Announcement Regarding HMIS Quarterly Data Quality Assessment

Introduction

In early 2011, a committee was convened to look at and submit a plan for improving Chicago's HMIS data quality. Part of that plan included a quarterly assessment of all HUD McKinney Vento and DFSS-funded projects' HMIS data. This process will inform the Chicago Alliance and DFSS about your project's contribution of data into HMIS, specifically, whether your project is entering and exiting clients in HMIS on a regular basis.

What is the HMIS Quarterly Data Quality Assessment?

Each quarter we will be administering the HMIS Quarterly Data Quality Assessment for the months of January, April, July and October. The process is outlined in detail on page 2 and deadlines will be dictated by DFSS and Chicago Alliance communications each quarter.

Participation in this HMIS Quarterly Data Quality Assessment is required, and it is extremely important that all agencies review the information outlined below, and respond to the Chicago Alliance to End Homelessness AND/OR DFSS staff throughout this process. For HUD SHP Projects, participation in this assessment will impact your renewal evaluation process for HUD funding.

Why are we doing this?

Chicago is scored on its HMIS data quality and accuracy during the national competition for HUD funding. By combining efforts and encouraging all homeless projects to have good HMIS data, we can compete nationally to bring additional resources to Chicago for homeless individuals. We also hope that this process will provide a more accurate picture of how agencies are using HMIS, as well as encourage agencies to analyze their HMIS data on a more regular basis.

Who must participate?

Except for HPRP and agencies that exclusively serve victims of domestic violence, all HUD Shelter Plus Care and SHP programs, as well as DFSS-funded projects must participate, including:

- Interim Housing
- Overnight/Emergency Shelters
- Age Appropriate Stable Housing Programs
- Emergency Shelter/Overnight Shelter
- Interim Housing
- Transitional Housing
- Permanent Housing with Short-term Supports
- Permanent Housing/Permanent Supportive Housing
- Safe Havens
- Youth, Project-based, age appropriate housing

Who do I contact if I have questions?

If you have any questions about this process, please contact us.
- Agencies are encouraged to consult your agency's technical administrator for HMIS before contacting the Help Desk for technical assistance.
- All technical questions should be directed hmis@thechicagoalliance.org. Alternatively, you can call (312) 379-0301 Ext. 23. While contacting via e-mail, please **DO NOT** include any identifying client information.
- Non-technical questions for all projects should contact Illeana Morales-Frazier at Illeana.Morales-Frazier@cityofchicago.org or at (312) 743-0772

What is the process?

Step*	HMIS Lead Responsibilities	Project Responsibilities
Step 1	Agencies will receive request from DFSS to submit their capacity and the number of clients in their project on a specific date. **This should match the information you submitted to DFSS on the point-in-time count night.**	Agencies will have 5 business days to respond to the email with the project capacity and exact number of people that were in that project on that date, including a breakout of number of individuals in families, and number of singles.
Step 2	DFSS will generate reports from ServicePoint to show the number of clients in each project for that date.	Agencies do not need to do anything for this step.
Step 3	DFSS will email all agencies a report that will show all projects' self-reports on capacity and number of clients in the project, compared to the ServicePoint report.	Agencies will have 10 business days to clean-up data in HMIS to get the data in ServicePoint to match the agency's self report. Agencies will need to communicate with DFSS HMIS Helpdesk for help with technical problems.
Step 4	DFSS will generate reports from ServicePoint to show the number of clients in each project for the point-in-time date. The reports will show the new numbers after agencies have had time to clean up data in ServicePoint.	Agencies do not need to do anything for this step.
Step 5	DFSS will publish the final numbers for all projects.	Agencies should review the report and use it to make improvements to their process for HMIS data collection and entry.
* Timelines and deadlines for each step will be communicated via email to all agencies.		