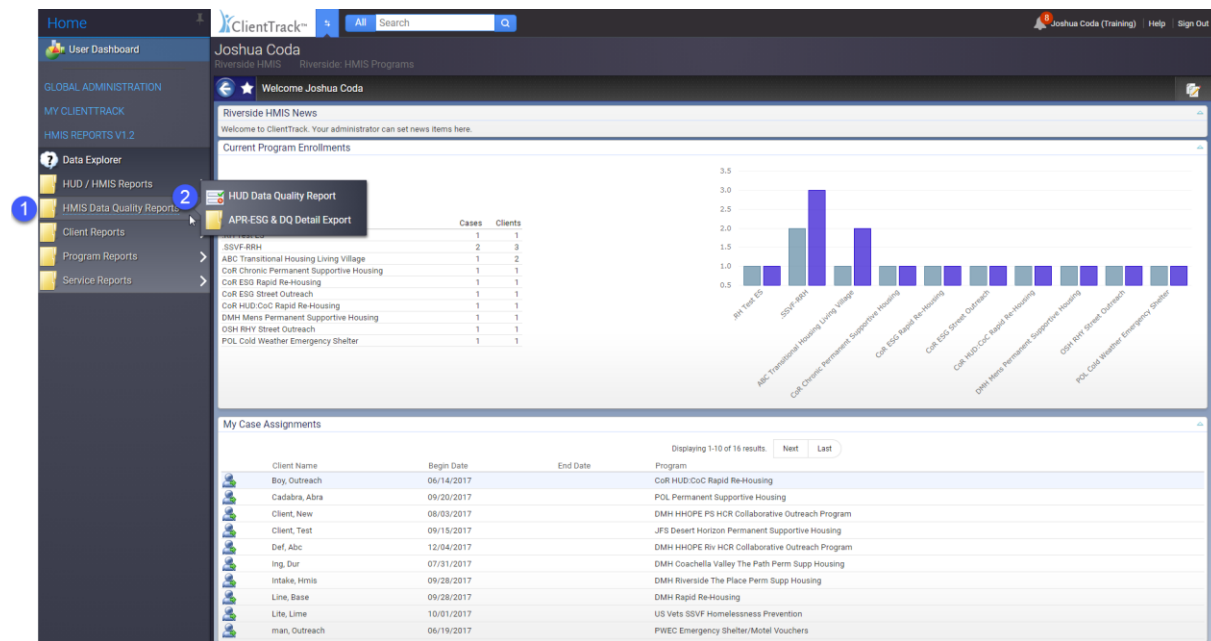# HUD Data Quality Report

This report analyzes HMIS data and identifies errors and collection deficiencies based on the guidelines of the **2017 HMIS Data Standards Manual**.

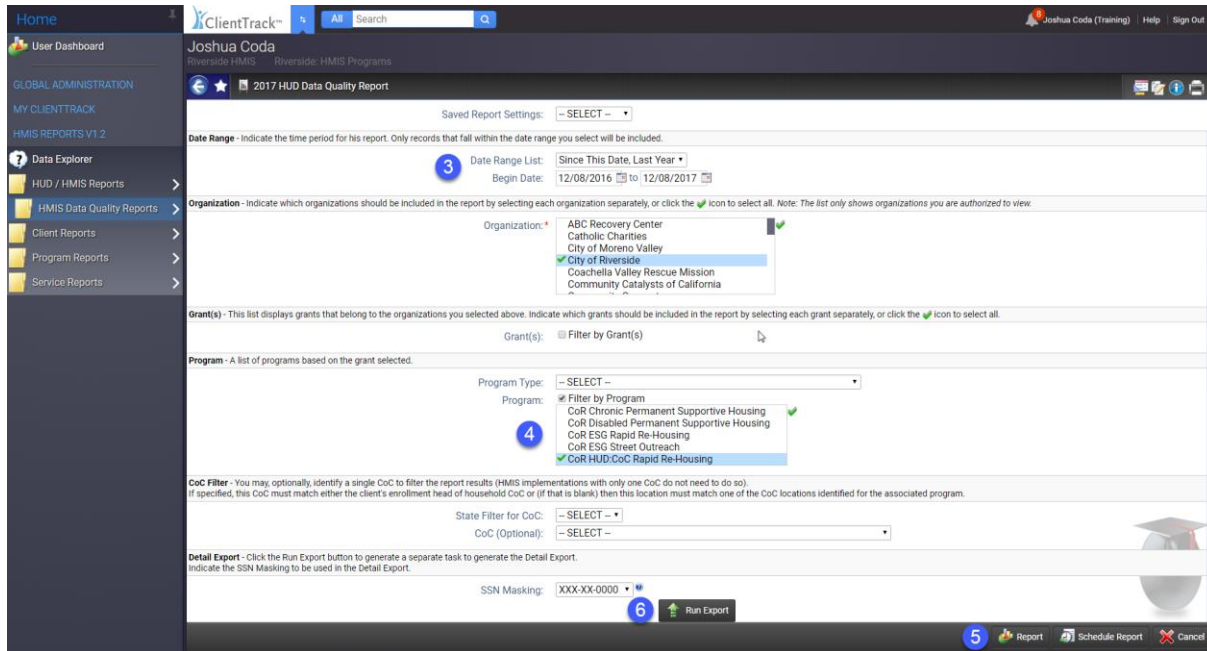## Generating the HUD Data Quality Report

The HUD Data Quality Report is accessed from the Home dashboard in the HIMS Reports v1.2 drop down menu under HMIS Data Quality Reports folder **(Step 1)**. Select the HUD Data Quality Report (Step **2)**.


