



**Using the Annual
Performance Report (APR) to
Identify
'Date Homelessness Started'
Data Issues**

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Presenter

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Agenda

- Four measures of focus for APR/SPM data clean-up
- Importance of this data
- HMIS Data Coordinator (HDC) expectations for data clean up
- Outreach list format and usage
- Data issue example
- How to review and correct data issues
- Available resources and contacts for assistance
- Q & A

Four Measures of Focus

Length of stay

- How long clients are in our system
 - Enrollment start and end dates



Length of time clients have been homeless

- Approximate Date Homelessness Started

Successful placements to permanent housing

- Exit Destination

Quickly moving clients into stable housing

- Move-in Date

Data Clean Up Purpose

- **Why is the data clean up important?**

- HUD evaluates program efficacy based on the annual SPM scores
- This evaluation is statewide and all HMIS data affects the scores
 - Program funding and resources are reliant on positive scores
- HMIS data that end users input daily is used to produce the reports
 - It is imperative that all data entered in HMIS is accurate, complete, and timely
 - The CT HMIS Data Quality Management Plan provides more detailed information on data quality guidelines:

<https://cceh.org/wp-content/uploads/2021/10/CT-HMIS-2021-Data-Quality-Management-Plan.pdf>

Importance of 'Date Homelessness Started' Measure

- Length of time homeless is a System Performance Measures (SPM) metric
 - The 'Date Homelessness Started' contributes to the overall total time homeless
 - All days between the date homelessness started to an enrollment in a non-homeless program count toward the total time homeless
- Funding may be reduced or denied if our system is not effective
 - Our goal is to have homelessness
 - Rare
 - **Brief**
 - One-time

HMIS Data Coordinator (HDC) Expectations

- Use the list to review client records for the data issues indicated
 - Make corrections as needed
 - Contact CCEH at data@cceh.org for assistance if needed
- Continue to review data quality using the Annual Performance Report (APR)
 - Best practice is to run the APR monthly to review data quality
 - Prevents backlog of data issues for review

Outreach List Format and Usage

- The APR 'Date Homelessness Started' column
- Shows either the date entered or a NULL value (empty cell)
 - Should reflect the date of the start of **the most recent homeless episode**
- Dates showing homelessness started prior to 2018 need review
 - It seems unlikely that a client's most recent homeless episode started more than 3 years ago

Program Name - Filter for your program and review indicated data issues	Data Issue to Review - Review data issue and correct if needed. If data is accurate, no action is needed.	Client ID	Enrollment ID	Family ID	Enrollment Start	Enrollment End	Leaver Stayer	Stay Length (Program Enrollment) Lengths > 100 days need review	Exit Destination - Leavers missing exit destination	Homeless Start Date - < 1/1/2018 need review	Housing Move In Date - PSH RRH Only
CRT McKinney - Covid Hotel/Motel (CV)(ES)	Check Date Homelessness Started	89155	518090	57346	12/3/2020					2/4/1990	NA
Danbury City Shelter Covid Hotel/Motel (CV)(ES)	Check Date Homelessness Started	202659	531651	176781	4/2/2020					1/1/2006	NA
Greater Hartford CAN DOH ESG COVID (RRH)	Check Date Homelessness Started, Missing Move-in Date	45602	538298	15404	3/22/2021	7/20/2021	Leaver			5/1/2004	missing move in date

Data Issue Example

- The days for each enrollment are added to the client's total days homeless
 - These issues inflate the aggregate values statewide
 - Negatively impacts funding potential due to poor SPM scores

Closed Enrollments (Last 3) (3)			
ProgramName	BeginDate	EndDate	EnrollmentID
CRT McKinney - Covid Hotel/Motel (CV)(ES)	12/03/2020	12/02/2020	518090

HUD Universal

Assessment * 12/3/2020 - CRT McKinney - Covid Hotel/Motel

If client has changed residences since project entry, change t

Client Location * CRT - McKinney Covid Hotel/Motel (C' Q

Disabling Condition * No

Living Situation

Type of Residence * Place not meant for habitation

Approximate date homelessness started * 02/04/1990

(Regardless of where they stayed last night) Number of times the client has been on the streets, in ES, or SH in the past three years including today * Four or more times

How to Review and Correct Data Issues

- **Review of PDF Resource Guide**
 - <https://cceh.org/data-quality/>
- **Date Homelessness Started Clean Up Guide**
 - Walks you through the steps to review the client record
 - Locate the entry assessment and confirm the date under review
 - Correct the date if needed
 - You may need to contact the client for clarifying information
 - Confer with your manager/supervisor on what to do if you can no longer reach the client
 - **If the APR is used regularly to review data quality, you have a better chance of reaching the client if needed**

Resources and Assistance

- An email from CCEH went out 10/29/21 to all HDCs
- The data clean up list and corrective action guides are posted for you to download
 - Data Clean-Up list in Excel format
 - Corrective action guides in PDF format
 - Step by step instructions on how to fix data errors
- Contact CCEH for assistance
- Send an email to CCEH with “**SPM/APR Clean-Up**” in the subject line
 - data@cceh.org
 - CCEH will contact Nutmeg if needed and cc: the user

Timeline of Events

- Contact data@cceh.org for assistance and questions

Date	Event
Week of 10/25/2021	Outreach list will be posted for download on CCEH website
Thurs, 10/28/2021	WEBINAR on correcting length of stay issues
Fri, 10/29/2021	Providers begin data clean up
Thurs, 11/4/2021	WEBINAR on correcting the date homelessness started
Tues, 11/9/2021	WEBINAR on correcting move-in date and exit destination data issues
Wed, 11/24/2021	Deadline to submit help tickets to data@cceh.org
Wed, 12/8/2021	Deadline to complete all data clean up
Mon, 12/20/2021	Second outreach list will be posted for issues not yet resolved and a communication will be sent to HDCs

- Webinars will be recorded and available at
 - <https://cceh.org/data-quality/>

Contact

- For any questions about the data clean-up process
 - Outreach list
 - Due dates
 - Correcting errors
 - Send an email to CCEH with “SPM/APR Clean-Up” in the subject line
 - data@cceh.org

Resources: cceh.org/data-quality/

SPM/APR Clean Up Guides

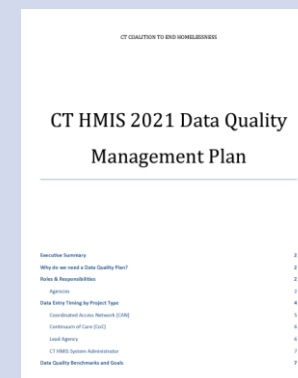
- [Date Homelessness Started Clean Up Guide](#)
- [TH SH Length of Stay Clean Up Guide](#)
- [Emergency Shelter Length of Stay Clean Up Guide](#)
- [PSH RRH Housing Move In Date Clean Up Guide](#)

How to Run the APR

- [Video guidance for 2020 APR](#)
- [How to Run an APR Report](#)

CT HMIS Data Quality Management Plan

- <https://cceh.org/wp-content/uploads/2021/10/CT-HMIS-2021-Data-Quality-Management-Plan.pdf>



CT COALITION TO END HOMELESSNESS

CT HMIS 2021 Data Quality Management Plan

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Questions?

