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## INTRODUCTION

The Point-in-Time (PIT) Count and Housing Inventory Count (HIC) are two major ways CoCs can better understand homelessness in their communities, and making sure HMIS data from the PIT Night (01/24/2024) is accurate and complete is critical. The HIC runs in parallel to the PIT Count each year and together they help communities answer the question: *How many beds are there for how many people and how effectively are they being used?*

This document focuses on the specific data elements used to generate the PIT/HIC counts from HMIS. This guide includes instructions for agencies to identify and correct any errors. This guide links to web-based resources, and you may find it useful to keep this document open on your computer, so you are able click the hyperlinks that follow.

Agencies with Emergency Shelter, Transitional Housing, and Permanent Housing projects in HMIS are all expected to review their PIT night client data.

## HMIS DATA CLEAN-UP DEADLINES:

**Optimal:** Since this PIT night data review timeline overlaps with the QDQ review period for Oct-Dec 2023 data, a great strategy is to just get your PIT night data review done by the **Monday, February 12** QDQ deadline. You'll just tack on the extra report runs for the PIT night and knock out any additional corrections needed.

**Final:** All client enrollment data for clients in your program on the PIT night needs to be updated and accurate by **Friday, March 1** at the latest.

## GET STARTED!

For this clean-up effort, you will run a special PIT night version of the QDQ monitoring report. This is called the [281-Quarterly Data Quality Monitoring PIT Night](#) report (“281 QDQ PIT Night report”). This report mirrors the regular QDQ report, but for the PIT night only, with highlighted column headers to help you focus on the data elements that need to be accurate so that a client can be counted. The PIT Night version of the report highlights the following data elements:

- Race/ Ethnicity (shown as *Race* in the report)
- Gender
- Date of Birth
- Disabling Condition
- Relationship to Head of Household
- Project Start Date / Exit Date
- Veteran Status
- Prior Living Situation series
- County where resides
- Domestic Violence series
- Housing Move-In Date (PH projects only)

Because the 281 QDQ PIT Night report is nearly identical to the 251 QDQ Monitoring report, you may find it valuable to reference some of the regular QDQ support materials [HERE](#), particularly the instructions, videos, and report guide. **Important:** You **should not** submit your PIT Night scores in the QDQ Portal!

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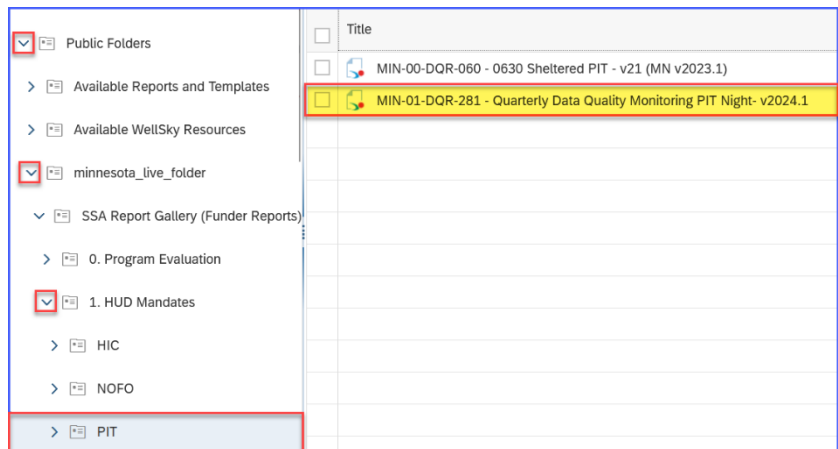
### RUN THE 281 - QUARTERLY DATA QUALITY MONITORING PIT NIGHT

This report is only looking at clients with active Entry/Exit records on the night of the PIT. Start by running the report for all your Emergency Shelter (ES) and/or Transitional Housing (TH) providers in HMIS. If you also have Permanent Housing providers (**all** Permanent Housing providers with or without services, including Rapid Re-Housing), please run the report for those providers as well.

**Report Location:** Public Folder >> minnesota\_live\_folder >> SSA Report Gallery >> 1. HUD Mandates >> PIT >> MIN-01-DQR-281 - Quarterly Data Quality Monitoring PIT Night

#### Prompts to Use:

- **Select Reporting Group(s):** (leave blank)
- **Select Provider(s):** Choose your agency’s ES, TH, and/or PH provider(s)
- **Select Retired CoC Code(s):** (leave blank)
- **Select CoC Code(s):** (leave blank)
- **Enter Start Date:** 01/24/2024 12:00 AM (should be pre-filled)
- **Select Program Type Code(s):** (do not edit)
- **EDA Provider:** -Default Provider- (do not edit unless instructed by system administrator)
- **Enter End Date (PLUS 1 Day):** 01/25/2024 12:00 AM (should be pre-filled)
- **Enter Effective Date:** 01/25/2024 12:00 AM (should be pre-filled)



## REVIEW YOUR DATA

Each tab in the 281 QDQ PIT Night report that is identified in this section has column headers highlighted in green to identify the data elements that you need to focus on.

