

SANTA BARBARA COUNTY CONTINUUM OF CARE

# HMIS Data Quality Report Manual



one  
COUNTY  
one  
FUTURE

COUNTY of SANTA BARBARA  
HOUSING &  
COMMUNITY DEVELOPMENT

August 2025

## [DQXX-102] Program Data Review Report

# Table of Contents

3	Overview: [DQXX-102] Program Data Review
4	Data fields used to determine data quality issues
5	Prompts
6	Program Data Review report
7	Correcting data quality issues
8	Rerun the Program Data Review report

## Overview: [DQXX-102] Program Data Review

### Purpose

The **Program Data Review** report identifies potential data quality issues within program enrollments. The report focuses on entry and exit data, and the length of time clients were enrolled in the program. Data is pulled from both the enrollment and the program exit.

### Who can access this report?

All users can run the report. Access to specific data may be restricted based on the user's access level.

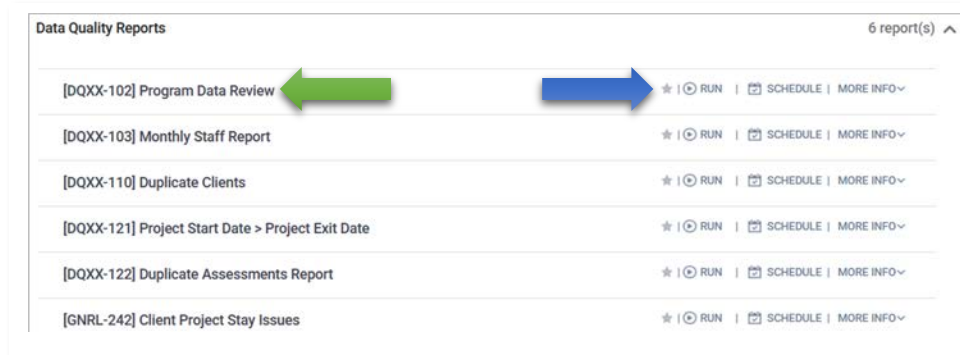
### Location

The **Program Data Review** report (green arrow) is located in the **Data Quality Reports** folder. To access the folder:

- Click square icon (top right of page)
- Click **Reports**
- Click **Data Quality Reports**

Four options display to the right of the report (blue arrow):

- Click the ☆ to add the report to your **Favorites** folder
- Click **Run** to enter prompts and generate a report
- Click **Schedule** to enter prompts and to run the report at a later date
- Click **More Info** to see if Bitfocus has provided additional information about the report



**| Missing Entry Data & Missing Exit Data fields**

**What are the data fields used for Missing Data Entry and for Missing Exit Data?**

<b>Missing Data Entry</b>	<b>Missing Exit Data</b>
Project Start Date	Project exit date
Translation Assistance Needed	Destination
Relationship to HoH	Physical disability
Enrollment CoC	Developmental disability
Type of Residence	Chronic health condition
Length of Stay Prior Living Situation	HIV-AIDS
Approximate date homelessness	Mental health disorder
Number of times on streets, ES	Substance use disorder
Total months homeless	Income from any source
Disabling condition	Receiving non-cash benefits
Physical disability	Covered by health insurance
Developmental disability	
Chronic health condition	
HIV-AIDS	
Mental health disorder	
Substance use disorder	
Survivor of DV	
Income from any source	
Receiving non-cash benefits	
Covered by health insurance	

**This report focuses on missing data:**

- If a mandatory data field has “client doesn’t know”, “client prefers not to answer”, or “data not collected”
- If the entry or exit date is not valid (example: a child has an entry on their own; the child was not added to a household)
- If the client is in a household but their relationship to the HoH is missing

**Is “client doesn’t know”, “client prefers not to answer”, or “data not collected always an error?”**

No. The client may not know the answer, or the client may decline to answer.

“Data not collected” means you did not ask the client the question. You want to minimize the number of times “data not collected” is entered. However, sometimes that is the only answer. Example: the client moves on without telling you where they went. In exiting the client “data not collected” is the correct response to Destination.

## Prompts

Click **Run** to run the report after entering the prompts. Click **Schedule** to enter the prompts and run the report at a later date.

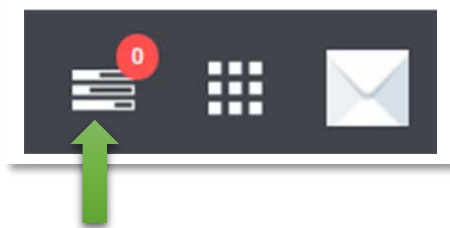
The prompts:

- **Programs:** select a program
- **Status:** select **Active** or one of the **Exited** options
- **Report Output Format:** select format
- Click **Submit**

For this demonstration, **Web Page** was selected as the **Report Output Format**.

### What happens after clicking **Submit**?

A new icon (the **Reports** icon) appears at the top right of the page (green arrow).



### What does the **0 (zero)** mean?

The report is processing. When the 0 turns to 1 (one), the report is ready to review.

