

HUD Data Quality Report Framework Summary

Reporting Period: 1/1/2017 - 5/31/2017

Q1. Basic Breakdown of Clients Served within Your Program.
Look for any obvious or potential errors and address them immediately.

Q1. Report Validation Table	
Elements	Client Count
Total Number of Persons Served	20
Number of Adults (age 18 or over)	20
Number of Children (under age 18)	0
Number of Persons with Unknown Age	0
Number of Leavers	4
Number of Adult Leavers	4
Number of Adult and Head of Household Leavers	4
Number of Stayers	16
Number of Adult Stayers	16
Number of Veterans	2
Number of Chronically Homeless Persons	0
Number of Youth Under Age 25	2
Number of Parenting Youth Under Age 25 with Children	0
Number of Adult Heads of Household	20
Number of Child and Unknown-Age Heads of Household	0
Heads of Household and Adult Stayers in the Project More Than 365 Days	0

Q2. All important data elements that should be reviewed by case managers with every newly assigned client.

Q2. Personally Identifiable Information (PII)				
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)	1	0	0	5.00%
Date of Birth (3.3)	0	0	0	0.00%
Race (3.4)	1	0		5.00%
Ethnicity (3.5)	0	0		0.00%
Gender (3.6)	0	0		0.00%
Overall Score				10.00%

Q3. UDE that should also be reviewed by case managers.
Note: Destination of refused/no interview comp./data not collected will appear as an error. If true to the situation, that is okay, make sure exit note is in HMIS for reference.

Q3. Universal Data Elements		
Data Element	Error Count	% of Error Rate
Veteran Status (3.7)	0	0.00%
Project Entry Date (3.10)	0	0
Relationship to Head of Household (3.15)	0	0
Client Location (3.16)	0	0.00%
Disabling Condition (3.8)	1	5.00%
Destination (3.12)	1	25.00%

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Q4. Income and other sources ACCURACY at entry, annual assessment and exit. IE. if YES for Non-Cash, then a valid Non-Cash Benefit should be listed. If not, will appear as error.

Q4. Income and Housing Data Quality		
Data Element	Error Count	% of Error Rate
Income and Sources (4.2) at Entry	1	5.00%
Income and Sources (4.2) at Annual Assessment	0	#DIV/0
Income and Sources (4.2) at Exit	0	0.00%

Q5. Chronic Homelessness

Entering Into Project Type	Count of Total Records	Missing Time in Institution (3.917.2)	Missing Time in Housing (3.917.2)	Approx Date (3.917.3) DKR/Missing	Num Times (3.917.4) DKR/Missing	Num Months (3.917.5) DKR/Missing	% of Records Unable to Calculate
ES, SH, Street Outreach	0			0	0	0	0
TH	0	0	0	0	0	0	0
PH (all)	0	0	0	0	0	0	0
Total	0						0

Q5. Chronically homeless persons and their previous destinations and follow-up questions for homeless status.

Q6. How long after entry date until client is entered into HMIS. Same for exiting clients. Goal should be 48 hours for best accuracy, but standard is under 7 days.

Q6. Timeliness		
Time for Record Entry	Count of Entry Records	Count Exit Records
0 days	2	1
1-3 days	5	0
4-6 days	1	2
7-10 days	5	1
11+ days	7	0

Q7. Inactive Records: Street Outreach & Emergency Shelter			
Data Element	Record Count	Inactive Record Count	% Inactive Records
Contact (Adults and Heads of Household in Street Outreach or Emergency Shelter -NbN)	0	0	0
Bed Nights (All Clients in Emergency Shelter-NbN)	0	0	0

Q7. Inactive records = Clients open to outreach or emergency shelter without any shelter stay or contact recorded in HMIS in 90-days or more is considered 'inactive'.