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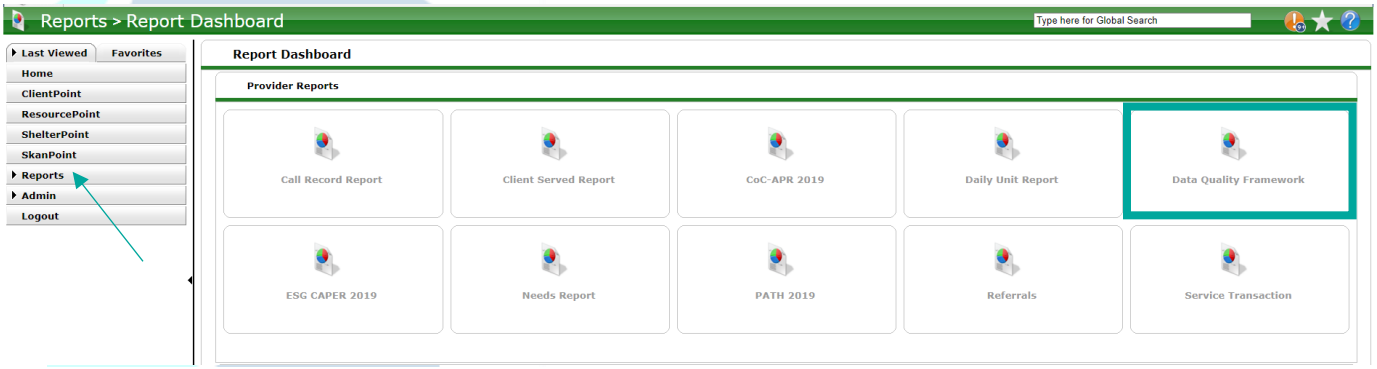
Data Quality Framework

The **Data Quality Framework** is available to all CMIS users and is a replacement for the now-retired 0640 Data Quality Report.

Moving forward, all CMIS end users are able to run the Data Quality Framework and check their data and its quality throughout the year. As a canned report, end users can check their data quality *in real-time*.

Please note that this report is new for WellSky and it is bound to be changed and/or improved over time. Updates will be provided to Agencies as they happen.

To access the Data Quality Framework, go to the **Reports** section of CMIS. The Data Quality Framework can be found under the *Provider Reports* section of the Report Dashboard.



Please contact Amelia Ramsaran, CMIS Program Manager, at aramsaran@housingallinacede.org if you need further assistance or resources are needed.

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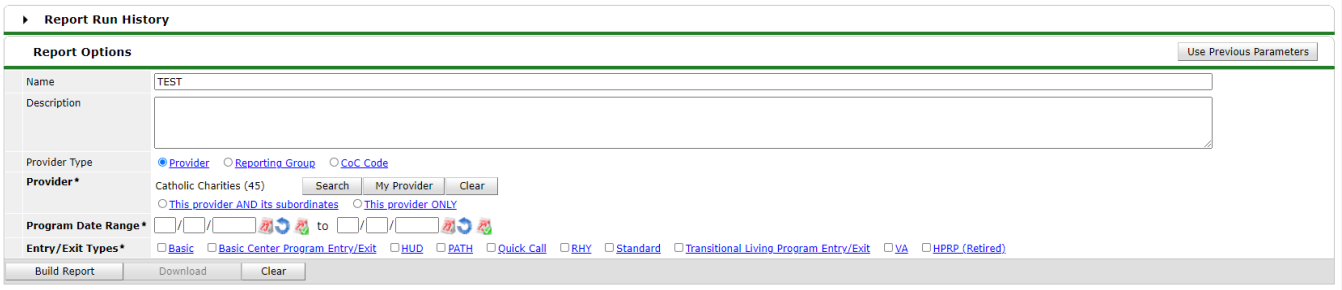
How To Run: Data Quality Framework

On the **Report Options** page, the fields to build this report can be entered and edited to check any data that you would like.



- **Provider Type**: You can either search by Provider (or in DE-CMIS terms, project) or Reporting Group.
    - **To run by Provider**/project, use the drop down (or Search option) in the next field to select which project the report should be run for.
    - **To run by Reporting Group**, a drop down will appear with Reporting Groups that have been created for your Agency. Select which group the report should be run for.
        - If you would like for a Reporting Group to be created or updated, contact a HAD System Administrator.
- **Program Date Range**: Select the date range that the report should be run for. This can be any date range that lasts for more than one day.
    - All clients that are open during any date(s) of the chosen date range will be pulled into the report.
    - Please note that using a larger date range will result in waiting longer for the report to be built. It may also be more difficult to pinpoint the cause of error, in the situation that your agency has multiple entries for the flagged client(s).
- **Entry/Exit Types**: The box next to **HUD** should be selected, unless specified by your agency.
    - PATH, VA, and RHY projects can also use this report, in which the PATH, VA, or RHY boxes will have to be selected in this field. *Please note that this report will only review data quality for elements required by HUD.*

Once all fields have been filled in, click "Build Report". The report can take seconds (into minutes, depending on the date range) to build and appear on the screen.

Run reports can be recovered in the "Report Run History" section. New reports must be run to check for changing in error counts/rates between edits.

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How To Read: Data Quality Framework

Once a Data Quality report runs, multiple tables will appear with program information, followed by separate tables of data elements that should be checked for quality.

