

OC HMIS Data Quality Tools

The following table summarizes the tools and reports available for Agency Administrators (AA) to review Data Quality in the OC HMIS. These tools and reports are explained further in the Data Quality Plan for the Orange County HMIS.

Data Quality Component	Specific Tool/Report for Review	Available at	How should the tool/report be used?	Section on DQ Plan
COMPLETENESS	Data Completeness Reports	Available in HMIS, on the Reports Page > Data Analysis tab > Data Quality section.	Agency Administrators (AA) should run the <i>Data Completeness Reports</i> , as needed, to spot missing information in their projects' data. It is recommended to run and review Completeness Reports at least quarterly.	Appendix A
	Data Quality Corrections Report (Completeness section)	Sent by 211 OC HMIS quarterly to AA.	AA should review the <i>Data Quality Corrections Report</i> to identify completeness errors highlighted in the report, and complete missing information in Clarity accordingly. To facilitate the reviewing process, refer to the <i>Data Quality Corrections Reference Guide</i> , available in the OC HMIS website.	Appendix C Appendix D
	Data Quality Report Cards Dashboard (Completeness section)	Available quarterly in the OC HMIS website, HMIS Data Quality Report Cards page.	<i>The Data Quality Report Cards Dashboard</i> is compiled and published quarterly by 211OC. AA should review the <i>Data Completeness and Accuracy</i> tab of the dashboard to see the Average Data Completeness Score for each of their projects, as well as the percentage of completes errors by data element.	Appendix E
TIMELINESS	Data Timeliness Reports	Available in HMIS, on the Reports Page > Data Analysis tab > Data Quality section.	AA should run the <i>Data Timeliness Reports</i> , as needed, to see how long their agency takes to record intake, exit, and services data into HMIS for each client. It is recommended to run and review the <i>Data Timeliness Reports</i> at least quarterly.	Appendix B
	Data Quality Report Cards Dashboard (Timeliness section)	Available quarterly in the HMIS Data Quality report Cards page, of the OC HMIS website.	<i>Data Quality Report Cards Dashboard</i> is compiled and published quarterly by 211OC. AA should review the Data Timeliness tab of the dashboard to see the average number of days it takes the agency to record intake, exit, and services data into HMIS for each project.	Appendix E

Data Quality Component	Specific Tool/Report for Review	Available at	How should the tool/report be used?	Section on DQ Plan
ACCURACY	Data Quality Corrections Report (Data issues section)	Sent by 211 OC HMIS quarterly for AAs to review and make data issues corrections.	AA should review the <i>Data Quality Corrections Report</i> to identify data accuracy issues highlighted in the report and correct these invalid and incongruent responses in Clarity accordingly. To facilitate the reviewing process, refer to the <i>Data Quality Corrections Reference Guide</i> , Data Accuracy Issues column, available in OC HMIS website	Appendix C Appendix D
	Data Quality Report Cards Dashboard (Data issues section)	Compile by 211OC. Available quarterly in the OC HMIS website.	<i>The Data Quality Report Cards Dashboard</i> is compiled and published quarterly by 211OC. AA should review the <i>Data Completeness and Accuracy</i> tab of the dashboard to see the percentage of responses that present data accuracy issues by data element.	Appendix E
	Data Accuracy Dashboard	Available in HMIS, on the Reports Page > Data Analysis tab > Data Quality section.	AA should review the <i>Data Accuracy Dashboard</i> for all the projects at their agency to verify that the data entered in Clarity reflects the information of the clients they serve accurately and truthfully.	Appendix F
	Agency Accuracy Monitoring Process	Established autonomously by each Homeless Services Provider.	Agencies should establish their own process for monitoring the data they contribute to the OC HMIS to verify that data in the OC HMIS represents the real information of the clients they serve.	Accuracy section
CONSISTENCY	Data Consistency Cheat Sheets: —Profile Creation and Enrollment —Exiting, Annual, and Status Assessments —Data Elements and Reporting Guide	Available in OC HMIS website for all HMIS users to review	All HMIS users, especially the ones in charge of collecting and entering the data in HMIS, should review the Data Consistency Cheat Sheets to have the same understanding of the client information to be collected and the way it should be collected.	Appendix G