

# RHY Data Completeness - Data Quality Report User Guide

## Operating Year October 1, 2018 to September 30, 2019

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## 1. INTRODUCTION

This report is a RHY Data Completeness and Data Quality monitoring tool for the October 1, 2018 to September 30, 2019 RHY Repository upload. It provides information about Missing/Null data and Data Quality for both Universal Data Elements (UDEs) and some Program Specific Data Elements (PSDEs). The report is automatically emailed to the User submitting the RHY Export file via RhyPoint and covers the date range of the full fiscal year. The report includes a detail section to assist users in finding and fixing data entry omissions.

*Note: Data is displayed as of the Project Entry and Project Exit dates. If there is no Exit date for the client, data is displayed as of the end of the reporting period (allowing for the display of Update information).*

## 2. DESCRIPTION AND LAYOUT

**Tab A** of the report is the Project Summary with information about the project name, type, funding sources, and grant Id number.

**Tab B** of the report is a Summary tab that indicates the Data Element, for which subset of clients (or the whole universe of clients) the data element is required, the upload percentage per element, a data completeness indicator for each element, and an overall Score for both Entry and Exit.

**Tabs C and D** contain the UDE and PSDE Detail tabs for all clients. Each row of the chart corresponds to one client, and provides information about the completeness of data collected about that client. See Tech Note 3.3 for information about abbreviations.

**Tab E** contains the Data Quality detail for the following Data Quality concerns:

- Exit Date prior to Entry Date.
- Pregnant males as of entry, exit or report end date.
- Households where multiple persons are reported as "Self."

**Tab F** contains Additional Information about data included in the report.

## 2.1 Tab A – Project Descriptor Summary

Tab A contains Project Descriptor information for the project submitted in the upload (Figure 2.1).

RHY Data Completeness-Quality Report						
Project Descriptor Summary						
Reporting Period 10/1/2016 - 9/30/2017						
Provider Name	Project Type Code	ID	Federal Partner Program	Grant Identifier	Grant Start Date	Grant End Date
	Emergency Shelter	160000088	HHS:RHY - Basic Center Program (prevention and shelter)		10/1/14	9/30/17

Figure 2.1

### Tab A Specific Information:

- **Provider Name** – the provider name is displayed in this column.
- **Project Type Code** – this column shows the Provider’s Project Type Code.
- **ID:** this column provides the ID number associated with the upload.
- **Federal Partner Program** – this column provides the Federal Partner Program Funding Source(s) for that provider’s project.
- **Grant Identifier, Start Date and End Date** – these columns provide grant information about the provider’s project. These fields should reflect the FYSB-provided grant information.

## 2.2 Tab B – Summary

Tab B contains Summary data about the completeness of data submitted, by project type (Figure 2.2).

RHY Data Completeness-Quality Report					
Data Completeness Summary					
Reporting Period 10/1/2016 - 9/30/2017					
Emergency Shelter				Overall Percentage:	84.55% +
				Overall Percentage:	96.15% +
Data Element	When Collected	Project Type	Universe	Completeness Percentage	Indicator
<b>Universal Data Elements</b>					
Date of Birth/Date of Birth Type	Entry	ES,HP,SO,TH	All Clients	100.00%	+
Race	Entry	ES,HP,SO,TH	All Clients	100.00%	+
Ethnicity	Entry	ES,HP,SO,TH	All Clients	100.00%	+
Gender	Entry	ES,HP,SO,TH	All Clients	100.00%	+
Disabling Condition (Y/N)	Entry	ES,HP,SO,TH	All Adults	100.00%	+
Relationship to Head of Household	Entry	ES,HP,SO,TH	All Clients	100.00%	+
Residence Prior to Project Entry	Entry	ES,HP,SO,TH	HoH / Adults	100.00%	+
Length of Stay in Previous Place	Entry	ES,HP,SO,TH	HoH / Adults	100.00%	+
Length of Time on Streets, in ES, or SH					
Approximate Date Homelessness Started	Entry	ES,HP,SO,TH	HoH / Adults	0.00%	-
Number of Times Client on Streets, ES, SH	Entry	ES,HP,SO,TH	HoH / Adults	100.00%	+
Total Number Months on Streets, ES, SH	Entry	ES,HP,SO,TH	HoH / Adults	100.00%	+
<b>Program Specific Data Elements</b>					
Disability Sub-Assessment - Physical	Entry	ES,HP,SO,TH	All Clients	100.00%	+