**Note:** If you rerun the **Program Data Review** report, the new report will replace the report you previously ran. That is, the number 1 will not change.

If you run a different report, the number will change from 1 to 2. That is, you will have access to both reports.

Data Quality Reports > [DQXX-102] Program Data Review

Program Choose... ▾

Status Choose... ▾

Report Output Format  Web Page  PDF  Excel

Note: If the report contains more than 10,000 rows, the Report Output Format will be automatically changed to Excel

**SUBMIT**

### What is **Report Output Format**?

- **Web Page:** Select to display report as a web page. A new tab opens up on your browser to display the report
- **PDF:** Select to download as a PDF document
- **Excel:** Select to export to an Excel spreadsheet

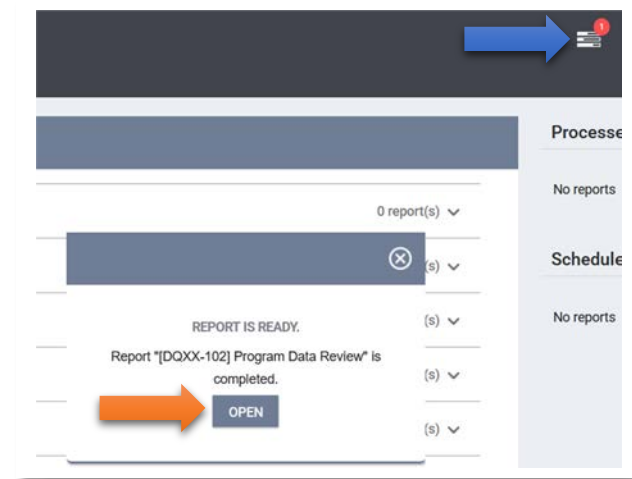
## [DQXX-102] Program Data Review

Client data in this report is from the Training site. All client data in the Training Site is fake. No data of real clients have been used to create this manual.

When the report is ready to view, a popup window will appear. Click **Open** (orange arrow) to access the report. You can also access the report by clicking on the **Reports** icon (blue arrow).

After clicking the **Reports** icon, the report(s) you generated today will display. Click **Open** to the right of the report you want to review.

Program Data Review		Good Samaritan Shelter (GSS)				
		Program: GSS - Bridgehouse- ES- ESG				
		Project Type: Emergency Shelter – Entry Exit				
		Status: Exited within 3 months				
Name	Unique Identifier	Entry Date	Exit Date	Days active in program	Missing Entry Data	Missing Exit Data
Client, Unreal	D481203A9	07/06/2024	06/01/2025	330	4	1



If there are one or more data quality errors, the client will be in red.

The **Missing Entry Data** (green arrow) and **Missing Exit Data** (blue arrow) columns have drilldown functionality. In this demonstration:

- **Missing Entry Data:** there are 4 data quality errors. Click on the number to drill down to display the errors
- **Missing Exit Data:** there is 1 data quality error. Click on the number to display the error

## Correcting Data Quality Errors

### Missing Entry Data

There are 4 potential data quality errors. To correct the **Translation Assistance Needed** error, click needs correction (green arrow)

- A new tab will open on your browser and the client's enrollment page will display
- **Data not collected** was entered for this data field (blue arrow)

In this example: **Data not collected** is not necessarily a data quality error. Selecting **Data not collected** means the question was not asked of the client.

If this is not the correct answer, then select the correct response. Click **Save & Close** when done.


Close the tab. The **Program Data Review – Details** should now be displayed on your computer. Complete the above process until all data quality errors have been fixed.

Follow the same process to correct any data quality errors in **Missing Exit Data**.

Once all data quality issues have been addressed, rerun the report.

Program Data Review - Details	
Missing Entry Data	
Unique Identifier	D481203A9
Project Start Date	valid
Translation Assistance Needed	need corrections
Relationship to Head of Household	valid
Enrollment CoC	valid
Type of Residence	need corrections
Length of Stay in Prior Living Situation	valid
Approximate date this episode of homelessness started	valid
Number of times on the streets, in ES, or Safe Haven in the past three years	need corrections
Total number of months homeless on the streets, in ES, or Safe Haven in the past three years	need corrections

TRANSLATION ASSISTANCE NEEDED

Translation Assistance Needed  Data not collected

## Rerun the Program Data Review Report

After addresses all the data quality issues, rerun **Program Data Review** report using the same prompts used in the original report.

If all data quality issues were successfully addressed, then any client(s) listed on the report will be in black, and the **Missing Entry Data** and **Missing Exit Data** columns will display the number zero (0).

<b>Program Data Review</b>		<b>Good Samaritan Shelter (GSS)</b>				
		Program: GSS - Bridgehouse- ES- ESG				
		Project Type: Emergency Shelter – Entry Exit				
		Status: Exited within 3 months				
Name	Unique Identifier	Entry Date	Exit Date	Days active in program	Missing Entry Data	Missing Exit Data
Client, Unreal	D481203A9	07/06/2024	06/01/2025	330	0	0