

How To Clean Up your HUD Data Quality Report

1. Go to the “Reports” workspace, run a “HUD Data Quality Report” and click on “Report” as shown below.

The screenshot displays the '2022 HUD Data Quality Report' configuration interface. On the left sidebar, a red arrow points to the 'Reports' icon. The main panel shows the following configuration options:

- Saved Report Settings:** A dropdown menu with "-- SELECT --".
- Date Range:** A section for indicating the time period. The Date Range List is set to "Since This Date, Last Year". The Begin Date is 11/09/2021 and the End Date is 11/09/2022.
- Organization:** A list of organizations to include in the report, including "A Better Way", "A Mother's Hope", "Advantage Housing Inc", "AIDS Ministries Elkhart", and "AIDS Resource Group Evansville".
- Grant(s):** A section for indicating which grants should be included. The "Filter by Grant(s)" checkbox is unchecked.
- Program:** A section for indicating which programs should be included. The "Filter by Program" checkbox is checked. The program list includes "My Fake Organization CoC RRH (RRH-R8)", "My Fake Organization Coordinated Entry (R1a)", "My Fake Organization ES (ES-R8)", "My Fake Organization HOPWA(PSH-R8)", and "My Fake Organization PATH (SD-R8)".
- CoC Filter:** A section for optionally identifying a single CoC to filter the report results. The State Filter for CoC is set to "-- SELECT --". The CoC (Optional) is also set to "-- SELECT --".
- Detail Export:** A section for generating a separate task to generate the Detail Export. The SSN Masking is set to "XXX-XX-0000".

At the bottom of the interface, there are three buttons: "Report", "Schedule Report", and "Cancel". The "Report" button is circled in red.



- You will see a window pop-up showing the different data elements and their respective % error rate. In the screenshot below, the data element “Social Security Number (3.2) has the highest error rate of the “personally Identifiable Information (PII)” section.

Home Sea 2022 HUD Data Quality Report

HUD Data Quality Report
11/9/2021 to 11/9/2022

ClientTrack™

Report Criteria
Organizations: My Fake Organization
Programs: My Fake Organization ES (ES-R8)

Q1. Report Validation Table

Total Number of Persons Served	16
Number of Adults (age 18 or over)	12
Number of Children (under age 18)	4
Number of Persons with Unknown Age	0
Number of leavers	6
Number of adult leavers	5
Number of adult and head of household leavers	5
Total Number of Stayers	10
Number of Adult Stayers	7
Number of Veterans	6
Number of Chronically Homeless Persons	7
Number of youth under age 25	4
Number of parenting youth under age 25 with children	2
Number of Adult Heads of Household	12
Number of child and unknown-age heads of household	0
Heads of households and adult stayers in the project 365 days or more	0

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)	0	1	4	31.25%
Date of Birth (3.3)	0	0	0	0.00%
Race (3.4)	1	0		6.25%
Ethnicity (3.5)	0	0		0.00%
Gender (3.6)	0	0		0.00%
Overall Score				31.25%

Q3. Universal Data Elements

Data Element	Error Count	% of Error Rate
Veteran Status (3.7)	3	18.75%
Project Entry Date (3.10)	0	0.00%
Relationship to Head of Household (3.15)	0	0.00%
Client Location (3.16)	2	16.67%
Disabling Condition (3.8)	2	12.50%

Q4. Income and Housing Data Quality

Data Element	Error Count	% of Error Rate
Destination (3.12)	2	33.33%

2022 HUD Data Quality Report

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HUD Data Quality Report

11/9/2021 to 11/9/2022



Income and Sources (4.2) at Start	4	33.33%
Income and Sources (4.2) at Annual Assessment	0	0.00%
Income and Sources (4.2) at Exit	2	40.00%

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/missing	% of records unable to calculate
ES, SH, Street Outreach	12			2	3	3	25.00%
TH	0	0	0	0	0	0	0.00%
PH (all)	0	0	0	0	0	0	0.00%
Total	12						25.00%