Figure 2.2

### Tab B Specific Information:

- **Table Header:** The header for each table shows the Project Type and Overall Percentage for that Project.
- **Data Element** – this column shows the name of the data element.
- **When collected** – this column shows when the value is meant to be collected in the HMIS.
- **Project type** – this column shows the project types required to enter the specific information.
- **Universe** – this column provides the universe/subset of clients about which the data element is collected
- **Completeness Percentage** – this column provides percent of complete data for Clients at entry.
- **Indicator** – this column provides a green “+” for data elements where the completeness is 75 percent or higher and a red “-” for data elements where the completeness is less than 75 percent.
- Dependent values are only marked where applicable, there is an “N/A” in the percentage field where values are not a part of the calculation.

### 2.3 Tab C – UDE Detail

Tab C is sorted FIRST by External ID and then shows data in several rows per client per data element for both UDEs and PSDEs per project type and age or household type (Figure 2.3).

RHY Data Completeness-Quality Report																
Universal Data Element Detail for ES / HP / SO / TH																
Reporting Period 10/1/2016 - 9/30/2017																
External Id	Provider	EE Id	Entry	Exit	DOB	Race	Eth	Gender	Disab	HoH	Res Prior	LOS Prior	Apprx Date	Num Times	Total Months	Exit Dest
s_c_114564		40000971	3/31/2015		Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	-
s_c_115820		40000972	5/18/2015		Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	-
s_c_117747		40000974	8/12/2015		Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	-
s_c_16558		50000456	9/1/2015		Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	-
s_c_29907		50000451	5/1/2015		Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	-
s_c_30172		50000464	6/30/2015		Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	-
s_c_30173		50000465	6/30/2015		Ok	Ok	Ok	Ok	-	Ok	-	-	-	-	-	-
s_c_30409		50000457	9/1/2015		Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	-
s_c_30410		50000458	9/1/2015		Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	-
s_c_30416		50000459	8/24/2015		Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	-
s_c_30757		50000460	10/16/2015		Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	-
s_c_31488		50000466	1/7/2016		Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	-
s_c_31876		50000467	2/1/2016		Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	-
s_c_22515		50000857	2/8/2016		Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	-
s_c_24142		50000837	3/31/2015		Ok	Ok	Ok	Ok	-	Ok	Ok	Ok	Ok	Ok	Ok	-
s_c_30150		50000838	3/31/2015		Ok	Ok	Ok	Ok	-	Ok	-	-	-	-	-	-
s_c_30170		50000853	5/12/2015		Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	-
s_c_30171		50000854	5/12/2015		Ok	Ok	Ok	Ok	-	Ok	-	-	-	-	-	-
s_c_30174		50000855	7/21/2015		Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	-
s_c_30175		50000856	7/21/2015		Ok	Ok	Ok	Ok	-	Ok	-	-	-	-	-	-
s_c_31608		50000858	2/8/2016		Ok	Ok	Ok	Ok	-	Ok	-	-	-	-	-	-
s_c_1774414		50000943	10/1/2014		Ok	Ok	Ok	Ok	-	Ok	Ok	Ok	null	Ok	null	-
s_c_1867218		50000931	3/28/2016		Ok	Ok	Ok	Ok	-	Ok	Ok	Ok	null	Ok	null	-

Figure 2.3

#### Tab C Specific Information:

- The External ID is the Client ID provided by the vendor in the Import File – this Id should assist the user in referring back to the original HMIS Database to make corrections for missing values.
- See Tech Note 3.3 for a full list of Abbreviations.

Tab C has several “Alerters” that notify users about the status of the various data fields with respect to each entry/exit record that was uploaded: whether a value for the field was entered; whether it was missing, or whether the field was not relevant:

- A green “Ok” is displayed for fields that are complete, so no edit is necessary.
- A red “Null” is displayed for fields in which values are missing.
- A “-” is displayed for fields that are not relevant to the particular client.
- The entire cell is shaded in grey if the field is irrelevant because it is not required for the particular Project Type.

## 2.4 Tab D – PSDE Detail

Tab D is sorted FIRST by External ID and then shows data in several rows per client per data element for both UDEs and PSDEs per project type and age or household type (Figure 2.4).

