

Safe Harbors Homeless Management Information System (HMIS) Tips to Improve your Data Quality

Tip #12 – Find and Fix Gaps in Auto Scheduled Services

Safe Harbors has found that the auto-schedule function requires close monitoring by program staff in order to ensure accuracy. We recommend that users set the auto-scheduled daily services to no more than a month range, and the monthly services no longer than a quarter. Additionally we suggest a frequent review of the scheduled services to confirm that data is represented accurately a part of a comprehensive review of your agency or program data quality. Adsystem is aware of this issue and we are working closely to develop a resolution, however agencies need to be monitoring for impact.

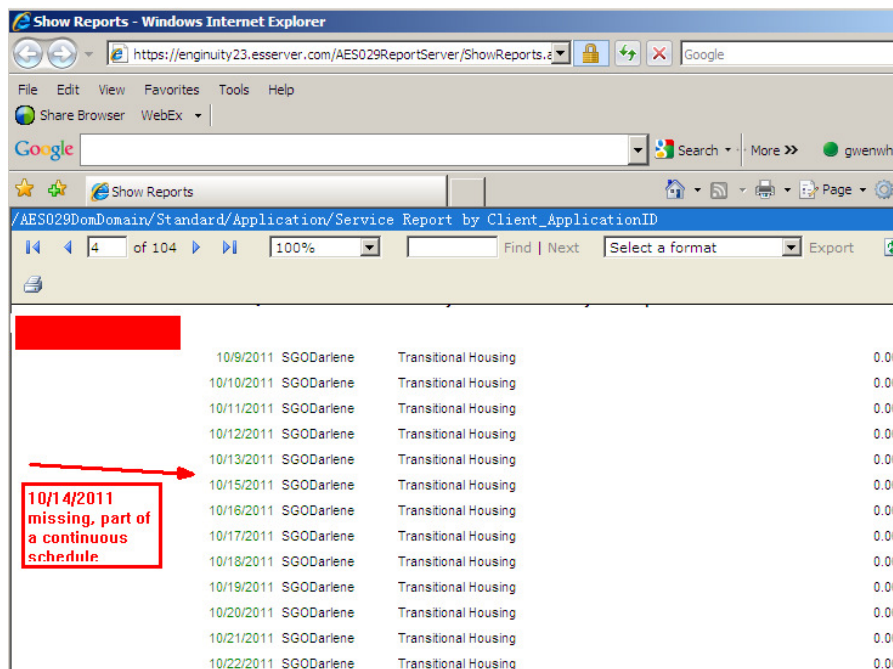
Programs may find that if a long date range (i.e., more than a month of bednight service) the intended schedule may have been created but the system may leave gaps in the continuing service you expect to see in services provided.

For Bednight Services

Once a week, check the “BedNightReport” for extremely low numbers on a particular date or no bednight count at all for a particular date.

To find missing dates the Service Report By Client report should be run at least monthly:

- A sample page for currently enrolled clients:



Date	Client Name	Service	Value
10/9/2011	SGODarlene	Transitional Housing	0.00
10/10/2011	SGODarlene	Transitional Housing	0.00
10/11/2011	SGODarlene	Transitional Housing	0.00
10/12/2011	SGODarlene	Transitional Housing	0.00
10/13/2011	SGODarlene	Transitional Housing	0.00
10/14/2011	SGODarlene	Transitional Housing	0.00
10/15/2011	SGODarlene	Transitional Housing	0.00
10/16/2011	SGODarlene	Transitional Housing	0.00
10/17/2011	SGODarlene	Transitional Housing	0.00
10/18/2011	SGODarlene	Transitional Housing	0.00
10/19/2011	SGODarlene	Transitional Housing	0.00
10/20/2011	SGODarlene	Transitional Housing	0.00
10/21/2011	SGODarlene	Transitional Housing	0.00
10/22/2011	SGODarlene	Transitional Housing	0.00

- Create a service for any missing date go to [Safe Harbors Training Manual version 1.6](#) page 41 Services Provided

For Other Auto-Scheduled Services

Once a week, complete a random check on active clients looking for the correct pattern of service. You may see a single day missing or...

To find missing dates the **Service Report By Client** report should be run at least monthly:

- A sample page for currently enrolled clients:

Date	Client	Service	Amount
9/1/2010	ETSMike	Enrollment	0.00
9/23/2010	ETSMike	Enrollment	0.00
9/23/2010	ETSMike	Long Term Case Management	0.00
10/23/2010	ETSMike	Long Term Case Management	0.00
11/23/2010	ETSMike	Long Term Case Management	0.00
12/23/2010	ETSMike	Long Term Case Management	0.00
1/23/2011	ETSMike	Long Term Case Management	0.00
2/23/2011	ETSMike	Long Term Case Management	0.00
3/23/2011	ETSMike	Long Term Case Management	0.00
4/23/2011	ETSMike	Long Term Case Management	0.00
5/23/2011	ETSMike	Long Term Case Management	0.00

- Create a service for any missing date go to [Safe Harbors Training Manual version 1.6](#)) page 41 Services Provided