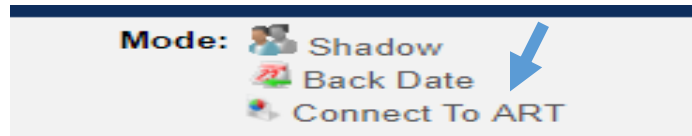


Data Clean Up Guide
HUD Data Quality Report Framework – v7
Report #0640

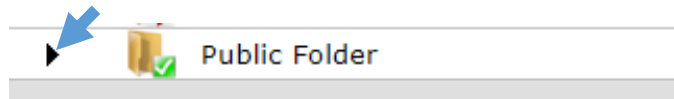
The 0640 Report is intended to be used to provide HUD with Data Quality metrics on a CoC for use in the Annual CoC Program Competition. It is also consistent with CoC and ESG Program Data Quality reporting

Follow the steps listed below to run the 0640 report for your Agency.

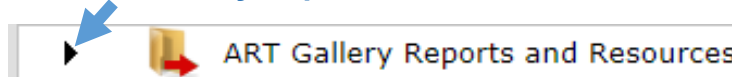
- 1.) Click on '**Connect to ART**'



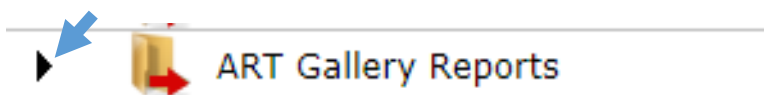
- 2.) Click on the arrow for '**Public Folder**'



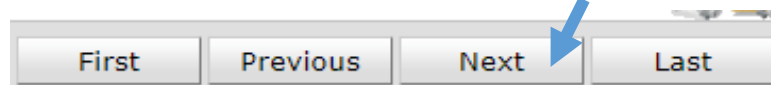
- 3.) Click on the arrow for '**ART Gallery Reports and Resources**'



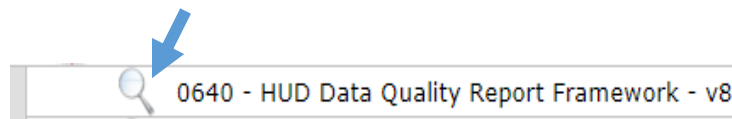
- 4.) Click on the arrow for '**ART Gallery Reports**'



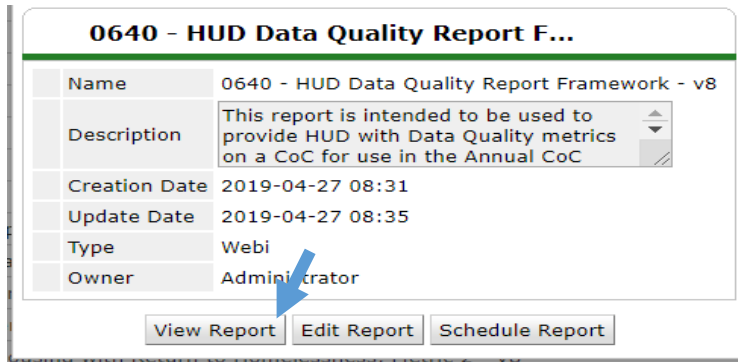
- 5.) Click on the '**Next**' button until the **0640** report is listed.



- 6.) Double click on the **Magnifying glass** next to **0640**



- 7.) Click on '**View Report**'



In this screen you will be presented with several prompt options.

You will need to select each prompt and follow the steps designated for each prompt.

8.) Make your Prompt Selections.

Prompt: **Select Provider CoC Code(s)**
Skip this prompt.

This option only applies to CoC staff.

Prompts

Reply to prompts before running the query.

Select Provider CoC Code(s): (optional) This filter will be ignored because no value has been selected.

Prompt: **Select Reporting Group Name –**
Skip, unless your agency uses reporting groups

Prompts

Reply to prompts before running the query.

Select Provider CoC Code(s): (optional) This filter will be ignored because no value has been selected.

Select Reporting Group Name: (optional) This filter will be ignored because no value has been selected.

Prompt: **Select Provider(s)**
Once you click on this prompt, the system will auto select **'Bowman systems, LLC'**

- 1.) Under the 'Select Provider(s)' side click on **'Bowman System, LLC'** and click on Left facing arrow to **de-select** it.
- 2.) Click the "refresh values" icon
- 3.) Highlight desired Provider(s)
- 4.) Click on '>' to select the provider.

Go back up to select the next prompt.

Prompts

Reply to prompts before running the query.