RHY Data Completeness-Quality Report																					
Program Specific Data Elements Detail for ES / SO / TH																					
Reporting Period 10/1/2016 - 3/30/2017																					
External Id	Provider	EE Id	Entry	Exit	Disability					Sex Orient	Last Grade	School Status	Employ	Pregnant	Former Welfare	Former Juvenile	Date Engage	Employ	Pregnant	Former Welfare	Former Juvenile
					Phys	Dev	Chron	Subst	Mental												
s_c_1868732		60000920	11/19/2015		null	null	null	null	null	-	-	-	-	-	-	-	-	-	-	-	
s_c_1868660		60000921	3/14/2016		null	null	null	null	null	-	-	-	-	-	-	-	-	-	-	-	
s_c_1868700		60000929	3/9/2016		null	null	null	null	null	-	-	-	-	-	-	-	-	-	-	-	
s_c_1868732		60000948	11/19/2015		null	null	null	null	null	-	-	-	-	-	-	-	-	-	-	-	
s_c_1868660		60000949	3/14/2016		null	null	null	null	null	-	-	-	-	-	-	-	-	-	-	-	
s_c_1868700		60000957	3/9/2016		null	null	null	null	null	-	-	-	-	-	-	-	-	-	-	-	
s_c_69135		110002090	1/25/2016		Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	-	-	Ok	Ok	Ok
s_c_119195		110002088	12/29/2015		Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	-	-	Ok	Ok	Ok
s_c_123687		110002087	10/1/2015		Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	-	-	Ok	Ok	Ok
s_c_145130		110002080	2/17/2015		Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	-	-	Ok	Ok	Ok
s_c_150767		110002092	2/10/2016		Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	-	-	Ok	Ok	Ok
s_c_150920		110002073	10/3/2014		Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	-	-	Ok	Ok	Ok
s_c_168606		110002089	1/5/2016		Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	-	-	Ok	Ok	Ok
s_c_169519		110002091	1/28/2016		Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	-	-	Ok	Ok	Ok
s_c_250937		190005310	8/17/2015		Ok	Ok	Ok	Ok	Ok	Ok	-	-	-	-	-	-	Ok	-	Ok	-	-

Figure 2.4

### Tab D Specific Information:

- The External ID is the Client ID provided by the vendor in the Import File – this Id should assist the user in referring back to the original HMIS Database to make corrections for missing values.
- See Tech Note 3.3 for a full list of Abbreviations.

Tab D has several “Alerters” that notify users about the status of the various data fields with respect to each entry/exit record that was uploaded: whether a value for the field was entered; whether it was missing; or whether the field was not relevant:

- A green “Ok” is displayed for fields that are complete, so no edit is necessary.
- A red “Null” is displayed for fields in which values are missing.
- A “-” is displayed for fields that are not relevant to the particular client.
- The entire cell is shaded in grey if the field is irrelevant because it is not required for the particular Project Type.

## 2.5 Tab E – DQ Detail

Tab E is sorted FIRST by External ID and then shows data in several rows per client (if multiple Data Quality issues are present) per data quality item (Figure 2.5).

RHY Data Completeness-Quality Report								
Data Quality Detail for ES / HP / SO / TH								
Reporting Period 10/1/2016 - 9/30/2017								
External Id	Group Id	Provider	Proj Type	EE Entry	EE Exit	Preg Male Entry	Preg Male Exit	DQ Multi HH
s_c_30410	50000458		TH	9/1/2015				#ERROR
s_c_30416	50000459		TH	8/24/2015				#ERROR
s_c_30757	50000460		TH	10/16/2015				#ERROR
s_c_31488	50000466		TH	1/7/2016				#ERROR
s_c_31608	50000857		TH	2/8/2016				#ERROR
s_c_31876	50000467		TH	2/1/2016				#ERROR
s_c_53058	240001589		ES	2/4/2016				#ERROR
s_c_772613	160003822		SO	4/26/2015				#ERROR
s_c_799350	160003863		SO	4/2/2015				#ERROR
s_c_807222	150004638		TH	11/3/2015				#ERROR
s_c_840709	160003784		SO	2/26/2015				#ERROR
s_c_843789	150004643		TH	9/10/2015				#ERROR
s_c_870115	150004644		TH	11/9/2015				#ERROR
s_c_890883	160003699		SO	1/22/2015				#ERROR
s_c_998658	160003798		SO	4/30/2015				#ERROR

