

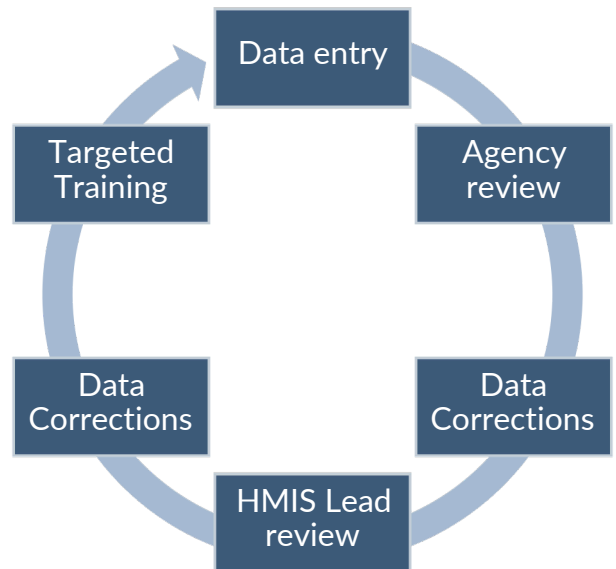
Year-Round Data Quality Review Recommendations



A strategic year-round data quality review plan supports more accurate and efficient reporting to HUD during federal reporting season (LSA, SPMs, HIC/PIT).

It is recommended to review and address data quality issues periodically, not just during the short turnaround time during reporting season.

A data quality monitoring plan, combined with targeted end user training and key Clarity functionality, can improve data quality and data entry habits overtime.



Develop a comprehensive Data Quality Management Program to formalize data quality plans. See part 5 of [HUD's HMIS Lead Series](#).

1 Establish Priorities



What will be reviewed?
What are the expectations?

2 Roles and Responsibilities



Who will review the data
and how?

3 Review Frequency



How often will each
component be reviewed?

Year-Round Data Quality Review Recommendations



Recommendations to maximize the impact of data review efforts:

1. Use Federal Reporting date range for data quality reviews (10/1 to 9/30).
2. Focus on elements that directly impacted your CoC during the most recent submissions.
3. Coordinate with agency representatives to review client and program data issues.
4. All scheduled reports will be sent out on the 1st of every month.
5. For assistance understanding these reports, please refer to our help desk articles [here](#).

Frequency	Element	Report Library	Scheduled Look to PAL
Monthly	Enrollments and Exit Dates	Program Roster	
	Enrollment Households/Relationship to HoH	Program Roster & HMIS Data Quality	
	Housing Move-in Date	Program Roster	
	Client Privacy Monitoring (ROI, De-Identification, and Public profile Records)		Client Privacy Monitoring
Quarterly	Overlapping Enrollments		LSA Data Cleanup: Overlapping Enrollments
	Duplicate Clients	Duplicate Clients	
	Exit Destination	HMIS DQ Report	Program Management & Data Quality Overview
	Annual Assessments		Program Management & Data Quality Overview
Semi-annually	Project Type		Program Management & Data Quality Overview
	Bed and Unit Inventory		LSA Data Cleanup: Length of Stay and Utilization Overview
	Project Funding Sources		Program Management & Data Quality Overview
	Project Operating Dates & Project Sites/Geocodes		LSA Data Cleanup: Project Descriptor Data Issues