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<table>
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<tr>
<th>Demographic Data</th>
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</tr>
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<td>Client location</td>
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<tr>
<td>Length of Stay</td>
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<tr>
<td>Prior Residence</td>
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</tr>
<tr>
<td>Length of Stay Less Than 7 Days</td>
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<td>0.00%</td>
</tr>
</tbody>
</table>

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**Data Timeliness Report**

<table>
<thead>
<tr>
<th>Type</th>
<th>0 days</th>
<th>1-3 days</th>
<th>4-6 days</th>
<th>7-10 days</th>
<th>Over 10 days</th>
<th>Average</th>
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</table>

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.
**Program:** CAP ESG City SB (RR-H)

### Demographic Data

<table>
<thead>
<tr>
<th>Field</th>
<th>Total Enrolled</th>
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<th>% Missing</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>Length of Stay Less Than 7 Days</td>
<td>0</td>
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<td>0.00%</td>
</tr>
</tbody>
</table>

**Fields with values over 5% errors.**

**Fields with values 5% or less.**

**0.00% Fields with no errors.**

**Data Quality and Completeness**

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**HMIS Data Quality Report Card**

Sample Reporting Period 10/1/2016 to 02/28/2017

**Agency Name:** Community Action Partnership

**Program:** CAP ESG City SB (RR-H)

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<tr>
<th>Type</th>
<th>0 days</th>
<th>1-3 days</th>
<th>4-6 days</th>
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<th>Over 10 days</th>
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</tbody>
</table>

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**HMIS Data Quality Report Card**

Sample Reporting Period 10/1/2016 to 02/28/2017

**PROGRAM INFORMATION**

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

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<td>Veteran Status</td>
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<tr>
<td>Destination</td>
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<tr>
<td>Relationship to HOH</td>
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<td>Number of time Homeless in last 3 years</td>
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<tr>
<td>Prior Residence</td>
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<td>2</td>
<td>7.41%</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Type</th>
<th>0 days</th>
<th>1-3 days</th>
<th>4-6 days</th>
<th>7-10 days</th>
<th>Over 10 days</th>
<th>Average</th>
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</thead>
<tbody>
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</tbody>
</table>

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**Demographic Data**

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<thead>
<tr>
<th>Field</th>
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<td>Last Name</td>
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<tr>
<td>SSN</td>
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<tr>
<td>Date of Birth</td>
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<td>0.00%</td>
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<tr>
<td>Race</td>
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<tr>
<td>Ethnicity</td>
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<td>Gender</td>
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<tr>
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<tr>
<td>Disabling Condition</td>
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<tr>
<td>Relationship to HOH</td>
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<td>0.00%</td>
</tr>
<tr>
<td>Client location</td>
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<tr>
<td>Length of Stay</td>
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<td>0.00%</td>
</tr>
<tr>
<td>Prior Residence</td>
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<td>0.00%</td>
</tr>
<tr>
<td>Length of Stay Less Than 7 Days</td>
<td>0</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

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

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<th>7-10 days</th>
<th>Over 10 days</th>
<th>Average</th>
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<td>Enrollment Timeliness</td>
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<td>40</td>
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<td>16</td>
<td>3</td>
<td>3.97</td>
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Sample Reporting Period 10/1/2016 to 02/28/2017

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**Program:** CAP ESG County SB (RR-H)

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<table>
<thead>
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<th>Field</th>
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<td>Client location</td>
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<td>Approximate date started</td>
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<tr>
<td>Length of Stay</td>
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<tr>
<td>Number of months homeless</td>
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<td>0.00%</td>
</tr>
<tr>
<td>Number of times Homeless in last 3 years</td>
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<td>0.00%</td>
</tr>
<tr>
<td>Prior Residence</td>
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<td>0.00%</td>
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<tr>
<td>Length of Stay Less Than 7 Days</td>
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<td>0.00%</td>
</tr>
<tr>
<td>On Night before Stay - Did Client stay on the streets, ES or SH</td>
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<td>0</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

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<tr>
<td>Relationship to HOH</td>
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<tr>
<td>Client location</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Approximate date started</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Length of Stay</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Number of times Homeless in last 3 years</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Prior Residence</td>
<td>0</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Type</th>
<th>0 days</th>
<th>1-3 days</th>
<th>4-6 days</th>
<th>7-10 days</th>
<th>Over 10 days</th>
<th>Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Timeliness</td>
<td>1</td>
<td></td>
<td>4</td>
<td>10</td>
<td></td>
<td>14.27</td>
</tr>
<tr>
<td>Exit Timeliness</td>
<td>2</td>
<td></td>
<td></td>
<td>1</td>
<td></td>
<td>38.33</td>
</tr>
</tbody>
</table>

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 Data Quality Report Card
Sample Reporting Period 10/1/2016 to 02/28/2017

PROGRAM INFORMATION

Agency Name: Community Action Partnership
Program: CAP PF 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.

<table>
<thead>
<tr>
<th>Demographic Data</th>
<th>Total Enrolled</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td># Missing</td>
<td>% Missing</td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Last Name</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>SSN</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Race</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Ethnicity</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Gender</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Veteran Status</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Disabling Condition</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Relationship to HOH</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Client location</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Approximate date started</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Length of Stay</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Number of times Homeless in last 3 years</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Prior Residence</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Length of Stay Less Than 7 Days</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>On Night before Stay - Did Client stay on the streets, ES or SH</td>
<td>0</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

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

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<th>7-10 days</th>
<th>Over 10 days</th>
<th>Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Timeliness</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4</td>
<td>36</td>
</tr>
<tr>
<td>Exit Timeliness</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Agency</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Action Partnership</td>
<td>Donna Manning</td>
<td><a href="mailto:dmanning@capsbc.org">dmanning@capsbc.org</a></td>
</tr>
<tr>
<td>Community Action Partnership</td>
<td>Phyllis Munoz</td>
<td><a href="mailto:pmunoz@capsbc.org">pmunoz@capsbc.org</a></td>
</tr>
<tr>
<td>Community Action Partnership</td>
<td>Susie Garcia</td>
<td><a href="mailto:sgarcia@capsbc.org">sgarcia@capsbc.org</a></td>
</tr>
</tbody>
</table>