

# HMIS Data Quality Report Card

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



## PROGRAM INFORMATION

Agency Name: **Catholic Charities (CAC)**

Type: Supportive Services

### 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 or erroneous data, the less useful and meaningful that data becomes.

Demographic Data	Total Clients: 353	
	# Missing	% Missing
Race	49	13.88%
Ethnicity	0	0.00%
Gender	0	0.00%
Veteran	0	0.00%
Disabling condition	0	0.00%
Residence Prior	3	1.00%
length of Stay	8	2.26%
Zip Code	0	0.00%
Housing Status	0	0.00%
Entry Date	0	0.00%
Exit Date	179	50.70%

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 client 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	38	5	1	2	21	16	96

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.

<b>USERID</b>	<b>NAME</b>	<b>EMAIL</b>	<b>Last Login:</b>
CAC_adiaz	Alejandra Diaz	<a href="mailto:adiaz@ccsbriv.org">adiaz@ccsbriv.org</a>	9/24/2013
CAC_arich	Adriane Rich	<a href="mailto:arich@cdh.sbcounty.gov">arich@cdh.sbcounty.gov</a>	
CAC_aruvalcaba	Araceli Ruvalcaba	<a href="mailto:needemail@dontsend.com">needemail@dontsend.com</a>	
CAC_dbrown	Damon Brown	<a href="mailto:dbrown@ccabriv.org">dbrown@ccabriv.org</a>	
CAC_dkamrani	Debbie Kamrani	<a href="mailto:dkamrani@cdh.sbcounty.gov">dkamrani@cdh.sbcounty.gov</a>	
CAC_dlee	David Lee	<a href="mailto:dlee@ccsbriv.org">dlee@ccsbriv.org</a>	
CAC_ehambly	Everett Hambly	<a href="mailto:ehambly@ccsbriv.org">ehambly@ccsbriv.org</a>	
CAC_iaraujo	Irma Araujo	<a href="mailto:iaraujo@ccsbriv.org">iaraujo@ccsbriv.org</a>	
CAC_jianesin	Julie Janesin	<a href="mailto:jjanesin@ccsbriv.org">jjanesin@ccsbriv.org</a>	
CAC_jwilkes	Jo Ann Wilkes	<a href="mailto:jwilkes@cssbriv.org">jwilkes@cssbriv.org</a>	3/15/2013
CAC_lmawby	Linda Mawby	<a href="mailto:lmawby@rda.sbcounty.gov">lmawby@rda.sbcounty.gov</a>	6/25/2013
CAC_lozier	Leif Ozier	<a href="mailto:lozier@ccsbriv.org">lozier@ccsbriv.org</a>	7/2/2013
CAC_mpaulson	Melinda Paulson	<a href="mailto:mpaulson@cdh.sbcounty.gov">mpaulson@cdh.sbcounty.gov</a>	
CAC_mwilliams	Margo Williams	<a href="mailto:jwilkes@cssbriv.org">jwilkes@cssbriv.org</a>	
CAC_tperez	Trina Perez	<a href="mailto:tperez@cdh.sbcounty.gov">tperez@cdh.sbcounty.gov</a>	

# HMIS Data Quality Report Card

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



## PROGRAM INFORMATION

Agency Name: **Catholic Charities (CAC)**

Type: HPRP

### 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 or erroneous data, the less useful and meaningful that data becomes.

Total  
Clients: 25

### Demographic Data

	# Missing	% Missing
Race	1	4.00%
Ethnicity	0	0.00%
Gender	0	0.00%
Veteran	0	0.00%
Disabling condition	0	0.00%
Residence Prior	1	4.00%
length of Stay	8	32.00%
Zip Code	0	0.00%
Housing Status	0	0.00%
Entry Date	0	0.00%
Exit Date	24	96.00%

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," 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 client 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
HPRP	4	1	6	1	6	4	2

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 Data Quality Report Card

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



## PROGRAM INFORMATION

Agency Name: **Catholic Charities (CAC)**

Type: ESG

### 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 or erroneous data, the less useful and meaningful that data becomes.

Demographic Data	Total Clients:	41
	# Missing	% Missing
Race	3	7.32%
Ethnicity	0	0.00%
Gender	0	0.00%
Veteran	0	0.00%
Disabling condition	0	0.00%
Residence Prior	0	0.00%
length of Stay	0	0.00%
Zip Code	0	0.00%
Housing Status	0	0.00%
Entry Date	0	0.00%
Exit Date	41	100.00%

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 client 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	41	0	0	0	0	16	96

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.