

Long Beach Data Quality Report Guide

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Introduction

This guide provides the information to understand the data quality report released to the entire continuum on a quarter basis.

Purpose

The Data Quality Report is a tool to measure progress towards compliance goals for each program in the CoC. The report shows the percentage rates for each program based on data quality measures outlined in the Data Quality Plan. The report allows the CoC to monitor the compliance percentages of each individual program and quickly identify potential problems.

About the CoC APR

Data quality measures have long been a part of the CoC APR. The new Data Quality Framework has been integrated into the latest revision of the CoC APR and will allow projects to improve the accuracy of their information so the CoC can develop informed strategies to improve system performance. The data quality measures within the CoC APR stem from the HMIS Data Quality Framework and may continue to evolve in subsequent revisions.

The CoC-APR is the report used for developing the Data Quality Report. This report serves a dual purpose:

1. Agency Level
 - Data entry staff and their supervisors could monitor data quality in real-time or near real-time and take corrective measures immediately.
 - This report is reviewed by projects regularly to identify specific client records that have null/missing data or unknown/don't know/refused responses.
2. CoC Level
 - CoCs will systematically move agencies toward compliance with the data quality plan.
 - Data quality reports could be used to look at how individual users or projects are doing, and provide assistance and training to increase data quality.
 - The data quality report tables in the CoC-APR align with HUD's new HMIS Data Quality Framework.
 - CoCs will see this data quality framework throughout many HUD reports, including the CoC Annual Performance Report (APR), Annual Homeless Assessment Report (AHAR) and the System Performance Measures report (SPM).

CoC-APR Report Tables

Report Field	Purpose
Personally Identifiable Information (PII)	Complete PII is critical to a system's ability to unduplicate and merge client records. Errors look at any record where information is not present because the client didn't know the response, refused to provide a response or the information was missing or where the response is not consistent with protocols established for the data quality of the element.
Universal Data Elements	These are elements common to all client records and used for HMIS reporting. Errors look at any record where information is not present because the client didn't know the response, refused to provide a response or the information was missing or where the response is not consistent with protocols established for the data quality of the element.
Income and Housing Data Quality	These elements are critical for measuring housing and income performance at the project and continuum level. Errors look at any record where information is not present because the client didn't know the response, refused to provide a response or the information was missing or where the response of client has income "yes" or "no" at a data collection stage is inconsistent with the income source information.
Chronic Homelessness	The fields in elements 3.917 A and 3.917 B 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 [Living Situation], the HMIS is not able to accurately report chronic homelessness.

Timeliness	Timely data entry is critical to ensuring data accuracy and completeness. This section identifies how quickly project starts and project exits are entered into the HMIS after they occur.
Inactive Records	Data quality includes maintaining accuracy in the number of active records in a system. For projects where clients often leave or disappear without an exit (street outreach), the records often remain open and hamper the project and community's ability to generate accurate performance measurement. This section 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 contact with the client for outreach or bed nights for shelter.

Calculation Summary

To see how each report field is calculated, please refer to the Data Quality Review Guide or refer to the last column of the summary table below.

Report Field	Percentage	Percentage Description	Calculation Detail
Personally Identifiable Information (PII)	Overall error rate %	the unique count of clients with PII errors (i.e., Name, SSN, Date of Birth, Race, Ethnicity, and Gender) divided by the total people served. Each client is counted only once, even if there are multiple data quality issues in multiple fields in this table.	Pg. 2
Universal Data Elements (UDE)	Overall error rate %	the sum of % of error rates for each data elements included in this section (i.e., Veteran Status, Project Start Date, Relationship to Head of Household, Client Location, Disabling Condition)	Pg. 3
Destination	% of error rate	count of Destination errors divided by the number of leavers	Pg. 4
Income and Sources at Start	% of error rate	count of Income and Sources at Start errors divided by the sum of adult Head of Household and child/unknown age HoH	Pg. 4
Income and Sources at Annual Assessment	% of error rate	count of Income and Sources at Annual Assessment errors divided by the HoH and adult stayers in the project more than 365 days	Pg. 4
Income and Sources at Exit	% of error rate	count of Income and Sources at Exit errors divided by the number of adult and HoH leavers	Pg. 4
Living Situation Elements	% of error rate	number of unique adults and HoH missing one or more responses in Living Situation fields, divided by total records	Pg. 5
Timeliness - Entered Records	% of Records Not Entered Within 5 Days	the number of Project Start Records with Record Creation greater than 6 days, divided by the total persons served for the report period	Pg. 6
Timeliness - Exited Records	% of Records Not Exited Within 5 Days	the number of Project Exit Records with Record Creation greater than 6 days, divided by the number of leavers	Pg. 6
Inactive Records (Street Outreach)	% of Inactive Records	count of inactive enrollments divided by the count of adults and HoH with active enrollments in Street Outreach report period.	Pg. 6

