HMIS Data Quality Report Card

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

PROGRAM INFORMATION

Agency Name: **High Desert Homeless Services (HDH)**

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

Program:　　Total Clients:　　516

	# Missing	% Missing
Race	36	6.98%
Ethnicity	2	0.39%
Gender	0	0.00%
Veteran	2	0.39%
Disabling condition	0	0.00%
Residence Prior	4	0.77%
length of Stay	4	0.77%
Zip Code	0	0.00%
Housing Status	1	0.19%
Entry Date	0	0.00%
Exit Date	41	7.95%

🟥	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	55	47	85%

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

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

Report Name: Data Timeliness Report

Program	1 - 7 days	8 - 14 days	15 - 21 days	22 - 30 days	31 - 60 days	Over 90 Days
Emergency Shelter	60	0	0	0	0	0

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.

User ID:	Name:		Email:	Last Login:
HDH_athomas	Aaron	Thomas	adtdna@yahoo.com	
HDH_jbecerra	Josue	Becerra	josue628@aol.com	7/16/2013
HDH_jwaldron	Jimmy	Waldron	highdeserthomeless@yahoo.com	
HDH_Jwilson	James	Wilson	noAddress@nowhere.com	6/4/2013
HDH_jyoung	John	Young	email@email.com	
HDH_Lmawby	Linda	Mawby	lmawby@rda.sbcounty.gov	7/11/2013
HDH_Mclark	Michelle	Clark	hdhsfundraising@yahoo.com	11/19/2013
HDH_rlove	Robert	Love	email@email.com	
HDH_shollenbeck	Maria	Hollenbeck	susiehomeless@yahoo.com	
HDH_srowell	Shelley	Rowell	highdeserthomeless@yahoo.com	
HDH_tevers	Tami	Evers	mizirish76@yahoo.com	
HDH_Wfrick	Wesley	Frick	noAddress@nowhere.none	6/4/2013