HMIS Data Quality Report Card

Sample Reporting Period 01/01/2014 - 01/31/2014

PROGRAM INFORMATION

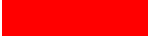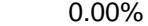Agency Name: **Inland County Legal Services (ICL)**
Type: Supportive Services

Data Quality and Completeness:

Complete and accurate records are needed to ensure quality data. A program's percentage of missing, unknown, invalid and refused Universal Data is 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: 210

	# Missing	% Missing
S.S.N.	2	0.95%
Race	2	0.95%
Ethnicity	1	0.48%
Gender	0	0.00%
Veteran	0	0.00%
Disabling condition	1	0.48%
Residence Prior	23	10.95%
length of Stay	30	14.28%
Zip Code	5	2.38%
Housing Status	11	5.23%
Entry Date	0	0.00%
Exit Date	194	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," 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.

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	71	13	13	8	24	12	65

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, 2014" was recorded on "April 9, 2014", 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
ICL_dmoore	Darrell	Moore	dmoore@icls.org	
ICL_dwoodcroft	Diane	Woodcroft	Dwoodcroft@icls.org	
ICL_ghankerson	Gladys	Hankerson	ghankerson@icls.org	
ICL_jjilk	Jennifer	Jilk	jjilk@icls.org	
ICL_agonzalez	Angelita	Gonzalez	agonzalez@icls.org	
ICL_mhouse	Michelle	House	mhouse@icls.org	
ICL_svillarruel	Sonia	Villarruel	svillarruel@icls.org	
ICL_ecastillo	Elena	Castillo	esaldana@icls.org	
ICL_jbaker	Jeff	Baker	jbaker@icls.org	
ICL_jbarrales	Jorge	Barrales	jbarrales@icls.org	
Icl_mkennedy	Micscha	Kennedy	mkennedy@icls.org	
ICL_jsapp	Jannean	Sapp	jsapp@icls.org	
ICL_nbigelow	Nancy	Bigelow	nmbigelow@icls.org	
ICL_ajohnson	Annette	Johnson	ajohnson@icls.org	
ICL_pemelue	Peter	Emelue	pemelue@icls.org	
ICL_broddick	Robert	Roddick	rroddick@icls.org	