Personally Identifiable Information (PII)

In the CoC-APR, the Q6 **Person Personally Identifiable Information** table shows counts of records where the named field contains "Client doesn't know" or "Client refused," where data is missing, or where data does not comply with specific rules. Although records can meet criteria allowing them to be counted in more than one column, they are only counted in the column for the first match.

The % of Error Rate is calculated using the total number of persons served as the denominator (field 1 from Q5a Report Validation Table of the CoC-APR).

Report Fields:	Error Count			Denominator	% of Error Rate
	Client Doesn't Know / Refused	Information Missing	Data Issues		
Name	[Name Data Quality] field contains "Client doesn't know" or "Client refused."	[First Name] or [Last Name] is <u>missing</u> .	[Name Data Quality] field contains "Partial, street name, or code name"	Total Number of Persons Served	% of error rate = sum of Name errors / total people served.
Social Security Number (SSN)	[SSN Data Quality] field contains "Client doesn't know" or "Client refused."	[Social Security Number] is <u>missing</u> .	[SSN Data Quality] field contains "Approximate or partial SSN reported" or the SSN violates Social Security Administration rules for a valid SSN: <ul style="list-style-type: none"> Contains a non-numeric character Is not 9 digits long First three digits are "000," "666," or in the 900 series The second group / 5th and 6th digits are "00" The third group / last four digits are "0000" SSN has repetitive (e.g. "33333333") or sequential (e.g. "345678901" "987654321") numbers for all 9 digits 	Total Number of Persons Served	% of error rate = sum of SSN errors / total people served.
Date of Birth (DOB)	[DOB Type] field contains "Client doesn't know" or "Client refused."	[Date of Birth] is <u>missing</u> .	[DOB Type] field contains "Approximate or partial DOB reported" or where DOB is: <ul style="list-style-type: none"> Prior to 1/1/1915 After the date the client record was created Equal to or after the project entry date 	Total Number of Persons Served	% of error rate = sum of DOB errors / total people served.
Race	[Race] field contains "Client doesn't know" or "Client refused," even if a specific race is also selected.	[Race] is <u>missing</u> .	None	Total Number of Persons Served	% of error rate = sum of Race errors / total people served.
Ethnicity	[Ethnicity] field contains "Client doesn't know" or "Client refused."	[Ethnicity] is <u>missing</u> .	None	Total Number of Persons Served	% of error rate = sum of Ethnicity errors / total people served.
Gender	[Gender] field contains "Client doesn't know" or "Client refused."	[Gender] is <u>missing</u> .	None	Total Number of Persons Served	% of error rate = sum of Gender errors / total people served.
Data Quality Report Calculation				Overall error rate % =the unique count of clients with PII errors divided by the total people served*	

* Each client is counted only once, even if there are multiple data quality issues in multiple fields in this table.

Universal Data Elements (UDE)

In the CoC-APR, the **Q6b Universal Data Elements** table shows counts of records where the named field contains “Client doesn't know” or “Client refused,” where data is missing, or where data does not comply with specific rules. Unlike the Q6a table, the error counts in the Q6b table are not separated by type and are combined into one count.

