

# FY14 QA Key

QA Report v.12.2013 - Emergency Shelter Programs

EntryExit (EE) Record Counts	Count & Measurement
<b>Total Distinct Clients (HOH &amp; Single Adults)</b>	Distinct number of clients where the Head of Household (HoH) designation is "Yes", or is Null.
<b>Total Clients with Duplicate Unique Id's</b>	Number of clients served where the Unique ID is the same as another client served within the report period.
<b>Total Clients with Duplicate Social Security Numbers</b>	Number of clients served where the SSN is the same as another client served within the report period.
<b>Total Number of Clients entered into CSP within 48 hours</b>	Number of clients where the data was entered within 48 hours of the client's Entry Date, report compares the client's Entry Date with the Date Added (the actual date the data was entered, not the effective date).
<b>Total EE Records</b>	Count of all EntryExit records valid during the reporting period.
<b>Total EE Records (Head of Households in Families)</b>	Count of all EntryExit records valid during the reporting period and where the client's HoH designation is "Yes".
Total EE Records Beginning of Period	Count of all EntryExit records valid during the reporting period where the Entry Date is before the first day of the reporting period and where the client's HoH designation is "Yes".
Total EE Records Entered (during reporting period)	Count of all EntryExit records valid during the reporting period where the Entry Date falls between the reporting period start and end dates and where the client's HoH designation is "Yes".
Total EE Records Exited (during reporting period)	Count of all EntryExit records valid during the reporting period where the Exit Date falls between the reporting period start and end date and where the client's HoH designation is "Yes".
Total EE Records Distinct Exited	Count of EntryExit records valid during the reporting period where the Exit Date falls between the reporting period start and end date and where the client's HoH designation is "Yes".
Total EE Records End of Period	Count of all EntryExit records valid during the reporting period where the Exit Date falls after the last day of the reporting period and where the client's HoH designation is "Yes".
Total HoH Served in Family	Count of all EntryExit records valid during the reporting period where the EntryExit Group ID is NOT null and the client's HoH designation is "Yes".
Total HoH Served in NOT Family	Count of all EntryExit records valid during the reporting period where the EntryExit Group ID is Null.
<b>Total EE Records (Single Adults)</b>	Count of all EntryExit records valid during the reporting period and where the HoH designation is null.
Total EE Records Beginning of Period	Count of all EntryExit records valid during the reporting period where the Entry Date is before the first day of the reporting period and where the client's HoH designation is Null.
Total EE Records Entered (during reporting period)	Count of all EntryExit records valid during the reporting period where the Entry Date falls between the reporting period start and end dates and where the client's HoH designation is NULL.
Total EE Records Exited (during reporting period)	Count of all EntryExit records valid during the reporting period where the Exit Date falls between the reporting period start and end dates and where the client's HoH designation is NULL.
Total EE Records Distinct Exited	Distinct count of EntryExit records valid during the reporting period where the Exit Date falls between the reporting period start and end date and where the client's HoH designation is NULL.
Total EE Records End of Period	Count of all EntryExit records valid during the reporting period where the Exit Date falls after the last day of the reporting period and where the client's HoH designation is NULL.
<b>Total EE Records with Non HUD EE Type</b>	Count of all EntryExit records valid during the reporting period where the Type is NOT set to "HUD".

