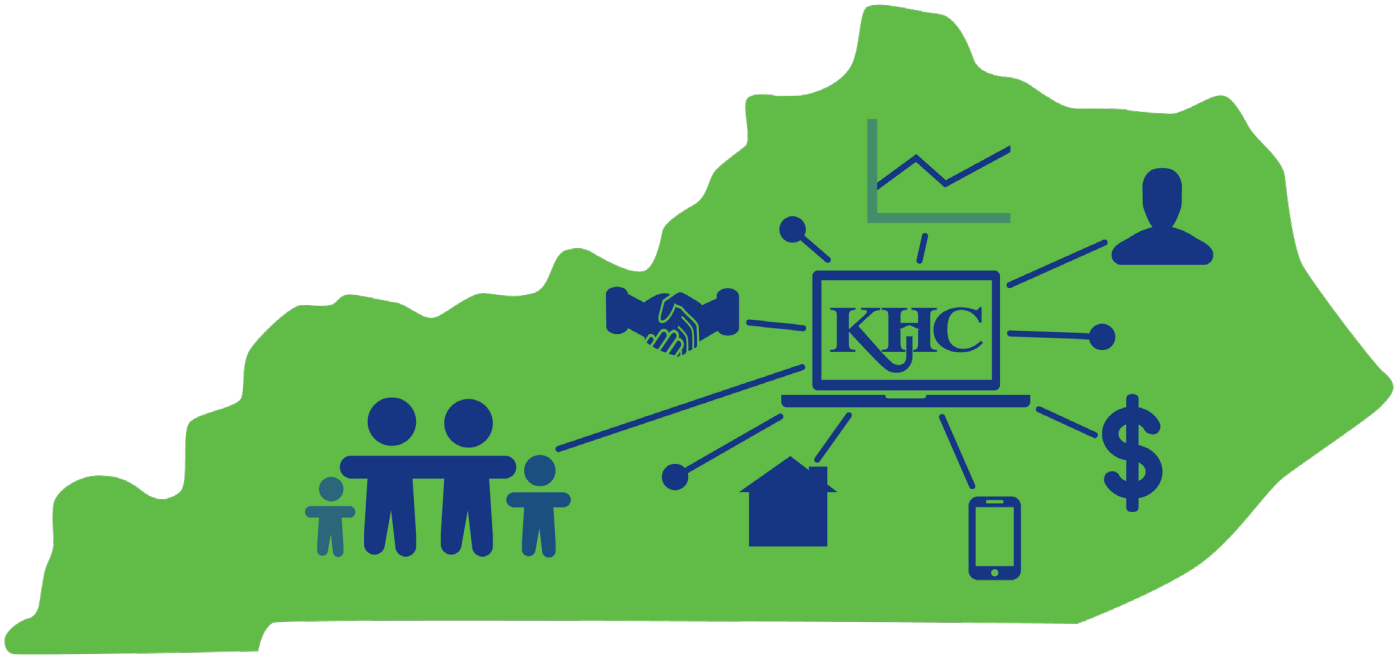
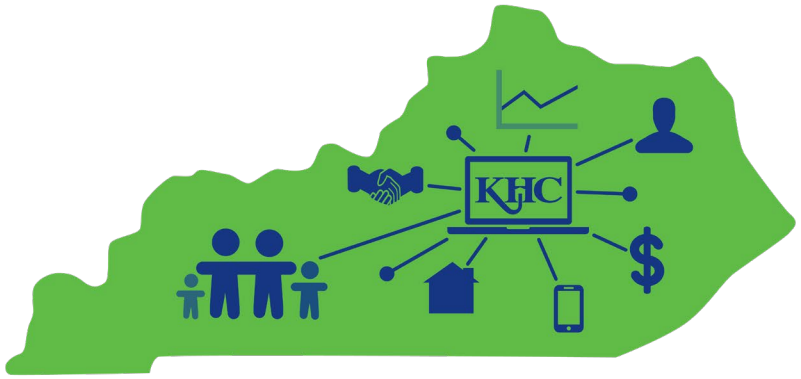


KYHMIS

Kentucky Homeless Management Information System



KYHMIS

Kentucky Homeless Management Information System

DATA QUALITY

Running and Researching 640 Data Quality reports

KYHMIS
Kentucky Homeless Management Information System

DATA QUALITY: IMPORTANT REMINDERS

- Data reports are required and are due set months based on their specific project type
- Agencies should account for 14 thresholds as well as error percentages met prior to their data quality report submission to KHC
- Review the 640 for errors not identified with the thresholds
- Questions regarding report errors should be submitted via a ticket to the Help Desk for further assistance.

