MCHSCoC Data Completeness Report Card (Entry/Exit)

Identifying Issues for Correction

Client Detail by Provider: The summaries and report cards provide a high level overview of data completeness but not client level detail. The area of this report that is useful for making corrections are the Client Details by Provider pages.

Rows in Grey: All data for that client and entry/exit is complete.
Rows in Black: These rows have data completeness issues. Complete data (OK) is identified in with **green font**. Incomplete and null data is identified with **red font**.
Dashes (-): Dashes are used when a particular field isn't required to be collected. For example, Exit Destinations for clients who have yet to exit or Veteran Status for minors.

Report Fields

Entry Exit Information

1. **Client ID:** This is the ID for clients who have an active Entry/Exit in the report date range. The data range is located at the top of the report.
2. **Entry Date:** The client's entry date for the project. For clients with multiple entry/exits in the same project, this can be used to determine which one(s) have data issues
3. **Exit Date:** The client's exit date for the project. This will be null if the client still enrolled.

HUD Universal Data Elements

4. **Name:** Name data lives in the Client Record and is not collected with assessment data in the Entry/Exit tab. As long as first and last name are collected, data can be marked as Full Name Reported. Corrections to name must be made in the Client Profile tab under Client Record.
5. **SSN:** Social Security Number data lives in the Client Record and is not collected with assessment data in the Entry/Exit tab. Corrections to SSN must be made in the Client Profile tab under Client Record.
6. **DOB:** Date of Birth is collected under the Entry/Exit tab as part of the Intake Assessment. Corrections to DOB must be made under the Entry/Exit tab as part of the Entry matching the Entry Date.

7. **Race:** Racial data is collected under the Entry/Exit tab as part of the Intake Assessment. Corrections to Race must be made under the Entry/Exit tab as part of the Entry matching the Entry Date.
8. **Eth:** Ethnicity data is collected under the Entry/Exit tab as part of the Intake Assessment. Corrections to Ethnicity must be made under the Entry/Exit tab as part of the Entry matching the Entry Date.
9. **Gen:** Gender data is collected under the Entry/Exit tab as part of the Intake Assessment. Corrections to Gender must be made under the Entry/Exit tab as part of the Entry matching the Entry Date.
10. **Vet:** Veteran data lives in the Client Record and is not collected with assessment data in the Entry/Exit tab. Corrections to Veteran Status must be made in the Client Profile tab under Client Record.
11. **YN Disab:** "Does the client have a disabling condition?" is collected under the Entry/Exit tab as part of the Intake Assessment. Corrections to Disabling Condition (Yes/No) must be made under the Entry/Exit tab as part of the Entry matching the Entry Date.
12. **Res Prior:** "Prior Living Situation" is collected under the Entry/Exit tab as part of the Intake Assessment. Corrections to Prior Living Situation must be made under the Entry/Exit tab as part of the Entry matching the Entry Date.
13. **LOS Prior:** "Length of Stay in Previous Place" is collected under the Entry/Exit tab as part of the Intake Assessment. Corrections to Length of Stay in Previous Place must be made under the Entry/Exit tab as part of the Entry matching the Entry Date.
14. **Dest Exit:** "Destination" is collected under the Entry/Exit tab as part of the Exit Data. Corrections to Destination must be made under the Entry/Exit tab as part of the Exit matching the Exit Date. This will be null if client does not have an Exit Date.
15. **HoH:** "Relationship to Head of Household" is collected under the Entry/Exit tab as part of the Intake Assessment. Corrections to Relationship to Head of Household must be made under the Entry/Exit tab as part of the Entry matching the Entry Date. Every enrollment must have no more and no less than one (1) Head of Household (self).
16. **Loc:** "Client Location" is collected under the Entry/Exit tab as part of the Intake Assessment. Corrections to Client Location must be made under the Entry/Exit tab as part of the Entry matching the Entry Date. As we are a single CoC HMIS implementation, all the only option for client location is CA-509.

Additional Data Elements

17. **DV:** "Domestic Violence Victim/Survivor" is collected under the Entry/Exit tab as part of the Intake Assessment. Corrections to Domestic Violence Victim/Survivor (Yes/No) must be made under the Entry/Exit tab as part of the Entry matching the Entry Date.
18. **SVS:** Not currently used in the data completeness report card for our CoC. This can be ignored. It is marked as N/A.
19. **YN Inc:** "Income from Any Source" is collected under the Entry/Exit tab as part of the Intake Assessment. Corrections to Income from Any Source (Yes/No) must be made under the Entry/Exit tab as part of the Entry matching the Entry Date.
20. **YN NC:** "Non-cash Benefit from Any Source" is collected under the Entry/Exit tab as part of the Intake Assessment. Corrections to Non-cash Benefit from Any Source

(Yes/No) must be made under the Entry/Exit tab as part of the Entry matching the Entry Date.

