

Safe Harbors Homeless Management Information System (HMIS)

Tips to Improve your Data Quality

Tip #1: Entering Households

When entering households into HMIS, be sure to enter everyone in the household in Central Intake **first** before enrolling them into your program. This will ensure that you have the correct number of individuals and family types for the households you serve and will improve your program reports.

The screenshot displays the HMIS interface for entering a household. At the top, household summary information is shown: Household Name: Aaron Allen, IND: 2, MONTHLY GROSS: 674, % POV.: 8088, AMI: ExLow, and AMI Range: 0-30%. Below this is a table for Household Members (1 of 2):

FirstName	LastName	DateOfBirth	BirthYear	HeadOfHouse
Aaron	Allen	1/5/1972		<input checked="" type="checkbox"/>
Tabatha	Allen	5/5/1987		<input type="checkbox"/>

Two red callout boxes indicate the entry process: 'Step 2' points to the 'New Household' button in the left sidebar, and 'Step 1' points to the 'Household Members' table. Below the table, the 'Household Members' form is visible, with fields for Consent, SSNCode, First Name (Aaron), Last Name (Allen), DOBCode (01/05/1972), Relation (Self), Disabled (Yes), Marital Status, Status (Alive), HOH (checked), Age (39), Gender (Male), Education Level (11th Grade), and Income details.