Figure 2.5

### Tab E Specific Information:

- **External ID:** This is the Client ID as provided by the export that points back to the originating HMIS.
- **Group ID:** Group Id is displayed to assist users with locating clients in the DQ Multi HH Category – if multiple clients are designated with “Self” as Head of Household they will share the same Group Id and “Multi Self” will appear in the DQ Multi HH column.
- **Provider:** The Entry Exit Provider is displayed in this column.
- **Proj Type:** The Project Type Code for the Entry is displayed in this column.
- **EE Entry:** The Start Date is displayed in this column.
- **EE Exit:** The Exit Date is displayed in this column.
- **DQ EE Date:** This field is marked if the Exit Date is listed as being prior to the Entry Date.
- **Preg Male Entry:** Clients who are both marked “Male” and “Pregnant” at Project Entry are identified in this column as Preg M. Either the gender or pregnancy status must be edited at Entry to remove this error. *Note: this does not include clients at entry who are “Trans Male (FTM or Female to Male)” and “Pregnant.”*
- **Preg Male Exit:** Clients who are both marked “Male” and “Pregnant” at Update or Project Exit are identified in this column as Preg M. Either the gender or pregnancy status must be edited at Update or Exit to remove this error. *Note: this does not include clients at exit who are “Trans Male (FTM or Female to Male)” and “Pregnant.”*
- **DQ Multi HH:** This column displays “Multi Self” if multiple clients are designated with “Self” as Head of Household. One client in the household must be changed to a different value at Entry to remove this error.

## 2.6 Tab F – Additional Information

This tab is provided as a reference to the user receiving the report and, as described in the following bullets, lists prompt values, import information, and providers included in the report (Figure 2.6). The display of these tables is not intended as evidence of any problem; the data in these tables is simply provided for reference purposes.

- The first table provides the Prompt Values (Start and End Dates, Providers) for the report run. These values are hard coded and selected from your import file.
- The second table provides the Import Information about your report. The Import Date is the date the import was received; the Import Unique Identifier is a field assigned in the import process and may assist with backend troubleshooting if necessary.
- The third table provides the name of each provider included in the report and the number of applicable Entry Exits (there may be more Entries than clients).

RHY Data Completeness-Quality Report	
Additional Information	
Reporting Period 10/1/2016 - 9/30/2017	
User Response	Value(s) Selected
EDA Provider:	-Default Provider-
Enter Effective Date:	10/1/2017
Enter Start Date:	10/1/2016
Enter End Date PLUS 1 Day:	10/1/2017
Select ODBID Unique Identifier:	
Import Date Added	Import Unique Identifier
4/22/2016	
5/16/2016	
5/16/2016	
5/16/2016	
5/16/2016	
5/2/2016	
5/4/2016	
5/5/2016	
5/6/2016	
Providers Reporting Information in this Report	EE Count
	1

Figure 2.6



### 3. TECHNICAL INFORMATION

#### 3.1 How the data are pulled

The first query, pulls providers from the .zip file where the Project Type Code is equal to Emergency Shelter, Transitional Housing, Street Outreach, or Homelessness Prevention. (As per the chart in the following subsection, there is no project code for Basic Center Programs (BCP); instead, the project code specifies the type of BCP function: homelessness prevention or emergency shelter.)

The second and third queries pull information about clients that were active during the reporting period, that is, clients with Project Entries by the providers in the first query where: (a) the Entry Date is before the Start Date of the report **and** there is no exit date recorded prior to the start date of the report, or (b) the Entry Date falls on or after the Report Start Date up to and including the Report End Date. Data are displayed as of Project Entry, Project Exit or as of the Report End Date if there is no Exit Date for the client. If a client has multiple entries in the timeframe, all entries are included.

#### 3.2 Technical notes

1. HUD Project Types are Emergency Shelter, Transitional Housing, Street Outreach and Homelessness Prevention. These align with the RHY Project types as follows:

RHY Program Component	HMIS Project Type
Street Outreach Program	Street Outreach
Basic Center Program – Prevention	Homelessness Prevention
Basic Center Program – Emergency Shelter	Emergency Shelter
Transitional Living Program	Transitional Housing
Maternity Group Home	Transitional Housing
Demonstration Grant	Transitional Housing

2. Data are displayed at Project Entry and Project Exit. If there is no Exit date for the client, data are displayed as of the end of the reporting period.
3. The data elements included in this report are from the HMIS Data Standards Data Dictionary v1.3.
4. In determining the completeness for any data element with respect to an assessment at entry, exit, or update, the report considers whether the value for that element is null or non-null in that assessment.
  - a. An element with the assigned value of “Data Not Collected” or “No Exit Interview Completed” is treated as **Null**.
  - b. An element with the assigned value of “Client Refused” or “Client Does Not Know” is treated as **Non-Null**, that is, as having a complete response.
5. The completeness check **does** take into account whether the particular element is applicable to a particular client at the time of the assessment, and whether dependent questions are applicable.