PROCESS FOR DOWNLOADING A DATA QUALITY REPORT

Follow these steps listed below:

- Log onto HMIS and click the Reports tab on the left side of the screen which will then display the Data Quality Framework Provider Report selection.
- Click on Search to look up the desired project.
- Type in the project name, click search and then click the **green +** symbol which will then populate.
- Enter the start date and end date. The report should be run on a one year time frame. For example, if your start date is 11/15/19 then your end date should be 11/15/20.
- Click the square box next to the corresponding Entry/Exit type. The majority of projects will be HUD; however, ensure the correct box is checked if you have a PATH, RHY or VA project.
- Next, click on the "Build Report" button. The report should appear almost instantly.
- To save the report as a PDF, right click on the report and select Print.
- Scroll throughout the report to view for errors. *Reports not viewed for errors will be returned to the agency for correction.*
- Once completed, send the report

*You can locate further detailed instructions on the Help Desk by clicking on the link HMIS Running CANNED ART 640 Report

KYHMIS
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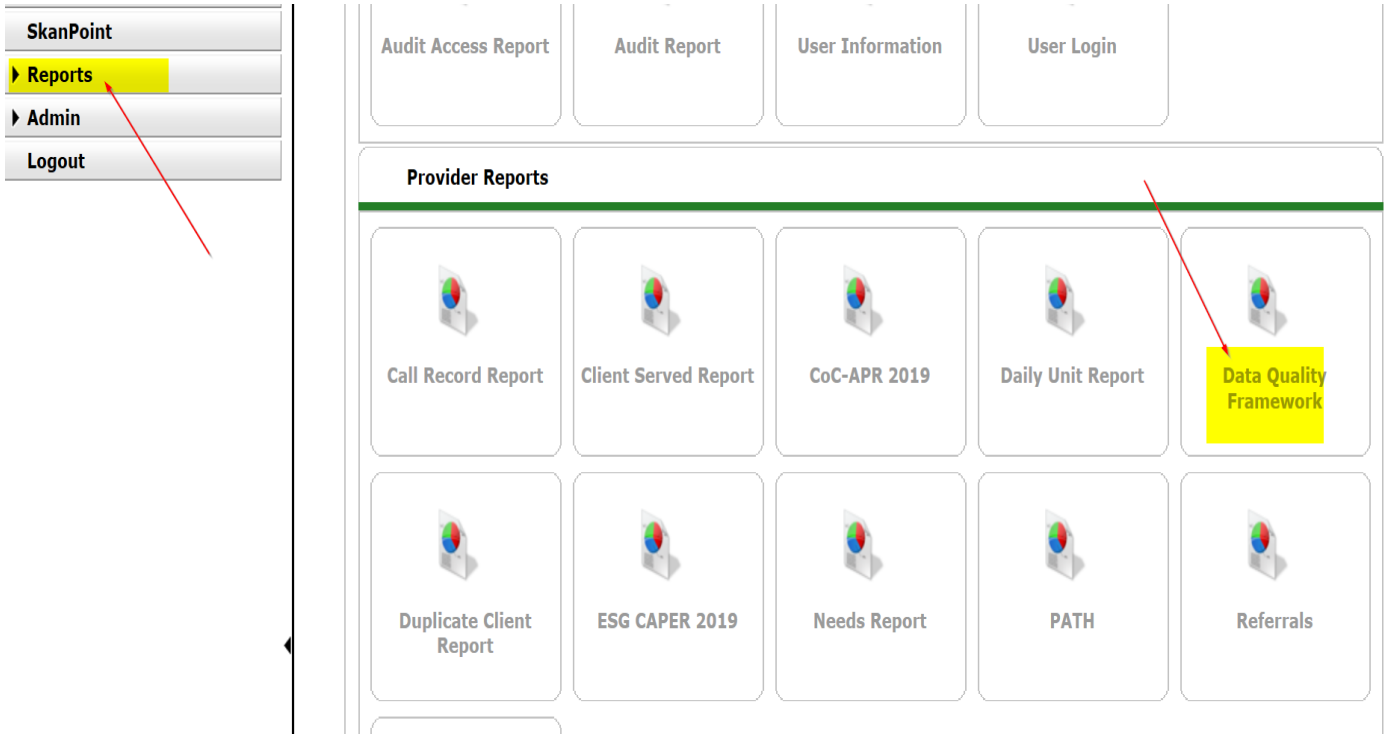
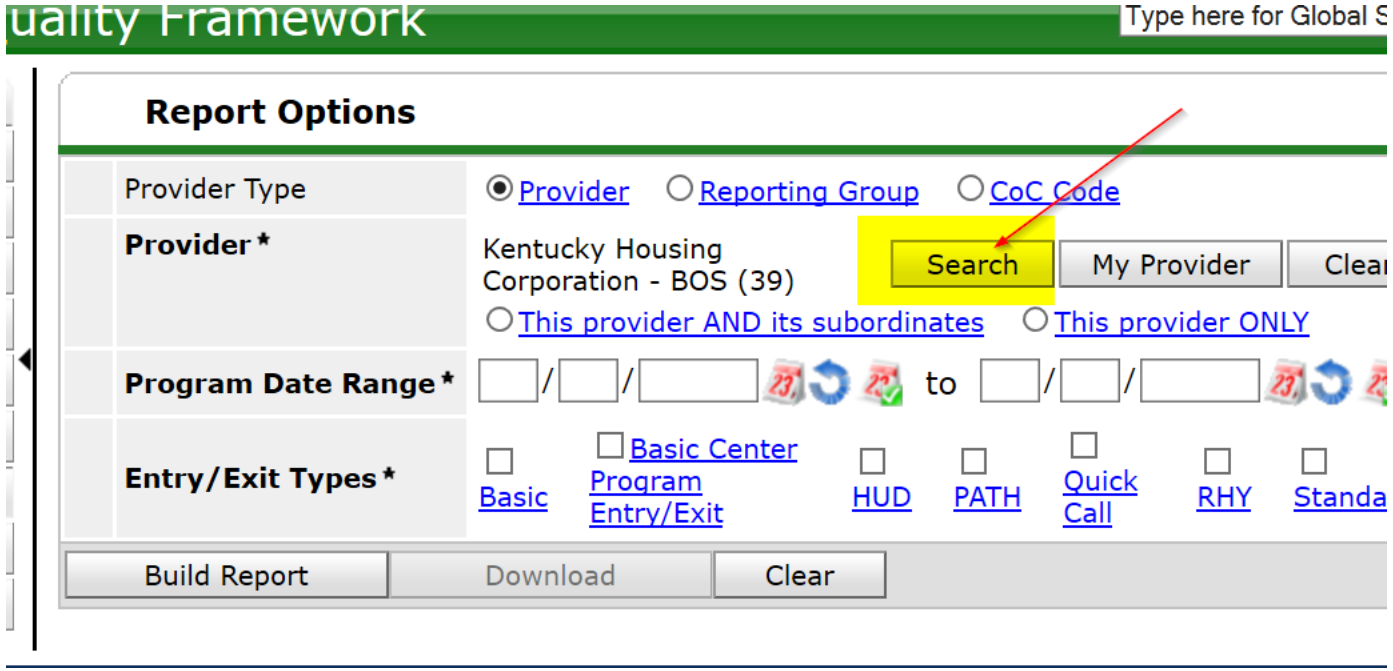


