

Advanced-Data Clean-Up

February 2024



NC COALITION^{to}
HOMELESSNESS_{end}



Preventive Measures

Recheck your Client Data

- Previously enrolled clients may have information pre-filled in HMIS
- Recheck with the client to ensure data is still correct in the system
- You are responsible for clients enrolled in your project
- Check history for previously entered data in other EDA mode



Confirm your Data is Complete

Users should confirm that their data in HMIS is filled out correctly



- HUD Verification questions should be checked blue
- Domestic Violence and the follow-up question, if applicable, should be answered
- Housing Move-In Date Cannot be before the project enrollment date
- Enrollment Coc & County of Service

Perform Data Entry for all Clients in Household

All clients in the Household should have data entered

- Children only need data entered until the zip code

NC County of Service	Robeson	▼	G
Zip Code (of Last Permanent Address, if known)	28145		G

Answer the questions below for the Head of Household and other adults

Enrollment CoC	-Select-	▼	G
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- HoH & other adults in the household should answer all relevant questions in the assessment



Identifying Errors

Run reports for missing Annual Assessments

- Annual Assessments should be added 30 days before or after the annual project enrollment date.
- Here are some useful reports:
 - [A007 – Annual Review Audit Report](#)
 - [D002 LSA Annual Review Audit](#)



How to Keep up with Data Errors

- Regularly running these reports can help!
 - [CoC APR](#)
 - [ESG CAPER](#)
 - [A020 – Data Quality Monitoring Report](#)
 - [A007 – Annual Review Audit Report](#)
 - [D002 LSA Annual Review Audit](#)





Correcting Errors

Live Walk through

Let's walk through an example client!





What's Next?

What's Next Calendar

Due	Event Name
March 1st	<u>A020 Data Quality Report Submission Deadline</u>
March 6 th	Systems Updates Meeting 10-11am
March 21st	Monthly Training 10-11am
April 3rd	Systems Updates Meeting 10-11am



Questions?

Let's Troubleshoot!

Contact NCCEH

hello@ncceh.org

919.755.4393

Contact NCCEH Data Center Help Desk

hmis@ncceh.org

919.410.6997

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