

The Data Quality Report provides both program level and CoC level data to help our community assess the quality of the data being entered into HMIS. Our goal in producing this report is to provide programs access to their data and find ways to work together to make improvements. It also provides an assessment of the data that will be used in the AHAR (Annual Homeless Assessment Report).

Housing and Non-Housing Reports: The data has been divided into two reports: Housing and Non-Housing. All housing programs (emergency shelter, transitional housing, permanent housing, permanent supportive housing, and safe haven) are included in the Housing report. The Non-Housing report includes services only and HPRP programs.

Clients & Households Housed on AHAR nights (left side of report): This measure is designed to assess our data quality for the AHAR. The AHAR looks at all people served in housing programs from October 1st – September 30th each year. It also provides a count of people housed on four nights during that time period.

- For **emergency shelter** programs, clients are only counted in this report if they have a housing service scheduled on that night.
- For **transitional housing, permanent housing, permanent supportive housing, and safe haven programs**, clients are counted if they are active in the program on that night (entered into the program and not exited).

Bed utilization is calculated by dividing the number of clients housed by the number of beds for that program.

Bed utilization formula = (#of clients served on a given night) / (total # of beds)

Household units should only be counted for programs that serve families. This is calculated by taking the number of households and dividing it by the number of family units the program has.

Data completeness (right side of the report): The data completeness measure assesses the quality of the data being entered into HMIS. It includes all clients served during the report time period. This report does not include “Refused” and “Don’t know” as complete. It also does not include initials as a complete full name. This information comes from the program level snapshot, not from Central Intake. The Disability and Veteran data elements are only calculated for adults.

To calculate the percentage for each data element, the number of complete records is divided by the total number possible. For example:

Number of people with Date of Birth/Total Clients Served

For the ‘Percentage of Complete Data Collected’, the number of complete data elements for all 10 universal data elements are summed and divide by the total number possible.



Here is an example:

Total clients served	Number of Households	Full Name	Social Security Number	Date of Birth	Race	Ethnicity	Gender	Veteran	Disabled	Prior Living Situation	Last Permanent Zip Code	Clients exited this report	Percentage of Complete Data Collected
6	6	5	6	6	6	6	6	6	6	6	6	1	98%
		83%	100%	100%	100%	100%	100%	100%	100%	100%	100%	17%	

The formula adds all of the numbers in yellow and divides it by the total number possible. In this example there are 6 people who are all adults so the total number possible would be 60 (10 universal data elements). So, it would be 59/60 which equals 98%.

For programs that serve adults and children, only the adults are counted for veteran and disabled and this is reflected in the total number possible.

Possible Data Issues: If you see any problems or inconsistencies or just have questions, please call the Help Desk and we will look into it and make corrections if needed.

The Safe Harbors staff appreciates all of your hard work in making this system successful. We hope this report helps you in your efforts. As always, if you need assistance using the system, call the Safe Harbors Help Desk at 206-386-0030 or e-mail SafeHarborsHMISHelp@seattle.gov.