

# How to Clean Up your Data Quality Report

December 2019

1. **The “Data Quality Error Rate” for each data point displayed on the report must fall below 25%.** Review your “Data Quality Report” and identify all Error Rates of 25% or more. (Example of SSN Error Rate is outlined below)

## Report Criteria

Organizations: My Fake Organization  
 Programs: My Fake Organization (ES - R10)  
 Grants: My Fake Org ES (ESG-R10)  
 Program Types: Emergency Shelter  
 CoC: Indiana Balance of State

## Q1. Report Validation Table

Total Number of Persons Served	89
Number of Adults (age 18 or over)	71
Number of <u>Children</u> (under age 18)	18
Number of Persons with Unknown Age	0
Number of leavers	7
Number of adult leavers	6
Number of adult and head of household leavers	6
Total Number of Stayers	82
Number of Adult Stayers	65
Number of Veterans	21
Number of Chronically Homeless Persons	17
Number of <u>youth</u> under age 25	12
Number of parenting youth under age 25 with children	2
Number of Adult Heads of Household	63
Number of child and unknown-age heads of household	2
Heads of households and adult stayers in the project 365 days or more	65

## 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)	20	4	23	52.81%
Date of Birth (3.3)	0	0	0	0.00%
Race (3.4)	2	0		2.25%
Ethnicity (3.5)	3	0		3.37%

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Gender (3.6)	0	0	0.00%
Overall Score			52.81%

### Q3. Universal Data Elements

Data Element	Error Count	% of Error Rate
Veteran Status (3.7)	8	8.99%
Project Entry Date (3.10)	0	0.00%
Relationship to Head of Household (3.15)	7	7.87%
Client Location (3.16)	6	9.23%
Disabling Condition (3.8)	21	23.60%

### Q4. Income and Housing Data Quality

Data Element	Error Count	% of Error Rate
Destination (3.12)	0	0.00%
Income and Sources (4.2) at Start	14	19.18%
Income and Sources (4.2) at Annual Assessment	65	100.00%
Income and Sources (4.2) at Exit	2	33.33%

### 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	50			8	8	8	16.00%
TH	0	0	0	0	0	0	0.00%
PH (all)	0	0	0	0	0	0	0.00%
Total	50						16.00%

### Q6. Timeliness

Time for Record Entry	Number of Project Start Records	Number of Project Exit Records
0 days	9	6
1-3 Days	0	1
4-6 days	0	0
7-10 days	0	0