There are several filter options available for the HUD Data Quality Report. The main required filters are the Report Date Range and the Program.

- ➢ **Report Date Range** – Indicate the time period for the report. The date range set will limit the reporting universe to those with active enrollments in the date range selected **(Step 3)**.
- ➢ **Organization** – Will default to your organization.
- ➢ **Grant** – No selection is required. Please remember that clients are enrolled in programs and not directly in grants. Filtering just by the grant will pull clients enrolled in the programs funded by the specific grant.
- ➢ **Program** – Check the Filter by Program(s) box to limit report results by selected programs. Indicate which programs should be included in the report by selecting each program separately **(Step 4)**.
- ➢ **CoC Filter** – No selection is required.
- ➢ Select "**Report**" to generate the report **(Step 5)**.

> ➤ **(OPTIONAL): Run Export to generate the APR-ESG & DQ Detail Export to view client ID's causing data quality errors (Step 6). (See 2017 APR-ESG & Data Quality Detail Export for guidance).**

Review the data quality report by navigating the arrow selection **(Step 7)**, downloading the 'Excel Data' file **(Step 8)**, or downloading the 'PDF' file **(Step 9)**. Proceed to the next section to for data correction guidance.
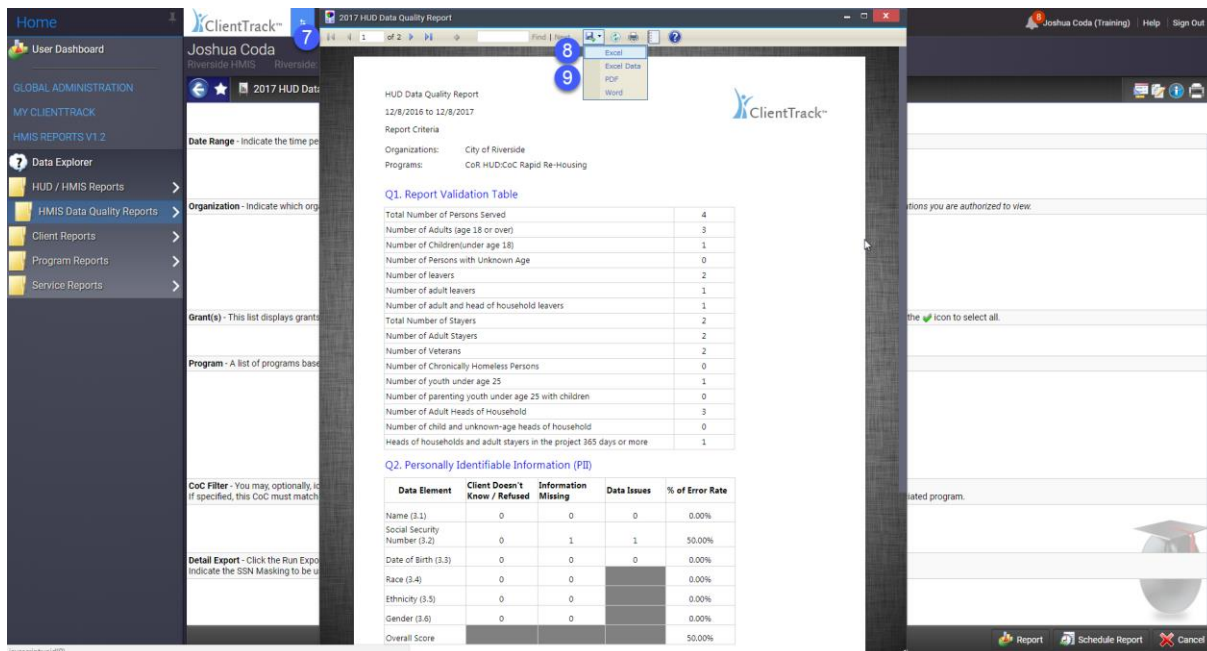
HUD Data Quality Report Overview

Question 1 – Report Validation Table

This question is a validation table. Clients are counted in these questions based on the details of the program enrollment (Relationship to HoH, Entry/Exit dates, etc.), client information (date of birth/age/ veteran status), and entry assessment data (chronically homeless).

Q1. Report Validation Table

Total Number of Persons Served	1271
Number of Adults (age 18 or over)	1187
Number of Children(under age 18)	84
Number of Persons with Unknown Age	0
Number of leavers	1201
Number of adult leavers	1118
Number of adult and head of household leavers	1118
Total Number of Stayers	70
Number of Adult Stayers	69
Number of Veterans	72
Number of Chronically Homeless Persons	211
Number of youth under age 25	138
Number of parenting youth under age 25 with children	22
Number of Adult Heads of Household	1185
Number of child and unknown-age heads of household	0
Heads of households and adult stayers in the project 365 days or more	0

Question 2 – Personally Identifiable Information (PII)

Complete PII is critical to a system's ability to un-duplicate and merge client records.

