

## HMIS Data Quality Template

### Q1. Report Validation Table

#	Validation	B
1	Total number of persons served	
2	Number of adults (age 18 or over)	
3	Number of children (under age 18)	
4	Number of persons with unknown age	
5	Number of leavers	
6	Number of adult leavers	
7	Number of adult and head of household leavers	
8	Number of stayers	
9	Number of adult stayers	
10	Number of veterans	
11	Number of chronically homeless persons	
12	Number of youth under age 25	
13	Number of parenting youth under age 25 with children	
14	Number of adult heads of household	
15	Number of child and unknown-age heads of household	
16	Heads of households and adult stayers in the project 365 days or more	

### Q2. Personally Identifiable Information (PII)

Data Element	Client Doesn't Know/Refused	Information Missing	Data Issues	% of Error Rate
Name (3.1)				
Social Security Number (3.2)				
Date of Birth (3.3)				
Race (3.4)				
Ethnicity (3.5)				
Gender (3.6)				
Overall Score				

### Q3. Universal Data Elements

Data Element	Error Count	% of Error Rate
Veteran Status (3.7)		
Project Entry Date (3.10)		
Relationship to Head of Household (3.15)		
Client Location (3.16)		
Disabling Condition (3.8)		

### Q4. Income and Housing Data Quality

Data Element	Error Count	% of Error Rate
Destination (3.12)		
Income and Sources (4.2) at Entry		
Income and Sources (4.2) at Annual Assessment		
Income and Sources (4.2) at Exit		

**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							
TH							
PH (all)							
Total							

**Q6. Timeliness**

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

**Q7. Inactive Records: Street Outreach & Emergency Shelter**

Data Element	# of Records	# of Inactive Records	% of Inactive Records
Contact ( <i>Adults and Heads of Household in Street Outreach or ES – NBN</i> )			
Bed Night ( <i>All clients in ES – NBN</i> )			