Montgomery County Department of Health and Human Services

Monthly ServicePoint Data Quality Review—
Single Adult Emergency, All Transitional, and All Permanent Supportive Housing

To:	
CC:	
Provider	
From:	and
Subject:	Monthly Program Data Quality Review
Date:	*(Due by the 15th of each month.)*

By the 15th of each month, **Single, Transitional, and Permanent Supportive Housing Providers** are required to submit each of the following data quality reports to their contract monitor and the ServicePoint Dedicated Support Specialist. For help, refer to the ***How-to Worksheet***. In order to submit the completed form, you will need to "Save As" locally, and then attach a copy to your email.

☐ **213 - UDE Completeness - Entry Exit Workflow (*Run in ART.)*
- **Location:** Public Folders/Montgomery Live Folder/Data Quality (Agency Admin) Reports

	Last Month		This Month	
	% Errors	**Grade**	**% Errors**	**Grade**
Adults and Unaccompanied Youth	%		%	
Children	%		%	

☐ **Client Served** *(Run in ServicePoint.)*
- **Location:** Reports/Provider Reports

Total Number of Clients Served (line C)	_____ Total Number of Clients: Adults + Children.

How to obtain assistance:
- Contact Dixon Martin, ServicePoint Dedicated Support Specialist, 240-777-4691, *or* Dixon.martin@montgomerycountymd.gov.

☐ **HUD CoC APR** *(Run in ServicePoint.)*
- **Location: Reports/Provider Reports**

Total Number of Records for All Clients (Question 7)	_____ Total number of records for all clients. ☐ Total number of records for all clients, above, is equal to total number of Adults + Children on the Client Served report.
Unaccompanied Children (Question 7)	☐ Verified there are no records for unaccompanied children.[1] *or* ☐ Verified that unaccompanied children on my CoC APR are being served by my program.
Unknown Household Type (Question 8)	☐ Verified there are no households with "Unknown Household Type."[2]

[1] Unaccompanied children may be reported because an inaccurate birth date has been entered, or because a child has not been attached to a household. Click on the hyperlinked number in the report to look at the profile of any unaccompanied children.

[2] "Unknown Household Type" can result when someone in the household is missing a date of birth.

Known Physical and Mental Health Condition at Exit— Leavers (Question 22a2)	_____ Number of persons indicated with no known conditions at Exit.[3] ☐ I verify that all clients listed as "none" have no known disabling conditions.

[3] Disabling Conditions are reported on the Entry. Click on the hyperlinked number in the "none" box to see the clients who are reporting as "none."

Client Monthly Cash Income Amount— (Question 23)	_____ Total number of clients that exited program. ☐ If no exits, stop here. _____ Number of clients with no income at Entry. _____ Number of clients with no income at Exit. _____ Total number of clients with same income at Entry and Exit.

Client Exit **(While in the Exit, verifying income for Leavers, please also verify the items to the right.)**	Verify that the following required items have been completed. ☐ Reason for Leaving ☐ Destination ☐ Housing Status ☐ Income ☐ Non-Cash Benefits

How to obtain assistance ServicePoint, ART or report assistance:
- Contact Dixon Martin, ServicePoint Dedicated Support Specialist, 240-777-4691, *or* Dixon.martin@montgomerycountymd.gov.