

## HMIS Data Quality Report Card

Sample Reporting Period 10/1/2015 to 05/31/2016



### PROGRAM INFORMATION

Agency Name: **CAP Community Action Partnership**  
 Program: **CAP ESG Program (ES)**

### Data Quality and Completeness

Complete and accurate records are required to ensure data quality. Required Data that is missing or not collected has a negative impact on the quality of data. The higher a programs' percentage of missing or erroneous data, the less useful the data becomes.

Demographic Data	Total Enrolled 52	
	# Missing	% Missing
First Name	0	0.00%
Last Name	0	0.00%
SSN	0	0.00%
DOB	0	0.00%
Race	0	0.00%
Ethnicity	0	0.00%
Gender	0	0.00%
Veteran	0	0.00%
Disabling condition	0	0.00%
Length of Stay	0	0.00%
Prior Residence	0	0.00%
Destination	0	0.00%
Relationship to HOH	0	0.00%
Client location	0	0.00%
Approximate date started	0	0.00%
Client entering from streets, shelter or SH	0	0.00%
Number of months homeless	0	0.00%
Number of times homeless in last 3 years	0	0.00%

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

Missing data would include "Data Not Collected" or other invalid responses. A program should have less than a 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. Any additional Universal Data Element information received from the client should be entered into the Homeless Management Information System (HMIS) within a timely manner.

**HUD Policy:** A 95% standard of completeness rate for all funded homeless projects should be established and expected. Programs should work toward ensuring that 95% of all required data elements for each client served are collected and entered correctly into the HMIS.

### 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
	1	2	6	3	40		

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, 2014" was recorded on "April 9, 2014," 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.

**HUD Policy:** Data entry should be current within 5 business days of intake, exit, and service provision.

## HMIS Data Quality Report Card

Sample Reporting Period 10/1/2015 to 05/31/2016



### PROGRAM INFORMATION

Agency Name: **CAP Community Action Partnership**  
 Program: **CAP ESG Program (HP)**

### Data Quality and Completeness

Complete and accurate records are required to ensure data quality. Required Data that is missing or not collected has a negative impact on the quality of data. The higher a programs' percentage of missing or erroneous data, the less useful the data becomes.

Demographic Data	Total	
	Enrolled	125
	# Missing	% Missing
First Name	0	0.00%
Last Name	0	0.00%
SSN	0	0.00%
DOB	0	0.00%
Race	0	0.00%
Ethnicity	0	0.00%
Gender	0	0.00%
Veteran	0	0.00%
Disabling condition	0	0.00%
Length of Stay	0	0.00%
Prior Residence	0	0.00%
Destination	0	0.00%
Relationship to HOH	0	0.00%
Client location	0	0.00%
Client entering from streets, shelter or SH	0	0.00%
Number of times homeless in last 3 years	0	0.00%

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

Missing data would include "Data Not Collected" or other invalid responses. A program should have less than a 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. Any additional Universal Data Element information received from the client should be entered into the Homeless Management Information System (HMIS) within a timely manner.

**HUD Policy:** A 95% standard of completeness rate for all funded homeless projects should be established and expected. Programs should work toward ensuring that 95% of all required data elements for each client served are collected and entered correctly into the HMIS.

### 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
	36	31	23	11	21	3	

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, 2014" was recorded on "April 9, 2014," 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.

**HUD Policy:** Data entry should be current within 5 business days of intake, exit, and service provision.

## HMIS Data Quality Report Card

Sample Reporting Period 10/1/2015 to 05/31/2016



### PROGRAM INFORMATION

Agency Name: **CAP Community Action Partnership**  
 Program: **CAP ESG Program (RR-H)**

### Data Quality and Completeness

Complete and accurate records are required to ensure data quality. Required Data that is missing or not collected has a negative impact on the quality of data. The higher a programs' percentage of missing or erroneous data, the less useful the data becomes.

Demographic Data	Total Enrolled 59	
	# Missing	% Missing
First Name	0	0.00%
Last Name	0	0.00%
SSN	0	0.00%
DOB	0	0.00%
Race	0	0.00%
Ethnicity	0	0.00%
Gender	0	0.00%
Veteran	0	0.00%
Disabling condition	0	0.00%
Length of Stay	0	0.00%
Prior Residence	0	0.00%
Destination	0	0.00%
Relationship to HOH	0	0.00%
Client location	0	0.00%
Approximate date started	0	0.00%
Client entering from streets, shelter or SH	0	0.00%
Number of months homeless	0	0.00%
Number of times homeless in last 3 years	0	0.00%

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

Missing data would include "Data Not Collected" or other invalid responses. A program should have less than a 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. Any additional Universal Data Element information received from the client should be entered into the Homeless Management Information System (HMIS) within a timely manner.

**HUD Policy:** A 95% standard of completeness rate for all funded homeless projects should be established and expected. Programs should work toward ensuring that 95% of all required data elements for each client served are collected and entered correctly into the HMIS.

### 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
	8	24	2	7	12	6	

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, 2014" was recorded on "April 9, 2014," 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.

