

Data Quality Framework Policy

Purpose

This policy establishes a structured quarterly process to review, correct, and improve data quality within the Homeless Management Information System (HMIS) for all agencies within the Continuum of Care that utilize it. Final reports are due to the HMIS Administrator by the end of the first month of the new quarter.

- **Quarterly Report Review-**
Data Quality Framework reports will be reviewed by Agency Staff and Homeless Management Information System (HMIS) Agency Administrators each quarter. Reviews will take place within a three-to-four-week period leading up to the end of each quarter, allowing time for any necessary corrections to data. If staff encounter errors, and they are unable to resolve them, they should reach out to the HMIS Administrator for support.
- **Addressing Deficiencies-**
Before submitting their final report to the HMIS Administrator at the start of the new quarter, agencies must address any deficiencies noted in sections Q2(Personally Identifiable Information), Q3(Universal Data Elements), Q4(Income and Housing Data Quality), and Q5(Chronic Homelessness). The final report is due to the HMIS Administrator by the end of the first month of the new quarter.
- **Collaborative Review and Reporting-**
Once all reports are submitted, the HMIS Administrator will collaborate with the Data Committee Chair and the Continuum of Care (CoC) Coordinator to review and analyze the reports, identifying any recurring trends or deficiencies in data collection. This analysis will be documented and presented to the full Data Committee for further review. If necessary, additional findings and recommendations will be submitted to the Steering Council for consideration of any required policy updates.