

# HMIS Data Quality Report Card

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



## PROGRAM INFORMATION

Agency Name: **Mercy House (MHO)**

Type: Assistance House



### 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.

Total  
Clients: 30

#### Demographic Data

	# Missing	% Missing
Race	0	0.00%
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	1	3.33%
Zip Code	0	0.00%
Housing Status	1	3.33%
Entry Date	0	0.00%
Exit Date	25	83.33%

 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.

#### Bed Utilization

Program	Bed Count	Occupying Individuals	Percent Bed Occupancy
Assisi House	32	25	78%

\*Typically, programs reporting over 105% of their beds are occupied are failing to exit clients from their HMIS.

\*\*Typically, programs reporting that less than 65% of their beds are occupied are not entering all clients into their 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
Assisi House	5	4	0	1	3	1	11

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>USER ID:</b>	<b>NAME:</b>	<b>EMAIL:</b>	<b>LAST LOGIN:</b>
MHO_abuttner	Andrea Buttner	<a href="mailto:andreab@mercyhouse.net">andreab@mercyhouse.net</a>	3/14/2013
MHO_adetto	Amber Detto	<a href="mailto:amberd@meryhouse.net">amberd@meryhouse.net</a>	
MHO_aharvey	Allison Harvey	<a href="mailto:AllisonH@MercyHouse.net">AllisonH@MercyHouse.net</a>	
MHO_dkotce	David Kotce	<a href="mailto:davidk@mercyhouse.net">davidk@mercyhouse.net</a>	
MHO_gmanor	Gale Manor	<a href="mailto:galem@mercyhouse.net">galem@mercyhouse.net</a>	1/23/2013
MHO_jsaul	Judy Saul	<a href="mailto:judys@mercyhouse.net">judys@mercyhouse.net</a>	8/6/2013
MHO_Thuynh	Timothy Huynh	<a href="mailto:timothyh@mercyhouse.net">timothyh@mercyhouse.net</a>	7/23/2013

# HMIS Data Quality Report Card

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



## PROGRAM INFORMATION

Agency Name: Mercy House (MHO)  
 Type: Walk In

### 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:	1319
	# Missing	% Missing
Race	14	1.06%
Ethnicity	6	0.45%
Gender	0	0.00%
Veteran	5	0.38%
Disabling condition	2	0.15%
Residence Prior	3	0.23%
length of Stay	28	2.12%
Zip Code	4	0.30%
Housing Status	4	0.30%
Entry Date	0	0.00%
Exit Date	422	31.99%

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
Walk In	53	93	75	52	102	38	9

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: **Mercy House (MHO)**

TYPE: Homelessness Prevention and Rapid Re-Housing Program (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 data, the less useful and meaningful that data becomes.

Demographic Data	Total Clients: 1	
	# Missing	% Missing
Race	0	0.00%
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	1	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 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
HPRP	0	0	0	0	1	0	0

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, 2010" was recorded on April 9, 2010, 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.