The % of Error Rates are calculated using the following fields from the Q5 Report Validation Table as the denominators, depending on the error count:

- Number of Adults (Veteran Status)
- Total Number of Persons Served (Project Start Date, Relationship to Head of Household, Disabling Condition)
- Number of Adult HoH + Number of Child and Unknown Age HoH (Client Location)

Report Fields:	Error Count	Denominator	% of Error Rate
Veteran Status	Count of: <ul style="list-style-type: none"> ● adults where [Veteran Status] is “Client doesn't know,” “Client refused,” or <u>missing</u>; ● [Veteran Status] is “Yes,” but client age is less than 18. 	Number of Adults	% of error rate = count of Veteran Status errors divided by the number of adults
Project Start Date	Count of overlapping enrollments by client in the same project, indicated by [Program Start Date] occurring before the [Program Exit Date] for an earlier project entry.	Total Number of Persons Served	% of error rate = count of Project Start Date errors divided by the total number of persons served
Relationship to HoH	Count of enrollments where: <ul style="list-style-type: none"> ● [Relationship to Head of Household] is <u>missing</u>; ● There is no HoH indicated for the household; ● More than one client in the household is identified as HoH. 	Total Number of Persons Served	% of error rate = count of Relationship to HoH errors divided by the total number of persons served
Client Location	Count of households where: <ul style="list-style-type: none"> ● HoH is missing [Client Location] code (Continuum of Care (CoC) location) at project entry 	Number of Adult HoH + Number of Child and Unknown Age HoH	% of error rate = count of Client Location errors divided by the sum of adult HoH and child/unknown age HoH
Disabling Condition	Count of records where: <ul style="list-style-type: none"> ● [Does the client have a disabling condition?] is “Client doesn't know,” “Client refused,” or <u>missing</u>; ● [Does the client have a disabling condition?] is “No,” but at least one of the following disability types is marked “Yes”: <ul style="list-style-type: none"> ○ [Alcohol Abuse] ○ [Chronic Health Condition] ○ [Developmental] ○ [Drug Abuse] ○ [HIV/AIDS] ○ [Mental Health Problem] ○ [Physical] 	Total Number of Persons Served	% of error rate = count of Disabling Condition errors divided by the total number of persons served.
Data Quality Report Calculation		Overall error rate % = the sum of % of error rates for data elements included in this section	

Income and Housing Data Quality

In the CoC-APR, the **Q6 Income and Housing Data Quality** table shows counts of records where the named field contains “Client doesn't know” or “Client refused,” where data is missing, and/or where a response to whether client has income is inconsistent with income source information. The error counts in the Q4 table are not separated by error type but are combined into one count.

The % of Error Rates are calculated using the following fields from the Q5 Report Validation Table as the denominators, depending on the error count:

- Number of Leavers (Destination)
- Number of Adult HoH + Number of Child and Unknown Age HoH (Income and Sources at Entry)
- HoH and adult stayers in the project more than 365 days (Income and Sources at Annual Assessment)
- Number of adult and HoH leavers (Income and Sources at Exit)

Report Fields:	Error Count	Denominator	% of Error Rate
Destination	Count of leavers where [Destination] is “Client doesn't know,” “Client refused,” “No exit interview completed,” or <u>missing</u> .	Number of Leavers	% of error rate = count of Destination errors divided by the number of leavers
Income and Sources at Start	Count of number of adults and HoH where: <ul style="list-style-type: none"> • [Income from Any Source] at project start is “Client doesn't know,” “Client refused,” or <u>missing</u>; • [Income from Any Source] at project start is “No” but one or more income sources are selected; • [Income from Any Source] at project start is “Yes” but no income sources are selected. 	Number of Adult HoH + Number of Child and Unknown Age HoH	% of error rate = count of Income and Sources at Entry errors divided by the sum of adult HoH and child/unknown age HoH.
Income and Sources at Annual Assessment	Count of number of adults and HoH with project stays greater than or equal to 365 days as of the end of the reporting period where: <ul style="list-style-type: none"> • No Annual Assessment has been completed within 30 days of project enrollment date anniversary; • An Annual Assessment has been completed within the appropriate timeframe, but: <ul style="list-style-type: none"> ○ [Income from Any Source] is “Client doesn't know,” “Client refused,” or <u>missing</u>; ○ [Income from Any Source] is “No” but one or more income sources are selected; ○ [Income from Any Source] is “Yes” but no income sources are selected. 	HoH and adult stayers in the project more than 365 days	% of error rate = count of Income and Sources at Annual Assessment errors divided by the HoH and adult stayers in the project more than 365 days
Income and Sources at Exit	Count of number of adults and HoH where: <ul style="list-style-type: none"> • [Income from Any Source] at project exit is “Client doesn't know,” “Client refused,” or <u>missing</u>; • [Income from Any Source] at project exit is “No” but one or more income sources are selected; • [Income from Any Source] at project exit is “Yes” but no income sources are selected. 	Number of adult and HoH leavers	% of error rate = count of Income and Sources at Exit errors divided by the number of adult and HoH leavers
Data Quality Report Calculation		All of the % of error rate fields above are reported individually in separate columns	