This question analyzes data entered on the client record for data quality errors or responses that signal potential data issues. Errors look at any records where information is not present because the client didn't know the response, refused to provide a response or the data was not collected.

- Data issues on name could include "partial, street name, or code name reported"
- Data issues on date of birth could include "approximate of partial DOD reported"
- Data issues on Social Security Number could include "approximate or partial SSN reported" or does not conform to Social Security rules for a valid SSN.

Q2. Personally Identifiable Information (PII)

Data Element	Client Doesn't Know / Refused	Information Missing	Data Issues	% of Error Rate
Name (3.1)	0	0	0	0.00%
Social Security Number (3.2)	67	2	13	6.45%
Date of Birth (3.3)	0	0	178	14.00%
Race (3.4)	2	1		0.24%
Ethnicity (3.5)	0	0		0.00%
Gender (3.6)	0	0		0.00%
Overall Score				20.14%

Question 3 – Universal Data Elements

These are elements common to all client records and used for HMIS reporting.

This question looks to entry assessment data to identify missing information or data entered that signals potential data quality issues. Errors look at any records where information is not present because the client didn't know the response, refused to provide a response or the data was not collected.

Q3. Universal Data Elements

Data Element	Error Count	% of Error Rate
Veteran Status (3.7)	1	0.08%
Project Entry Date (3.10)	3	0.24%
Relationship to Head of Household (3.15)	0	0.00%
Client Location (3.16)	0	0.00%
Disabling Condition (3.8)	98	7.71%

Question 4 – Income and Housing Data Quality

These elements are critical for measuring housing and income performance at the project and CoC level.

This question looks for data quality errors on required financial assessments at entry, annual and exit as well as exit destinations. Errors look at any records where information is not present because the client didn't know the response, refused to provide a response or the data was not collected or where the response of the client has income "yes" or "no" at a data collection stage but is inconsistent with the income source information.

Q4. Income and Housing Data Quality

Data Element	Error Count	% of Error Rate
Destination (3.12)	33	2.76%
Income and Sources (4.2) at Entry	29	2.44%
Income and Sources (4.2) at Annual Assessment	0	0.00%
Income and Sources (4.2) at Exit	28	2.52%

Question 5 – Chronic Homelessness

The fields in data elements #3.917A and #3.917B (Living Situation) are the building blocks of determining if someone has been homeless enough time to be reported as chronically homeless. If data is missing in any field in #3.917A or #3.917B, the HMIS is not able to accurately report chronically homelessness.

The question identifies the number of clients where information is not present because the client didn't know the response, refused to provide a response or the data was not collected which is essential for calculating chronic homelessness.

Q5. Chronic Homelessness

Entering into project type	Count of total records	Missing time in institution (3.917.2)	Missing time in housing (3.917.2)	Approximate Date started (3.917.3) DK/R/missing	Number of times (3.917.4) DK/R /missing	Number of months (3.917.5) DK/R/missi ng	% of records unable to calculate
ES, SH, Street Outreach	1187			498	1	313	43.64%
TH	0	0	0	0	0	0	0.00%
PH (all)	0	0	0	0	0	0	0.00%
Total	1187						43.64%

Question 6 – Timeliness

Timely data entry is critical to ensuring data accuracy and completeness. This question identifies how quickly project entry dates and project exit dates are entered into HMIS after they occur.

Q6. Timeliness

Time for Record Entry	Number of Project Entry Records	Number of Project Exit Records
0 days	882	811
1-3 Days	386	362
4-6 days	1	5
7-10 days	0	1
11+ days	2	22

Question 7 – Inactive Records: Street Outreach & Emergency Shelter

Data quality includes maintaining accuracy in the number of active records in the system. For projects where clients often leave or disappear without an exit (street outreach and night-by-night shelters), the records often remain open and hamper the project and the CoC's ability to generate performance measurement.

This question identifies clients with enrollments who may need to be exited. The report sets a 90-day limit on inactive records and reports how many records within the report range are inactive (i.e should have been exited but were not) based on data element #4.12 (Contact) with the client for outreach or bed nights for shelters. This report looks at entry and exit dates of client enrollments.

Q7. Inactive Records: Street Outreach & Emergency Shelter

Data Element	# of Records	# of Inactive Records	% of Inactive Records
Contact (Adults and Heads of Household in Street Outreach or ES - NBN)	267	161	60.29%
Bed Night (All clients in ES - NBN)	0	0	0.00%

Accessing Client Level Detail

HUD Data Quality Report will not launch separate detail report from any of the questions (Q1-Q7). For client level detailed information, the APR-ESG & DQ Detail Export will be used to generate the list of clients used in aggregate reports (HUD Data Quality Report). This Detail Export can be used to identify which clients are in the report and who is being counted as a data quality error. Please be sure to use the same report parameters on the Detail Report. Different filters can result in inconsistent data returned