Universal Data Elements (UDE) Data Quality Corrections Reference Guide

Data Element	Column in DQ Corrections Spreadsheet	Type of Error		
		Client Doesn't Know / Client Prefers Not to Answer	**Information Missing**	**Data Accuracy Issues**
Name *Columns K, L ,M* *Data Element 3.01*	First Name	n/a	[First Name] is blank	n/a
	Last Name	n/a	[Last Name] is blank	n/a
	Name Data Quality	[Name Data Quality]= Client Doesn't Know OR [Name Data Quality]= Client Prefers Not to Answer	[Name Data Quality]= Data not collected	[Name Data Quality]= Partial, street name, or code name reported
Social Security Number *Columns N, O* *Data Element 3.02*	SSN	n/a	[SSN] is blank	[SSN] SSN violates Social Security Administration rules for a valid SSN [1]
	SSN Data Quality	[SSN Data Quality]= Client Doesn't Know OR [SSN Data Quality]= Client Prefers Not to Answer	[SSN Data Quality]= Data not collected	n/a
Date of Birth *Columns P, Q* *Data Element 3.03*	Date of Birth	n/a	[Date of Birth] is blank	[Date of Birth Date] is prior to 1/1/1915 OR [Date of Birth Date] after the [Project Start Date]
	DoB Data Quality	[DoB Data Quality]= Client Doesn't Know OR [DoB Data Quality]= Client Prefers Not to Answer	[DoB Data Quality]= Data not collected	[DoB Data Quality]= Approximate or partial DOB reported
Race and Ethnicity *Column R* *Data Element 3.04*	Race and Ethnicity	[Race and Ethnicity]= Client Doesn't Know OR [Race and Ethnicity]= Client Prefers Not to Answer	[Race and Ethnicity]= Data not collected [Race and Ethnicity] is blank	n/a
Gender *Column S* *Data Element 3.06*	Gender	[Gender]= Client Doesn't Know OR [Gender]= Client Prefers Not to Answer	[Gender]= Data not collected [Gender] is blank	n/a

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[1] Examples of this error include: SSN has repetitive (e.g. "333333333") or sequential (e.g. "345678901" "987654321") numbers for all 9 digits. The first three digits are in the 900 series, etc.

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Veteran Status *Column T* *Data Element 3.07*	Veteran Status	[Veteran Status]= Client Doesn't Know for adults OR [Veteran Status]= Client Prefers Not to Answer for adults	[Veteran Status]= Data not collected for adults OR [Veteran Status] is blank for adults	[Veteran Status]= Yes AND Client's age is less than 18

Disabling Condition
 Columns U, (V-AA)
 Data Element 3.08
	Disabling Condition	[Disabling Condition]= Client Doesn't Know
		 OR
		 [Disabling Condition]= Client Prefers Not to Answer
			[Disabling Condition]= Data not collected	[Disabling Condition]= No AND [Developmental Disability] = Yes,
				 OR
				 [Disabling Condition]= No AND [HIV/AIDS] = Yes,
				 OR
				 [Disabling Condition]= No AND at least one of the follow up disability questions fields is marked 'Yes':
				     ○ [Physical Long Term]
				     ○ [Chronic Health Long Term]
				     ○ [Mental Health Long Term]
				 ○ [Substance Abuse Long Term]

Project Start Date *Column AB* *Data Element 3.10*	Project Start Date	n/a	n/a	[Project Start Date] is prior to 1/1/1995 OR There are overlapping enrollments for the same client in the same project
Project Exit Date *Column AC* *Data Element 3.11*	Project Exit Date	n/a	n/a	[Project Exit Date] is prior to the [Project Start Date]
Destination *Column AD* *Data Element 3.12*	Last Exit Destination	[Last Exit Destination]= Client Doesn't Know OR [Last Exit Destination]= Client Prefers Not to Answer	[Last Exit Destination]= Data not collected OR [Last Exit Destination]= Not exit interview completed OR [Last Exit Destination] is blank for exited clients	n/a

Data Element	Column in DQ Corrections Spreadsheet	Type of Error		
		Client Doesn't Know / Client Prefers Not to Answer	Information Missing	Data Accuracy Issues
Relationship to Head of Household *Column AE* *Data Element 3.15*	Relationship to Head of Household	n/a	[Relationship to Head of Household] is blank	There is no HoH indicated for the household OR More than one client in the household is identified as HoH
Client Location *Column AF* *Data Element 3.16*	CoC Code of Client's HoH at Project Start	n/a	[CoC Code of Client's HoH at Project Start] is blank[2]	n/a
Housing Move-in Date *Column AG* *Data Element 3.20*	Housing Move-in Date	n/a	[Housing Move-in Date] is blank for Head of Household in Permanent Supportive Housing, Other Permanent Housing and Rapid Re-Housing projects[3]	n/a
Living Situation *Columns AH-AO* *Data Element 3.917*	Residence Prior to Project Entry	[Residence Prior to Project Entry]= Client Doesn't Know for adults/HoH OR [Residence Prior to Project Entry]= Client Prefers Not to Answer for adults/HoH	[Residence Prior to Project Entry]= Data not collected for adults/HoH OR [Residence Prior to Project Entry] is blank for adults/HoH	n/a
	Length of Stay in Prior Living Situation	[Length of Stay in Prior Living Situation]= Client Doesn't Know for adults/HoH OR [Length of Stay in Prior Living Situation]= Client Prefers Not to Answer for adults/HoH	[Length of Stay in Prior Living Situation]= Data not collected for adults/HoH OR [Length of Stay in Prior Living Situation] is blank for adults/HoH	n/a

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[2] This error is related to a data issue in the Relationship to Head of Household field. To correct this issue, verify that the household has one and only one HoH.

