

# Universal Data Elements (UDE) Data Quality Corrections Reference Guide

## [FY2024 HUD HMIS Data Standards Manual](#)

| Data Element                                | Type of Error  |  |   |
|---|--|--|---|
|   | Client Doesn't Know / Client Prefers Not to Answer   | Information Missing  | Data Accuracy Issues  |
| Name<br>Data Element 3.01                   | n/a  | [First Name] is blank  | n/a   |
|   | n/a  | [Last Name] is blank   | n/a   |
|   | [ Name Data Quality] = Client Doesn't Know OR<br>[ Name Data Quality] = Client Prefers Not to Answer | [ Name Data Quality] = Data not collected                                  | [Name Data Quality] = Partial, street name, or code name reported                                       |
| Social Security Number<br>Data Element 3.02 | n/a  | [SSN] is blank   | [SSN] SSN violates Social Security Administration rules for a valid SSN <sup>1</sup>                    |
|   | [SSN Data Quality] = Client Doesn't Know OR<br>[SSN Data Quality] = Client Prefers Not to Answer     | [SSN Data Quality] = Data not collected                                    | [SSN Data Quality] = Approximate or partial SSN reported  |
| Date of Birth<br>Data Element 3.03          | n/a  | [Date of Birth] is blank   | [Date of Birth Date] is prior to 1/1/1915.<br>OR<br>[Date of Birth Date] after the [Project Start Date] |
|   | [DoB Data Quality] = Client Doesn't Know OR<br>[DoB Data Quality] = Client Prefers Not to Answer     | [DoB Data Quality] = Data not collected                                    | [DoB Data Quality] = Approximate or partial DOB reported  |
| Race and Ethnicity<br>Data Element 3.05     | [Race and Ethnicity] = Client Doesn't Know OR<br>[Race and Ethnicity] = Client Prefers Not to Answer | [Race and Ethnicity] = Data not collected<br>[Race and Ethnicity] is blank | n/a   |

<sup>1</sup> Examples of this error include SSN has repetitive (e.g., "333333333") or sequential (e.g., "345678901" "987654321") numbers for all 9 digits. The first three digits are in the 900 series, etc.

|                             |   |  |     |
|-----------------------------|---|--|-----|
| Gender<br>Data Element 3.06 | [Gender]= Client Doesn't Know<br>OR<br>[Gender]= Client Prefers Not to Answer | [Gender]= Data not collected<br>[Gender] is blank. | n/a |
|-----------------------------|---|--|-----|

| Data Element                               | Type of Error   |  |   |
|--|---|--|---|
|  | Client Doesn't Know /<br>Client Prefers Not to Answer   | Information Missing  | Data Accuracy Issues  |
| Veteran<br>Data Element 3.07               | [Veteran Status] = Client Doesn't Know for adults<br>OR<br>[Veteran Status] = Client Prefers Not to Answer for adults | [Veteran Status] = Data not collected for adults<br>OR<br>[Veteran Status] is blank for adults | [Veteran Status] = Yes<br>AND<br>Client's age is less than 18   |
| Disabling Condition<br>Data Element 3.08   | [Disabling Condition] = Client Doesn't Know<br>OR<br>[Disabling Condition] = Client Prefers Not to Answer             | [Disabling Condition] = Data not collected   | [Disabling Condition] = No AND<br>[Developmental Disability] = Yes,<br>OR<br>[Disabling Condition] = No AND<br>[HIV/AIDS] = Yes,<br>OR<br>[Disabling Condition] = No<br>AND<br>at least one of the follow-up disability questions fields is marked 'Yes':<br>o [Physical Long Term]<br>o [Chronic Health Long Term]<br>o [Mental Health Long Term]<br>o [Substance Abuse Long Term] |
| Project Start<br>Date<br>Data Element 3.10 | n/a   | n/a  | [Project Start Date] is prior to 1/1/1995.<br>OR<br>There are overlapping enrollments for the same client in the same project   |
| Project Exit<br>Date<br>Data Element 3.11  | n/a   | n/a  | [Project Exit Date] is prior to the [Project Start Date]  |