Living Situation (Chronic Homelessness) Elements

Method 1 – Calculation for HMIS Project Types:

- **Emergency Shelter (ES), Safe Haven (SH), Street Outreach**
- **Transitional Housing (TH)**
- **All types of Permanent Housing (PH):** PH – Permanent Supportive Housing (disability required for entry); PH – Housing Only; PH – Housing with Services (no disability required for entry); PH – Rapid Re-housing

In the CoC-APR, the **Q5 Chronic Homeless** table shows counts of records where data fields related to living situation data contain “Client doesn't know,” “Client refused,” or are missing values.

Count of Total Records calculates the number of adults and Heads of Household (HoH) active during reporting period.

Report Fields:	Denominator (Count of total records)	Missing time in institution	Missing time in housing	Approx Date Started DK/R/missing	Number of times DK/R/missing	Number of months DK/R/missing	% of records unable to calculate
Chronically Homeless	Adults and HoH	Counts of adults and HoH where [Type of Residence] is one of the following: <ul style="list-style-type: none"> ● “Foster care home or foster care group home” ● “Hospital or other non-psychiatric residential facility” ● “Jail, prison or juvenile detention center” ● “Long term care facility or nursing home” ● “Psychiatric hospital or other psychiatric facility” ● “Substance abuse treatment facility or detox center” And [Length of Stay in Prior Living Situation] is “Client doesn't know,” “Client refused,” or <u>missing</u> .	Counts of adults and HoH where [Type of Residence] is one of the following: <ul style="list-style-type: none"> ● Any “Owned by Client...” option ● “Permanent housing for formerly homeless persons” ● any “Rental by client...” option ● “Residential project or halfway house with no homeless criteria” ● “Staying or living in a friend family member’s room, apartment or house” ● “Transitional housing for homeless persons” And [Length of Stay in Prior Living Situation] is “Client doesn't know,” “Client refused,” or <u>missing</u> .	Counts of adults and HoH where [Type of Residence] is one of the following: <ul style="list-style-type: none"> ● “Place not meant for habitation” ● “Emergency shelter including hotel/motel paid for with voucher” ● “Safe Haven” ● “Interim Housing” And [Approximate Date Homelessness Started] is “Client doesn't know,” “Client refused,” or <u>missing</u> .	Counts of adults and HoH where [Type of Residence] is one of the following: <ul style="list-style-type: none"> ● “Place not meant for habitation” ● “Emergency shelter including hotel/motel paid for with voucher” ● “Safe Haven” ● “Interim Housing” And [Number of times the client has been on the streets, in ES, or Safe Haven in the past three years] is “Client doesn't know,” “Client refused,” or <u>missing</u> .	Counts of adults and HoH where [Type of Residence] is one of the following: <ul style="list-style-type: none"> ● “Place not meant for habitation” ● “Emergency shelter including hotel/motel paid for with voucher” ● “Safe Haven” ● “Interim Housing” And [Total number of months homeless on the streets, in ES, or Safe Haven in the past three years] is “Client doesn't know,” “Client refused,” or <u>missing</u> .	% = number of unique adults and HoH missing one or more responses in columns to left, divided by total records in first column.
	Adults and HoH						
	Adults and HoH						
	Sum of adults and HoH totals						

Method 2 – Calculation for HMIS Project Types:

- **SSO (Services Only)**
- **Homeless Prevention (HP)**
- **Other**

In the CoC-APR, the **Q26b: Number of Chronically Homeless Persons by Household** table shows counts of records where data fields related to living situation data contain “Client doesn't know,” “Client refused,” or are missing values.