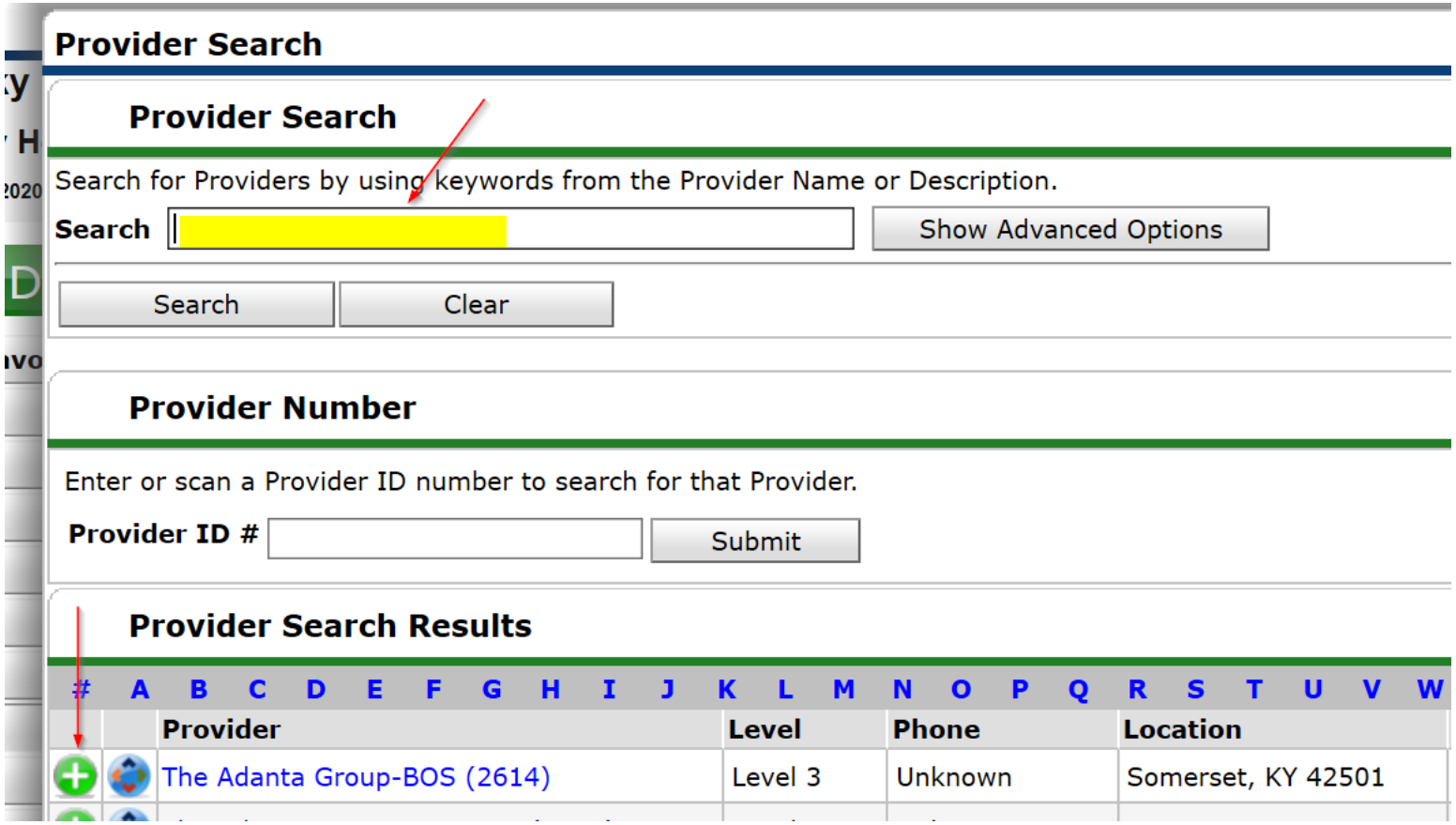
STEP I

Log onto HMIS and click the Reports tab on the left side of the screen which will then display the Data Quality Framework Provider Report selection.



