**Data Quality Self-Monitoring Tool (Example)**

**Purpose:** Provide a tool for HMIS participating agencies to be able to monitor their data quality. The tool can be used in different ways for example a CoC can require all agencies complete a self-monitoring and send it to them monthly, quarterly or yearly. It can be an optional tool agencies have at their disposal to know what they should be looking at in terms of data quality. It can also be used to decide where to target limited HMIS staff. The compliance standards should be modified depending on the communities DQ plan.

**Project Name & ID:** *[Enter Project Name & ID]*

**Date:** *[Enter Date of Assessment]*

**Name of Agency POC:** *[Enter name of person conducting assessment]*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Compliance Standard** | **Current Baseline** | **For each compliance standard, check the box that BEST describes the agency’s status** | | | | |
| **Currently in Compliance** | **Will Be in Compliance within 7 Days** | **Need Help to Comply** | **Other** | **N/A** |
| **Timeliness**  Data is being collected and entered according to timeliness thresholds and benchmarks in DQ plan.  [6e. Data Quality: Timeliness](https://files.hudexchange.info/resources/documents/CoC-APR-and-ESG-CAPER-Table-Shells.pdf) | *[ex: enter current timeliness records higher than 3 days]* |  |  |  |  |  |
| **Completeness UDE & PII**  Agency collects and enters data into HMIS In accordance to completeness thresholds and benchmarks in DQ plan. Agency has run the CoC APR or other project specific DQ report for each program within the last 14 days and reviewed Q6 and is actively working on data corrections as needed.   * for all clients (whenever relevant to and appropriate for inclusion in HMIS) in all households served, including project entries, updates, and exits and all service transactions. * Using all HUD- and CoC-required Personal Identifying Information & Universal Data Elements   Q6b. Data Quality: Universal Data Elements | *[ enter % error rates for PII, UDE]* |  |  |  |  |  |
| **Completeness Income & CH homelessness**  Q6. Data Quality: Income and Housing Data Quality | *[Enter % error rate for income, CH homelessness]* |  |  |  |  |  |
| **Consistency**   * Agency has trained all HMIS Users on relevant HMIS workflows * Agency uses a specific written procedure to ensure that all client names are spelled properly and DOBs and SSNs are correct. | *[Enter # of inconsistencies found]* |  |  |  |  |  |
| **Accuracy**  Agency has reviewed random files and matched to HMIS data (paper vs. computer check). If any issues discrepancies where identified they have been corrected and the person entering the data has been notified of discrepancy. If additional discrepancies are found user should/is required participate in HMIS training. | *[Enter # (ratio) of data errors found]* |  |  |  |  |  |

Additional Findings:

Please explain any compliance issues identified above, and provide any additional questions, requests or comments below: