HMIS Data Quality Report Card
Sample Reporting Period 10/1/2016 to 08/31/2017

PROGRAM INFORMATION

Agency Name: Knowledge & Education For Your Success
Program: KEY CoC KEYS For Life (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.

<table>
<thead>
<tr>
<th>Demographic Data</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Enrolled</td>
</tr>
<tr>
<td></td>
<td># Missing</td>
</tr>
<tr>
<td>First Name</td>
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<tr>
<td>Last Name</td>
<td>0</td>
</tr>
<tr>
<td>SSN</td>
<td>0</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>0</td>
</tr>
<tr>
<td>Race</td>
<td>0</td>
</tr>
<tr>
<td>Ethnicity</td>
<td>0</td>
</tr>
<tr>
<td>Gender</td>
<td>0</td>
</tr>
<tr>
<td>Veteran Status</td>
<td>0</td>
</tr>
<tr>
<td>Disabling Condition</td>
<td>0</td>
</tr>
<tr>
<td>Relationship to HOH</td>
<td>0</td>
</tr>
<tr>
<td>Client location</td>
<td>0</td>
</tr>
<tr>
<td>Approximate date started</td>
<td>0</td>
</tr>
<tr>
<td>Length of Stay</td>
<td>0</td>
</tr>
<tr>
<td>Number of months homeless</td>
<td>0</td>
</tr>
<tr>
<td>Number of times Homeless in last 3 years</td>
<td>0</td>
</tr>
<tr>
<td>Prior Residence</td>
<td>0</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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**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>
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<td></td>
<td>3</td>
<td>6</td>
<td>1</td>
<td>7.67</td>
</tr>
<tr>
<td>Exit Timeliness</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></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.

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Data Quality and Completeness

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Demographic Data

<table>
<thead>
<tr>
<th>Field</th>
<th>Total Enrolled</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<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>
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<tr>
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</tr>
<tr>
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<td>0</td>
<td>0.00%</td>
</tr>
<tr>
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<td>0</td>
<td>0.00%</td>
</tr>
<tr>
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<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Disabling Condition</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Destination</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 months homeless</td>
<td>0</td>
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<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>Length of Stay Less Than 90 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>
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Data Timeliness Report

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<thead>
<tr>
<th>Type</th>
<th>0 days</th>
<th>1-3 days</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Timeliness</td>
<td>1987</td>
<td>3</td>
<td>6</td>
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<td>11</td>
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<td>Exit Timeliness</td>
<td>849</td>
<td>6</td>
<td>44</td>
<td>1</td>
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<td>0.44</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.

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<tr>
<td>Destination</td>
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</thead>
<tbody>
<tr>
<td>Enrollment Timeliness</td>
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<td>21</td>
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<td>7</td>
<td></td>
<td></td>
<td>3</td>
<td>6.61</td>
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HMIS Data Quality Report Card
Sample Reporting Period 10/1/2016 to 08/31/2017

PROGRAM INFORMATION

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Program: KEY SSVF Rapid Re-Housing - Category 2 (RR-H)

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<td>181</td>
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<td>0.00%</td>
</tr>
<tr>
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<td>0.00%</td>
</tr>
<tr>
<td>SSN</td>
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<td>Date of Birth</td>
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<td>0.00%</td>
</tr>
<tr>
<td>Approximate date started</td>
<td>181</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Length of Stay</td>
<td>181</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Number of months homeless</td>
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<td>0</td>
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<th>Over 10 days</th>
<th>Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Timeliness</td>
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<td>75</td>
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<td>5</td>
<td>2</td>
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<tr>
<td>Exit Timeliness</td>
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<td>16</td>
<td>3</td>
<td>2</td>
<td>35</td>
<td>16.82</td>
</tr>
</tbody>
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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>Knowledge &amp; Education For Your Success</td>
<td>Carla Gamboa</td>
<td><a href="mailto:Cgamboa@keysnonprofit.org">Cgamboa@keysnonprofit.org</a></td>
</tr>
<tr>
<td>Knowledge &amp; Education For Your Success</td>
<td>Darnell Sirag</td>
<td><a href="mailto:dsirag@Keysnonprofit.org">dsirag@Keysnonprofit.org</a></td>
</tr>
<tr>
<td>Knowledge &amp; Education For Your Success</td>
<td>Dawn Spencer</td>
<td><a href="mailto:dspencer@keysnonprofit.org">dspencer@keysnonprofit.org</a></td>
</tr>
<tr>
<td>Knowledge &amp; Education For Your Success</td>
<td>Reknola Jarmon</td>
<td><a href="mailto:rjarmon@keysnonprofit.org">rjarmon@keysnonprofit.org</a></td>
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