[3] The lack of a Housing Move-in Date is only considered a Missing Error if this field is blank for Head of Household enrolled in PH projects who have been housed. Agencies should review the clients for whom this field is applicable and verify if a Housing Move-In date should be entered in HMIS.

| | Length of Stay Less Than 90 Days | n/a | [Length of Stay Less Than 90 Days] is blank for adults/HoH enrolled in projects other than SO ES SH[4] entering from an Institutional Situation[5] | [Length of Stay Less Than 90 Days] is inconsistent with the [Length of Stay in Prior Living Situation][6] field |

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Living Situation *Columns AH-AO* *Data Element 3.917*	Length of Stay Less Than 7 Nights	n/a	[Length of Stay Less Than 7 Nights] is blank for adults/HoH enrolled in projects other than SO ES SH entering from a Transitional & Permanent Situation[7]	[Length of Stay Less Than 7 Nights] is inconsistent with the [Length of Stay in Prior Living Situation][8] field
	On the night before - stayed on the streets, ES or Safe Haven	n/a	[On the night before…] is blank for adults/HoH enroll in projects other than SO ES SH, entering from an Institutional Situation, whose Length of Stay is less than 90 days OR [On the night before…] is blank for adults/HoH enroll in projects other than SO ES SH, entering from a Transitional & Permanent Situation, whose Length of Stay is less than 7 nights	n/a

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[4] Projects other than SO ES SH are the projects which project type is other than Street Outreach, Emergency Shelter, or Safe Haven.

[5] Clients entering from an Institutional Situation are clients whose response to the Residence Prior to Project Entry is any of the Institutional responses. See a complete list of these response options in Appendix A of the HUD HMIS Data Standards Manual.

[6] Example of this inconsistency: [Length of Stay Less than 90 days] =No, and [Length of Stay in Prior Living Situation] is either 'One night or Less', 'Two to six nights', 'One week or more, but less than one month' or 'One month or more, but less than 90 days' for clients in projects other than SO ES SH entering from an Institutional Situation.

[7] Clients entering from a Transitional & Permanent Situation are clients whose response to the Residence Prior to Project Entry is any of the Institutional and Permanent Housing Responses. See a complete list of these response options in Appendix A of the HUD HMIS Data Standards Manual.

[8] Example of this inconsistency: [Length of Stay Less than 7 nights] =No, and [Length of Stay in Prior Living Situation] is either 'One night or Less' or 'Two to six nights' for clients in projects other than SO ES SH entering from a Transitional & Permanent Situation.

	Approximate Date Homelessness Started Times Homeless in the Past Three Years	n/a	[Approx. Date Homelessness Started Date] is blank for adults/HoH enrolled in SO ES SH projects OR [Approx. Date Homelessness Started Date] is blank for adults/HoH enroll in projects other than SO ES SH, entering from a Literal Homeless Situation OR [Approx. Date Homelessness Started Date] is blank for adults/HoH who answered 'Yes' to [On the night before - stayed on the streets, ES or Safe Haven]	[Approx. Date Homelessness Started Date] is after [Project Start Date] OR [Approx. Date Homelessness Started Date] is before [Project Start Date]

Data Element	**Column in DQ Corrections Spreadsheet**	**Type of Error**		
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Living Situation *Columns AH-AO* *Data Element 3.917*	Times Homeless in the Past Three Years	[Times Homeless in the Past Three Years]= Client Doesn't Know or Client Prefers Not to Answer for adults/HoH enrolled in SO ES SH projects OR [Times Homeless in the Past Three Years]= Client Doesn't Know or Client Prefers Not to Answer for adults/HoH enrolled in projects other than SO ES SH, entering from a Literal Homeless Situation OR [Times Homeless in the Past Three Years]= Client Doesn't Know or Client Prefers Not to Answer for adults/HoH who answered 'Yes' to [On the night before…]	[Times Homeless in the Past Three Years]= Data not collected or is blank for adults/HoH enrolled in SO ES SH projects OR [Times Homeless in the Past Three Years]= Data not collected or is blank for adults/HoH enrolled in projects other than SO ES SH, entering from a Literal Homeless Situation OR [Times Homeless in the Past Three Years]= Data not collected or is blank for adults/HoH who answered 'Yes' to [On the night before…]	n/a

	Total Months Homeless in Past Three Years	[Total Months Homeless in Past Three Years]= Client Doesn't Know or Client Prefers Not to Answer for adults/HoH enrolled in SO ES SH projects OR [Total Months Homeless in Past Three Years]= Client Doesn't Know or Client Prefers Not to Answer for adults/HoH enrolled in projects other than SO ES SH, entering from a Literal Homeless Situation OR [Total Months Homeless in Past Three Years]= Client Doesn't Know or Client Prefers Not to Answer for adults/HoH who answered 'Yes' to [On the night before…]	[Total Months Homeless in Past Three Years]= Data not collected or is blank for adults/HoH enrolled in SO ES SH projects OR [Total Months Homeless in Past Three Years]= Data not collected or is blank for adults/HoH enrolled in projects other than SO ES SH, entering from a Literal Homeless Situation OR [Total Months Homeless in Past Three Years]= Data not collected or is blank for adults/HoH who answered 'Yes' to [On the night before…]	n/a