|                                  |   |   |     |
|----------------------------------|---|---|-----|
| Destination<br>Data Element 3.12 | [Last Exit Destination] = Client Doesn't Know<br>OR<br>[Last Exit Destination] = Client Prefers Not to Answer | [Last Exit Destination] = Data not collected<br>OR<br>[Last Exit Destination] = Not exit interview completed<br>OR<br>[Last Exit Destination] is blank for exited clients | n/a |
|----------------------------------|---|---|-----|

| Data Element   | Type of Error   |   |  |
|--|---|---|--|
|  | Client Doesn't Know / Client Prefers Not to Answer  | Information Missing   | Data Accuracy Issues   |
| Relationship to Head of Household<br>Data Element 3.15 | n/a   | [Relationship to Head of Household] is blank  | There is no HoH indicated for the household.<br>OR<br>More than one client in the household is identified as HoH |
| Enrollment CoC<br>Data Element 3.16                    | n/a   | [CoC Code of Client's HoH at Project Start] is blank <sup>2</sup>   | n/a  |
| Housing Move-in Date<br>Data Element 3.20              | n/a   | [Housing Move-in Date] is blank for Head of Household in Permanent Supportive Housing, Other Permanent Housing and Rapid Re-Housing projects <sup>3</sup> | n/a  |
| Living Situation<br>Data Element 3.917                 | [Residence Prior to Project Entry] = Client Doesn't Know for adults/HoH<br>OR<br>[Residence Prior to Project Entry] = Client Prefers Not to Answer for adults/HoH | [Residence Prior to Project Entry] = Data not collected for adults/HoH<br>OR<br>[Residence Prior to Project Entry] is blank for adults/HoH                | n/a  |

<sup>2</sup> This error is related to a data issue in the Relationship to Head of Household field. To correct this issue, verify that the household has one and only one HoH.

<sup>3</sup> The lack of a Housing Move-in Date is only considered a Missing Error if this field is blank for Head of Household enrolled in PH projects who have been housed. Agencies should review the clients for whom this field is applicable and verify if a Housing Move-In date should be entered in HMIS.

|  |   |  |   |
|--|---|--|---|
|  | [Length of Stay in Prior Living Situation] = Client Doesn't Know for adults/HoH<br>OR<br>[Length of Stay in Prior Living Situation] = Client Prefers Not to Answer for adults/HoH | [Length of Stay in Prior Living Situation] = Data not collected for adults/HoH<br>OR<br>[Length of Stay in Prior Living Situation] is blank for adults/HoH             | n/a   |
|  | n/a   | [Length of Stay Less Than 90 Days] is blank for adults/HoH enrolled in projects other than SO ES SH <sup>4</sup> entering from an Institutional Situation <sup>5</sup> | [Length of Stay Less Than 90 Days] is inconsistent with the [Length of Stay in Prior Living Situation] <sup>6</sup> field |

| Data Element                        | Type of Error                                      |  |  |
|-------------------------------------|--|--|--|
|                                     | Client Doesn't Know / Client Prefers Not to Answer | Information Missing  | Data Accuracy Issues   |
| Living Situation Data Element 3.917 | n/a  | [Length of Stay Less Than 7 Nights] is blank for adults/HoH enrolled in projects other than SO ES SH entering from a Transitional & Permanent Situation <sup>7</sup> | [Length of Stay Less Than 7 Nights] is inconsistent with the [Length of Stay in Prior Living Situation] <sup>8</sup> field |

<sup>4</sup> Projects other than SO ES SH are the projects which project type is other than Street Outreach, Emergency Shelter, or Safe Haven.

<sup>5</sup> Clients entering from an Institutional Situation are clients whose response to the Residence Prior to Project Entry is any of the Institutional responses. See a complete list of these response options in [Appendix A of the HUD HMIS Data Standards Manual](#).

<sup>6</sup> Example of this inconsistency: [Length of Stay Less than 90 days] =No, and [Length of Stay in Prior Living Situation] is either 'One night or less', 'Two to six nights', 'One week or more, but less than one month' or 'One month or more, but less than 90 days' for clients in projects other than SO ES SH entering from an Institutional Situation.

