



2017 HMIS Data Quality Plan

Plan:

Each HMIS Provider will run a CoC APR for their project(s); the first two weeks of the month should be used to complete any remaining data entry, run an initial report, and address data quality issues flagged. By the 25th of each month, a final APR should be saved as a PDF and submitted to their System Administrator for review. Each data quality section should have an error rate of 5% or less. If projects report error rates higher than 5% in any section for 3 or more consecutive months, technical assistance training from the HMIS lead agency will be required.

Quarterly system-wide data quality reports (ART Report 0640) will be presented at HMIS committee meetings.

Roll out:

- Meet with HMIS Committee chairs to discuss process: Webinar September 2017
- Present plan at HMIS committee meetings: October 2017
 - Live demo of running APR (canned report)
 - Each section will be explained (what the data point is, what flags as a “Data Issue” or “Error”);
 - Data quality fixes;
 - UDEs vs. Expanded elements for CoC/VHSP/ESG funded vs. Other funded projects
 - Explain benefits:
 - Hyperlinked records for ease of data cleanup
 - Virtual real-time updates (not an ART report, so you don’t have to wait for midnight update to see changes reflected in the APR)
 - Gives projects more control over their data quality process
- Post Committee Meeting follow-up: Completed by first week of November 2017
 - Training video showing:
 - how to run APR;
 - save to PDF;
 - submit via email to SysAdmin; and,
 - Data Quality flags and fixes covered at Committee Meetings.
 - HMIS Lead will gather HMIS points of contact and supervisor for each agency
- First APRs due: November 25, 2017
- Sample Report Program Date Ranges:

Report Submission Date	Start Date	End Date
November 25, 2017	November 1, 2016	October 31, 2017
December 25, 2017	December 1, 2016	November 30, 2017