



How to Guide: MD BoS HMIS DQ Monitoring Report

Table of Contents

Overview	3
How to Run & Export the Report.....	4
Report Tabs	6
• Tab A – Summary.....	7
• Tab B – Cumulative Results	7
• Tab C – Provider Results.....	7
• Tab D – Client Detail.....	7
▪ Tab E – Additional Information	9

Overview

The **MD BoS HMIS DQ Monitoring Report** is a custom report located in *Business Objects*. This report pairs with the *MD BoS HMIS Data Quality Plan (DQP)* and has been developed to assist Partner Agency HMIS PoC's in complying with the monitoring requirements of the DQP in order to improve/maintain the quality of HMIS project data.

For details of each data quality component in the MD BoS HMIS DQ Monitoring Report refer to the *MD BoS HMIS Data Quality Plan*.

The chart below is taken from the *MD BoS HMIS Data Quality Plan* and shows the maximum DQ error rates allowed for each HMIS project type.

* Accessing Business Objects requires an add'l HMIS license & are assigned to MD Bos HMIS End Users that are the designated HMIS Point-of-Contact (PoC) for an agency. Please contact the HMIS Team if you need assistance *

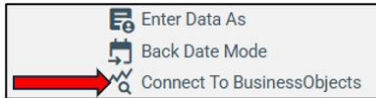
Data Quality Benchmarks - Maximum Error Rate Allowable by Project Type	CE	HP	(E/E Workflow) ES	(NBN Workflow) ES	PSH	RRH	St. O	SSO	TH
Completeness: UDE (Universal Data Elements – including HUD Verification sub-assessments) *Street Outreach Projects: Applies AFTER DoE has been recorded	5 %	5 %	5 %	5 %	2 %	2 %	*10 %	5 %	5 %
Completeness: PSDE (Project Specific Data Elements – including HUD Verification sub-assessments) *Street Outreach Projects: ▪ Applies to CLS (PSDE #4.12) from Entry to Exit ▪ Applies to all other data elements AFTER DoE has been recorded	5 %	5 %	5 %	5 %	2 %	2 %	*10 %	5 %	5 %
Completeness: PDDE (Project Descriptor Data Elements)	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %
Completeness: Bed/Unit Utilization & Inventory	N/A	N/A	85-105 %	85-105 %	85-105 %	85-105 %	N/A	N/A	85-105 %
Completeness: Homeless Response System Coverage	Individual projects are not monitored on this benchmark; rather the CoC as a whole is responsible to ensure that system coverage is as close to 100% as possible for all project types								
Timeliness	2 %	2 %	5 %	5 %	2 %	2 %	5 %	2 %	2 %
Accuracy	2 %	2 %	2 %	2 %	2 %	2 %	2 %	2 %	2 %
Consistency	2 %	2 %	2 %	2 %	2 %	2 %	2 %	2 %	2 %

How to Run & Export the Report

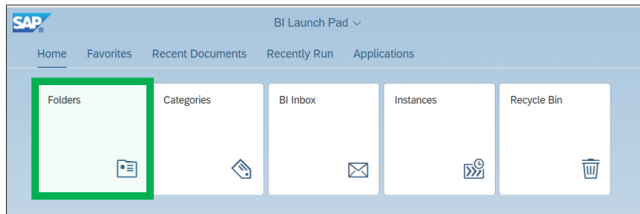
!! REMEMBER !!

Data entered into an HMIS client record will not be reflected in Business Objects until the following day