11+ days	0	0
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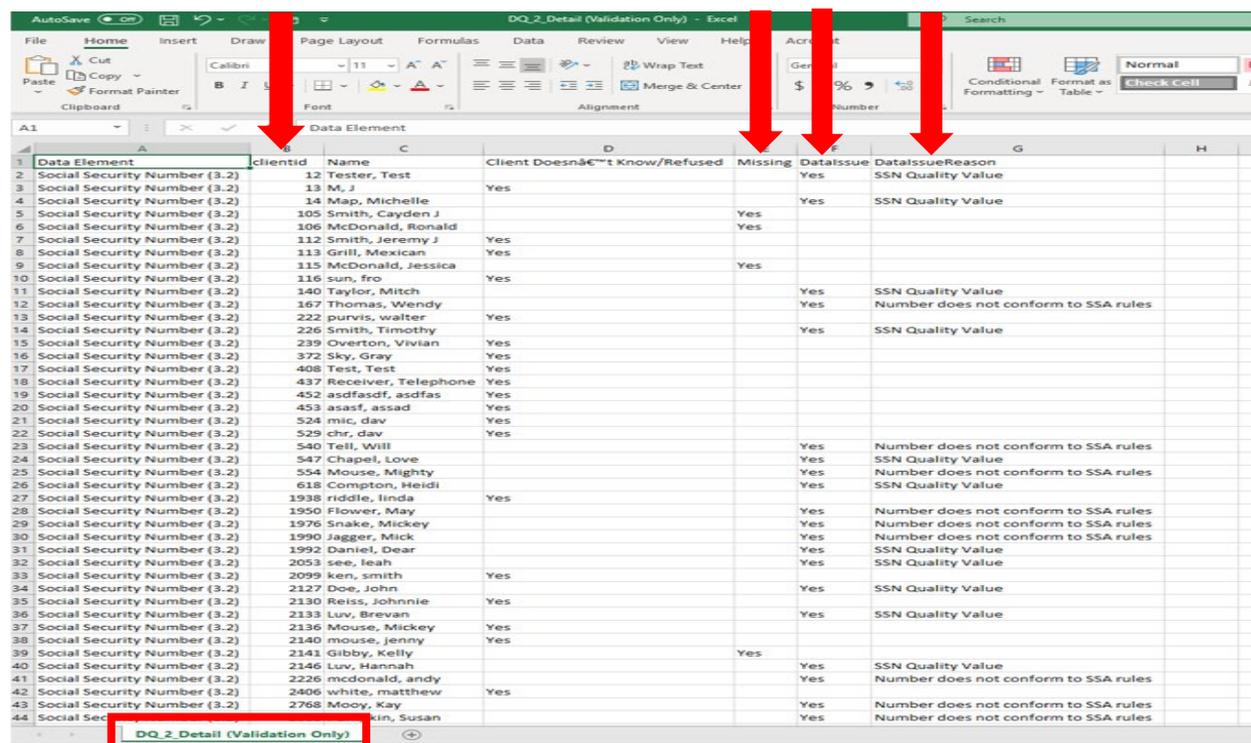
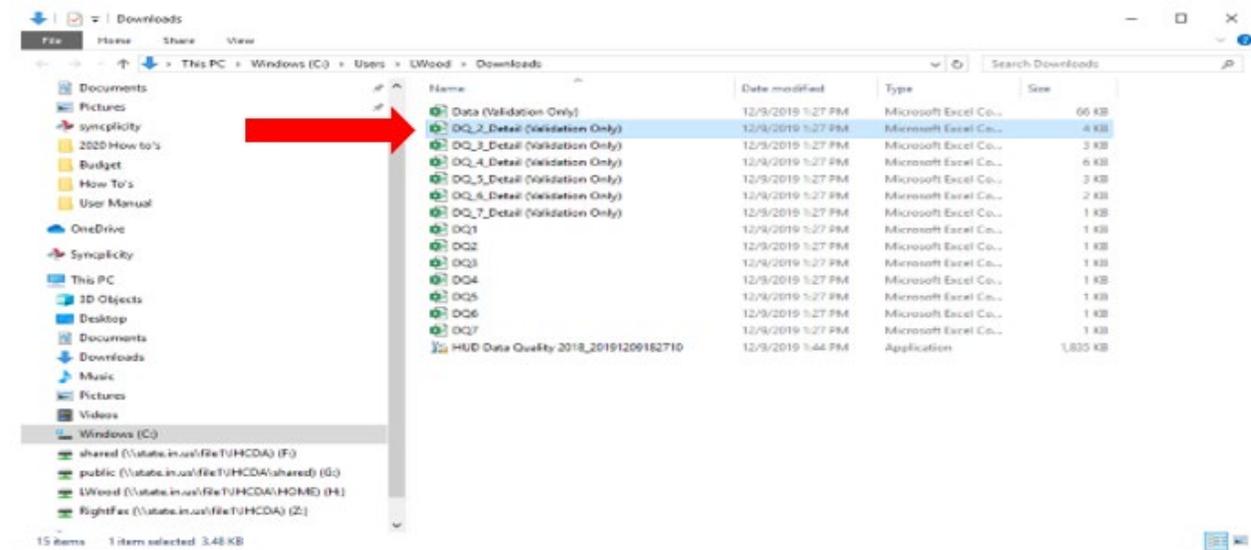
### Q7. Inactive Records: Street Outreach & Emergency Shelter

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

- Please refer to the **“Data Quality Report”** Excel files to drill down to the Client level data.
  - (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)
- For example:** If an Error Rate of 25% 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).
- 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.
- 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)**.

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6. Open each Client's HMIS record you have identified with a "Data Issue" and update the incorrect/missing information then "Save" the changes to the Client's HMIS record.
7. Following the completion of all Client information updates, run a new "Data Quality Report" to review the "Error Rates".
8. When all Error Rates are below 25% - your program is in compliance.

Please contact the [HMISHelpDesk@ihcda.in.gov](mailto:HMISHelpDesk@ihcda.in.gov) for HMIS assistance.

Please contact the [DVHelpDesk@ihcda.in.gov](mailto:DVHelpDesk@ihcda.in.gov) for DV ClientTrack assistance.

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