

2017 HUD System Performance Measures Data Clean-Up Guide for All HMIS-Reporting Projects



What are the HUD System Performance Measures?

The HUD System Performance Measures are a set of 7 measures that each CoC will submit to HUD at least annually. They include: Total Number of People Experiencing Homelessness, Length of Time People Spend Experiencing Homelessness, and Percentage of People Who Leave Homelessness to Permanent Housing, Number of People Who Return to Homelessness, and a few others. KHC must submit the Kentucky Balance of State (BOS) CoC data to HUD no later than May 31, 2017. **Agencies must complete data quality and completeness clean-up using this guide prior to this date.** [Click here to learn more.](#)

2017 Update

New this year is a Data Quality Tab that must be submitted with our System Performance Measures. This tab is where KHC will have to submit data for the BOS for multiple project types for four separate years (FY13-FY16) to give HUD an overview of where our CoC's data quality is in HMIS.

Why are they important?

These System Performance Measures will help our CoC to understand the state of homelessness and track progress toward ending homelessness. They will also impact HUD's funding decisions in future years. This year, we are trying to record some community-level data as a baseline to compare against in future years.

What Do I Need to Do To Prepare?

To make sure the numbers that are submitted to HUD accurately represent the state of homelessness in our CoC, we ask you to make sure your data in HMIS are as accurate and complete as possible back to October 1, 2012.

- Review this "HUD System Performance Measures Data Clean-Up Guide for All HMIS-Reporting Projects Guidance Document"
- Run ART Report 640 using this guidance document and correct any errors found back to October 1, 2012.
 - **Tip:** We realize some of clients will have missing data and will not currently be in your program; however, we need to make every effort to complete this data and correct any errors, if the information is available. Check your client files, paperwork, etc.
- Submit accurate ART 640 reports to the [HCA Help Desk](#) with subject line '640 Report' by **Wednesday, May 10th 2017.**
- Contact the HCA Help Desk online with any questions

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What Do I NOT Need to Do To?

- You are not required to run the system performance measure reports in ServicePoint. These reports are built to look at system wide performance, therefore, will not give an accurate picture of the measure when reports are run just for your agency.
 - Example: *For measure 1 (length of time homeless) client's length will only be calculated based on days while in your agency when they could have stayed in other agencies that would be used in the calculation when ran for system wide submission.*

Use this Guide to take a look at your data quality and ensure everything is ready for submission to HUD!

Report to Check for System Performance Measures Data Clean-Up

Report: ART 640

Prompts:

Select Provider: Search and Select All Agency Projects – use ctrl to select multiple projects at a time

Select Provider CoC Code: Do Not Fill Anything Out on This Field

Select Reporting Group Name: Do Not Fill Anything Out on This Field

EDA Provider: -Default Provider-

Effective Date: 6/1/2017

Enter Start Date: 10/1/2012

Enter End Date PLUS 1 Day: 6/1/2017

Where to find it:

ART/Public Folder/ART Report Index/600/0640

How to use it:

- On the “Tab A – Summary” tab on the ART 640 Report for Question 1 – Make sure you have ‘0’ people in the Number of Persons with Unknown Age and Number of Child and Unknown-Age Head of Households

Q1. Report Validation Table	
Elements	Client Count
Total Number of Persons Served	85
Number of Adults (age 18 or over)	37
Number of Children (under age 18)	48
Number of Persons with Unknown Age	0
Number of Leavers	13
Number of Adult Leavers	4
Number of Adult and Head of Household Leavers	4
Number of Stayers	72
Number of Adult Stayers	33
Number of Veterans	0
Number of Chronically Homeless Persons	2
Number of Youth Under Age 25	10
Number of Parenting Youth Under Age 25 with Children	7
Number of Adult Heads of Household	26
Number of Child and Unknown-Age Heads of Household	0
Heads of Household and Adult Stayers in the Project More Than 365 Days	31

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2. On the “Tab A – Summary” tab on the ART 640 Report for Question 2 – the goal is to have these numbers as close to ‘0’ as possible for the Client Doesn’t Know/Refused Column, but Information Missing and Data Issues **must be** zero. Reference “Tab C – Detail Q2 Q6” for details on what data needs to be cleaned up.

Q2. Personally Identifiable Information (PII)				
Data Element	Client Doesn't Know / Refused	Information Missing	Data Issues	% of Error Rate
Name (3.1)	0	0	0	
Social Security Number (3.2)	0	0	0	
Date of Birth (3.3)	0	0	4	
Race (3.4)	2	0		
Ethnicity (3.5)	0	0		
Gender (3.6)	0	0		
Overall Score				

3. On the “Tab A – Summary” tab on the ART 640 Report for Question 3 – the goal is to have the ‘Error Count’ column as close to zero as possible. Reference “Tab D – Detail Q3” for details on what data needs to be cleaned up.

Q3. Universal Data Elements		
Data Element	Error Count	% of Error Rate
Veteran Status (3.7)	0	
Project Entry Date (3.10)		
Relationship to Head of Household (3.15)	20	
Client Location (3.16)	26	
Disabling Condition (3.8)	1	
Destination (3.12)	0	

4. On the “Tab A – Summary” tab on the ART 640 Report for Question 4 – the goal is to have the ‘Error Count’ column as close to zero as possible. Reference “Tab E – Detail Q4 Entry” “Tab F – Detail Q4 Annual” “Tab G – Detail Q4 Exit” for details on what data needs to be cleaned up.

Q4. Income and Housing Data Quality		
Data Element	Error Count	% of Error Rate
Income and Sources (4.2) at Entry	1	
Income and Sources (4.2) at Annual Assessment		
Income and Sources (4.2) at Exit		

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5. On the “Tab A – Summary” tab on the ART 640 Report for Question 5 – the goal is to have the ‘Error Count’ columns as close to zero as possible. Reference “Tab H – Detail Q5” for details on what data needs to be cleaned up.

Q5. Chronic Homelessness							
Entering Into Project Type	Count of Total Records	Missing Time in Institution (3.917.2)	Missing Time in Housing (3.917.2)	Approx Date (3.917.3) DKR/Missing	Num Times (3.917.4) DKR/Missing	Num Months (3.917.5) DKR/Missing	% of Records Unable to Calculate
ES, SH, Street Outreach	0			0	0	0	
TH	0	0	0	0	0	0	
PH (all)	2	0	0	0	0	0	
Total	2						

Goal for ART 640:

Tab A – Summary shows little to no errors for Q1-Q5

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