<b>EntryExit (EE) Record Counts (Continued)</b>	<b>Count &amp; Measurement</b>
<b>Total EE Records of Adults</b>	Count of all EntryExit records valid during the reporting period where the client is 18 or older on the EntryDate.
<b>Total EE Records Age Under 18 (Children)</b>	Count of all EntryExit records valid during the reporting period where the client is under 18 years of age on the EntryDate.
<b>Total EE Records with Incorrect Gender</b>	Count of EntryExit records valid during the reporting period where the client's reported gender is incongruent with the program parameters.
<b>Total EE Records Age Over 65</b>	Count of all EntryExit records valid during the reporting period where the client is 65 or older on the EntryDate.
<b>Total Distinct Clients Age 80 Plus</b>	Count of all EntryExit records valid during the reporting period where the client is 80 or older on the EntryDate.
<b>Total EE Shelter Units Provided</b>	Sum of shelter nights provided as calculated using the EE record Entry and Exit Dates.
<b>Average Daily Occupancy</b>	Total EE Shelter Units Provided divided by the number of days in the reporting period.
Value Selected for Bedreport Occupancy Prompt	Prompt result entered by person running the report. This is gleaned from the Daily Bedlist Report.
<b>Total EE Records of Children</b>	Count of all EntryExit records valid during the reporting period where the client is under 18 years of age on the EntryDate.
Total EE Records of Children in Families	Count of all EntryExit records valid during the reporting period where the client is under 18 years of age on the EntryDate and the EntryExit Group ID is NOT NULL.
Total EE Records of Children NOT in Families	Count of all EntryExit records valid during the reporting period where the client is under 18 years of age on the EntryDate and the EntryExit Group ID is NULL.
Total Children that turned 18 during reporting period	Count of all EntryExit records valid during the reporting period where the client is under 18 years of age on the EntryDate and the DOB falls between the report period start and end date (or last day of reporting period if Exit Date is null).

<b>HUD Universal Data Quality Elements</b>	<b>Count &amp; Measurement</b>
<b>Reviewed for ALL CLIENTS unless otherwise marked</b>	
<b>First Name</b>	Count of client EntryExit UIDs where First Name field is NULL divided by Total EE Records.
<b>Last Name</b>	Count of client EntryExit UIDs where Last Name field is NULL divided by Total EE Records
<b>Social Security Number</b>	Count of client EntryExit UIDs where the SSN field is NULL divided by Total EE Records
<b>SSN Data Quality</b>	Count of client EntryExit UIDs where the SSN Data Quality field is NULL divided by Total EE Records.
Incorrectly Listed SSN Data Quality	Count of client EntryExit UIDs where the SSN Data Quality field response doesn't coincide with what is reported in the SSN field divided by Total EE Records.
<b>Date of Birth</b>	Count of client EntryExit UIDs where the DOB field is NULL divided by Total EE Records.
Clients with a Future-dated DOB	Count of client EntryExit UIDs where the DOB is greater than the current date divided by Total EE Records.
<b>DOB Type</b>	Count of client EntryExit UIDs where the DOB Type field is NULL divided by Total EE Records.
Incorrectly Listed DOB Type	Count of client EntryExit UIDs where the DOB Type response doesn't coincide with what is reported in the DOB field divided by Total EE Records.
<b>Ethnicity</b>	Count of client EntryExit UIDs where the Ethnicity field is NULL divided by Total EE Records.
<b>Primary Race</b>	Count of client EntryExit UIDs where the Primary Race field is NULL divided by Total EE Records.
Secondary Race (only required if client identifies multiple races)	Count of client EntryExit UIDs where the Secondary Race is not Null and the HoH designation is Yes or Null divided by Total EE Records.

