is Null, = Non PH Project

Client	Unique Identifier	Birth Date	Age At Entry	Current Age	Enroll Date	Exit Date	LOS	Housing Move-in	Assess-ments	Services	Assigned Staff
Program: CE Test Program											
Dickinson, Emily	B9BAB3DEE	05/31/2000	19	20	12/16/2019	-	193		0	1	T. Mells
Daniel, Radcliffe	783FED749	08/26/1999	20	20	03/23/2020	-	95		0	0	T. Mells

Number of Clients: 2
Number of Households: 2

Client	Unique Identifier	Birth Date	Age At Entry	Current Age	Enroll Date	Exit Date	LOS	Housing Move-in	Assess-ments	Services	Assigned Staff
Program: Demo Standard CoC Program (PSH)											
Khan, Jade	DD15D3271	02/14/2015	4	5	09/11/2019	-	289	undefined	0	0	J. Fletcher
Khan, Kitana	8EA455E29	02/03/1975	44	45	09/11/2019	-	289	undefined	0	0	J. Fletcher
Khan, Mileena	0E6A70138	01/01/1939	80	81	09/11/2019	-	289	undefined	0	0	J. Fletcher

This program-based report lists program stay information for selected programs and status according to specified report dates.

Data Elements

- Client
- Unique ID
- DOB/Age at Entry/Current Age
- Enroll Date/Exit Date
- LOS/ Assessments/Services/Assigned Staff

Here is more information about Housing Move-in Date

This report is designed to provide an overview of program stay information for all active, enrolled, or exited clients.

REPORT SPOTLIGHT:
[DQXX-110] Duplicate Clients

Managing duplicate client records is an important part of an HMIS system. Tracking client data through one client record can reduce the risk of duplicate client assessments, enrollments, or services and help streamline services for the client.

The report [DQXX-110] Duplicate Clients can identify duplicate client records. If records are identified they can be merged by contacting the Help Desk. When client records are merged, all client history is consolidated and moved to the primary (surviving) client record. When making a request to have records merged, please ensure the primary record you would like to keep has the most complete Profile information.

Duplicated Client List

Admin Version

	Unique ID	Name	SSN	DOB	Added Date	Staff	Agency Name
	F80815514	**Testerman, Paul**	**xxx-xx-3444**	**09/20/1978**	**04/23/2012**	Admin, Admin	Bitfocus System
	1F84AE70D	Testerman, Paul	xxx-xx-3444	09/20/1978	07/22/2013	Admin, Admin	Bitfocus System
	5648FC6E0	**Jackson, Michael**	**xxx-xx-1599**	**08/14/1974**	**05/02/2012**	Melvin, Pat	El Paso Coalition
	CF4228DD6	Jackson, Michael	xxx-xx-1599	08/14/1974	05/02/2012	Admin, Admin	DITtest
	A323379B7	**Gonzalez, Jose**	**xxx-xx-0000**	**07/05/2000**	**05/03/2012**	Gray, Gary	El Paso Coalition
	71AFC9493	Gonzalez, Jose		07/05/2000	05/03/2012	Gray, Gary	El Paso Coalition

Reference your community's policy on which client record will be merged and which will be retained. This may be based on which client record has the most information or is the most current.

Note:

- Determining which client record has the most information or is most current will likely require reviewing client record information. It is highly recommended that this be done prior to beginning the merge process.
- If there is a profile image in the client record, this will not merge into another record.

Have Questions or Need Further assistance? Click the image below