

Harford County HMIS Data Quality Checklist

Data entry errors are being corrected on a monthly basis to ensure the most up-to-date and complete data.	
Enrollment/Entry dates, services and exit dates have been entered into HMIS within 5 business days of occurrence for ALL members of the household, including children.	
A thorough search for client in the system is done before using “Add New Client with this Information” so as to not duplicate clients.	
Complete and accurate data for the month is being entered into HMIS by the fourth working day of the month following the reporting period.	
Missing/unknown data in HMIS is less than 5% per month for required Universal Data Elements (UDE).	
The correct Provider is being selected before beginning with data entry using the “Enter Data As” function.	
All entries and exits into shelter are done via Shelterpoint ONLY. Non shelters use Clientpoint.	
Back Date Mode is being used for all record creation and data entry of Client Demographics (Clientpoint only) if information is being entered on a day other than the entry date.	
Updates of information are being completed using the “Interim” function.	
The annual Interim assessment is being completed no more than 30 days before or after the anniversary of the client’s <i>Project Entry Date</i> , regardless of the date of the most recent “update.” This creates a snapshot that updates income, non-cash benefits, and health insurance for clients enrolled in the program for a year or more.	
Acceptable range of bed/unit utilization rates for established projects:	
<ul style="list-style-type: none"> ▪ Emergency Shelters: 85%-105% 	
<ul style="list-style-type: none"> ▪ Transitional Housing: 85%-105% 	
<ul style="list-style-type: none"> ▪ Permanent Supportive Housing: 90%-105% 	
There is at least 1 service transaction per month per client.	
Clients that have not had a service in the past 30 days have been exited from their program.	
Family Type has been reviewed and data corrected in HMIS for all clients.	

When selecting "other" for any field, an explanation is provided.	
Clients marked with having Income have corresponding source(s) of income in the HUD Verification chart.	
Clients marked as having Non-Cash Benefits have corresponding source(s) of benefits in the HUD Verification chart.	
Clients marked as having Insurance have corresponding insurance types in the HUD Verification chart.	
Clients marked Disabled have supporting disabling conditions identified in the HUD Verification chart.	
Uses of "Data Not Collected," "Client Refused," or "Client Doesn't Know" is infrequent and rare.	
A Release of Information (ROI) is collected for all adults in households and properly indicated in the HMIS system.	
The percentage of client files with inaccurate HMIS data should not exceed 10%.	