6. Non-HUD values are not recognized as valid answers throughout this report and are treated as if they were null values.
7. A client is classified as an **Adult** if the client record has no listed date of birth OR the client was 18 years of age or older at time of project entry.

A client is classified as the **Head of Household (HoH)** if the element Head of Household has a value of "Self."

### 3.3 Abbreviations on Detail Tab

#### Entry Detail and Update/Exit Detail:

<b>Disab:</b>	Disabling Condition
<b>Res Prior:</b>	Residence Prior to Project Entry
<b>LOS Prior:</b>	Length of Stay in Previous Place
<b>HoH:</b>	Head of Household
<b>Clnt Entr:</b>	Client Entering from the Streets, ES or SH
<b>Apprx Dt:</b>	Approximate Date Started
<b>Num Time:</b>	Number of times the client has been on the street
<b>Total Mo:</b>	Total Number of Months Homeless in Past 3 Years
<b>Pregnant:</b>	Pregnancy Status
<b>Employ:</b>	Employed (HUD)
<b>Last Grade:</b>	Last Grade Completed
<b>Former Welfare:</b>	Formerly a Ward of Child Welfare/Foster Care Agency
<b>Former Juvenile:</b>	Formerly a Ward of Juvenile Justice System
<b>Exit Dest:</b>	Destination
<b>Date Engage:</b>	Date of Engagement

## 4. Approved Data Completeness/Data Quality Plan

### 4.1 RHY Repository Data Completeness/Data Quality Policy

#### Tier 1 Data Entry - Data Completeness = 75% Overall Score (Entry, Update, Exit)

A.1. Data Completeness meets the 75% thresholds for each of the project types: Homelessness Prevention, Emergency Shelter, and Transitional Housing. The 75% threshold is not required for any program, but it is expected that program staff will do whatever they can to reach that level of data completeness. Although Street Outreach programs are also encouraged to strive to meet the 75% data completeness standard, it is understood that attaining that threshold is difficult, given the nature of street outreach work and data collection.

Data Elements	Indiv DQ %	When Collected	Project Type	Universe
Date of Birth/Date of Birth Type	75%	Entry	All	All Clients
Race	75%	Entry	All	All Clients
Ethnicity	75%	Entry	All	All Clients
Gender	75%	Entry	All	All Clients
Disabling Condition	75%	Entry	All	All Adults
Residence Prior to Project Entry	75%	Entry	All	HoH and Adults
Length of Stay In Previous Place	75%	Entry	All	HoH and Adults
Destination	75%	Exit	All	HoH and Adults
Relationship to Head of Household	75%	Entry	All	All Clients
Length of Time on Streets, in ES, or SH	75%	Entry	All	HoH and Adults
Physical Disability	75%	Entry	All	All Clients
Developmental Disability	75%	Entry	All	All Clients
Chronic Health Condition	75%	Entry	All	All Clients
Substance Abuse	75%	Entry	All	All Clients
Date of Engagement	75%	Entry, Update	SOP	HoH and Adults
Sexual Orientation	75%	Entry	All	HoH and Youth
Last Grade Completed	75%	Entry	All but SOP	HoH and Youth
School Status	75%	Entry	All but SOP	HoH and Youth
Employment Status	75%	Entry, Exit	All but SOP	HoH and Youth
Pregnancy Status	75%	Entry, Update	All	Females
Formerly a Ward of Child Welfare/Foster Care	75%	Entry, Update	All but SOP	HoH and Youth
Formerly a Ward of Juvenile Justice System	75%	Entry, Update	All but SOP	HoH and Youth

## 5. REVISION HISTORY

Version	Description of Changes
V1	Original version - BETA
V2	Revision: Updated to include additional detail tabs.
V3	Revision: Updated to 2014 V5.1 Data Dictionary
V3 Doc Only	Revision: Updated for Spring 2017 Submission.
V3 Doc Only	Revision: Updated for Fall 2017 Submission.
V4	Revision: Updated for Spring 2018 Submission.
V5	Revision: Updated for Fall 2018 Submission.
V6	Revision: Updated for Spring 2019 Submission.
V7	Revision: Updated for Fall 2019 Submission.

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