

Homeless Services Advisory Committee

Policy & Procedure

Title:	HMIS Data Quality Monitoring	Effective:	August 24, 2016
		Last Reviewed:	August 24, 2016
References:	<ul style="list-style-type: none">• 24 CFR 580.37 Data Quality Standards & Management• HMIS Data Standards Manual: https://www.hudexchange.info/resource/3826/hmis-data-standards-manual/• North Carolina HMIS Policies & Procedures: http://mihomeless.org/index.php/north-carolina-documents/contracts-agreements-policies-and-procedures		
Attachments:	<i>Universal & Program Data Elements List</i>		
Policy:	The Durham CoC will establish standards and process for monitoring the quality, completeness, and timeliness of data entered into the Homeless Management Information System (HMIS)		
Procedure:	<ol style="list-style-type: none">1. The Performance Management Subcommittee of the Homeless Services Advisory Committee will be responsible for HMIS data quality monitoring.2. All required HMIS universal and program data elements will be entered into HMIS within 10 days of client admission and discharge to and from programs3. Programs that are required to complete annual reviews must do so within 30 days before or after the date of the annual anniversary of the client entry into the program4. The data completeness goal for all universal and program data elements required by the Federal partners is 100% (<i>note: don't know, refused, data not collected are counted as part of "complete"; data that is left blank is counted as "incomplete"</i>)5. The Performance Management Subcommittee will monitor HMIS data quality for all projects monthly.6. Data will be reviewed from month prior to the most recently completed full month (i.e. public report occurring in July will contain data entered for the month of May).7. Data entry will be monitored from the first day to the last day of a single month at a time.8. All organizations using HMIS will submit a HMIS data quality review form, signed by the organization Director or designee, to the Performance Management Subcommittee by the first business day of each month.9. As part of the data quality monitoring process, the organizations Director or designee will be provided an opportunity to request technical assistance and/or training on HMIS data entry and system workflow.10. The top 3 organizations with the best data quality score will be highlighted during HSAC meetings.		