Q1 - Report Validations Table

Report Validations Table	
1. Total Number of Persons Served	50
2. Number of Adults (age 18 or over)	31
3. Number of Children (under age 18)	18
4. Number of Persons with Unknown Age	1
5. Number of Leavers	40
6. Number of Adult Leavers	23
7. Number of Adult and Head of Household Leavers	23
8. Number of Stayers	10
9. Number of Adult Stayers	8
10. Number of Veterans	1
11. Number of Chronically Homeless Persons	7
12. Number of Youth Under Age 25	5
13. Number of Parenting Youth Under Age 25 with Children	4
14. Number of Adult Heads of Household	30
15. Number of Child and Unknown-Age Heads of Household	1
16. Heads of Households and Adult Stayers in the Project 365 Days or More	6

Q2 - Data Quality: Personally Identifiable Information

Data Element	Client Doesn't Know/Client Refused	Information Missing	Data Issues	Total	% of Error Rate
Name (3.1)	0	0	0	0	0%
SSN (3.2)	9	2	1	12	24%
Date of Birth (3.3)	0	1	0	1	2%
Race (3.4)	0	1		1	2%
Ethnicity (3.5)	0	1		1	2%
Gender (3.6)	0	1		1	2%
Overall Score				12	24%

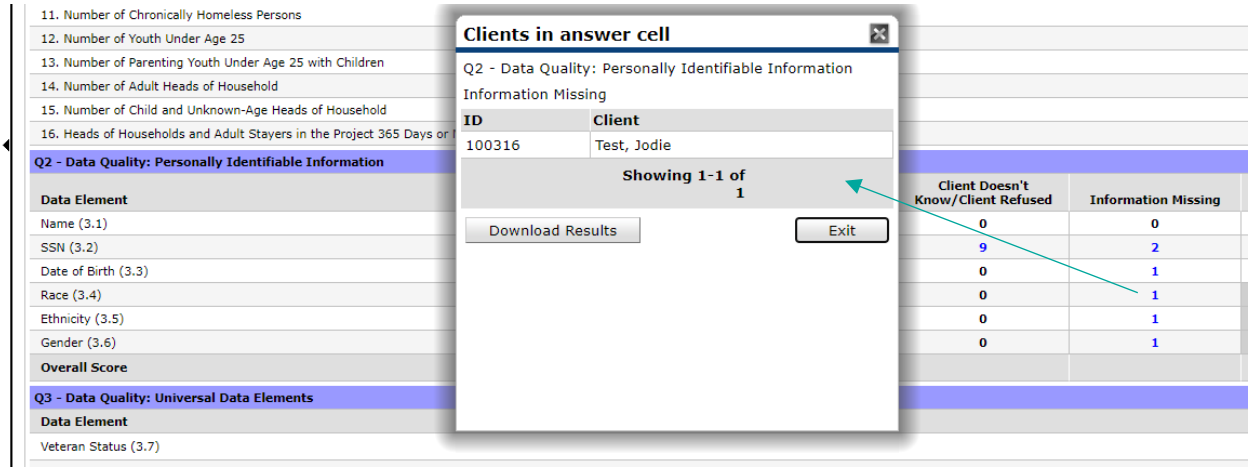
Q3 - Data Quality: Universal Data Elements

Data Element	Error Count	% of Error Rate
Veteran Status (3.7)	0	0%
Project Start Date (3.10)	0	0%
Relationship to Head of Household (3.15)	0	0%
Client Location (3.16)	0	0%
Disabling Condition (3.8)	2	4%

Q4 - Data Quality: Income and Housing Data Quality

Data Element	Error Count	% of Error Rate
Destination (3.12)	0	0%
Income and Sources (4.2) at Start	3	9%
Income and Sources (4.2) at Annual Assessment	6	100%

Any field in the table with a **blue** number is clickable. This will bring up a list of clients that is being pulled (for all tables) and flagged for errors (for all tables but Q1).



These tables can be downloaded onto an Excel sheet, if needed for reference.

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As of November 2020, the errors flagged on the Data Quality Framework are based on visibility settings.

- All of the errors that appear when a CMIS end user runs a report *is visible to them* (and therefore they are able to correct them from the data that they can see). Because of this current setting, error numbers may differ between CMIS users and between Agencies. This can be an issue if Releases of Information (RoIs) are missing/expired, or because of the use of Enter Data As Mode.

- Housing Alliance Delaware plans on sending Data Quality Framework reports on a quarterly basis and close to the deadline for federal reports throughout the year. These reports will be run using the visibility settings of the provider's Agency Administrator, but will also highlight areas with high error rates based on global visibility.

- Due to these potential discrepancies, it is important for the agency to run their own reports and correct accordingly. This will make data cleanup easier to fulfill based on what an end user can and cannot see (which can be later completed by HAD staff). **Delaware's CoC Data Quality Plan recommends that this is completed by the provider on a monthly basis**.

Since the Data Quality Framework is a canned report, results currently cannot be downloaded with all of the information available in another format. This is another reason why the running of this Data Quality Framework should be completed by CMIS end users (or an Agency Administrator who can find a way to share this information between colleagues of the same agency).

As a reminder, all data corrections must be made through the Entry Assessment of your project. To locate this, go to the Entry Assessment through your ShelterPoint bed list, or the Entry/Exit page of ClientPoint.

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