Report Fields:	Error Count		Denominator	% of Records Unable to Calculate
	Client Doesn't Know / Refused	Information Missing (Data Not Collected)		
Chronically Homeless	Count of records where any of the [Living Situation] fields is “Client doesn't know” or “Client refused”	Count of records where any of the [Living Situation] fields is <u>missing</u> :	Adults and HoH	% of Records Unable to Calculate = number of unique adults and HoH missing one or more responses in any of the [Living Situation] fields, divided by total number of adults and HoH

Timeliness

In the CoC-APR, the **Q6 Timeliness** table shows how many days between when a client exits a program ([project exit date] and when the record of that entry is created in HMIS ([date created] (timestamp)).

Time for Record Entry

The count of the number of active clients for each of the following periods of time are calculated for both **Project Start Records** and **Project Exit Records**:

- 0 days
- 1-3 days
- 4-6 days
- 7-10 days
- 11+ days

Report Fields:	# of Records with Creation Date > 6 days	Denominator	% of Record Creation > 6 days
Record Creation – Project Start	<p>The number of Project Start Records with Record Creation greater than 6 days</p> <p><u>How is it calculated using CoC-APR?</u> by adding the Time for Record Entry rows:</p> <ul style="list-style-type: none"> • 7-10 days • 11+ days 	<p>Total Number of Project Start Records</p> <p><u>How is it calculated using CoC-APR?</u> by adding the Time for Record Entry rows:</p> <ul style="list-style-type: none"> • 0 days • 1-3 days • 4-6 days • 7-10 days • 11+ days <p>OR</p> <p>Total persons served in the report period</p>	<p>% of Project Start Records with Record Creation greater than 6 days = The number of Project Start Records with Record Creation greater than 6 days, divided by the total persons served for the report period</p>
Record Creation – Project Exit	<p>The number of Project Exit Records with Record Creation greater than 6 days</p> <p><u>How is it calculated using CoC-APR?</u> by adding the Time for Record Entry rows:</p> <ul style="list-style-type: none"> • 7-10 days • 11+ days 	<p>Total Number of Project Exit Records</p> <p><u>How is it calculated using CoC-APR?</u> by adding the Time for Record Entry rows:</p> <ul style="list-style-type: none"> • 0 days • 1-3 days • 4-6 days • 7-10 days • 11+ days <p>OR</p> <p>The number of leavers</p>	<p>% of Project Exit Records with Record Creation greater than 6 days = The number of Project Exit Records with Record Creation greater than 6 days, divided by the number of leavers</p>

Calculation: Time for Record Entry

Number of Project Start Records

- count the number of active clients who started in the report date range, i.e. where [project start date] >= [report start date] and [project start date] <= [report end date], where the days between [project start date] (3.10) and [date created] (5.1) is within the timeframe identified in Column A.

User Enters Data Today

Example 1 – User entered data on time (within 6 days of client’s project start date)

For example, if a client’s start date is today and the user is entering the client today (creating a “project entry record” in the HMIS), then that client’s project start record will be counted in the “0 days” category.

PROJECT START RECORDS	Date of Entry by HMIS User [date created] (5.1)	Client’s Start Date [project exit date] (3.11)	Days Elapsed (Time for Record Entry - timeframe)	Counted in category (Time for Record Entry)
Questions	<i>When did I enter the client’s project start date in HMIS?</i>	<i>What was the actual date the client started the program?</i>	<i>How many days has passed between the day I entered the client in HMIS and the actual date the client started the program?</i>	<i>Where is the record counted in the Timeliness calculation?</i>
Example	User goes into HMIS to enter the data (to add a start date for client XXXXX) Entry/Exit tab	Client started the project 2 days ago (10/22/2017)	Calculation Date of Entry by HMIS User MINUS Client’s START Date EQUALS Time for Record Entry	Project Exit Records falls within the “0 days” timeframe in the “Time for Record Entry” column.
Dates	10/24/2017	10/24/2017	0 days	0 days

User Enters Data Within 5 Days

Example 2 – User entered data on time (within 6 days of client’s project start date)

For example, if a client’s start date was 2 days ago and the user is entering the client today (creating a “project entry record” in the HMIS), then that client’s project start record will be counted in the “1-3 days” category.

