

HMIS Data Quality Report Card

Sample Reporting Period 12/01/2013-12/31/2013



PROGRAM INFORMATION

Agency Name: **Inland County Legal Services (ICL)**

Type: Supportive Services LEAP

Data Quality and Completeness:

Complete and accurate records are needed to ensure quality data. A program's percentage of missing, unknown, invalid and refused all for all required Universal Data are used to evaluate data quality. The higher a program's percentage of missing data, the less useful and meaningful that data becomes.

Demographic Data	Total Clients: 362	
	# Missing	% Missing
Race	4	11.11%
Ethnicity	0	0.00%
Gender	0	0.00%
Veteran	4	11.11%
Disabling condition	3	0.82%
Residence Prior	53	14.64%
length of Stay	66	18.23%
Zip Code	18	4.97%
Housing Status	17	4.70%
Entry Date	0	0.00%
Exit Date	183	51.38%

Fields with values over 5% errors.
 Fields with values 5% or less.
 0.00% Fields with no errors.

Missing data includes responses such as: "Don't Know," "Refused," "Unknown," and invalid responses. A program should have less than 5% missing field rate in order to ensure accurate data. Missing intake and exit data needs to be reviewed by staff on a regular basis and any additional Universal Data Element information received from the consumer after intake should be entered into HMIS.

Report Name: Data Timeliness Report

Program	1 - 7 days	8 - 14 days	15 - 21 days	22 - 30 days	31 - 60 days	61 - 90 days	over 90 days
Supportive Services LEAP	68	18	12	7	27	10	59

This report calculates the difference between the program entry date specified for the client and the date the client's application was entered into the system. For example, if a client's Program Entry date of "April 4, 2013" was recorded on April 9, 2013, then the report would calculate a 5 day lag time in recording data. The report groups the number of applications by program and has 7 buckets for the number of days an application has been lagging.

HMIS Users:

Below is a list of all HMIS Users at your agency. Please make sure that active users have logged in within the past month. If any user on this list has left your agency during the last reporting period, then please email the HMIS helpdesk. Users are considered inactive if they have not logged into the system for 30 days or left the agency. If a user is inactive, or if you have additional staff needing HMIS access or training, please contact HMIS.

USER ID:	NAME:	EMAIL:	LAST LOGIN:
ICL_agonzalez	Angelita Gonzalez	agonzalez@icls.org	
ICL_ajohnson	Annette Johnson	ajohnson@icls.org	
ICL_broddick	Robert Roddick	rroddick@icls.org	
ICL_dmoore	Darrell Moore	dmoore@icls.org	7/22/2013
ICL_dwoodcroft	Diane Woodcroft	Dwoodcroft@icls.org	
ICL_ecastillo	Elena Castillo	esaldana@icls.org	
ICL_ghankerson	Gladys Hankerson	ghanderson@icls.org	5/1/2013
icl_jbaker	Jeff Baker	jbaker@icls.org	
ICL_jbarrales	Jorge Barrales	jbarrales@icls.org	
ICL_jjilk	Jennifer Jilk	jjilk@icls.org	
ICL_jsapp	Jannean Sapp	japp@icls.org	
ICL_mhouse	Michelle House	mhouse@icls.org	
ICL_mkennedy	Mischa Kennedy	mkennedy@icls.org	
ICL_nbigelow	Nancy Bigelow	nmbigelow@icls.org	
ICL_pemelue	Peter Emelue	pemelue@icls.org	
ICL_svillarruel	Sonia Villarruel	svillarruel@icls.org	11/15/2013