**HUD Policy:** Data entry should be current within 5 business days of intake, exit, and service provision.

## HMIS Data Quality Report Card

Sample Reporting Period 10/1/2015 to 05/31/2016



### PROGRAM INFORMATION

Agency Name: **CAP Community Action Partnership**

Program: **CAP HVHI EFSP (RR-H)**

### Data Quality and Completeness

Complete and accurate records are required to ensure data quality. Required Data that is missing or not collected has a negative impact on the quality of data. The higher a programs' percentage of missing or erroneous data, the less useful the data becomes.

Demographic Data	Total Enrolled 40	
	# Missing	% Missing
First Name	0	0.00%
Last Name	0	0.00%
SSN	1	2.50%
DOB	0	0.00%
Race	0	0.00%
Ethnicity	0	0.00%
Gender	0	0.00%
Veteran	0	0.00%
Disabling condition	0	0.00%
Length of Stay	0	0.00%
Prior Residence	0	0.00%
Destination	0	0.00%
Relationship to HOH	0	0.00%
Client location	0	0.00%
Approximate date started	0	0.00%
Client entering from streets, shelter or SH	0	0.00%
Number of months homeless	0	0.00%
Number of times homeless in last 3 years	0	0.00%

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

Missing data would include "Data Not Collected" or other invalid responses. A program should have less than a 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. Any additional Universal Data Element information received from the client should be entered into the Homeless Management Information System (HMIS) within a timely manner.

**HUD Policy:** A 95% standard of completeness rate for all funded homeless projects should be established and expected. Programs should work toward ensuring that 95% of all required data elements for each client served are collected and entered correctly into the HMIS.

### 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
	26	4	2	4	2	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, 2014" was recorded on "April 9, 2014," 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.

**HUD Policy:** Data entry should be current within 5 business days of intake, exit, and service provision.

## HMIS Data Quality Report Card

Sample Reporting Period 10/1/2015 to 05/31/2016



### PROGRAM INFORMATION

Agency Name: **CAP Community Action Partnership**  
 Program: **CAP HVHI General Fund (RR-H)**

### Data Quality and Completeness

Complete and accurate records are required to ensure data quality. Required Data that is missing or not collected has a negative impact on the quality of data. The higher a programs' percentage of missing or erroneous data, the less useful the data becomes.

Demographic Data	Total Enrolled 53	
	# Missing	% Missing
First Name	0	0.00%
Last Name	0	0.00%
SSN	0	0.00%
DOB	0	0.00%
Race	0	0.00%
Ethnicity	0	0.00%
Gender	0	0.00%
Veteran	0	0.00%
Disabling condition	0	0.00%
Length of Stay	0	0.00%
Prior Residence	0	0.00%
Destination	0	0.00%
Relationship to HOH	0	0.00%
Client location	0	0.00%
Approximate date started	0	0.00%
Client entering from streets, shelter or SH	0	0.00%
Number of months homeless	0	0.00%
Number of times homeless in last 3 years	0	0.00%

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 Fields with values 5% or less.  
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**HUD Policy:** A 95% standard of completeness rate for all funded homeless projects should be established and expected. Programs should work toward ensuring that 95% of all required data elements for each client served are collected and entered correctly into the HMIS.

### 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
	12		4	2	25	10	

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, 2014" was recorded on "April 9, 2014," 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.

**HUD Policy:** Data entry should be current within 5 business days of intake, exit, and service provision.

# HMIS Data Quality Report Card

Sample Reporting Period 10/1/2015 to 05/31/2016



## PROGRAM INFORMATION

Agency Name: **CAP Community Action Partnership**  
 Program: **CAP Obershaw House (TH)**

## Data Quality and Completeness

Complete and accurate records are required to ensure data quality. Required Data that is missing or not collected has a negative impact on the quality of data. The higher a programs' percentage of missing or erroneous data, the less useful the data becomes.

Demographic Data	Total Enrolled 11	
	# Missing	% Missing
First Name	0	0.00%
Last Name	0	0.00%
SSN	0	0.00%
DOB	0	0.00%
Race	0	0.00%
Ethnicity	0	0.00%
Gender	0	0.00%
Veteran	0	0.00%
Disabling condition	0	0.00%
Length of Stay	0	0.00%
Prior Residence	0	0.00%
Relationship to HOH	0	0.00%
Client location	0	0.00%
Approximate date started	0	0.00%
Client entering from streets, shelter or SH	0	0.00%
Number of months homeless	0	0.00%
Number of times homeless in last 3 years	0	0.00%

Fields with values over 5% errors.  
 Fields with values 5% or less.  
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## 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
	3		3	2	3		

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, 2014" was recorded on "April 9, 2014," 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.

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## HMIS Users

Below is a list of all HMIS Users currently active within your agency. 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.

Community Action Partnership	Donna Manning	<a href="mailto:dmanning@capsbc.org">dmanning@capsbc.org</a>
Community Action Partnership	Phyllis Munoz	<a href="mailto:pmunoz@capsbc.org">pmunoz@capsbc.org</a>
Community Action Partnership	Susie Garcia	<a href="mailto:sgarcia@capsbc.org">sgarcia@capsbc.org</a>