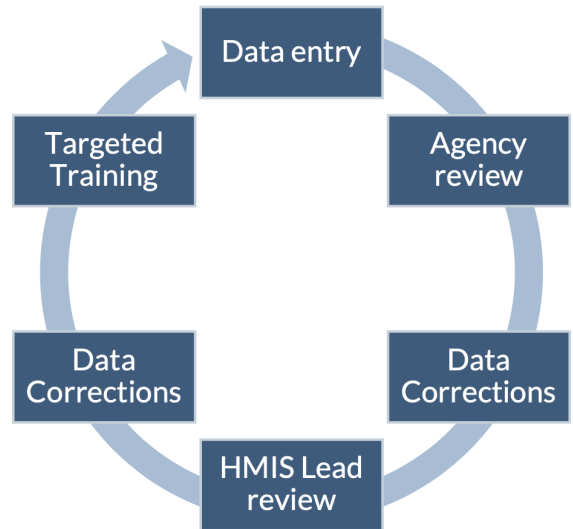


Year-Round Data Quality Review Recommendations



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.



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.

Frequency	Element	Report or Dashboard
Monthly	Enrollment and Exit Dates	Program Roster
	Enrollment Households/ Relationship to HoH	Program Roster and HMIS Data Quality Report
	Housing Move-in Date	Program Roster
Quarterly	Overlapping enrollments	LSA Data Cleanup: Overlapping Enrollments
	Duplicate Clients	Duplicate Clients*
	Exit Destination	HMIS Data Quality Report
	Annual Assessments	HMIS Data Quality Report and Annual Assessment Overview
Semi-annually	Project Type	LSA Data Cleanup: Funding Source and Configuration Issues and
	Project Operating Dates	
	Project Funding Sources	LSA Data Cleanup: Project Descriptor Data Issues
	Bed and Unit Inventory	
	Project Sites/Geocodes	LSA Data Cleanup: Project Descriptor Data Issues

*Note: You will not be able to see duplicate clients system-wide, you'll only be able to see duplicate clients within the agencies you have access to.

