

0252 Data Completeness “Cheat Sheet” SP5.12

This “cheat sheet” is meant to be a quick guide to help you review and do data corrections and cleanup using the 0252 Data Completeness report.

Introduction & Prompts:

Introduction: In order to run this report you must be recording an Entry and an Exit for your program. If you wish to monitor services using this report, the client must have a service start date on or after the entry date but before the exit date.

Prompts: Fill in your providers and your time parameters. Any client with an Entry/Exit covering the time period selected will pull into the report and their original “entry” data will display even if it was prior to the reporting period. **Include Services in Report Card?** Should equal “yes” if you are looking to monitor that each client received a service in the time period.

Tabs A & B:

These tabs provide summary information for you to review. We encourage you to look at the completeness rate for each individual element. “Universal” elements should have 99% complete, “Additional Data Elements” and “HUD Verifications” should be at least 95% complete.

The column titled “Required For” shows the specific clients this data element needs to be completed for. Many are self-explanatory but two are a little tricky:

Adults- All clients over the age of 18 at project entry

HoH- All clients designated as the Head of Household from the “Entry Assessment” not from the Household tab

Tabs C & D:

These tables include a column for each set of data element on which data completeness is checked. A green “Ok” means that there is a value for the element and a red “Null” indicates that the response is missing (null/missing **or Data Not Collected**). A “-” means that the question did not apply to that client.

*Tab D should only be used by ‘All Other Programs’ (programs that are *not* Emergency Shelter, Safe Haven, or Street Outreach). All ES, SH, and SO providers must answer all questions under data standard 3.917A Living Situation. All Other Programs respond to questions from data standard 3.917B Living Situation that uses conditional logic to determine which questions require a response.

Tab E – Full Details:

Refer to this tab for a list of client details for each required data element.

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Correcting Missing Data:

Any new question that require going back to the client to get the information—will be required only of those clients who were actively enrolled in the project on or after October 1, 2016. Since these clients are required to have an annual review, the client should be asked for the information during the annual review (the question should, however, be answered/entered as of the entry date). If the client does not know the answer, then you can choose “Client doesn’t know” rather than “Data not collected”.

In order to correct a **null** response, you have to go back into the client’s entry date as listed in the report Tab C, D, or E.

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Table Headers Crosswalk:

Column Title	Description	Where to correct the data
Name	Name	Client Profile
SSN	Social Security Number	Client Profile
DOB	Date of Birth	Entry/Exit Entry - DuPage CoC Shared Assessment
Race	Race	Entry/Exit Entry - DuPage CoC Shared Assessment
Eth	Ethnicity	Entry/Exit Entry - DuPage CoC Shared Assessment
Gen	Gender	Entry/Exit Entry - DuPage CoC Shared Assessment
Vet	Veteran Status	Client Profile
YN Disab	Disabling Condition (Y/N)	Entry/Exit Entry - DuPage CoC Entry Assessment
Res Prior	Residence Prior to Project Entry	Entry/Exit Entry - DuPage CoC Entry Assessment
LOS Prior	Length of Stay in Previous Place	Entry/Exit Entry - DuPage CoC Entry Assessment
Dest Exit	Destination (Exit)	Entry/Exit Exit - Destination before assessments
HoH	Relationship to Head of Household	Entry/Exit Entry - DuPage CoC Entry Assessment
Loc	Client Location	Entry/Exit Entry - DuPage CoC Entry Assessment
Client Enter	Client Entering From Streets, ES, or SH	Entry/Exit Entry - DuPage CoC Entry Assessment
Approx Date	(If Yes) Approximate Date Started	Entry/Exit Entry - DuPage CoC Entry Assessment
Num Times	Number of times the client has be homeless on Streets, ES, or SH in the past 3 Years	Entry/Exit Entry - DuPage CoC Entry Assessment

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Column Title	Description	Where to correct the data
Total Mths	Total Number Months homeless in the last 3 years	Entry/Exit Entry - DuPage CoC Entry Assessment
DV	Domestic Violence	Entry/Exit Entry - DuPage CoC Entry Assessment
SVS	Services	Add Service after client's Entry but before their exit
YN Inc	Income Received (Y/N)	Entry/Exit Entry - DuPage CoC Entry Assessment
YN NC	Non-Cash Benefit Received (Y/N)	Entry/Exit Entry - DuPage CoC Entry Assessment
YN Ins	Covered by Health Insurance (Y/N)	Entry/Exit Entry - DuPage CoC Entry Assessment
Disab Ok=8	Disability Type (SUB ASSESSMENT)	Entry/Exit Entry - DuPage CoC Entry Assessment - Disabilities Sub Assessment (Make sure that HUD Verification icon is “Green/OK”)
Inc Ok=15	Income Source (SUB ASSESSMENT)	Entry/Exit Entry - DuPage CoC Entry Assessment - Monthly Income Sub Assessment (Make sure that HUD Verification icon is “Green/OK”)
Inc Amt	Income Amount (for all valid sources) (SUB ASSESSMENT)	Entry/Exit Entry - DuPage CoC Entry Assessment - Monthly Income Sub Assessment- Receiving Income = Yes
NC Ok=8	Non-Cash Source (SUB ASSESSMENT)	Entry/Exit Entry - DuPage CoC Entry Assessment - Non-Cash Benefits Sub Assessment (Make sure that HUD Verification icon is “Green/OK”)
Ins Ok=8	Health Insurance Type (SUB ASSESSMENT)	Entry/Exit Entry - DuPage CoC Entry Assessment - Health Insurance Sub Assessment (Make sure that HUD Verification icon is “Green/OK”)