PROJECT START RECORDS	Date of Entry by HMIS User [date created] (5.1)	Client’s Start Date [project exit date] (3.11)	Days Elapsed (Time for Record Entry - timeframe)	Counted in category (Time for Record Entry)
<i>Questions</i>	<i>When did I enter the client’s project start date in HMIS?</i>	<i>What was the actual date the client started the program?</i>	<i>How many days has passed between the day I entered the client in HMIS and the actual date the client started the program?</i>	<i>Where is the record counted in the Timeliness calculation?</i>
Example	User goes into HMIS to enter the data (to add a start date for client XXXXX) Entry/Exit tab	Client started the project 2 days ago (10/22/2017)	Calculation Date of Entry by HMIS User MINUS Client’s START Date EQUALS Time for Record Entry	Project Exit Records falls within the “1-3 days” timeframe in the “Time for Record Entry” column.
Dates	10/24/2017	10/22/2017	2 days	1-3 days

User Enters Data After a Week

Example 3 – User DID NOT enter data on time (after 6 days of client’s project start date)

For example, if a client’s start date was 7 days ago and the user is entering the client today (creating a “project entry record” in the HMIS), then that client’s project start record will be counted in the “7-10 days” category.

PROJECT START RECORDS	Date of Entry by HMIS User [date created] (5.1)	Client’s Start Date [project exit date] (3.11)	Days Elapsed (Time for Record Entry - timeframe)	Counted in category (Time for Record Entry)
<i>Questions</i>	<i>When did I enter the client’s project start date in HMIS?</i>	<i>What was the actual date the client started the program?</i>	<i>How many days has passed between the day I entered the client in HMIS and the actual date the client started the program?</i>	<i>Where is the record counted in the Timeliness calculation?</i>
Example	User goes into HMIS to enter the data (to add a start date for client XXXXX) Entry/Exit tab	Client started the project a week ago (10/17/2017)	Calculation Date of Entry by HMIS User MINUS Client’s START Date EQUALS Time for Record Entry	Project Exit Records falls within the “7-10 days” timeframe in the “Time for Record Entry” column.
Dates	10/24/2017	10/17/2017	7 days	7-10 days

Number of Project Exit Records

- count the number of leavers where the days between [project exit date] (3.11) and [date created] (5.1) is within the timeframe identified in Column A.

User Enters Data Today

Example 1 – User entered data on time (within 6 days of client’s project exit date)

For example, if a client’s exit date is today and the user is entering the client today (creating a “project entry record” in the HMIS), then that client’s project exit record will be counted in the “0 days” category.

PROJECT EXIT RECORDS	Date of Entry by HMIS User [date created] (5.1)	Client’s Exit Date [project exit date] (3.11)	Days Elapsed (Time for Record Entry - timeframe)	Counted in category (Time for Record Entry)
Questions	<i>When did I enter the client’s project exit date in HMIS?</i>	<i>What was the actual date the client exited the program?</i>	<i>How many days has passed between the day I entered the client in HMIS and the actual date the client exited the program?</i>	<i>Where is the record counted in the Timeliness calculation?</i>
Example	User goes into HMIS to enter the data (to add an exit date for client XXXXX) Entry/Exit tab	Client exited the project today (10/24/2017)	Calculation Date of Entry by HMIS User MINUS Client’s EXIT Date EQUALS Time for Record Entry	Project Exit Records falls within the “0 days” timeframe in the “Time for Record Entry” column.
Dates	10/24/2017	10/24/2017	0 days	0 days

User Enters Data Within 5 Days

Example 2 – User entered data on time (within 6 days of client’s project exit date)

For example, if a client’s exit date was 2 days ago and the user is entering the client today (creating a “project entry record” in the HMIS), then that client’s exit record will be counted in the “1-3 days” category.

