HMIS Data Quality Reporting

2020

Each Homeless Management Information System (HMIS) user will run a CoC Annual Performance Report (APR) for their project(s). The first two weeks of the month should be used to complete any remaining data entry, run an initial report, and address data quality issues flagged.

By the 25th of each month, a final APR should be saved as a PDF and submitted to the HMIS Lead Agency, Miriam's House, for review. Email submissions should be sent to Sarah Francis - francis@miriamshouseprogram.org.

Each data quality section should have an error rate of 5% or less. If projects report error rates higher than 5% in any section for 3 or more consecutive months, technical assistance training from the HMIS Lead Agency will be required. Quarterly system-wide data quality reports (ART Report 0640) will be presented at HMIS Committee meetings. Common errors will be addressed through training in HMIS Committee meetings.

APRs should be run using the start and end dates listed in the chart below:

Report Submission Date	Start Date	End Date
January 25, 2020	January 1, 2019	December 31, 2019
February 25, 2020	February 1, 2019	January 31, 2020
March 25, 2020	March 1, 2019	February 28, 2020
April 25, 2020	April 1, 2019	March 31, 2020
May 25, 2020	May 1, 2019	April 30, 2020
June 25, 2020	June 1, 2019	May 31, 2020
July 25, 2020	July 1, 2019	June 30, 2020
August 25, 2020	August 1, 2019	July 31, 2020
September 25, 2020	September 1, 2019	August 31, 2020
October 25, 2020	October 1, 2019	September 30, 2020
November 25, 2020	November 1, 2019	October 31, 2020
December 25, 2020	December 1, 2019	November 30, 2020