HMIS Data Quality Framework Template

# AGENCY NAME: **Click or tap here to enter text.**

# PROGRAM NAME: **Click or tap here to enter text.**

# SERVICEP**OINT PROVIDE NAME AND NUMBER(S): Click or tap here to enter text.**

# CONTACT NAME AND EMAIL: **Click or tap here to enter text.**

Instructions: Please complete the grid below. There should be one row for each of the questions on Data Quality Framework where the program has an error rate greater than 5%. In the Action Plan column, please identify all actions that can be taken. Complete a separate form for each housing/service type within your agency. For example, complete one form for transitional housing and one for shelter. If you have multiple ServicePoint providers for one housing type, you can run the report for all the providers at once.

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| Table Number and Data Element from Data Quality Framework | Error Count | Error Rate | Explanation of Error Rate | Action Plan |
| EXAMPLE:Q3 3.15 Relationship to Head of Household | 6 | 12% | Null values in children on entry exits due to new case manager who missed this newly required data element. | Case Manager will correct all entry exits since 10/1/2020. |
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**Q5 Data Quality Timeliness**

*Timeliness Policy: In order for data in HMIS to be useful, it must be entered in the system as close to the actual service as possible. All agencies will certify that all clients served within 7 days have been entered into the software system (as applicable). Agencies will also certify that all clients who leave a program will be exited from the software system within 7 days. Night-by-Night shelter providers and street outreach providers must exit clients who have not been in contact with the respective program for 30 days and 90 days respectively.*

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| Data Quality Timeliness | Number of Project Start Records | Number of Project Exit Records | Agency Notes |
| 0 days |  |  |  |
| 1-3 days |  |  |  |
| 4-6 days |  |  |  |
| 7-10 days |  |  |  |
| 11+ days |  |  |  |