HMIS Data Quality Report Card

Sample Reporting Period 6/1/2013-6/30/2013
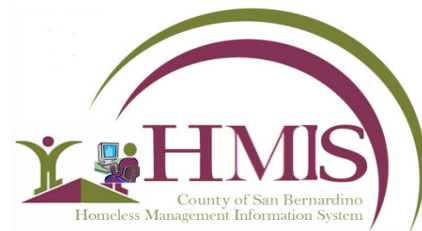
PROGRAM INFORMATION

Agency Name: **Inland Counties Legal Services**
Type: Supportive Services LEAP

Data Quality and Completeness:

Complete and accurate records are needed to ensure quality

Demographic Data   Total Clients: 266

	# Missing	% Missing
Race	0	0.00%
Ethnicity	0	0.00%
Gender	0	0.00%
Veteran	0	0.00%
Disabling condition	0	0.00%
Residance Prior	24	9.02%
length of Stay	24	9.02%
Zip Code	3	1.13%
Housing Status	3	1.13%
Entry Date	0	0.00%
Exit Date	0	100.00%

Fields wiith 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.

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 LEAP	78	20	19	18	42	25	76

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, 2010" was recorded on April 9, 2010, 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.