HUD Universal Data Quality Elements <i>(Continued)</i>	Count & Measurement
Reviewed for ALL CLIENTS unless otherwise marked	
Clients with the same primary and secondary races	Count of client EntryExit UIDs where the reported Primary Race and Secondary Race are identical and the HoH designation is Yes or Null divided by Count of EntryExit records where the Secondary Race is NOT NULL
<b>Gender</b>	Count of client EntryExit UIDs where the Gender field is NULL divided by Total EE Records.
Total Transgendered Clients	Count of client EntryExit UIDs where the Gender is set to Transgendered and the HoH designation is Yes or Null divided by Total EE Records.
Total "Other" Gender Clients	Count of client EntryExit UIDs where the Gender is set to "Other" and the HoH designation is Yes or Null divided by Total EE Records.
<b>Disabling Condition (Disability of Long Duration)</b>	Count of client EntryExit UIDs where the Disability of Long Duration field is NULL, divided by Total EE Records.
<b>Housing Status</b>	Count of client EntryExit UIDs where the Housing Status field is NULL, divided by Total EE Records.
<b>Veteran Status (ALL ADULTS)</b>	Number of HoH and/or Single Adult where the Veteran Status field is NULL/Total number of HoHs and/or Single Adults.
Child marked as a Veteran	Count of client EntryExit UIDs where the client's age is under 18 and Veteran Status is set to "Yes".
<b>Residence Prior to Program Entry (ALL ADULTS)</b>	Number of HoH and/or Single Adult where the Residence Prior to Program Entry field is NULL/Total number of HoHs and/or Single Adults.
<b>Zip Code of Last Permanent Address (ALL ADULTS)</b>	Number of HoH and/or Single Adult where the Zip Code of Last Permanent Address field is NULL/Total number of HoHs and/or Single Adults.
<b>Distinct Client Exit Destinations</b>	The count for this data element is found under the HMIS Distinct columns on the far right. This is so the HUD data completeness for distinct exits may be monitored.
<b>All Client Exit Destinations</b>	Count of EE Records where the HoH Designation is Yes or Null, the Exit Date falls within the reporting period, and the Destination is NULL, divided by Total EE Records Exited (during reporting period) combined.
Additional Data Elements (Head of Household/Single)	Measurement
<b>Reason for Leaving</b>	Count of all EntryExit records valid during the reporting period where Reason for Leaving is null, HoH designation is Yes or Null and Exit Date falls within the reporting period divided by the Count of all EntryExit records valid during the reporting period where the HoH Designation is Yes or Null, the Exit Date falls within the reporting period, and the Destination is NOT NULL.
Incorrect Reason for Leaving	Count of all EntryExit records valid during the reporting period where the reported Reason for Leaving is incongruent to the reported Destination divided by the Count of all EntryExit records valid during the reporting period where the HoH Designation is Yes or Null, the Exit Date falls within the reporting period, and the Destination is NOT NULL.
<b>Homelessness Primary Reason</b>	Count of all EntryExit records valid during the reporting period where Homeless Primary Reason is Null and HoH designation is Yes or Null divided by the Count of all EntryExit records valid during the reporting period where the HoH Designation is Yes or Null.
<b>Previous General Location Area</b>	Count of all EntryExit records valid during the reporting period where Previous General Location Area is Null and HoH designation is Yes or Null divided by the Count of all EntryExit records valid during the reporting period where the HoH Designation is Yes or Null.
<b>Highest Level of Ed</b>	Count of all EntryExit records valid during the reporting period where Highest Level of Education is Null and HoH designation is Yes or Null divided by the Count of all EntryExit records valid during the reporting period where the HoH Designation is Yes or Null.
<b>Employed?</b>	Count of all EntryExit records valid during the reporting period where Employed? is Null and HoH designation is Yes or Null divided by the Count of all EntryExit records valid during the reporting period where the HoH Designation is Yes or Null.
<b>Clients currently being served in multiple programs</b>	Count of clients served during the period that also have open EntryExit records for Providers not indicated in this report.

