HMIS Data Quality Report Card

Sample Reporting Period 8/1/2013-8/31/2013

PROGRAM INFORMATION

Agency Name: **Central City Lutheran Mission**

Type: Emergency Shelter

Data Quality and Completeness:

Complete and accurate records are needed to ensure quality data. A program's percentage of missing, unknown, invalid and refused all for all required Universal Data are used to evaluate data quality. The higher a program's percentage of missing data, the less useful and meaningful that data becomes.

Demographics Data   Total Clients: 261

	# Missing	% Missing
Race	0	0.00%
Ethnicity	0	0.00%
Gender	0	0.00%
Veteran	0	0.00%
Disabling condition	0	0.00%
Residence Prior	199	76.25%
length of Stay	199	76.25%
Zip Code	24	9.20%
Housing Status	0	0.00%
Entry Date	0	0.00%
Exit Date	0	100.00%
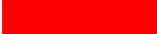
🟥	Fields with values over 5% errors.
🟨	Fields with values 5% or less.
0.00%	Fields with no errors.

Missing data includes responses such as: "Don't Know," "Refused," "Unknown," and invalid responses. A program should have less than 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 and any additional Universal Data Element information received from the consumer after intake should be entered into HMIS.

Bed Utilization

Program	Bed Count	Occupying Individuals	Percent Bed Occupancy
Emergency Shelter	6	14	*233%

*Typically, programs reporting over 105% of their beds are occupied are failing to exit clients from their HMIS.

**Typically, programs reporting that less than 65% of their beds are occupied are not entering all clients into their HMIS.

Data Timeliness Summary

Program	1 - 7 days	8 - 14 days	15-21 days	22 - 30 days	31 - 60 days	61 - 90 days	over 90 days
Emergency Shelter	1	0	0	1	14	145	492

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, 2013" was recorded on April 9, 2013, 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.

HMIS Users:

Below is a list of all HMIS Users at your agency. Please make sure that active users have logged in within the past month. 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.

USERID	Name		EMAIL	Last Logon
CCL_jesquivel	Jessica	Esquivel	jesquivel@cclm.org	
CCL_LAzeem	Lisa	Azeem	azeemliza143@yahoo.com	07/16/2013
CCL_LMawby	Linda	Mawby	lmawby@rda.sbcounty.gov	07/11/2013
CCL_mmedina	Maria	Medina Orozco	mmedina@cclm.org	
CCL_morozco	Miguel	lopez	morozco@cclm.org	07/17/2013

HMIS Data Quality Report Card

Sample Reporting Period 8/1/2013-8/31/2013

PROGRAM INFORMATION

Agency Name: **Central City Lutheran**

Type: Permanent Housing

Data Quality and Completeness:

Complete and accurate records are needed to ensure qualitydata. A program's percentage of missing, unknown, invalid and refused all for all required Universal Data are used to evaluate data quality. The higher a program's percentage of missing data, the less useful and meaningful that data becomes.

Demographic Data   Total Clients: 28

	# Missing	% Missing
Race	0	0.00%
Ethnicity	0	0.00%
Gender	0	0.00%
Veteran	0	0.00%
Disabling condition	0	0.00%
Residence Prior	0	0.00%
length of Stay	0	0.00%
Zip Code	0	0.00%
Housing Status	0	0.00%
Entry Date	0	0.00%
Exit Date	0	100.00%

Fields with values over 5% errors.

Fields with values 5% or less.

0.00% Fields with no errors.

Missing data includes responses such as: "Don't Know," "Refused," "Unknown," and invalid responses. A program should have less than 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 and any additional Universal Data Element information received from the consumer after intake should be entered into HMIS.

Bed Utilization

Program	Bed Count	Occupying Individuals	Percent Bed Occupancy
Permanent Housing	29	12	76%

*Typically, programs reporting over 105% of their beds are occupied are failing to exit clients from their HMIS.

**Typically, programs reporting that less than 65% of their beds are occupied are not entering all clients into their 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
Permanent Housing	4	0	0	0	3	1	17

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, 2013" was recorded on April 9, 2013, 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.

HMIS Data Quality Report Card

Sample Reporting Period 8/1/2013-8/31/2013

PROGRAM INFORMATION

Agency Name: **Central City Lutheran**

Type: Transitional Housing

Data Quality and Completeness:

Complete and accurate records are needed to ensure quality data. A program's percentage of missing, unknown, invalid and refused for all required Universal Data are used to evaluate data quality. The higher a program's percentage of missing or erroneous data, the less useful and meaningful that data becomes.

Demographic Data Total Clients: 22

	# Missing	% Missing
Race	0	0.00%
Ethnicity	0	0.00%
Gender	0	0.00%
Veteran	0	0.00%
Disabling condition	0	0.00%
Residence Prior	0	0.00%
length of Stay	0	0.00%
Zip Code	0	0.00%
Housing Status	0	0.00%
Entry Date	0	0.00%
Exit Date	0	0.00%

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

Missing data includes responses such as: "Don't Know," "Refused," "Unknown," and invalid responses. A program should have less than 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 and any additional Universal Data Element information received from the consumer after intake should be entered into HMIS.

Bed Utilization

Program	Bed Count	Occupying Individuals	Percent Bed Occupancy
Transitional Housing	5	7	*140%

*Typically, programs reporting over 105% of their beds are occupied are failing to exit clients from their HMIS.

**Typically, programs reporting that less than 65% of their beds are occupied are not entering all clients into their 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
Transitional Housing	5	3	1	0	2	2	8

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, 2013" was recorded on April 9, 2013, 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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USERID	NAME		EMAIL	LASTLOGON
CCL_jesquivel	Jessica	Esquivel	jesquivel@cclm.org	08/15/2013
CCL_LAzeem	Lisa	Azeem	azeemliza143@yahoo.com	07/16/2013
CCL_LMawby	Linda	Mawby	lmawby@rda.sbcounty.gov	07/11/2013
CCL_mmedina	Maria	Medina	mmedina@cclm.org	
CCL_morozco	Miguel	Orozco lopez	morozco@cclm.org	07/17/2013