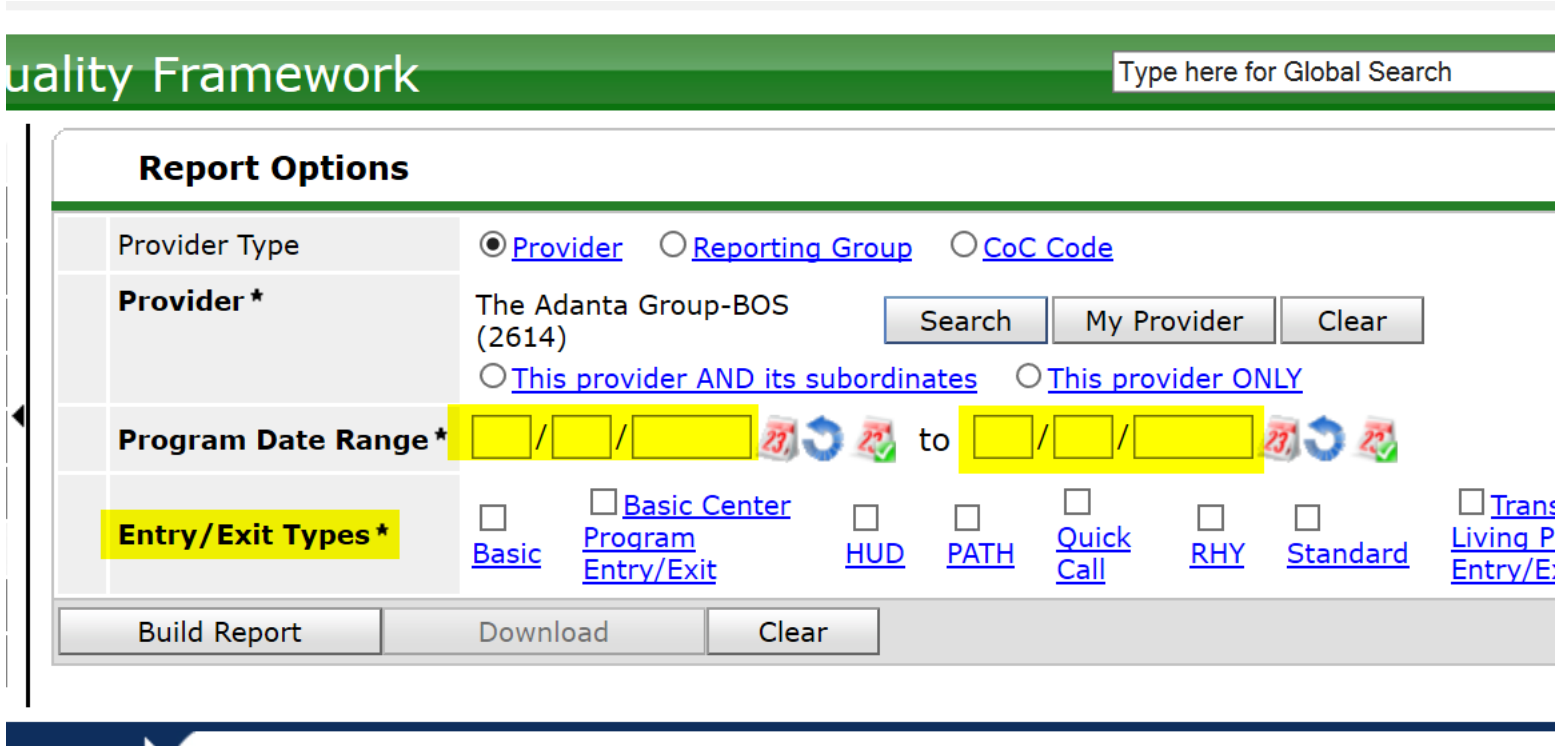
STEP 2

Click on Search to look up the desired project.



STEP 3

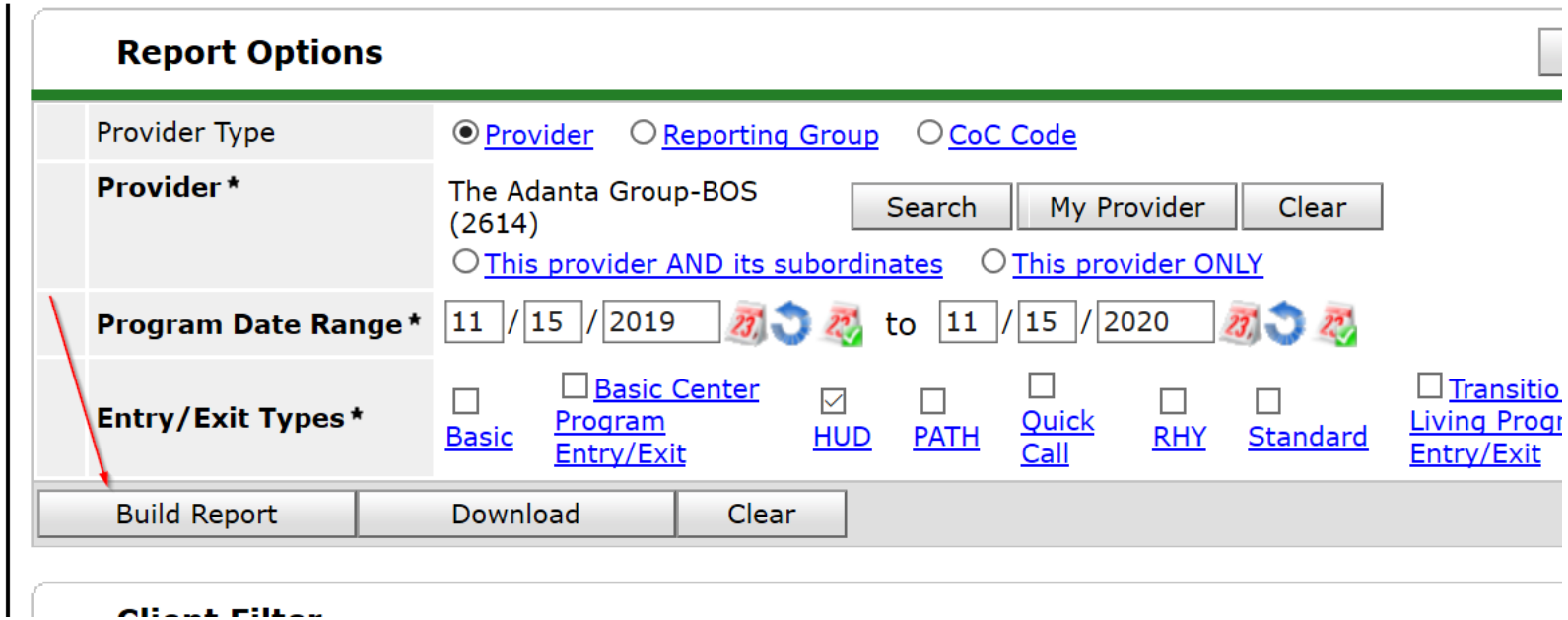
Type in the project name, click search and then click the **green +** symbol which will then populate.



