

# HMIS Data Quality Report Card

Sample Reporting Period 10/1/2017 to 3/31/2018



## PROGRAM INFORMATION

Agency Name: **Step Up on Second Street, Inc.**

### Data Quality and Completeness

Complete and accurate records are required to ensure data quality. Required Data that is missing, incomplete 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.

**Total Clients Served:** 149

### Client Demographic Data

| Data Element                 | Client Doesn't Know / Refused | Information Missing | Data Issues | % of Error Rate |
|------------------------------|-------------------------------|---------------------|-------------|-----------------|
| Name (3.1)                   | 0                             | 0                   | 0           | 0.00%           |
| Social Security Number (3.2) | 0                             | 0                   | 0           | 0.00%           |
| Date of Birth (3.3)          | 0                             | 0                   | 0           | 0.00%           |
| Race (3.4)                   | 0                             | 0                   |             | 0.00%           |
| Ethnicity (3.5)              | 0                             | 0                   |             | 0.00%           |
| Gender (3.6)                 | 0                             | 0                   |             | 0.00%           |

### Universal Data

| Data Element                             | Error Count | % of Error Rate |
|--|-------------|-----------------|
| Veteran Status (3.7)                     | 0           | 0.00%           |
| Project Entry Date (3.10)                | 0           | 0.00%           |
| Relationship to Head of Household (3.15) | 0           | 0.00%           |
| Client Location (3.16)                   | 0           | 0.00%           |
| Disabling Condition (3.8)                | 0           | 0.00%           |

### Income and Housing Data

| Data Element                                  | Error Count | % of Error Rate |
|---|-------------|-----------------|
| Destination (3.12)                            | 0           | 0.00%           |
| Income and Sources (4.2) at Start             | 0           | 0.00%           |
| Income and Sources (4.2) at Annual Assessment | 0           | 0.00%           |
| Income and Sources (4.2) at Exit              | 0           | 0.00%           |



Fields with values over 5% errors.



Fields with values 5% or less.



Fields with no errors.

Error rate includes data not collected, missing information, client doesn't know and client refused options. A program should have less than a 5% error rate in order to ensure accurate data. Missing intake and exit data needs to be reviewed by staff on a regular basis. Any additional Data received from the client after enrollment, 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.

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### Data Timeliness

| Type             | 0 days | 1-3 days | 4-6 days | 7-10 days | Over 10 days | Average |
|------------------|--------|----------|----------|-----------|--------------|---------|
| Entry Timeliness | 21     | 20       | 15       | 1         | 6            | 3.07    |
| Exit Timeliness  | 41     | 56       | 4        | 2         | 2            | 2.18    |

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, 2016" was recorded on "April 9, 2016," then the report would calculate a 5 day lag time in recording data. The report groups the number of applications by program and has 5 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 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.

| Agency                         | Name               | Email                        |
|--------------------------------|--------------------|------------------------------|
| Step Up on Second Street, Inc. | Christopher Cabatu | ccabatu@stepuponsecond.org   |
| Step Up on Second Street, Inc. | Erik Vicuna        | evicuna@stepuponsecond.org   |
| Step Up on Second Street, Inc. | Katie Weesner      | kweesner@stepuponsecond.org  |
| Step Up on Second Street, Inc. | Kimberly Williams  | kwilliams@stepuponsecond.org |
| Step Up on Second Street, Inc. | Nancy Fike         | Nfike@stepuponsecond.org     |
| Step Up on Second Street, Inc. | Stacy Minwalla     | sminwalla@stepuponsecond.org |