Select Provider(s): (optional) **Bowman Systems, LLC(0)**

Type values here

Select Provider(s):

Bowman Systems, LLC(0)

Refresh Values

To see the content of the list, please click the Refresh values button.

Prompt: **EDA Provider**

- 1.) Select the prompt
- 2.) Click on the refresh values icon
- 3.) Click on your EDA provider name.
- 4.) Click on '>' to select it.

Go back up to select the next prompt.

EDA Provider -Default Provider-

EDA Provider

City Of Buenaventura, Tenant Based(14)

City Of Oxnard(175)

City Of Oxnard(92)

City Of Oxnard-Eviction Prevention Assistance Pro...

Refresh Values

EDA Provider

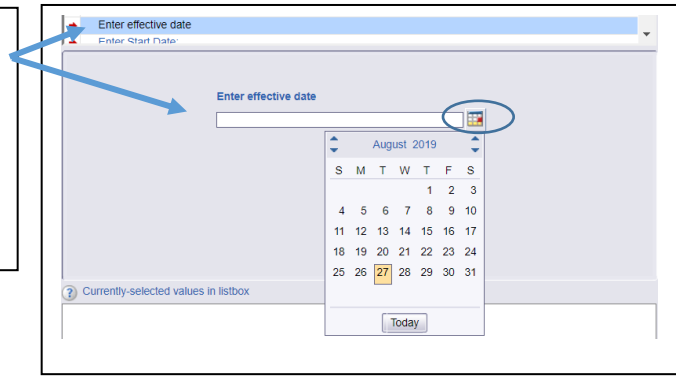
City Of Oxnard(92)

Prompt: Enter Effective Date

Utilize the calendar icon to enter/ select the desired Effective Date.

Note: Same as End Date Plus 1 Day

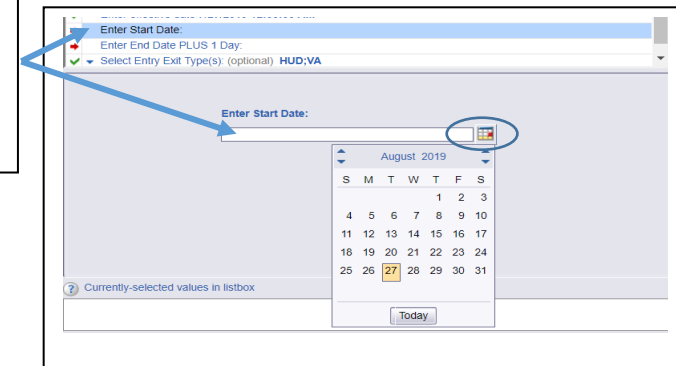
Go back up to select the next prompt.



Prompt: Enter Start Date -

Utilize the calendar icon to enter/ select the desired Start Date.

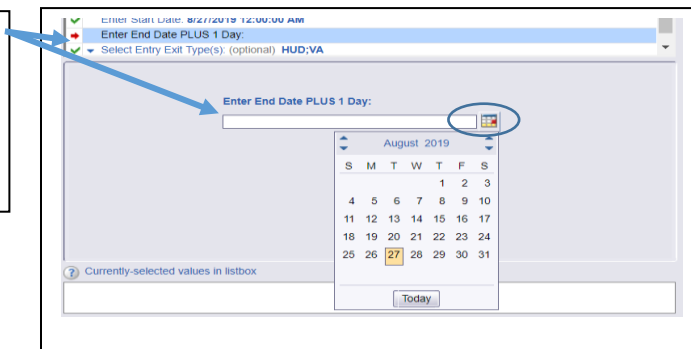
Go back up to select the next prompt.



Prompt: Enter End Date PLUS 1 Day -

Utilize the calendar icon to enter/ select the Enter End Date PLUS 1 Day.

Go back up to select the next prompt.

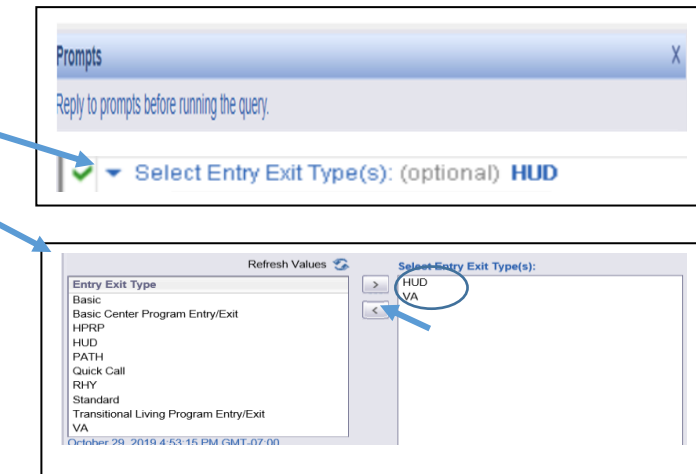


Prompt: Select Entry Exit Type(s)

The system auto selects 'HUD' and 'VA'. De-select if needed by clicking on each option and clicking on the left facing < arrow.