STEP 4 & 5

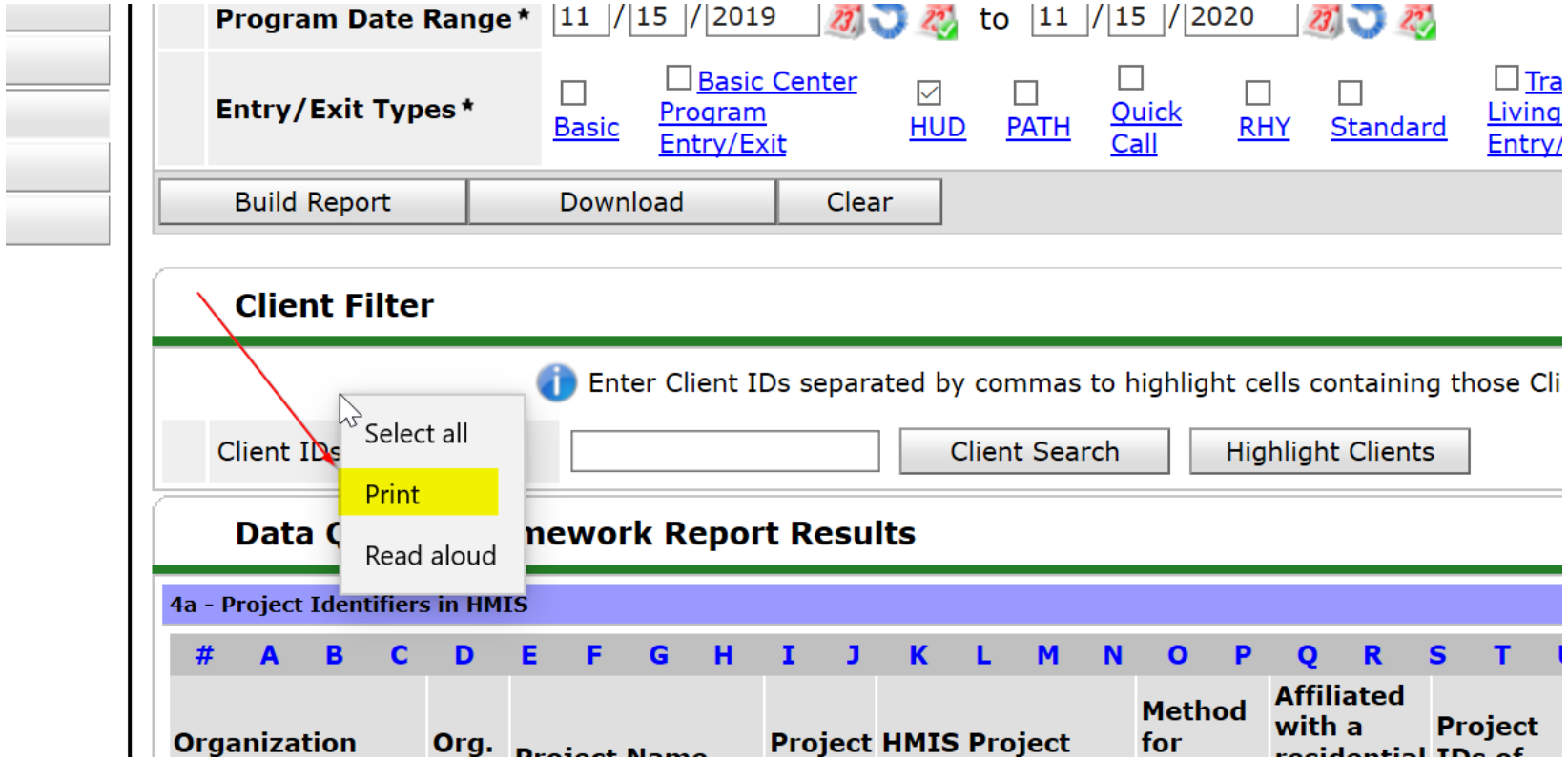
Enter the start date and end date. The report should be run on a one year time frame. For example, if your start date is 11/15/19 then your end date should be 11/15/20.