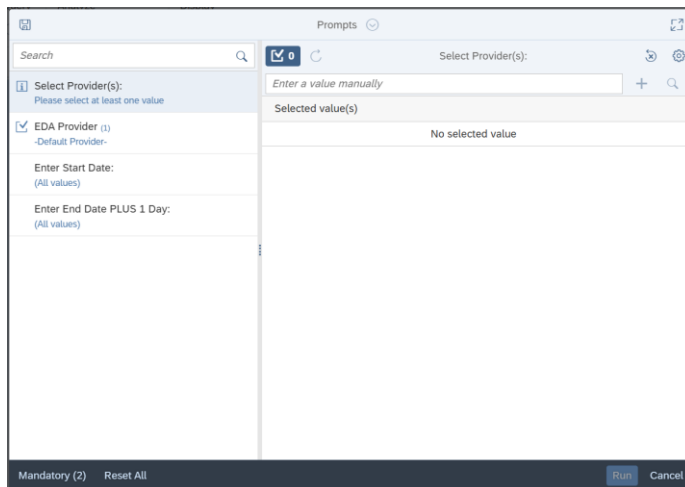
- Log into MD BoS HMIS
- Click on Connect to Business Objects (found it top right corner)




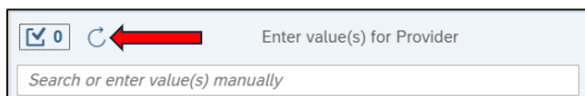
- Click on Folders



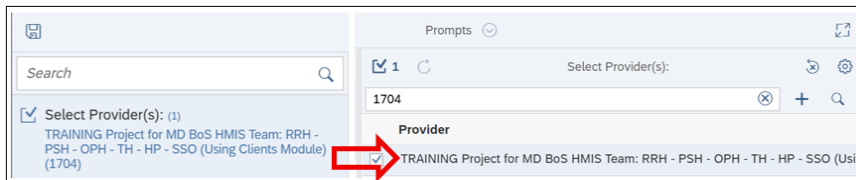
- **Navigate** to BoS Reports folder by clicking:
 - Public Folders
 - mdbos_LIVE_folder
 - DQ Plan Monitoring Reports
- Click on the report name (be patient – it can take a few moments for the report prompts to load)
- **Report Prompts:** Follow the steps below to enter the correct information for each prompt



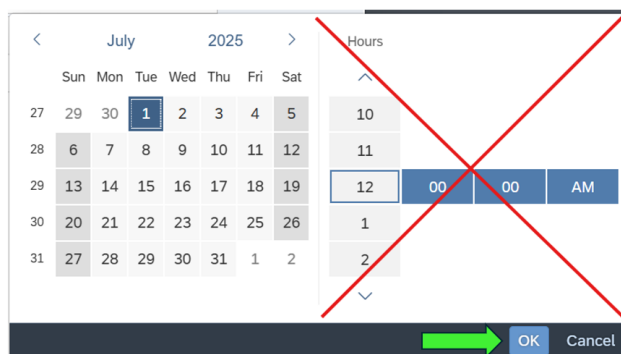
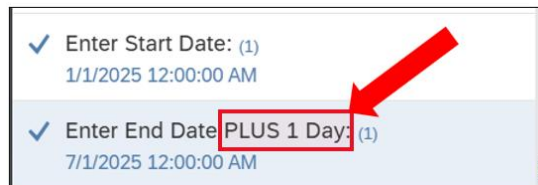
- You can manually enter values – **OR** – click the refresh button  to get a list of all values that are options for that specific prompt



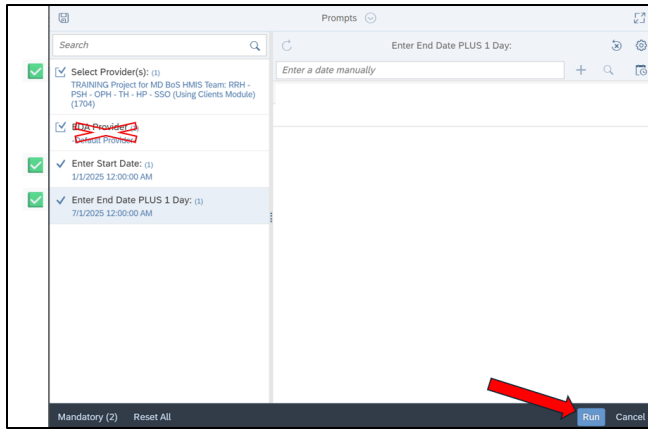
- **Select Provider(s)** (this is the name of the project in HMIS):
 - ✚ When running this report for official submissions, as required in the MD BoS HMIS Data Quality Plan, you must run a **separate** report for **each** individual HMIS project
 - Select the provider name(s) to include in the report
 - Only providers that have a check mark will be included



