



Client Management Information System (CMIS)/Homeless Management Information System (HMIS) Data Quality Plan

The usefulness of the HMIS system is only as good as the quality of its data. We rely on the data entry of our Service Providers to be complete and accurate. Participating providers and users are expected to be in compliance with the NW Social Service Connections (NWSSC) Policies and Procedures, Community Data Standards, and Data Expectations & Exceptions [refer <http://www.portlandoregon.gov/phb/hmis>].

Per the "Homeless Management Information System (HMIS) Data Standards Revised Notice," Projects and their information must be reviewed annually to ensure that it is up to date and as such each participating Project will participate in our Continuous Data Quality Efforts.

The CMIS/HMIS Data Quality Plan does not replace any Funder or other required data quality (DQ) plan.

This Data Quality Plan looks at information throughout the year. The table below indicates which reports will be reviewed by Project Type and Period.

Period	Project Types		
	ES,TH,SH, PH	SSO, CA, Out, DS, Other	HP
January/February	PIT & HIC	PDR	PDR
March/April	DQ	DQ	DQ
May/June	SPM	SPM	SPM
July/August	AHAR	PDR	PDR
September/October	DQ	DQ	DQ
November/December	SPM	SPM	SPM

List of Project Types and Codes			
Code	Description	Code	Description
ES	Emergency Shelter	PH	Permanent Housing (RRH, PSH,PH,OPH)
TH	Transitional Housing	HP	HP - Homelessness Prevention
SH	Safe Haven	Out	Street Outreach
RRH	PH: Rapid Re-Housing	SSO	Services Only
PSH	PH: Permanent Supportive Housing (disability required for entry)	DS	DS - Day Shelter
PH	PH: Housing with Services (no disability required for entry)	CA	CA - Coordinated Assessment
OPH	PH: Housing Only	O	Other

Reports Glossary

Report names and/or numbers may be listed and are subject to change. Contact your Technical Assistance support for assistance if needed.

PIT & HIC: Point in Time (ART: 0630) & Housing Inventory Count (ART: 0628/0629)

In conjunction with the Annual Sheltered Point in Time Count and Housing Inventory Count Review required by HUD, we expect that every provider review and update their information for all Projects including but not limited to housing and shelter Projects (dedicated to homelessness and reportable in the HIC).

The PIT is held on the Last Wednesday of January, the HIC information should also be reflective of the Last Wednesday of January.

DQ: Data Completeness Report Card (ART: 0252/0253)

It is advised that projects run these on a regular (monthly) basis to reduce data clean up.

DQ reports will be run and presented at the following Agency Admin/Keu Users meeting for public review. Each report run will reflect the prior 12 months of information. It is expected that the DQ reports will have a grade "B" or higher, grades less than "B" require an explanation and data improvement plan.

SPM: System Performance Measures (ART: 700 Series)

It is advised that projects run these on a regular (quarterly or semi-annual) basis.

HUD SPM reports will be run and presented at the following Agency Admin/Keu Users meeting for public review. Each report run will reflect the appropriate period of time based on the report and measure.

AHAR: Annual Homeless Assessment Report

It is advised that projects run this on a regular (quarterly or semi-annual) basis.

The AHAR report will be run and presented at the following Agency Admin/Keu Users meeting for public review. The report run will reflect the current AHAR reporting cycle to date (10/01/xx – 09/30/YY).

The AHAR will be run for each ES/TH/PSH [by IND/FAM] Projects (dedicated to homelessness and reported in the HIC).

Missing information in any of the categories will be less than 5% or an explanation must be provided. Bed Utilization rates deemed acceptable by HUD are 65-105%, rates outside this will require an explanation.

PDR: Participant Demographic Report (ART: PDR)

It is advised that projects run these on a regular (monthly) basis to reduce data clean up.

Refer to the Community Data Standards, Missing information in any of the categories will be less than specified in the Community Data Standards or an explanation must be provided.