

**MONTGOMERY COUNTY, MARYLAND (MCMD)
CONTINUUM OF CARE (CoC)
DEPARTMENT OF HEALTH AND HUMAN SERVICES
HOMELESSNESS MANAGEMENT INFORMATION SYSTEM (HMIS)
DATA QUALITY STANDARDS**

Although there are many aspects of good quality data, the key indicators commonly are:

Validity

All data items held on HMIS application computer systems must be valid. Where codes are used, these will comply with national standards or map to national values. Wherever possible, the HMIS application is programmed to only accept valid entries.

Completeness

All mandatory data items must be completed. Use of default codes should only be used where appropriate, and not as a substitute for real data.

Consistency

Client's entry date should match the date of enrollment into supportive services only, emergency shelter, transitional shelter, and permanent supportive housing program. For outreach providers entry date should match the initial date of engagement. Exit dates should match the date the client leaves the program. The APR Entry Assessment, which includes the 2010 HUD Universal Data Elements, must be collected at program entry and updated weekly. Additional assessments may be required at entry dependent on program type. APR Exit Assessment must be completed upon program exit. The HMIS Application is monitored daily to ensure no client is enrolled in multiple residential programs at the same time.

Coverage

Data will reflect all the work done by the end users of the HMIS application. Client intake, shelter stay, and services should all be recorded. Correct procedures are essential to ensure complete data capture.

Accuracy

Data recorded in notes and on computer systems must accurately reflect self-reported information from the client. Every opportunity should be taken to check client's demographic details with the client themselves. Inaccurate demographics may impact service delivery and create duplicate records. The accurate recording of data items must however not be allowed to delay urgent treatment of the client.

Timeliness

Data must be entered into the HMIS Application within two (2) business days of client report. Recording of timely data is beneficial to providing services to the client.

Last Updated: January 2014