

HMIS: MONTHLY DATA QUALITY CHECKS

It's a good idea to check for errors on a regular basis – ideally once a month. Please schedule one day that makes sense for you for reviewing the data you are responsible for.

COMMON DATA ENTRY ERRORS: WHAT YOU MIGHT LOOK FOR

- § Incorrect spelling of First Name or Last Name.
- § Incorrect entries for Date of Birth or Social Security Number.(Common error seen is date of entry is entered under DOB)
- § Missing Program Exit Date on the Program Entry or Program Exit screens.
- § Missing Program Exit Date on the Client Program Open/Client Program Close screen.
- § Selecting the incorrect Program for your client.
- § For families, duplicate entries of one family member, but missing an entry for other family members.
- § On occasion you may notice the wrong selections was made for Race, Gender, Ethnicity or program specific details.
- § Clients not exited from programs when moved from one program to another. (Clients show up in multiple programs)
- § Household members entered as **individuals**, and not attached to a Head of Household.

REPORTS THAT HELP YOU CHECK FOR ERRORS

You can find entry errors or missing data by running reports in Bell that display lists or summary information about what you entered. Compare the Bell report lists and numbers to other client lists at your agencies. It is especially helpful to run reports that give you a breakdown by program, rather than just running lists for the entire agency. Here are some reports you may find helpful:

- § **Active Clients Detail by Program Report (for Today's Date)**: Run a report of active clients today (January 29, 2010-January 29, 2010). Check the list against your rosters, and other client lists, or against your own knowledge of who is active.

§ **Active Clients Detail by Program Report (for a specific reporting period)**: Run a report of clients active in a given period of time (Jan 1, 2009 –June 30, 1009). This is especially important when you want to prepare for reports for HUD or for your agency.

§ **Active Clients Program Activity by Program**: Check the number of people who are active in a program on any given day to make sure the numbers make sense. If your program can only have 10 active clients at a given time, but you have 5, or 15 in Bell, then you may need to look at each client's data to discover the discrepancy. .

§ **HUD HMIS Data Quality (Program) Detail Report**: Review the missing data for your currently active clients. This report displays a "1" whenever there is missing data in a particular field for a client.

§ **Duplicate Clients Reports**: For most agencies the best duplicate client reports to use are: Last Name/DOB or First Name/DOB. These reports display a list of clients who have the same first or last name and the same Date of Birth.

ERRORS YOU CAN'T FIX

On occasion you may run across records that have an error code that looks something like this:

Microsoft VBScript runtime error '800a000d'

This generally means the record is corrupted and that Bell Data will need to help. Contact the County HMIS support people to report these kinds of errors.