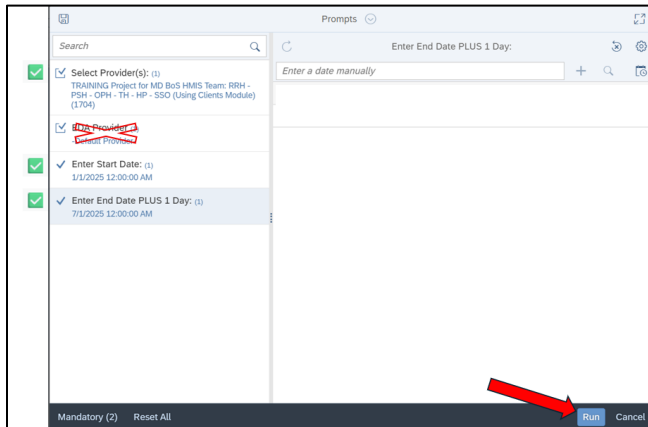
- **EDA Provider:** !! Do **NOT** edit this field
- **Start Date & End Date:**
 - ✚ When running this report for official submissions, as required in the MD BoS HMIS Data Quality Plan, the month/day selected for the report dates will be as follows:
 - * 1st Semi-Annual = 7/1/XX – 12/31/XX
 - * 2nd Semi-Annual = 7/1/XX – 6/30/XX
 - If using the calendar to select the date:
 - MAKE SURE to click 'OK'
 - Do **NOT** edit the time
 - Note that the **End Date** is **PLUS One Day**
 - **Example:** For report data from Jan. 1, 2025 to June 30, 2025
 - The END Date would be 07/01/2025



- **Review** each report prompt field for accuracy
 - Then **Click** 'Run'



- **Export** the report from Business Objects to your computer
 - It can take several minutes for the report to process. Once the report is ready, export as an Excel document
 - **Click** the export button (downward arrow) & select:
 - Excel
 - Reports
 - All Reports
- **Review** each report prompt field for accuracy
 - Then **Click** 'Run'



Report Tabs

This report has several '*alerters*' that indicate the level of data quality / completeness. Results on Tabs A – C are color coded to help End Users quickly identify areas that meet, or exceed, the maximum error % allowed in the DQP.

** Sections on tabs A-C that are highlight orange, *but* display N/A - are *not* counted in the 'error' score**

Orange = Errors are **above** Maximum % Allowed

Aqua = Errors are **within** Max. % Allowed

• Tab A – Summary

The Summary Tab of the Data Quality Monitoring Report provides an overview of all HMIS projects selected in the report prompts. This tab can be used to quickly assess the overall data quality scores and determining compliance with the MD BoS HMIS Data Quality Plan (DQP).

- Provider: This is the HMIS project name
- Project Type: (refer to the DQP for details in the PDDE section)
- HUD UDE Only: (refer to the DQP for details on UDE)
- PSDE Only: (refer to the DQP for details on PSDE)
- HUD Verification Only: (refer to the DQP for details on UDE/PSDE)
- Timeliness: This score measures the length of time between when HMIS information is **collected** & when that information is **entered** into HMIS (refer to the DQP for details on Timeliness)
 - ✚ Even if an End User uses 'Back Date' mode to reflect the date information was received from the client – **it will not change the HMIS System Date/Time Stamp!**

• Tab B – Cumulative Results

When multiple HMIS projects are selected in the report prompts, this tab shows the *cumulative* results for all projects selected.

• Tab C – Provider Results

This tab shows the individual results for each project selected in the report prompts.

