

HMIS Data Quality Quick Guide

How to Identify and Fix Relationship to Head of Household Errors and Missing Values for Global Household IDs

Sonoma County Community Development Commission
Ending Homelessness Team
September 2022
v. 1.0

Relationship to Head of Household Errors

Identify the Participants' HUD Assessment TouchPoints containing this error type using either the HUD HMIS Data Quality Report (DQR) or HMIS Data Validation Errors (DVE) report. Data quality errors for Relationship to Head of Household are reported as follows.

A.) HUD HMIS Data Quality Error Report - Section Q3 Universal Data Elements- "Relationship to Head of Household (3.15)" Count of enrollments where:

- Relationship to Head of Household values is missing* in the project HUD Assessment.
- No one in the Household has been identified as the Head of Household (HoH) in the project HUD Assessment.
- More than one client in the Household is identified as the Head of Household (HoH) in the project HUD Assessment.

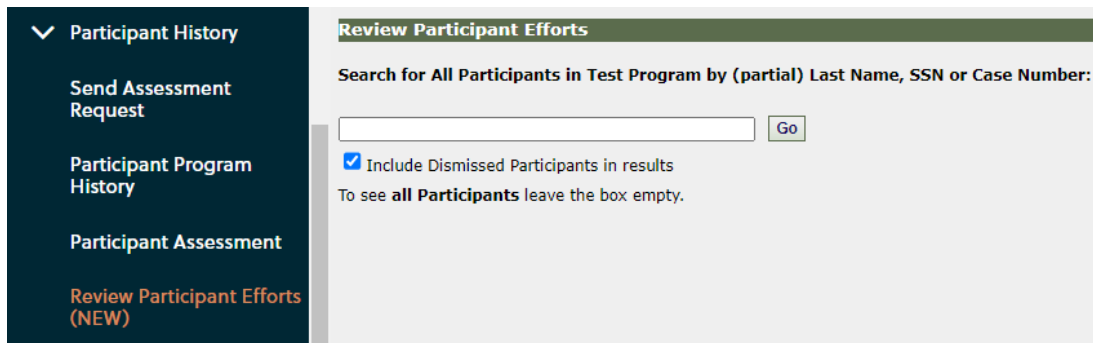
**No value for A-4. "What is the client's relationship to the head of household?" is entered on the HUD Assessment, the HUD Assessment at Program Entry Date does not match the Date of Project Start, or a HUD Assessment is not recorded in HMIS.*

B.) Data Validation Error: *For this enrollment period, there are either no OR multiple members of the family with a response of "Self (head of household)" for "What is the client's relationship to the head of household?" in the HUD Assessment recorded at Project Entry.*

To resolve these data quality errors, refer to the enrollment periods that are missing HUD Assessment responses for Question A-2 or Question A-4. within the HUD TouchPoint Assessment recorded for the Participant. Update and save any assessments that may have missing, or incorrect data, in the HMIS.

Steps to complete in HMIS:

1. Search for the Program Participant using Participant History option. To get results of participants no longer enrolled in the program, select the checkbox "Include Dismissed Participants in results" under the search bar.



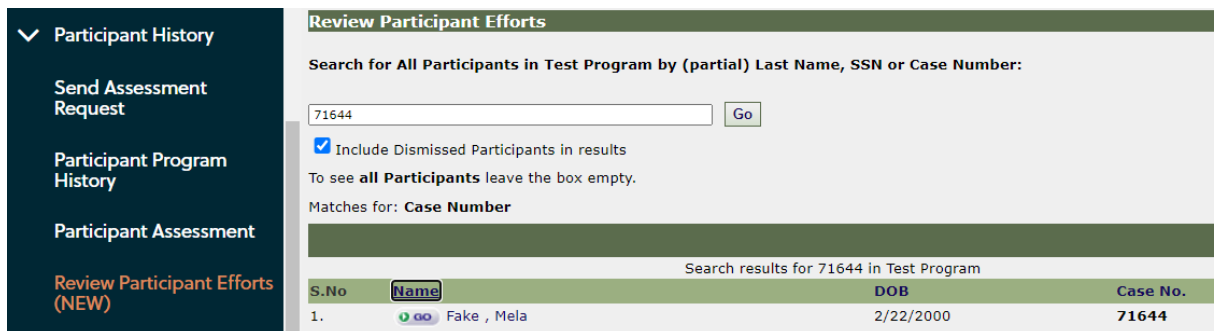
Review Participant Efforts

Search for All Participants in Test Program by (partial) Last Name, SSN or Case Number:

Include Dismissed Participants in results
To see **all Participants** leave the box empty.

Note: Participant History search menu option labels may be different depending on the Agency Site in HMIS. "Review Participant Efforts" is the name of the screen in HMIS.

2. Enter in one of the unique identifiers (Last Name, SSN, or Case Number) associated with the error and select the "Go" button.
3. In the Search results, select the "Go" Button next to the Participant's Name.



Review Participant Efforts

Search for All Participants in Test Program by (partial) Last Name, SSN or Case Number:

Include Dismissed Participants in results
To see **all Participants** leave the box empty.

