HMIS Data Quality Report Card

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

PROGRAM INFORMATION

Agency Name: **Mercy House (MHO)**
Type:Transitional Housing

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: 36

	# Missing	% Missing
SSN	2	5.55%
Race	0	0.00%
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	36	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 consumer after intake should be entered into HMIS.

Bed Utilization

Program	Bed Count	Occupying Individuals	Percent Bed Occupancy
Transitional Housing	32	36	*113%

*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	61 - 90 days	over 90 days
Transitional Housing	**5**	**4**	**0**	**1**	**4**	**1**	**21**

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
MHO_Thuynh	Timothy	Huynh	timothyh@mercyhouse.net	
MHO_aharvey	Allison	Harvey	AllisonH@MercyHouse.net	
MHO_dkotce	David	Kotce	davidk@mercyhouse.net	
MHO_gmanor	Gale	Manor	galem@mercyhouse.net	
MHO_abuttner	Andrea	Buttner	andreab@mercyhouse.net	

HMIS Data Quality Report Card

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

PROGRAM INFORMATION

Agency Name: **Mercy House**
Type: ESG, SSO & Outreach

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:	469
	# Missing	% Missing
S.S.#	5	1.07%
Race	8	1.70%
Ethnicity	6	1.28%
Gender	0	0.00%
Veteran	5	1.07%
Disabling condition	1	0.21%
Residence Prior	3	0.64%
length of Stay	28	5.97%
Zip Code	4	0.85%
Housing Status	3	0.64%
Entry Date	0	0.00%
Exit Date	469	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
ESG	57	99	76	57	104	51	25

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.