KHC Data Quality Policy

1. **KHC Requirements**

Agencies should enter client records in real time; however, client records must be entered or updated no later than three (3) business days of the client entering the shelter or receiving services.

1. **KHC Standards**

* Agencies must have 100 percent data accuracy on all applicable report submissions and zero errors.
* For permanent and transitional housing programs, responses of “don’t know/refused” should only be considered a last resort response.
* Responses for other program types will be analyzed on a case-by-case basis for program applicability; “don’t know/refused” should be a limited response.
* All participating residential programs must have an accurate and complete Annual Performance Report, which is reviewed with each agency draw request.
* Agencies must have bed utilization that is above 65 percent and less than 105 percent, per HUD standards.
* If this level is not achieved on the first submission, Program Staff will notify the agency via e-mail.
* Agencies have five (5) business days to correct the data or provide an explanation.
* After five (5) days, draw requests will be held until the agency corrects the data.
* If agencies fail to meet these data standards, KHC may mandate additional training prior to agencies receiving a license and draw requests will be withheld until data standards criteria is met.
* For agencies that do not receive KHC funding but do not meet KHC’s reporting standards, the Research Analyst will notify the appropriate funder of the agency’s non-compliance with the KYHMIS due to failure to meet required data standards.