HMIS Data Quality Report Card

Sample Reporting Period 10/1/2016 to 08/31/2017

PROGRAM INFORMATION

Agency Name: **Step Up on Second Street, Inc.**
Program: **SUS CoC Step Up (PSH)**

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.

Demographic Data	Total Enrolled	95
	# Missing	% Missing
First Name	0	0.00%
Last Name	0	0.00%
SSN	0	0.00%
Date of Birth	0	0.00%
Race	0	0.00%
Ethnicity	0	0.00%
Gender	0	0.00%
Veteran Status	0	0.00%
Disabling Condition	0	0.00%
Relationship to HOH	0	0.00%
Client location	0	0.00%
Approximate date started	0	0.00%
Length of Stay	0	0.00%
Number of times Homeless in last 3 years	0	0.00%
Prior Residence	0	0.00%
Length of Stay Less Than 90 Days	0	0.00%
On Night before Stay - Did Client stay on the streets, ES or SH	0	0.00%

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

Type	0 days	1-3 days	4-6 days	7-10 days	Over 10 days	Average
Enrollment Timeliness	34	46	12		3	3.83
Exit Timeliness		1				1

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 Users

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.

Agency	Name	Email
Step Up on Second Street, Inc.	Brittany Shaughnessy	bshaughnessy@stepuponsecond.org
Step Up on Second Street, Inc.	Christopher Cabatu	ccabatu@stepuponsecond.org
Step Up on Second Street, Inc.	Crystal Chavira	cchavira@stepuponsecond.org
Step Up on Second Street, Inc.	Darlene Logan	dlogan@stepuponsecond.org
Step Up on Second Street, Inc.	Erik Vicuna	evicuna@stepuponsecond.org
Step Up on Second Street, Inc.	Kimberlee Albers	kalbers@stepuponsecond.org
Step Up on Second Street, Inc.	Kimberly Williams	kwilliams@stepuponsecond.org
Step Up on Second Street, Inc.	Lena Netwig	lnetwig@stepuponsecond.org
Step Up on Second Street, Inc.	Mikaela Zuniga	mzuniga@stepuponsecond.org
Step Up on Second Street, Inc.	Sebastian Zuidweg	szuidweg@stepuponsecond.org
Step Up on Second Street, Inc.	Stacy Minwalla	sminwalla@stepuponsecond.org