Click the square box next to the corresponding Entry/Exit type. The majority of projects will be HUD; however, ensure the correct box is checked if you have a PATH, RHY or VA project.



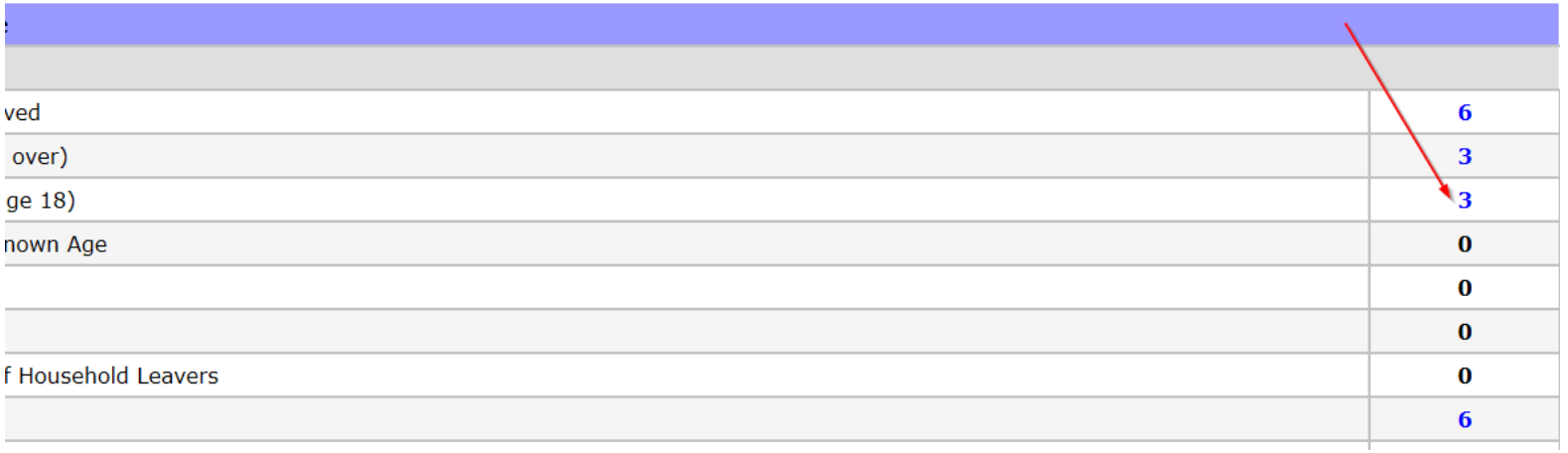
STEP 6

Next, click on the “Build Report” button. The report should appear almost instantly.



STEP 7

To save the report as a PDF, right click on the report and select Print.



ved	6
over)	3
ge 18)	3
nown Age	0
	0
	0
f Household Leavers	0
	6

STEPS 8 & 9

Scroll throughout the report to view for errors. *Reports not viewed for errors will be returned to the agency for correction.*

Once completed, send the report to kyhmisdataquality@kyhousing.org

THRESHOLDS

Agencies are expected to meet 14/14 thresholds as well as an acceptable percentage of 2% or lower for each project report. These thresholds are shown to the right.