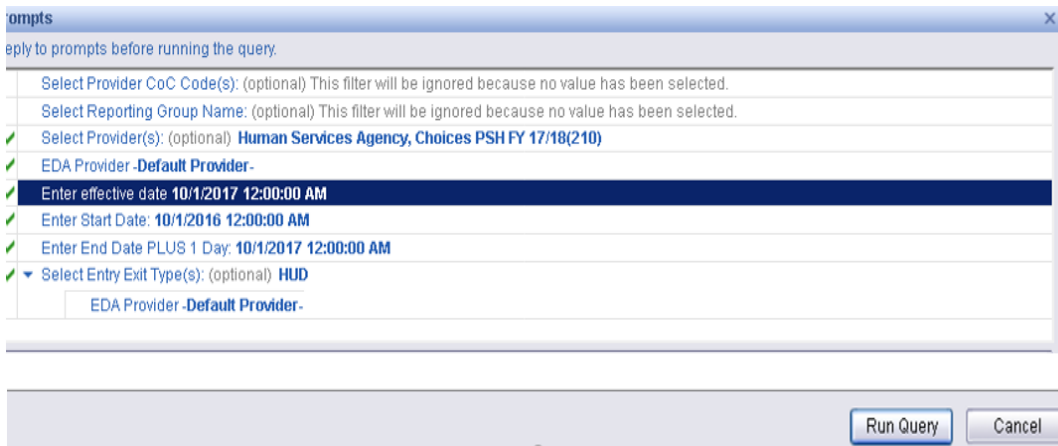
Then select the appropriate Exit types by clicking on each type and then clicking on the right facing > arrow.

Note: 'HUD' is almost always the appropriate option.



Once you have provided your parameters by responding to the user prompts, a **green check-mark** will appear to the left of each field to indicate that a selection has been made.

9.) Click on **Run Query**.



Understanding The Data.

Tab A - Summary

You will see several tables. Each table provides an overview of project information and possible errors for the projects selected in the report prompts.

Table Q1 - Report Validation Table

All projects should have '0' number of persons with unknown age and '0' number of child and unknown-age Heads of Household.

Note:

- All counts for the entire report are as of the last project stay
- Age is calculated at Entry for the last project stay
- Chronic Homelessness is calculated at Entry for the last project stay
- Head of Household is determined by the Relationship to Head of Household data element

Reference **Tab B** for details.

Q1. Report Validation Table	
Elements	Client Count
Total Number of Persons Served	16
Number of Adults (age 18 or over)	16
Number of Children (under age 18)	0
Number of Persons with Unknown Age	0
Number of Leavers	0
Number of Adult Leavers	0
Number of Adult and Head of Household Leavers	0
Number of Stayers	16
Number of Adult Stayers	16
Number of Veterans	1
Number of Chronically Homeless Persons	0
Number of Youth Under Age 25	0
Number of Parenting Youth Under Age 25 with Children	0
Number of Adult Heads of Household	16
Number of Child and Unknown-Age Heads of Household	0
Heads of Household and Adult Stayers in the Project More Than 365 Days	16

Table Q2 – Personally Identifiable Information (PII)

Q2 provides Client Doesn't Know/Refused and Missing Data counts for Personally Identifiable Information. Numbers should be as close to '0' as possible for Client Doesn't Know/Refused, and numbers must be '0' for Information Missing and Data Issues. Data issues refer to Partial Name, Partial SSN or Approximate DOB. **Reference Tab C for details.**

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	0	0	0.00%
Date of Birth (3.3)	0	0	1	6.25%
Race (3.4)	0	0		0.00%
Ethnicity (3.5)	0	0		0.00%
Gender (3.6)	0	0		0.00%
Overall Score				6.25%

Table Q3 - Universal Data Elements

Q3 provides Client Doesn't Know/Refused and Missing data counts in the Error Count column. Error Count should be as close to '0' as possible.

Note:

- Project Entry Date provides information about overlapping project stays
- Disabling Condition provides information about both, the Does Client Have a Disabling Condition and inconsistent values in the Disability Sub-Assessment.
- Destination is only calculated for Leavers.

