

HMIS Data Quality Report Card

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



PROGRAM INFORMATION

Agency Name: **Salvation Army (SLV)**

Type: Hospitality 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 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: 339	
	# Missing	% Missing
Race	11	3.24%
Ethnicity	9	2.65%
Gender	0	0.00%
Veteran	9	2.65%
Disabling condition	10	2.95%
Residence Prior	8	2.36%
length of Stay	8	2.36%
Zip Code	25	7.37%
Housing Status	7	2.06%
Entry Date	0	0.00%
Exit Date	20	5.90%

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
Hospitality House	19	20	*105%

*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
Hospitality House	44	7	1	0	0	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, 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.

USERID	Name	EMAIL	Last Login:
SLV_agomez	Anthony Gomez	gomez42175@yahoo.com	3/8/2013
SLV_ametu	Anne Metu	anne.metu@usw.salvationarmy.org	3/21/2013
SLV_glicata	Gregory Licata	Gregory.licata@usv.salvationarmy.org	7/10/2013
SLV_gparedes	Guadalupe Paredes	guadalupe.paredes@usw.salvationarmy.org	5/30/2013
SLV_kaguilar	Katherine Aguilar	cattekat9@aol.com	
slv_kbrown	Kathy Brown	Roosevelt.Carroll@usw.salvationarmy.org	11/14/2013
SLV_louiem	Louis Martinez	louie.martinez13@gmail.com	3/7/2013
SLV_mclements	Michael Clements	mclements670@gmail.com	
SLV_nball	Nancy Ball	nancy.ball@usw.salvationarmy.org	
SLV_shvaldez	Shirili Valdez	shirili.valdez@usw.salvationarmy.org	5/21/2013
SLV_svaldez	Sam Valdez	Sam.Valdez@usw.salvationarmy.org	5/15/2013
SLV_Esullivan	Ebonique Sullivan	1234@fake.com	10/15/2013

HMIS Data Quality Report Card

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



PROGRAM INFORMATION

Agency Name: **Salvation Army (SLV)**

Type: Path To Prosperity

Data Quality and Completeness:

Complete and accurate records are needed to ensure quality data. A program's percentage of missing, unknown, invalid and refused 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: 74	
	# 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	1.35%
Zip Code	0	0.00%
Housing Status	1	1.35%
Entry Date	0	0.00%
Exit Date	28	37.84%

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
Path to Prosperity	28	28	100%

*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
Path to Prosperity	31	0	0	0	0	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, 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: **Salvation Army (SLV)**

Type: TH Living Center

Data Quality and Completeness:

Complete and accurate records are needed to ensure quality data. A program's percentage of missing, unknown, invalid and refused 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: 82	
	# 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	1	1.22%
Housing Status	0	0.00%
Entry Date	0	0.00%
Exit Date	28	34.15%

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
TH Living Center	48	28	*58%

*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
TH Living Center	28	4	0	0	0	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.