

Common Data Quality Issues and How to Avoid Them

Timeliness

- The length of time that elapses between the participant data collection and HMIS data entry stages. The sooner data is entered into HMIS, the sooner it is available for reporting purposes, prioritization purposes, data analysis purposes, and making data-informed decisions.
- The HMIS data quality report tracks timeliness as the following:

Q6. Timeliness		
Program Applicability: All Projects		
Time for Record Entry	Number of Project Start Records	Number of Project Exit Records
0 days	7	12
1-3 days	0	0
4-6 days	0	0
7-10 days	0	0
11+ days	0	0

- The shorter the better!

Overdue Annual Assessments

- An annual assessment may be completed either 30 days prior to or 30 days after the client's program anniversary date (on a yearly basis). This metric indicates when an assessment has not been completed 30 days after the client's anniversary date.
- To the right side of the screen under program enrollment, you will see this notification.

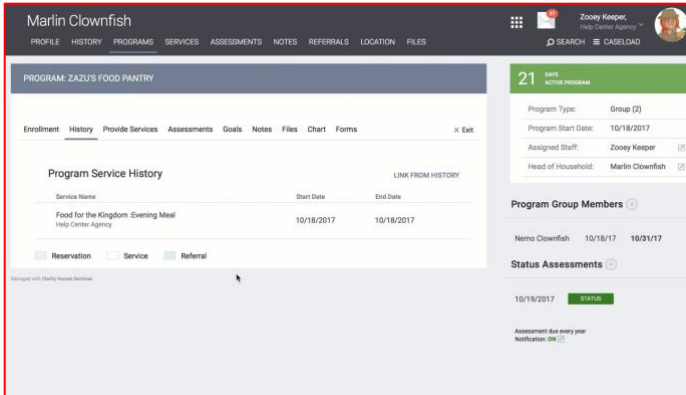
Status Assessments

Assessment Due - January 21st 2022

No Statuses


Assessment due every year
Notification: **OFF**

- To add an annual assessment, click *Add* next to **Status Assessments** and then select the client(s) for which you want to conduct the annual assessment. You will then be able to conduct the annual assessment for all selected group members in sequence without having to go into each client record separately.




Name Data Quality

- A client's full name is reported on the client's profile, but data not collected, partial name reported, client doesn't know, client refused/client prefers not to answer is chosen for the field.
- Double check your client's profile to see if there are any discrepancies between the name and the name data quality fields.

Last Name	Testerlauren
First Name	Ted
Quality of Name	Data not collected 

Income Data Quality

- "Yes" is entered for income, but no source of income is checked. This error message will display:

Total Monthly Income for Individual	0.00
 Income from Any Source is set to "Yes", but no income source is selected. Please update the Income from Any Source field or select at least one income source, as appropriate.	


- Verify the client's income or choose "no" for this field.

Disabling Condition Data Quality

- "Yes" is entered for disabling condition, but no disabling condition is checked. "No" is entered for disabling condition, but a disabling condition is checked "yes". These error messages will occur:


DISABLING CONDITIONS AND BARRIERS

Disabling Condition	Yes	▼
Physical Disability	No	▼
Developmental Disability	No	▼
Chronic Health Condition	No	▼
HIV - AIDS	No	▼
Mental Health Disorder	No	▼
Substance Use Disorder	No	▼

 Disabling Condition is set to "Yes", but no disability type has been selected. Please update the Disabling Condition field or select at least one disability type, as appropriate.

DISABLING CONDITIONS AND BARRIERS

Disabling Condition	No	▼
Physical Disability	No	▼
Developmental Disability	Yes	▼

 You have selected "Yes" for Developmental Disability but "No", "Client doesn't know", "Client refused", or "Data not collected" for Disabling Condition. Please correct the Disabling Condition field or the Developmental Disability field, as appropriate.

Chronic Health Condition	No	▼
HIV - AIDS	No	▼
Mental Health Disorder	No	▼

- Verify which type of disabling condition (if any) the client has and check the appropriate message.

Project Start Date Error-

- Project Start Date is before the Project Descriptor Grant Start date HMIS Data Element 2.06.3
- Enrollment does not overlap any active grant.
- Submit requested forms sent by the HMIS team to keep grant/funding information accurate and updated.

Project End Date

- Project End Date is after the Project Descriptor Grant End date HMIS Data Element 2.06.4

- Submit requested forms sent by the HMIS team to keep grant/funding information accurate and updated.

Relationship to Head of Household

- In household with more than one Head of Household, Inactive HoH Selected, or No HoH Selected
- Double Check your program and make sure all household information is accurate.

Program Start Date before Grant Start Date

- Occurs when the project start date is before the grant start date.
- Funding/grant is missing, which is a huge reason why this occurs.
- Fill out requested forms.