- The top row shows overall DQ scores for the project
 - Client Count for DQ: This is the # of clients included in the report date range
 - HUD UDE Only
 - PSDE Only
 - HUD Verification Only
 - Timeliness – same as Tab A (*System Date Stamp -vs- When data was actually entered into HMIS*)
- Below the project overall DQ scores, you will find details for each specific data element included in each of the overall scores
 - Data Element: Take note of explanations &/or exceptions on individual data elements
 - HUD Universal Data Elements
 - Program Specific Data Elements
 - UDE and PSDE HUD Verifications
 - Required For
 - This column identifies **who** in the HH the data is required for
 - Error Percentage
 - Refer to the chart in the *MD BoS HMIS Data Quality Plan* for maximum error rates allowed by Project Type

• Tab D – Client Detail

Tab D has several '*alerters*' that indicate the level of quality/completeness for individual data elements. This information can be used to identify **where** in a clients HMIS record data corrections need to be completed.

Alerters: The ‘alerters’ below are used throughout the report for most data elements. If a data element has an ‘*alserter*’ that is unique to it, it will be noted next to that specific element.

- Dash (-) = Not applicable for a particular client
- OK = Value is recorded
- Null = No value recorded - OR - ‘*Data Not Collected*’, ‘*Client Doesn’t Know*’, ‘*Client Prefers Not to Answer*’ were selected

Based on the report prompts (report dates & projects selected), this tab will display a separate row for **each** *unique* project enrollment documented in a clients HMIS record.

- Project Enrollment Information
 - Client ID = HMIS Client ID #
 - Group ID: Clients that were in the same HH ‘group’ at project entry will have the same ‘Group ID’ number
 - Entry Date = Project Start Date
 - Exit Date = Project Exit Date
 - Time: This column related to the ‘Timeliness’ score. It reflects the # of days between the *HMIS System Date Stamp* -vs- *When data was actually entered into HMIS*
 - User Creating = End User that created HMIS Project Enrollment
- HUD Universal Data Elements
 - Name (report looks at response entered into the ‘Data Quality’ field on the *HMIS Client Profile*)
 - SSN (report looks at response entered into the ‘Data Quality’ field on the *HMIS Client Profile*)
 - Sex
 - Vet
 - DOB (report looks at response entered into the ‘DoB Type’ field on the *HMIS client record*)
 - R-Eth
 - Enroll CoC (applies to HoH Entry assessment)
 - OK = MD-514 is entered
 - Incorrect CoC = Wrong CoC code is entered
 - Null = No CoC code is entered
 - Dash (-)
 - PLS (applies to HoH Entry assessment)
 - LOS Prior (applies to HoH Entry assessment)
 - Approx Date (applies to HoH Entry assessment)
 - YN Disab
 - HoH
 - # of HoHs in Entry Group: this column displays
 - Ok = There is exactly one client in the entry group where the value of the *Relationship to Head of Household* field equals “Self (head of household)”
 - MultiHoH = More than one client in the entry group is denoted as head of household
 - NoHoH = There is no client in the entry group denoted as head of household
 - The *Group ID* column can be used to see which clients were in the same group at project entry

- Dest Exit
 - Only applies if client record has a Project Exit Date that falls within the reporting period
- Program Specific Data Elements:
 - DV
 - YN Inc
 - YN NC
 - YN Ins
- HUD Verification:
 - Disab OK = 8
 - Inc OK = 15
 - Inc Amt = \$ amount is recorded
 - NC OK = 6
 - Ins OK = 10

In this section, the report is looking at responses recorded in the *four HUD Verification sub-assessments*; the # (8, 15, 6, or 10) in each of the column names refers to **how many individual sources/types** require a response in **each** of the sub-assessments.

- ✓ If there **is** a recorded response for **all** sources/types within that specific sub-assessment - the report will display **'OK'**
- ✗ Sub-assessments that are **missing** a response for **any** of the sources/types - the report will display a number >> Which represents how many responses **HAVE** been recorded in that sub-assessment
 - ❖ **For example:** The Disability HUD Verification sub-assessment requires a response for the **8 disability types**. If a client's HMIS record *only* has **7** responses recorded - the report will display the number 7. This is an 'alerter' to notify the End User that the clients HMIS record needs review, and that **1** of the 8 disability types is **missing** a response

▪ **Tab E – Additional Information**

Tab E displays report prompts select in Business Objects by the End User.