21. **YN Ins:** "Covered by Health Insurance" is collected under the Entry/Exit tab as part of the Intake Assessment. Corrections to Covered by Health INsurance (Yes/No) must be made under the Entry/Exit tab as part of the Entry matching the Entry Date

HUD Verification (Sub-Assessments)

22. **Disab Ok=8:** This looks at the individual answers to all eight (8) disability types. The data is "OK" if there are Yes/No answers to every disability type. This data is collected the Disabilities sub-assessment. Answers can most easily be seen by clicking the Green Check-Box or Red Triangle next to Disabilities - HUD Verification in the intake window. A green check-box means all 8 disabilities have an answer. A red triangle means at least one disability is missing an answer. If at least 1 disability type is answered, but less than 8, the number of disability types answered appears on the Data Completeness client record page. For example if the Disab Ok=8 column has a 5, that means 5 of the disability types have a complete answer. Correction to this data are made by correcting the sub-assessment from the intake page under the Entry/Exit tab. If the answer to YN Disab is No, all disability types must be no. If the answer to YN Disab is Yes, then at least one disability type must be yes.
23. **Inc Ok=15:** This looks at the individual answers to all fifteen (15) income types. The data is "OK" if there are Yes/No answers to every income type. This data is collected the Monthly Income sub-assessment. Answers can most easily be seen by clicking the Green Check-Box or Red Triangle next to Disabilities - HUD Verification in the intake window. A green check-box means all 8 disabilities have an answer. A red triangle means at least one disability is missing an answer. If at least 1 income type is answered, but less than 15, the number of income types answered appears on the Data Completeness client record page. For example if the Inc Ok=15 column has a 5, that means 5 of the income types have a complete answer. Correction to this data are made by correcting the sub-assessment from the intake page under the Entry/Exit tab. If the answer to YN Inc is No, all disability types must be no. If the answer to YN Inc is Yes, then at least one disability type must be yes.
24. **Inc Amt:** Any Income Type with a yes answer, must include a monthly amount in the form of an integer, such as 1,200. If any income type with a yes answer is missing a monthly amount, the error will be shown here. Correction to this data are made by correcting the Monthly Income sub-assessment from the intake page under the Entry/Exit tab.
25. **NC Ok=6:** This looks at the individual answers to all six (6) Non-Cash Benefit types. The data is "OK" if there are Yes/No answers to every income type. This data is collected in the Non-Cash Benefits sub-assessment. Answers can most easily be seen by clicking the Green Check-Box or Red Triangle next to Disabilities - HUD Verification in the intake window. A green check-box means all 8 disabilities have an answer. A red triangle means at least one disability is missing an answer. If at least 1 Non-Cash Benefit type is answered, but less than 6, the number of income types answered appears on the Data Completeness client record page. For example if the NC Ok=6 column has a 5, that means 5 of the Non-Cash Benefit types have a complete answer. Correction to this data are made by correcting the sub-assessment from the intake page under the Entry/Exit tab.

If the answer to YN NC is No, all Non-Cash Benefit types must be no. If the answer to YN NC is Yes, then at least one Non-Cash Benefit type must be yes.

26. **Ins Ok=10:** This looks at the individual answers to all ten (10) Health Insurance types. The data is "OK" if there are Yes/No answers to every income type. This data is collected in the Non-Cash Benefits sub-assessment. Answers can most easily be seen by clicking the Green Check-Box or Red Triangle next to Disabilities - HUD Verification in the intake window. A green check-box means all 10 insurance types have an answer. A red triangle means at least one insurance type is missing an answer. If at least 1 Insurance type is answered, but less than 10, the number of income types answered appears on the Data Completeness client record page. For example if the Ins Ok=10 column has a 5, that means 5 of the Health Insurance types have a complete answer. Correction to this data are made by correcting the sub-assessment from the intake page under the Entry/Exit tab. If the answer to YN Ins is No, all Non-Cash Benefit types must be no. If the answer to YN Ins is Yes, then at least one Non-Cash Benefit type must be yes.