<sup>7</sup> Clients entering from a Transitional & Permanent Situation are clients whose response to the Residence Prior to Project Entry is any of the Institutional and Permanent Housing Responses. See a complete list of these response options in [Appendix A of the HUD HMIS Data Standards Manual](#).

<sup>8</sup> Example of this inconsistency: [Length of Stay Less than 7 nights] =No, and [Length of Stay in Prior Living Situation] is either 'One night or Less' or 'Two to six nights' for clients in projects other than SO ES SH entering from a Transitional & Permanent Situation.

|     |   |   |
|-----|---|---|
| n/a | [On the night before...] is blank for adults/HoH enroll in projects other than SO ES SH, entering from an Institutional Situation, whose Length of Stay is less than 90 days<br>OR<br>[On the night before...] is blank for adults/HoH enroll in projects other than SO ES SH, entering from a Transitional & Permanent Situation, whose Length of Stay is less than 7 nights.  | n/a   |
| n/a | [Approx. Date Homelessness Started Date] is blank for adults/HoH enrolled in SO ES SH projects.<br>OR<br>[Approx. Date Homelessness Started Date] is blank for adults/HoH enroll in projects other than SO ES SH, entering from a Literal Homeless Situation<br>OR<br>[Approx. Date Homelessness Started Date] is blank for adults/HoH who answered 'Yes' to [On the night before- stayed on the streets, ES or Safe Haven] | [Approx. Date Homelessness Started Date] is after [Project Start Date]<br>OR<br>[Approx. Date Homelessness Started Date] is before [Project Start Date] |

| Data Element                        | Type of Error                          |   |   |                      |
|-------------------------------------|--|---|---|----------------------|
|                                     |  | Client Doesn't Know / Client  | Information Missing   | Data Accuracy Issues |
| Living Situation Data Element 3.917 | Times Homeless in the Past Three Years | [Times Homeless in the Past Three Years] = Client Doesn't Know or Client Prefers Not to Answer for adults/HoH enrolled in SO ES SH projects.<br>OR<br>[Times Homeless in the Past Three | [Times Homeless in the Past Three Years] = Data not collected or is blank for adults/HoH enrolled in SO ES SH projects<br>OR<br>[Times Homeless in the Past Three Years] = Data not collected or is blank for adults/HoH enrolled | n/a                  |

|  |  |   |  |     |
|--|--|---|--|-----|
|  |  | <p>Years] = Client Doesn't Know or Client Prefers Not to Answer for adults/HoH enrolled in projects other than SO ES SH, entering from a Literal Homeless Situation</p> <p>OR</p> <p>[Times Homeless in the Past Three Years] = Client Doesn't Know or Client Prefers Not to Answer for adults/HoH who answered 'Yes' to [On the night before...]</p>   | <p>in projects other than SO ES SH, entering from a Literal Homeless Situation</p> <p>OR</p> <p>[Times Homeless in the Past Three Years] = Data not collected or is blank for adults/HoH who answered 'Yes' to [On the night before...]</p>  |     |
|  | <p>Total Months Homeless in Past Three Years</p> | <p>[Total Months Homeless in Past Three Years] = Client Doesn't Know or Client Prefers not to Answer for adults/HoH enrolled in SO ES SH projects</p> <p>OR</p> <p>[Total Months Homeless in Past Three Years] = Client Doesn't Know or Client Prefers Not to Answer for adults/HoH enrolled in projects other than SO ES SH, entering from a Literal Homeless Situation</p> <p>OR</p> <p>[Total Months Homeless in Past Three Years] = Client Doesn't Know or Client Prefers not to Answer for adults/HoH who answered 'Yes' to [On the night before...]</p> | <p>[Total Months Homeless in Past Three Years] = Data not collected or is blank for adults/HoH enrolled in SO ES SH projects</p> <p>OR</p> <p>[Total Months Homeless in Past Three Years] = Data not collected or is blank for adults/HoH enrolled in projects other than SO ES SH, entering from a Literal Homeless Situation</p> <p>OR</p> <p>[Total Months Homeless in Past Three Years] = Data not collected or is blank for adults/HoH who answered 'Yes' to [On the night before...]</p> | n/a |