

HMIS Data Quality Report Card

Sample Reporting Period 12/01/2013 - 12/31/2013



PROGRAM INFORMATION

Agency Name: **Catholic Charities (CAC)**

Type: Supportive Services

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 or erroneous data, the less useful and meaningful that data becomes.

Demographic Data	Total Clients: 353	
	# Missing	% Missing
Race	49	13.88%
Ethnicity	0	0.00%
Gender	0	0.00%
Veteran	0	0.00%
Disabling condition	0	0.00%
Residence Prior	3	1.00%
length of Stay	8	2.26%
Zip Code	0	0.00%
Housing Status	0	0.00%
Entry Date	0	0.00%
Exit Date	179	50.70%

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 client after intake should be entered into HMIS.

Report Name: 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
Supportive Services	38	5	1	2	21	16	96

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 Login:
CAC_adiaz	Alejandra Diaz	adiaz@ccsbriv.org	9/24/2013
CAC_arich	Adriane Rich	arich@cdh.sbcounty.gov	
CAC_aruvalcaba	Araceli Ruvalcaba	needemail@dontsend.com	
CAC_dbrown	Damon Brown	dbrown@ccabriv.org	
CAC_dkamrani	Debbie Kamrani	dkamrani@cdh.sbcounty.gov	
CAC_dlee	David Lee	dlee@ccsbriv.org	
CAC_ehambly	Everett Hambly	ehambly@ccsbriv.org	
CAC_iaraujo	Irma Araujo	iaraujo@ccsbriv.org	
CAC_jianesin	Julie Janesin	jjanesin@ccsbriv.org	
CAC_jwilkes	Jo Ann Wilkes	jwilkes@cssbriv.org	3/15/2013
CAC_lmawby	Linda Mawby	lmawby@rda.sbcounty.gov	6/25/2013
CAC_lozier	Leif Ozier	lozier@ccsbriv.org	7/2/2013
CAC_mpaulson	Melinda Paulson	mpaulson@cdh.sbcounty.gov	
CAC_mwilliams	Margo Williams	jwilkes@cssbriv.org	
CAC_tperez	Trina Perez	tperez@cdh.sbcounty.gov	

HMIS Data Quality Report Card

Sample Reporting Period 12/01/2013 - 12/31/2013



PROGRAM INFORMATION

Agency Name: **Catholic Charities (CAC)**

Type: HPRP

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 or erroneous data, the less useful and meaningful that data becomes.

Demographic Data	Total Clients: 25	
	# Missing	% Missing
Race	1	4.00%
Ethnicity	0	0.00%
Gender	0	0.00%
Veteran	0	0.00%
Disabling condition	0	0.00%
Residence Prior	1	4.00%
length of Stay	8	32.00%
Zip Code	0	0.00%
Housing Status	0	0.00%
Entry Date	0	0.00%
Exit Date	24	96.00%

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," 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 client after intake should be entered into HMIS.

Report Name: 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
HPRP	4	1	6	1	6	4	2

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 12/01/2013 - 12/31/2013



PROGRAM INFORMATION

Agency Name: **Catholic Charities (CAC)**

Type: ESG

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 or erroneous data, the less useful and meaningful that data becomes.

Demographic Data	Total Clients:	41
	# Missing	% Missing
Race	3	7.32%
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	41	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 client after intake should be entered into HMIS.

Report Name: 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
Supportive Services	41	0	0	0	0	16	96

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.