

## NYC HMIS Monthly Data Quality Checklist

1.  **Executed a Data Quality Report** on each project being uploaded into the NYC HMIS to identify missing, inconsistent, inaccurate and stale data for this reporting period.



2.  None of the individual Universal and Program-Specific data elements have more than 10% **missing data**.

Universal Data Elements		Program-Specific Data Elements	
Name	Veteran Status	Income and Sources	Domestic Violence
Social Security Number	Relationship to Head of Household	Non-Cash Benefits	Substance Abuse
Date of Birth	Client Location	Physical Disability	Mental Health Problem
Race	Disabling Condition	Developmental Disability	HIV/AIDS
Ethnicity	Destination	Chronic Health Condition	Health Insurance
Gender	Residence Prior to Project	Housing Status	Contact (Street Outreach)
Project Entry/Exit Date	Household ID	Residential Move-in Date (Rapid Re-Housing)	Housing Assessment Disposition
Length of Time on Street, in an Emergency Shelter or Safe Haven		Housing Assessment at Exit (Homeless Prev.)	Date of Engagement (Street Outreach)

\* Please refer to the HUD HMIS Data Standards Manual for a complete list of Data Elements.

3.  **Annual Updates:** All data elements requiring annual updates for clients enrolled in project and approaching project entry anniversary date have been updated.

Data Elements			
Income and Sources	Physical Disability	Chronic Health Condition	Mental Health
Non-Cash Benefits	Developmental Disability	HIV/AIDS	Substance Abuse
Client Location	Health Insurance		

4.  **Head of Households (HOH):** No client younger than 18 years old is listed as HOH.
5.  **Household ID:** A common Household ID is assigned to each member of the same household.
6.  All **Disabling Condition** fields have a supporting special needs condition.
7.  **Discharged fields** are filled in for all discharged clients. No client destination is left blank.
8.  # of client records corrected prior to this upload \_\_\_\_\_.
9.  All **validation errors** were resolved before completing my upload.
10.  **Timeliness:** Data on all client interactions 3 business days before this upload and prior are included in upload.
11.  This upload is being completed between the **1<sup>st</sup> and 10<sup>th</sup> business day** of the month.