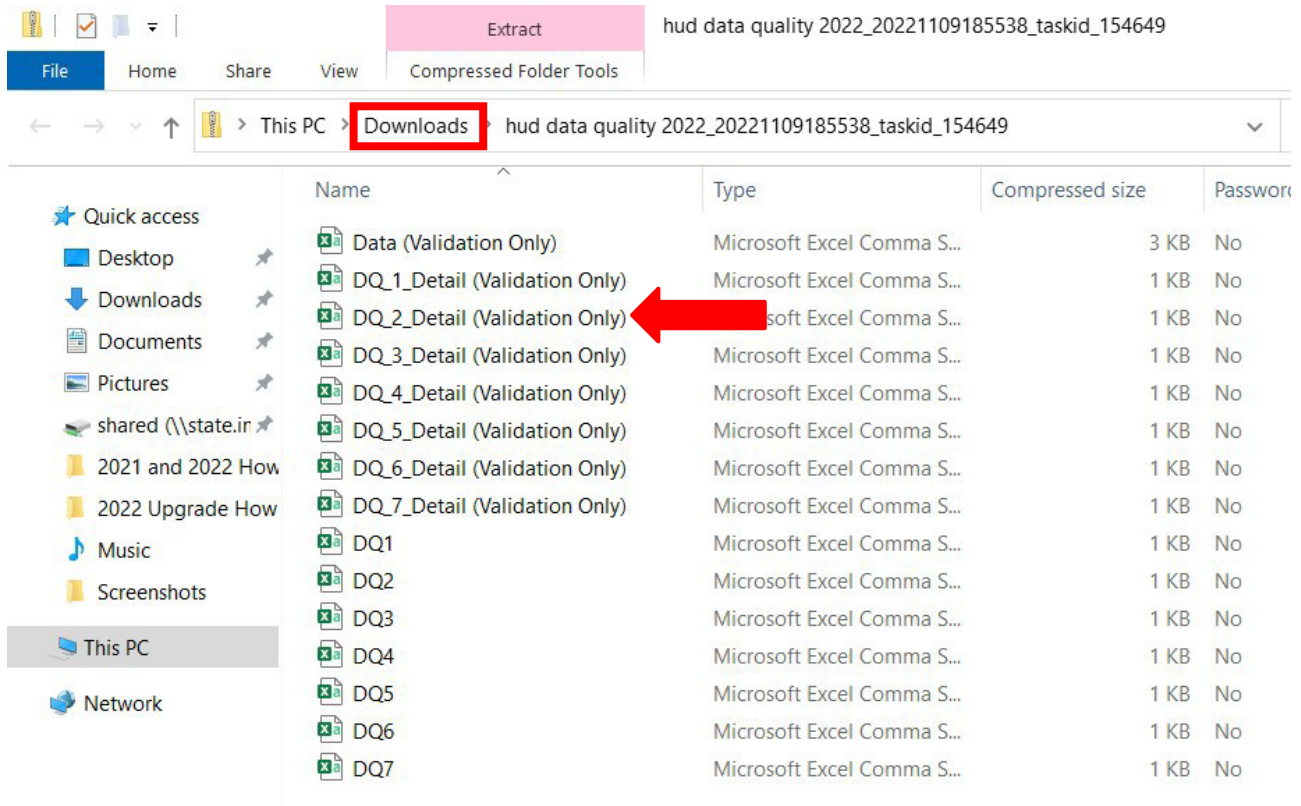
Q6. Timeliness

Time for Record Entry	Number of Project Start Records	Number of Project Exit Records
0 days	14	5
1-3 Days	0	0
4-6 days	0	0
7-10 days	0	0
11+ days	2	1

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)	0	0	0.00%
Bed Night (All clients in ES - NBN)	0	0	0.00%

3. Please refer to the **“Data Quality Report”** Excel files to drill down to the Client level data.
 - a. (Please reference the **“How to Run a Data Quality Report”** guide for instructions on running the report, extracting, and exporting the data to Excel files)
4. **For example:** If an Error Rate of 20% or more is identified under Question 2 (Q2) Personally Identifiable Information (PII) – Social Security Number, please open the Excel spreadsheet for **“DQ2 Detail”** (Validation Only) as shown below. The **“hud data quality 2022”** file you downloaded should be under **“Downloads”** in your computer.



5. Search the **“Missing”** and **“Data Issue”** columns on the **“DQ2 Detail”** Excel file and identify the clients with **“Yes”** indicators. The data issue reason is noted in the **“Data Issue Reason”** column.

The screenshot shows an Excel spreadsheet titled 'DQ_2_Detail (Validation Only) - Read-Only'. The spreadsheet has columns A through N. The 'Missing' column (E) and 'Data Issue' column (F) are highlighted with a red box. The data for the first three rows is as follows:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Data Element	clientid	Name	Client Do	Missing	Data Issue	Data Issue	EnrollID	EnrollDate	ExitDate	ProgramName			
2	Social Sect	1048334	Skywalker, Luke			Yes	Number de	1675768	#####		My Fake Organization CoC RRH (RRH-R8)			
3	Race (3.4)	1048334	Skywalker, Luke		Yes		Data Not C	1675768	#####		My Fake Organization CoC RRH (RRH-R8)			
4	Ethnicity (:	1048334	Skywalker, Luke		Yes		Data Not C	1675768	#####		My Fake Organization CoC RRH (RRH-R8)			

- Once the **“Yes”** indicators have been identified from the **“DQ2 Detail”** Excel file, move to the corresponding **“Client ID”** column and identify the **Client ID#(s)**.

The screenshot shows an Excel spreadsheet titled "DQ_2_Detail (Validation Only) - Read-Only". The spreadsheet has columns A through N. The data is as follows:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Data Element	clientid	Name	Client Doe	Missing	DataIssue	DataIssuef	EnrollID	EnrollDate	ExitDate	ProgramName			
2	Social Sec	1048334	skywalker, Luke			Yes	Number d	1675768	#####		My Fake Organization CoC RRH (RRH-R8)			
3	Race (3.4)	1048334	skywalker, Luke	Yes			Data Not C	1675768	#####		My Fake Organization CoC RRH (RRH-R8)			
4	Ethnicity (1048334	skywalker, Luke	Yes			Data Not C	1675768	#####		My Fake Organization CoC RRH (RRH-R8)			

- Following the completion of all Client information updates, run a new **“Data Quality Report”** to review the **“Error Rates”**. When all Error Rates are below 20% - your program complying.

Please contact the HMISHelpDesk@ihcda.IN.gov for HMIS assistance. Please contact the DVHelpDesk@ihcda.IN.gov for DV ClientTrack assistance.