PROJECT EXIT RECORDS	Date of Entry by HMIS User [date created] (5.1)	Client’s Exit Date [project exit date] (3.11)	Days Elapsed (Time for Record Entry - timeframe)	Counted in category (Time for Record Entry)
Questions	<i>When did I enter the client’s project exit date in HMIS?</i>	<i>What was the actual date the client exited the program?</i>	<i>How many days has passed between the day I entered the client in HMIS and the actual date the client exited the program?</i>	<i>Where is the record counted in the Timeliness calculation?</i>
Example	User goes into HMIS to enter the data (to add an exit date for client XXXXX) Entry/Exit tab	Client exited the project 2 days ago (10/22/2017)	Calculation Date of Entry by HMIS User MINUS Client’s EXIT Date EQUALS Time for Record Entry	Project Exit Records falls within the “1-3 days” timeframe in the “Time for Record Entry” column.
Dates	10/24/2017	10/22/2017	2 days	1-3 days

User Enters Data After a Week

Example 3 – User DID NOT enter data on time (after 6 days of client’s project exit date)

For example, if a client’s exit date was 7 days ago and the user is entering the client today (creating a “project entry record” in the HMIS), then that client’s project exit record will be counted in the “7-10 days” category.

PROJECT START RECORDS	Date of Entry by HMIS User [date created] (5.1)	Client’s Start Date [project exit date] (3.11)	Days Elapsed (Time for Record Entry - timeframe)	Counted in category (Time for Record Entry)
<i>Questions</i>	<i>When did I enter the client’s project start date in HMIS?</i>	<i>What was the actual date the client started the program?</i>	<i>How many days has passed between the day I entered the client in HMIS and the actual date the client started the program?</i>	<i>Where is the record counted in the Timeliness calculation?</i>
Example	User goes into HMIS to enter the data (to add an exit date for client XXXXX) Exit Assessment Date Entered in HMIS – Entry/Exit tab	Client started the project a week ago (10/17/2017)	Calculation Date of Entry by HMIS User MINUS Client’s EXIT Date EQUALS Time for Record Entry	Project Exit Records falls within the “7-10 days” timeframe in the “Time for Record Entry” column.
Dates	10/24/2017	10/17/2017	7 days	7-10 days

Inactive Records: Street Outreach

In the CoC-APR, the **Q7 Inactive Records** table reports how many street outreach appear to be inactive (i.e. should have been exited but were not). Enrollments are considered inactive when there’s been no contact with or bed night activity for the client within **90 days**.

Report Fields:	# of Inactive Records	Denominator	% of Inactive Records
Contact	Count of clients with no contact recorded within 90 days of the <u>project start date</u> , or the previous <u>contact</u> date, whichever date is greater. Contact is defined as: <ul style="list-style-type: none"> Outreach Contacts (Street Outreach) 	Count of adults and HoH with active enrollments in Street Outreach during report period.	% of inactive records = count of inactive enrollments divided by the count of adults and HoH with active enrollments in Street Outreach report period.

References

Long Beach HMIS Data Quality Plan

(See e-mail attachments in data quality monthly reminder e-mails)

Long Beach HMIS Data Quality Review Guide

(See e-mail attachments in data quality monthly reminder e-mails)

CoC Data Quality Brief – April 2017

<https://www.hudexchange.info/resources/documents/coc-data-quality-brief.pdf>

HMIS Standard Reporting Terminology Glossary

<https://www.hudexchange.info/resources/documents/HMIS-Standard-Reporting-Terminology-Glossary.pdf>

VA Data Guide –September 2017

https://www.va.gov/HOMELESS/ssvf/docs/VA_Provider_Data_Guide_September_2017_FINAL.pdf

HMIS (APR & CAPER) Programming Specifications

<https://www.hudexchange.info/resources/documents/HMIS-Programming-Specifications.pdf>