Matches for: **Case Number**

Search results for 71644 in Test Program			
S.No	Name	DOB	Case No.
1.	Fake , Mela	2/22/2000	71644

4. On a new screen select the "Check ALL Date" check box and select the "Continue" button.

Review Participant Efforts for Mela Fake

Select Dates for Review:

Starting Date: 

Ending Date: 

[This](#) | [Previous](#) Month
[This](#) | [Previous](#) Quarter
[Year To Date](#)

Check ALL Dates

5. Select the "Participant Dashboard" button.

Review Participant Efforts (NEW)

Participant Information

Participant:	Fake , Mela Ann
Case Number:	71644
Site:	Admin
Period:	1/1/1970 - 7/27/2022
Program(s):	Test Program

6. Locate the Recent TouchPoints window on the Client Dashboard page.
7. Edit the HUD TouchPoint Assessment with using the 'pencil' icon in the Take Action column.

Recent TouchPoints

Mela Ann Fake 's Recent HUD Assessment (Entry/Update/Annual/Exit)

Take Action	Program	Date Completed	A-1. At what point is this data being collected?
	Samaritan FACT	11/8/2023	Project Exit
	Samaritan FACT	11/8/2022	Project Annual Assessment
	Samaritan FACT	11/8/2021	Project Start
	SAVS Outreach	9/19/2021	Project Exit
	RRH SRCity HOST	9/7/2021	Project Update
	Sam Jones Hall SRCity HOST	9/6/2021	Project Exit
	RRH SRCity HOST	9/6/2021	Project Start
	SAVS Outreach	9/5/2021	Project Start
	Sam Jones Hall SRCity HOST	8/1/2021	Project Start
	Test Program	11/20/2019	Project Start

[+ New](#)

8. On the HUD Assessment tab "Page #1. Universal Information" compare the program enrollment information dates. Assessment date values need to be an exact match the values in The HUD TouchPoint Questions A-2. "For which enrollment is this assessment being taken?" The dates of HUD Assessment at Entry date needs to match the Program Enrollment Start date.

Note: Sometimes, the value for A-2. does not "stick" when the HUD TouchPoint is first saved or the enrollment information was not changed to the current enrollment period after populating the assessment with a previous HUD Assessment responses.

HUD Assessment (Entry/Update/Annual/Exit) for Fake, Integrity on 3/1/2022

Populate with previous response: HUD Assessment (Entry/Update/Annual/Exit), taken 11/6/2020 - Boulevard Ap

Identifier: Mary Isaak Multi-Service

PAGE #1. Universal Information PAGE #2. Living Situation PAGE #5. Income and Benefits

A-1. At what point is this data being collected? *

Project Start

A-2. For which enrollment is this assessment being taken? *

03/01/2022 - Currently Enr...

Each individual household member that shares the enrollment in the program should have their individual HUD Assessments checked to ensure that only one participant is marked as "Self (head of household)" for Question A-4.: "What is the client's relationship to the head of household?"

Note: This validation process can be time consuming as it involves going through each assessment response for all household members to ensure that only one household member's HUD Assessment is set as "Self (head of household)". It is important to correctly, and consistently, set the Head of Household value for all Participants' enrollments at Program Start.

This data is collected in the HUD Assessments done at Project Start/Update/Annual/Exit, on Question A-4. "What is the client's relationship to the head of household" on Page #1 of the HUD Assessment TouchPoint in HMIS.

PAGE #1. Universal Information PAGE #2. Living Situation PAGE #5. Incc

A-1. At what point is this data being collected? *

Project Start

A-2. For which enrollment is this assessment being taken? *

12/30/2021 - Currently Enrolled

A-4. What is the client's relationship to the head of household? *

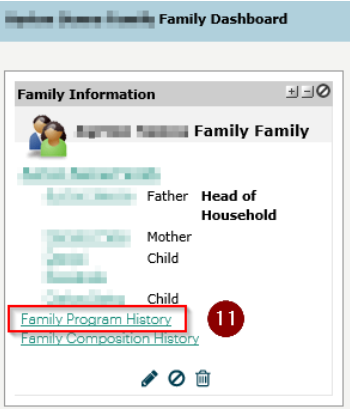
Self (head of household)

Missing Values for Global Household IDs

Data Validation Error: "The client's Household ID is missing a value. As per the new 2014 HMIS data standards all clients must have a Household ID. This includes families with only one person. Please add this client to the appropriate family or create a new one if one does not exist."

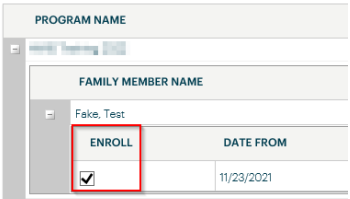
Steps to complete in HMIS:

- 1. Search for the affected Participant record, access their Dashboard and locate the Family Information pane.
- 2. From their Dashboard, find and select on Family Program History. **Note:** If a Participant is not in a family, please add them to a family, as all Participants must be part of at least one family group/household in the Family Information section.



- 3. From this page, ensure that the participant's enrollment is linked to their family enrollment by having a checkmark. Once the checkmark has been added, please scroll down and select Save.

Note: If the checkmark is already present, please remove it, select save, add the checkmark again, and then select save again in order to toggle the Family Program History.



- 4. Re-run, or refresh, the Data Validation Error (DVE) data pulls to verify data quality error(s) for Relationship to Head of Household and Global H has been corrected in the HUD TouchPoint assessment.