

# 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 shows the '2022 HUD Data Quality Report' configuration screen. The left sidebar contains a navigation menu with categories like 'Data Explorer', 'Files on Server', 'HMIS Exports', 'HMIS Reports', 'Administrative Reports', 'Client Reports', 'Enrollment Reports', 'Referral Reports', 'Reports', 'Service Reports', and 'Other Reports'. A red arrow points to the 'Reports' icon in the sidebar. The main content area is titled '2022 HUD Data Quality Report' and includes sections for 'Saved Report Settings', 'Date Range', 'Organization', 'Grant(s)', 'Program', 'CoC Filter', and 'Detail Export'. The 'Organization' section lists several organizations, including 'A Better Way', 'A Mother's Hope', 'Advantage Housing Inc', 'AIDS Ministries Elkhart', and 'AIDS Resource Group Evansville'. The 'Program' section lists several programs, including '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)'. The 'CoC Filter' section includes 'State Filter for CoC' and 'CoC (Optional)'. The 'Detail Export' section includes 'SSN Masking' and a 'Run Export' button. At the bottom, there are three buttons: 'Report', 'Schedule Report', and 'Cancel'. The 'Report' button is circled in red.

2. 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

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

ClientTrack™

### 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%

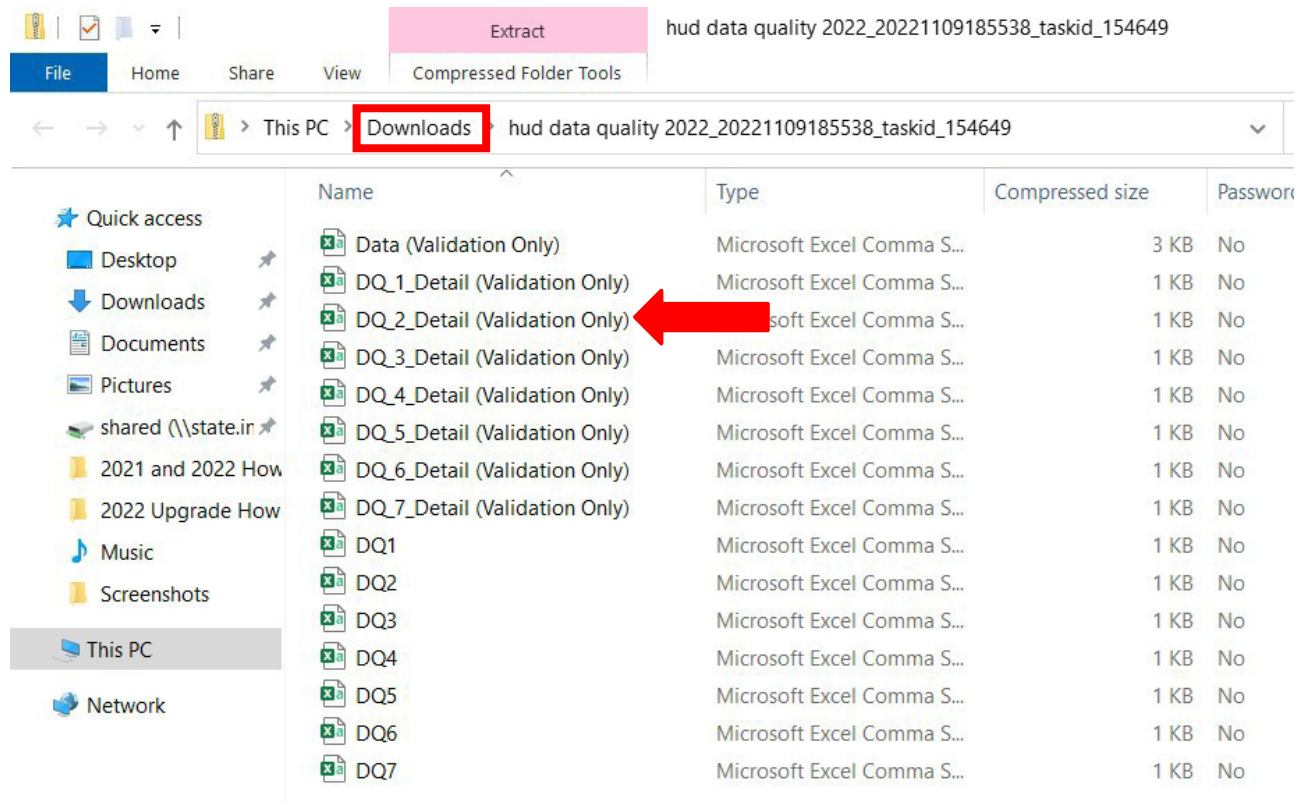
## Q6. Timeliness

<b>Time for Record Entry</b>	<b>Number of Project Start Records</b>	<b>Number of Project Exit Records</b>
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.

AutoSave ☐ Off DQ\_2\_Detail (Validation Only) - Read-Only  Jordan, Daniella

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Data Element	clientid	Name	Client Do	Missing	DataIssue	DataIssue	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)			

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- 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)**.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Data Element	clientid	Name	Client	Missing	Data Issue	Data Issue	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](mailto:HMISHelpDesk@ihcda.IN.gov) for HMIS assistance. Please contact the [DVHelpDesk@ihcda.IN.gov](mailto:DVHelpDesk@ihcda.IN.gov) for DV ClientTrack assistance.