### FIX THESE FIRST!

These are the data elements on the **Fix These First!** tab of the report that you should focus on:

- **Date of Birth**
- **Relationship to Head of Household**

										Date of Birth			Relationship to Head of Household	
Client Id	Group Id	HoH	Entry Exit Id	Provider	Proj Type	Entry Date	Exit Date	Age at Entry	DOB Type	DOB	DOB Error	Relate HoH	Relate HoH Error	

### CLIENT DETAIL

These are the data elements on the **Client Detail** tab of the report that you should focus on:

- **Race/ Ethnicity (shown as *Race* in the report)**
- **Gender**
- **Veteran Status**

Client Id	Entry Exit Id	Provider	Name	SSN	DOB	Race	Gender	Vet
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### HUD UDE DETAIL

These are the data elements on the **HUD UDE Detail** tab of the report that you should focus on:

- **Project Start Date / Exit Date**
- **Disabling Condition**
- **Housing Move-In Date (PH projects only)**
- **Prior Living Situation series**

															Prior Living Situation Series						
Client Id	Group Id	HoH	Entry Exit Id	Provider	Proj Type	Entry Date	Exit Date	EE LOS	Entry Exit Date Errors	Age at Entry	Relate HoH	Disab	Enrollment CoC	HMI	Dest	Res Prior	LOT Prior	On the Night	Approx Date	Num Times	Total Mths

### MN UDE INCOME DETAIL

These are the data elements on the **MN UDE Income Detail** tab of the report that you should focus on:

- **County where resides**
- **Domestic Violence series**

															Domestic violence series		
Client Id	Group Id	HoH	Entry Exit Id	Provider	Proj Type	Entry Date	Exit Date	Age at Entry	Tribe Enroll	Veteran Status series at Active Duty/ Guard Registry	MN HmIs	Perm State	Perm Count y	Perm City	County Resides	DV DV File	DV When Income

## NEED HELP FIXING AN ERROR?

The table below has links to Knowledge Base articles with instructions on addressing errors related to these fields. You can also navigate to these links by going to our MN HMIS Knowledge Base (<https://hmismn.helpscoutdocs.com/>) and clicking on the "Point-in-Time Count & Housing Inventory Count" category.

DATA ELEMENT	KNOWLEDGE BASE ARTICLE NAME(S) & LINK(S)
Race, Gender, Veteran Status	<a href="#">Missing Data Elements</a>
Date of Birth	<a href="#">Date of Birth (DOB) Error</a> <a href="#">How do I add a new household member to an existing household?</a>
Disabling Condition	<a href="#">Disability Errors</a>
Relationship to Head of Household	<a href="#">Missing Data Elements</a> <a href="#">Relationship to Head of Household Errors</a>
Project Start Date / Exit Date	<a href="#">Entry/Exit Date Errors: Length of Time in Program and Overlapping Stays</a> <a href="#">Correct the Project Start Date or End Date</a>
Housing Move-In Date (PH projects only)	<a href="#">Housing Move-In Date Error</a> <a href="#">How do I correctly use Housing Move-In Date?</a> <a href="#">What is the difference between Project Start Date and Housing Move-In Date?</a>
Prior Living Situation series	<a href="#">Missing Data Elements</a>
County where resides	<a href="#">Missing Data Elements</a>
Domestic Violence series	<a href="#">Missing Data Elements</a> <a href="#">Domestic Violence Errors</a>

### REMINDER: DON'T KNOW/REFUSED

Some fields will be flagged as **missing** or as **errors** if **Client prefers not to answer** or **Client doesn't know** was selected. We acknowledge that you may not be able to correct this issue as clients have the right to refuse to respond to certain questions, but this will exclude clients from some counts in the summary tabs. For more information about these response categories, please visit the Knowledge Base article [Client Doesn't Know/Prefers Not to Answer vs. Data Not Collected](#).

### DELETING INCORRECT ANSWERS

If you're not sure how to delete incorrect values in a client's HMIS record, please review the steps in the [How to Delete Client Data](#) section of the [Deleting data that was entered incorrectly](#) article on MN's HMIS Knowledge Base.

## CHECK YOUR WORK!

After you have corrected your data, you can re-run your report (after waiting for a BusinessObjects build) to see your PIT Count data quality results!