Should the threshold or percentages not be reached, an explanation and/or corrective action plan **MUST** be submitted along with the report.

Errors remaining on reports will alter the true reflection of clients the Commonwealth is serving; therefore, providing inaccurate data to HUD which could further effect funding as well as other organizational support.

Data Quality Thresholds for KYHMIS

		Data Collection Point				Acceptable Level	
Require For:	**Field and Responses**	**Entry**	**Update**	**Annual**	**Exit**	**DKR**	**Missing**
All	Number of Child and Unknown Age Head of Households	Yes				0%	0%
All	Name	Yes				0%	0%
All	Social Security Number	Yes				2%	0%
All	Date of Birth	Yes				2%	0%
All	Race	Yes				1%	0%
All	Ethnicity	Yes				1%	0%
All	Gender	Yes				0%	0%
All	Veteran Status	Yes				2%	0%
All	Relationship to Head of Household	Yes				0%	0%
All	Client Location	Yes	Yes			0%	0%
All	Disabling Condition	Yes				2%	0%
All	Destination				Yes	3%	0%
All	Income and Sources	Yes	Yes	Yes	Yes	2%	0%
All	Chronic Homelessness	Yes				1%	0%

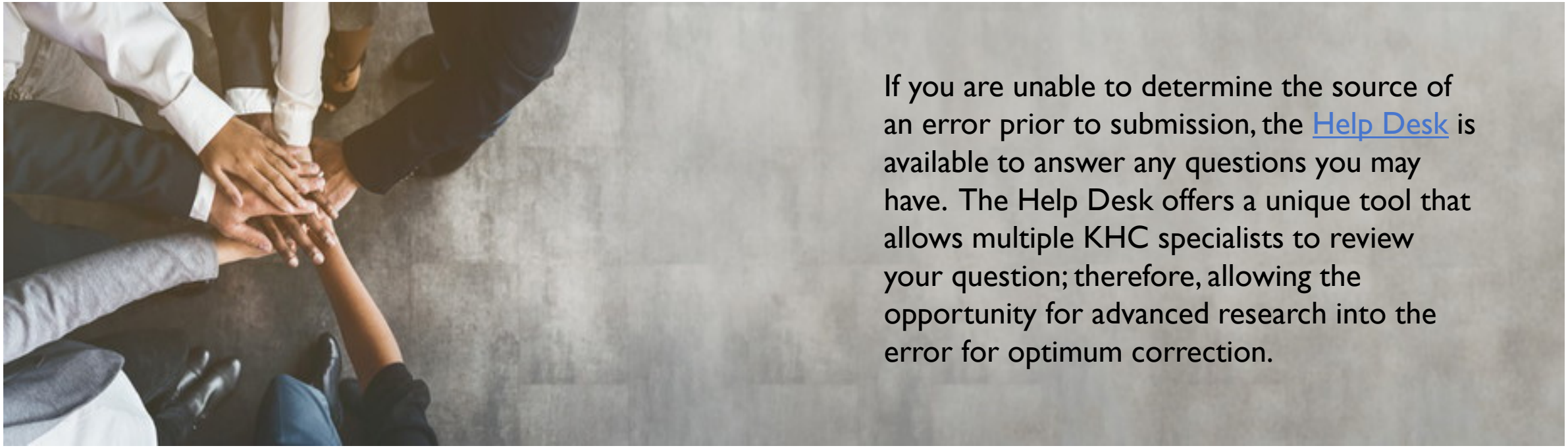
KYHMIS
Kentucky Homeless Management Information System

FURTHER STEPS TO CORRECTING ERRORS

Once you have identified the error on the 640 report, log onto HMIS and enter the client data.

The threshold shown on the 640 will help you identify which component of HMIS the error is presenting to under the client file. Example: If the threshold error is displaying as a Head of Household error, then that is where you should review the client data in HMIS

Once the error is corrected, you will need to rerun the report. The error correction may not show updated for 24 hours after the correction is made.



If you are unable to determine the source of an error prior to submission, the Help Desk is available to answer any questions you may have. The Help Desk offers a unique tool that allows multiple KHC specialists to review your question; therefore, allowing the opportunity for advanced research into the error for optimum correction.

HAVE QUESTIONS OR NEED ASSISTANCE WITH ERRORS? THE KHC HELP DESK IS HERE TO ASSIST YOU!