<b>Additional Data Elements (Head of Household/Single) (Continued)</b>		<b>Measurement</b>
<b>Total Clients with duplicate CSP Entry Exit records</b>	Count of clients with two or more EntryExit records valid during the reporting period that have matching or overlapping Entry and/or Exit Dates.	
<b>Clients with a CSP Entry Exit Record not on Bedlist</b>	Count of all EntryExit records valid during the reporting period where there is no ShelterPoint service transaction with matching Start and/or End Dates.	
<b>Clients on Bedlist that don't have a CSP EE Record</b>	Count of ShelterPoint service transactions where there is no EntryExit Record valid during the reporting period with matching Entry and/or Exit Date.	
<b>Household Data Elements</b>		<b>Count &amp; Measurement</b>
<b>Household Type</b>	Count of clients where the Household Type is not Null and the HoH designation is Yes or Null divided by Total HoH Served in Family	
<b>Minors as Head of Households</b>	Count of clients where the HoH designation is Yes and the client is under 18 divided by Total EE Records (Head of Household Families)	
<b>Total Households with Zero or Multiple HoH</b>	Count of households served during the reporting period where more than one family member's HoH designation is Yes divided by Total EE Records (Head of Household Families)	
<b>Total Households without Children</b>	Count of households served during the reporting period where no member's age is less than 18 divided by Total EE Records (Head of Household Families)	
<b>Income Data Elements</b>		<b>Count &amp; Measurement</b>
<b>Total Clients with Income Received</b>	Total clients with at least one valid Monthly Income sub-assessment record created by CPOA or the Provider indicated in the report. This measurement is looking at all clients.	
<b>Total Income Records</b>	Total number of Monthly Income sub-assessment records valid during the reporting period and created by CPOA or the Provider indicated in the report. This measurement is looking at all clients.	
<b>Total Income at Entry Records that Need Closed</b>	Total number of Monthly Income sub-assessment records valid during the clients' Entry, created by CPOA or the Provider indicated in the report and with no End Date where the corresponding EntryExit record has an Exit Date, divided by Total Income Records. This measurement is looking at all clients.	
<b>Entry Income Source with no value income</b>	Total number of Monthly Income sub-assessment records created by CPOA or the Provider indicated in the report, valid during the clients' Entry and where "Receiving Income Source" is "No" but Amount is not Null, divided by Total Income Records. This measurement is looking at all clients.	
<b>Entry Income Records NULL Source Count</b>	Total number of Monthly Income sub-assessment records created by CPOA or the Provider indicated in the report, valid during the clients' Entry and where "Receiving Income Source" is "Yes" but Amount is Null, divided by Total Income Records. This measurement is looking at all clients.	
<b>Entry Income Records Source Invalid (no income)</b>	Total number of Monthly Income sub-assessment records created by CPOA or the Provider indicated in the report, valid during the clients' Entry and where "Receiving Income Source" is "Yes" and "source of Income" is not Null but Amount is Null or 0 (zero), divided by Total Income Records. This measurement is looking at all clients.	
<b>Receiving Income Last 30 days set to "No" with Income</b>	Count of EntryExit records valid during the reporting period where, on the Entry screen, "Income received from any Source in past 30 Days?" is set to "No", but there is a valid Monthly Income sub-assessment record created by CPOA or the Provider indicated in the report, divided by Total EE Records. This measurement is looking at all clients.	
<b>Receiving Income Last 30 days set to "Refused" with Income</b>	Count of EntryExit records valid during the reporting period where, on the Entry screen, "Income received from any Source in past 30 Days?" is set to "Refused", but there is a valid Monthly Income sub-assessment record. This measurement is looking at all clients.	
<b>Receiving Income Last 30 days set to "Don't Know" with Income</b>	Count of EntryExit records valid during the reporting period where, on the Entry screen, "Income received from any Source in past 30 Days?" is set to "Don't Know", but there is a valid Monthly Income sub-assessment record created by CPOA or the Provider indicated in the report, divided by Total EE Records. This measurement is looking at all clients.	

**Income Data Elements (Continued)****Count & Measurement**

<b>Receiving Income Last 30 days set to Yes with No Income</b>	Count of EntryExit records valid during the reporting period where, on the Entry screen, "Income received from any Source in past 30 Days?" is set to "Yes", but no valid Monthly Income sub-assessment record exists, divided by Total EE Records. This measurement is looking at all clients.
<b>Receiving Income Last 30 days "Missing" (Null)</b>	Count of EntryExit records valid during the reporting period where, on the Entry screen, "Income received from any Source in past 30 Days?" is left blank, divided by Total EE Records. This measurement is looking at all clients.
<b>Employed at Entry set to "No" with Client having Earned Income</b>	Count of EntryExit records valid during the reporting period where, on the Entry screen, Employed? is set to "No" but there is a valid Monthly Income sub-assessment record created by CPOA or the Provider indicated in the report, divided by Total EE Records. This measurement is looking only at clients whose age at Entry is greater than or equal to 18.
<b>Employed at Entry set to "Yes" and Client Has No Earned Income</b>	Count of EntryExit records valid during the reporting period where, on the Entry screen, Employed? is set to "Yes" but there is NO valid Monthly Income sub-assessment record created by CPOA or the Provider indicated in the report, divided by Total EE Records. This measurement is looking only at clients whose age at Entry is greater than or equal to 18.
<b>Employed at Exit set to "Yes" and Client Has No Earned Income</b>	Count of EntryExit records valid during the reporting period where, on the Exit screen, Employed? is set to "Yes" but there is NO valid Monthly Income sub-assessment record created by CPOA or the Provider indicated in the report, divided by Total EE Records. This measurement is looking only at clients whose age at Entry is greater than or equal to 18 who exited during the reporting period.
<b>Employed at Exit set to "No" with Client having Earned Income</b>	Count of EntryExit records valid during the reporting period where, on the Exit screen, Employed? is set to "No" but there is a valid Monthly Income sub-assessment record created by CPOA or the Provider indicated in the report, divided by Total EE Records. This measurement is looking only at clients whose age at Entry is greater than or equal to 18 who exited during the reporting period.
<b>High Income at Entry (More than \$20,000 per year)</b>	Count of clients where the total reported monthly income equals \$20k or more annually. This measurement is looking at all clients.
<b>Total Clients with Income Anomalies (Not Earned; Less than \$50)</b>	Count of clients where the total reported monthly income is less than or equal to \$50 and the source is NOT "Earned Income". This measurement is looking at all clients.
<b>Clients With Entry Income &lt;50% AMI (Cash)</b>	Count of clients whose reported income at entry totals less than 50% of the current Area Median Income at Entry. This measurement is looking at all clients.