Reference Tab D for details.

Q3. Universal Data Elements		
Data Element	Error Count	% of Error Rate
Veteran Status (3.7)	0	0.0%
Project Entry Date (3.10)	0	0.0%
Relationship to Head of Household (3.15)	0	0.0%
Client Location (3.16)	0	0.0%
Disabling Condition (3.8)	0	0.0%

Table Q4- Income and Housing Data Quality

Q4 provides Client Doesn't Know/Refused and information about Missing Data counts for Income at Entry, Annual and Exit. Error Count should be as close to '0' as possible.

If additional client detail is needed run either the 0260 CoC APR DQ Report or the 0703 Income Growth Report

Note: Only adults are included in this section. Only Stayers 365+ days and Leavers are included.

Reference Tab E (Entry), Tab F (Annual), Tab G (Exit) for details about errors with data related to income.

Q4. Income and Housing Data Quality		
Data Element	Error Count	% of Error Rate
Destination (3.12)	0	#DIV/0
Income and Sources (4.2) at Entry	1	6.25%
Income and Sources (4.2) at Annual Assessment	3	18.75%
Income and Sources (4.2) at Exit	0	#DIV/0

Table Q5 – Chronic Homelessness

Q5 provides a count of total records for adults and Heads of Household. Error Count should be as close to '0' as possible.

Notes:

- Missing Time in Institution counts clients above who have a Residence of Prior of Institution and are missing Length of Stay
- Missing Time in Housing counts clients above who have a Residence Prior of Housing and are missing Length of Stay
- Approximate Start Date of Homelessness, Number of Times Homeless and Number of Months Homeless include both Missing and Client Doesn't Know/Client Refused

Reference Tab H for details about errors to questions related to determining chronic homelessness.

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)	Approx Date (3.917.3) DKR/Missing	Num Times (3.917.4) DKR/Missing	Num Months (3.917.5) DKR/Missing	% of Records Unable to Calculate
ES, SH, Street Outreach	51			12	0	4	31.37%
TH	15	0	0	0	0	4	26.67%
PH (all)	231	0	0	3	4	72	33.33%
Total	297						32.66%

Table Q6 – Timeliness

Q6 provides a count of total Entry Records and Exit Records for all project types that is categorized by the number of days between the event and the data entry into HMIS.

ULTIMATE GOAL: Little to no errors, missing data, or client doesn't know/refused for Q1-Q5 (target an error rate of under 5.00%)

Reference Tab C for details.

Q6. Timeliness		
Time for Record Entry	Count of Entry Records	Count Exit Records
0 days	1	0
1-3 days	2	0
4-6 days	1	0
7-10 days	1	0
11+ days	11	0

Table Q7 – Inactive Records: Street Outreach & Emergency Shelter

Q7 provides a record count for Adult/Head of Household Clients in Outreach or Emergency Shelter AND a record count for all clients in Emergency Shelter NbN.

Note:

- Inactive records for contacts are those where more than 90 days pass from an Outreach Contact and no Exit is recorded.
- Inactive records for Bed Nights are those where more than 90 days pass from a recorded shelter night and no Exit is recorded.

Reference Tab I.

Q7. Inactive Records: Street Outreach & Emergency Shelter			
Data Element	Record Count	Inactive Record Count	% Inactive Records
Contact (Adults and Heads of Household in Street Outreach or Emergency Shelter -NbN)	4	3	75.00%
Bed Nights (All Clients in Emergency Shelter-NbN)	0		

Tab J – Additional Information

This tab contains the information included in the prompts and a list of all providers in the report with Client Count and Last Entry Exit Count specified per provider.

HUD Data Quality Report Framework

Additional Information

Reporting Period: 1/1/2016 - 12/31/2016

User Prompt Field	Value(s) Selected
Select Provider(s):	Bowman Systems, LLC(0)
Select Provider CoC Code(s):	BT-501
Select Reporting Group Name:	***Optional Prompt***
EDA Provider:	-Default Provider-
Enter Effective Date:	1/1/2017
Enter Start Date:	1/1/2016
Enter End Date PLUS 1 Day:	1/1/2017

Providers Reporting Information	Client Count	Last EE Count
1 Antelope PT:ES TA1:HC(5090)	13	3
1 Arctic Wolf PT:ES TA1:SM(6938)	75	36
1 Bandicoot PT:ES TA1:SMF Olhr:Sal(7493)	15	9
1 Barn Owl PT:ES TA1:SF+HC(8325)	91	87