

How to Interpret a Data Quality Report

In the middle of each month, you should receive a Data Quality Report and summary from your HMIS system administrators which contains a summary of your data quality progress as well as direct links to correct any errors.

Q4. Income and Housing Data Quality					
Data Element	FY 24 (10/1/23 - 3/31/24)	FY 24 (10/1/23 - 4/30/24)	FY 24 (10/1/23 - 5/31/24)	FY 24 (10/1/23 - 6/30/24)	FY 24 (10/1/23 - 7/31/24)
Destination (3.12)	0.00%	0.00%	0.00%	0.00%	0.00%
Income and Sources (4.02) at Start	0.00%	0.00%	0.00%	0.00%	0.00%
Income and Sources (4.02) at Annual Assessment	5.97%	13.89%	16.44%	16.44%	21.33%

The numbers highlighted in yellow are the most recent numbers and are your error rate for that particular measure. In this example, you can see there is a 21.33% error rate for Measure 4.02 – Income and Sources at Annual Assessment.

This means that during 21.33% of annual assessments conducted, there was an error in the income and sources section. The most typical errors are either not filling out that section of the annual assessment at all, or indicating that they did have income but not specifying what it was.

To correct this error, you will navigate to the highlighted tab.

Disabling Condition	Q4 - Destination	Q4 - Income and Sources Start	Q4 - Income and Sources Annual	Q4 - Income and Sources Exit	Q4 - Non-Cash Benefits Start	Q4 - Non ...
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Here you will see the affected clients and their current program enrollment that the error is connected to.

Information Missing			
Unique Identifier	Program	Start Date	End Date
DC1662AE6	Homeless Healthcare	5/25/2022	-
D3C029B3A	Homeless Healthcare	7/21/2022	-
1992F1A92	Homeless Healthcare	7/21/2022	-
16DE7A6F5	Homeless Healthcare	4/11/2023	-
FC6071EF7	Homeless Healthcare	4/11/2023	-
582D22D6A	Homeless Healthcare	1/25/2023	-

By clicking on the link in the Unique Identifier column, you will be taken directly to that client's profile. We will start with the top client. Click the Programs link.

PROFILE	HISTORY	SERVICES	PROGRAMS	ASSESSMENTS	NOTES	FILES	CONTACT	LOCATION	REFERRALS
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Ensure that the start dates on the website and report match each other, and click on the pencil icon.

☒	Homeless Healthcare Street Outreach Clinica Sierra Vista	05/25/2022	08/15/2024	Individual
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Then click Assessments.

Enrollment	History	Events	Assessments
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Select the pencil icon the most recent annual assessment.

Advanced search options

View

Assessment Name	Completed	Details
Annual Assessment Clinica Sierra Vista	05/20/2024	

From here, you can see that the client was entered as having income, but that income was not entered. You will either have to enter that client's income, such as Social Security, income from a job, a veteran's pension, or other sources, or set that client's income to "No."

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MONTHLY INCOME AND SOURCES

Income from Any Source	Yes	▼
Earned Income	☐	
Unemployment Insurance	☐	
Supplemental Security Income (SSI)	☐	
Social Security Disability Insurance (SSDI)	☐	
VA Service-Connected Disability Compensation	☐	
VA Non-Service Connected Disability Pension	☐	
Private Disability Insurance	☐	
Worker's Compensation	☐	
Temporary Assistance for Needy Families (TANF)	☐	
General Assistance (GA)	☐	
Retirement Income from Social Security	☐	
Pension or Retirement Income from a Former Job	☐	
Child Support	☐	
Alimony and Other Spousal Support	☐	
Other Income Source	☐	
Total Monthly Income for Individual	0.00	

Click Save & Close at the bottom. This should correct the error. You can re-run the report to be sure (please consult How to Run a Data Quality Report in the HMIS Data Library), or wait for the next Data Quality Report to arrive from your HMIS system administrators.

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