**Non-Cash Benefits Data Elements****Count & Measurement**

<b>Total Clients Non-Cash Benefits Received in Past 30 Days (all)</b>	Total clients with at least one valid Non-Cash Benefits sub-assessment record created by CPOA or the Provider indicated in the report. This measurement is looking at all clients.
<b>Total NonCash Records</b>	Total number of Non-Cash Benefits sub-assessment record created by CPOA or the Provider indicated in the report and valid during the reporting period. This measurement is looking at all clients.
<b>Total Benefit Records that Need Closed</b>	Total number of valid Non-Cash Benefits sub-assessment records created by CPOA or the Provider indicated in the report with no End Date where the corresponding EntryExit record has an Exit Date, divided by Total NonCash Records. This measurement is looking at all clients.
<b>Noncash NULL Source of Non-Cash Benefit</b>	Total number of valid Non-Cash Benefits sub-assessment records created by CPOA or the Provider indicated in the report where "Receiving Income Source" is "No" but Amount is not Null, divided by Total NonCash Records. This measurement is looking at all clients.
<b>Noncash Amount of Non-Cash Benefit not equal to Zero</b>	Total number of valid Non-Cash Benefits sub-assessment records created by CPOA or the Provider indicated in the report where "Amount of Non-cash Benefit" is not equal to 0 (zero), divided by Total NonCash Records. This measurement is looking at all clients.
<b>Receiving Benefit "No" and has Source of Non-Cash</b>	Total number of valid Non-Cash Benefits sub-assessment records created by CPOA or the Provider indicated in the report where "Receiving Benefit?" is set to "No", divided by Total NonCash Records. This measurement is looking at all clients.
<b>Receiving Benefit Last 30 days set to "No" with Benefit(s)</b>	Total number of valid EntryExit records where "Non-cash benefit received in past 30 Days?" is set to "No", but there is a valid Non-Cash Benefit sub-assessment record created by CPOA or the Provider indicated in the report, divided by Total EE Records ALL. This measurement is looking at all clients.

**Non-Cash Benefits Data Elements (Continued)****Count & Measurement**

<b>Receiving Benefit Last 30 days set to "Refused" with Benefit(s)</b>	Total number of valid EntryExit records where "Non-cash benefit received in past 30 Days?" is set to "Refused", but there is a valid Non-Cash Benefit sub-assessment record created by CPOA or the Provider indicated in the report, divided by Total EE Records ALL. This measurement is looking at all clients.
<b>Receiving Benefit Last 30 days set to "Don't Know" with Benefit(s)</b>	Total number of valid EntryExit records where "Non-cash benefit received in past 30 Days?" is set to "Don't Know", but there is a valid Non-Cash Benefit sub-assessment record created by CPOA or the Provider indicated in the report, divided by Total EE Records ALL. This measurement is looking at all clients.
<b>Receiving Benefit Last 30 days set to Yes with No Benefit(s)</b>	Total number of valid EntryExit records where "Non-cash benefit received in past 30 Days?" is set to "Yes", but there is NO valid Non-Cash Benefit sub-assessment record created by CPOA or the Provider indicated in the report, divided by Total EE Records ALL. This measurement is looking at all clients.
<b>Receiving Benefit Last 30 days "Missing" (Null)</b>	Total number of valid EntryExit records where "Non-cash benefit received in past 30 Days?" is left blank, divided by Total EE Records ALL. This measurement is looking at all clients.