## TARGET DATA QUALITY

For the HIC and PIT Count to include all clients your agency is working with, providers should meet the data quality target percentages for ES, TH, and PH projects shown below. The **Summary by Provider** and **Summary All Providers** tabs on the 281 QDQ PIT Night report have highlighted cells for the priority data elements for the HIC and PIT Count, so you can quickly see if your data quality percentages have reached the target. Note that targets vary slightly based on project type.

EMERGENCY SHELTER	TARGET PERCENTAGES		
Data Element	Target for Missing Values	Target for DKX Values	Target for Inconsistent Values
Race/Ethnicity	2.99%	3.99%	N/A
Gender	2.99%	3.99%	N/A
Date of Birth	2.99%	3.99%	2.99%
Disabling Condition	2.99%	3.99%	2.99%
Relationship to Head of Household	2.99%	N/A	2.99%
Project Start Date	N/A	N/A	2.99%
Veteran Status	2.99%	3.99%	2.99%
Client Enrollment	2.99%	N/A	2.99%
Housing Move-In Date	N/A	N/A	N/A
Prior Living Situation	2.99%	5.99%	N/A
Length of Stay in Previous Place	2.99%	5.99%	N/A
On the night before ...	N/A	N/A	N/A
Approximate Date ...	2.99%	N/A	N/A
Regardless of where they stayed last night - Number of times ...	2.99%	5.99%	N/A
Total number of months ...	2.99%	5.99%	N/A
County where resides	0.99%	N/A	N/A
Domestic Violence series	N/A	N/A	2.99%
Have you ever experienced domestic violence?	0.99%	0.99%	N/A
If yes, when did the experience occur?	0.99%	0.99%	N/A
If yes, are you currently fleeing?	0.99%	0.99%	N/A

TRANSITIONAL HOUSING	TARGET PERCENTAGES		
Data Element	Target for Missing Values	Target for DKX Values	Target for Inconsistent Values
Race/Ethnicity	2.99%	3.99%	N/A
Gender	2.99%	3.99%	N/A
Date of Birth	2.99%	3.99%	2.99%
Disabling Condition	2.99%	3.99%	2.99%
Relationship to Head of Household	2.99%	N/A	2.99%
Project Start Date	N/A	N/A	2.99%
Veteran Status	2.99%	3.99%	2.99%
Client Location	2.99%	N/A	2.99%

TRANSITIONAL HOUSING	TARGET PERCENTAGES		
Data Element	Target for Missing Values	Target for DKX Values	Target for Inconsistent Values
Housing Move-In Date	N/A	N/A	N/A
Prior Living Situation	2.99%	5.99%	N/A
Length of Stay in Previous Place	2.99%	5.99%	N/A
On the night before ...	2.99%	N/A	N/A
Approximate Date ...	2.99%	N/A	N/A
Regardless of where they stayed last night - Number of times ...	2.99%	5.99%	N/A
Total number of months ...	2.99%	5.99%	N/A
County where resides	0.99%	N/A	N/A
Domestic Violence series	N/A	N/A	2.99%
Have you ever experienced domestic violence?	0.99%	0.99%	N/A
If yes, when did the experience occur?	0.99%	0.99%	N/A
If yes, are you currently fleeing?	0.99%	0.99%	N/A

PERMANENT HOUSING (ALL PH)	TARGET PERCENTAGES		
Data Element	Target for Missing Values	Target for DKX Values	Target for Inconsistent Values
Race/Ethnicity	0.99%	3.99%	N/A
Gender	0.99%	3.99%	N/A
Date of Birth	0.99%	3.99%	0.99%
Disabling Condition	0.99%	3.99%	0.99%
Relationship to Head of Household	0.99%	N/A	0.99%
Project Start Date	N/A	N/A	0.99%
Veteran Status	0.99%	3.99%	0.99%
Client Location	0.99%	N/A	0.99%
Housing Move-In Date	5.99%	N/A	5.99%
Prior Living Situation	0.99%	3.99%	N/A
Length of Stay in Previous Place	0.99%	0.99%	N/A
On the night before ...	0.99%	N/A	N/A
Approximate Date ...	0.99%	N/A	N/A
Regardless of where they stayed last night - Number of times ...	0.99%	3.99%	N/A
Total number of months ...	0.99%	3.99%	N/A
County where resides	0.99%	N/A	N/A
Domestic Violence series	N/A	N/A	0.99%
Have you ever experienced domestic violence?	0.99%	0.99%	N/A
If yes, when did the experience occur?	0.99%	0.99%	N/A
If yes, are you currently fleeing?	0.99%	0.99%	N/A