SAP Gallery Report 0252
Data Completeness Report Card

INSTRUCTIONS

Review your data entry quality grades on the **Summary** and **Report Card** pages.
This will show you if and where you may be having issues.

Review and correct your errors with the **Client Details** pages.
The meanings of the column abbreviations are on the Report Card pages and listed below
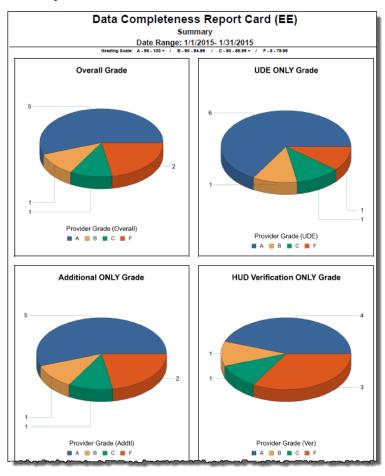
1. DESCRIPTION AND LAYOUT

1.1 Tab A - Summary

Figure 1.1

Tab A Contains Summary information for all providers for each of the following:

- **Overall Grade** – this chart shows the overall Data Completeness scores
- **UDE ONLY Grade** – this chart shows the UDE ONLY scores
- **Additional ONLY** – this chart shows the Additional Information ONLY scores
- **HUD Verification ONLY Grade** – this chart shows the HUD Verification ONLY scores

1.2 Tab B - Overall Report Card

The top section of this tab provides the overall summary of grades (with percentages) for each of the data element categories. The final Overall Grade takes into account all categories.

Data Completeness Report Card (EE)
Overall Summary
Date Range: 1/1/2016- 12/31/2016

GRADE BASED ON COUNT FOR EACH ELEMENT:	HUD UDE ONLY	Additional ONLY	HUD Verification ONLY	OVERALL
	A	**A**	**F**	**B**
	100.00%	96.43%	60.47%	91.71%

Data Element	Required for	Number of Applicable Entry Exits	Number of Non-Null Values	Percentage Complete
HUD Universal Data Elements:				
Name	All	16	16	100.00%
Social Security Number	All	16	16	100.00%
Date of Birth	All	16	16	100.00%
Race	All	16	16	100.00%
Ethnicity	All	16	16	100.00%
Gender	All	16	16	100.00%
Veteran Status	Adults	4	4	100.00%
Disabling Condition (Y/N)	All	16	16	100.00%
Prior Living Situation	Adults/HoH	4	4	100.00%
Length of Stay in Previous Place	Adults/HoH	4	4	100.00%
Destination (Exit)	Adults/HoH at Exit	2	2	100.00%
Relationship to Head of Household	All	16	16	100.00%
Client Location	HoH ONLY	4	4	100.00%
Additional Data Elements:				
Domestic Violence	Adults/HoH	4	4	100.00%
Services Not Included	N/A	N/A	N/A	N/A
Income Received (Y/N)	Adults/HoH	4	4	100.00%
Non-Cash Benefit Received (Y/N)	Adults/HoH	4	4	100.00%
Covered by Health Insurance (Y/N)	All	16	15	93.75%
HUD Verification: (Elements measure completeness at entry ONLY)				
Disability Type	All	16	15	93.75%
Income Source	Adults/HoH	4	4	100.00%
Income Amount (for all valid sources)	Adults/HoH Recv Inc = Y	3	3	100.00%
Non-Cash Source	Adults/HoH	4	4	100.00%
Health Insurance Type	All	16	0	0.00%

* Refer to 0260 for Chronic Homelessness data quality fields.

Figure 1.2

The table includes a column for each provider for each set of data element on which data completeness is checked (See Tech Note 6.2 for detailed information):
- **Required for –** this column provides the clients for which the element is applicable
- **Number of Applicable Entry Exits –** this column provides the count of entry exits for each specified element
- **Number of Non-Null Values –** this column provides the count of non-null values. Both "-select-" and "Data Not Collected" are considered null values
- **Percentage Complete –** this column provides the percentage complete for each data element

1.3 Tab C - Provider Report Card

The top section of this tab provides the individual provider summary of grades (with percentages) for each of the data element categories. The final Overall Grade takes into account all categories.

Data Completeness Report Card (EE)
Provider Report Card
Date Range: 1/1/2016- 12/31/2016

1 Antelope PT:ES TA1:HC(5090)				
GRADE BASED ON COUNT FOR EACH ELEMENT:	**HUD UDE ONLY**	**Additional ONLY**	**HUD Verification ONLY**	**OVERALL**
	A	**A**	**F**	**B**
	100.00%	96.43%	60.47%	91.71%

Data Element	Required for	Number of Applicable Entry Exits	Number of Non-Null Values	Percentage Complete
HUD Universal Data Elements:				
Name	All	16	16	100.00%
Social Security Number	All	16	16	100.00%
Date of Birth	All	16	16	100.00%
Race	All	16	16	100.00%
Ethnicity	All	16	16	100.00%
Gender	All	16	16	100.00%
Veteran Status	Adults	4	4	100.00%
Disabling Condition (Y/N)	All	16	16	100.00%
Prior Living Situation	Adults/HoH	4	4	100.00%
Length of Stay in Previous Place	Adults/HoH	4	4	100.00%
Destination (Exit)	Adults/HoH at Exit	2	2	100.00%
Relationship to Head of Household	All	16	16	100.00%
Client Location	HoH ONLY	4	4	100.00%
Additional Data Elements:				
Domestic Violence	Adults/HoH	4	4	100.00%
Services Not Included	N/A	N/A	N/A	N/A
Income Received (Y/N)	Adults/HoH	4	4	100.00%
Non-Cash Benefit Received (Y/N)	Adults/HoH	4	4	100.00%
Covered by Health Insurance (Y/N)	All	16	15	93.75%
HUD Verification: **(Elements measure completeness at entry ONLY)**				
Disability Type	All	16	15	93.75%
Income Source	Adults/HoH	4	4	100.00%
Income Amount (for all valid sources)	Adults/HoH Recv Inc = Y	3	3	100.00%
Non-Cash Source	Adults/HoH	4	4	100.00%
Health Insurance Type	All	16	0	0.00%

* Refer to 0260 for Chronic Homelessness data quality fields.

Figure 3.3

The table includes a column for each set of data element on which data completeness is checked

- **Required for –** this column provides the clients for which the element is applicable
- **Number of Applicable Entry Exits –** this column provides the count of entry exits for each specified element
- **Number of Non-Null Values –** this column provides the count of non-null values. Both "-select-" and "Data Not Collected" are considered null values
- **Percentage Complete –** this column provides the percentage complete for each data element

1.4 Tab D – Client Detail

Data Completeness Report Card (EE)
Client Detail by Provider
Date Range: 1/1/2016- 12/31/2016

1 Antelope PT:ES TA1:HC(5090)		

Entry Exit Information			HUD Universal Data Elements													Additional Data Elements					HUD Verification				
Client ID	Entry Date	Exit Date	Name	SSN	DOB	Race	Eth	Gen	Vet	YN Disab	PLS	LOS Prior	Dest Exit	HoH	Loc	DV	SVS	YN Inc	YN NC	YN Ins	Disab Ok=8	Inc Ok=15	Inc Amt	NC Ok=6	Ins Ok=10
122661	1/1/2015	6/1/2016	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	Ok	N/A	Ok	Ok	Null	1	Ok	Ok	Ok	8
315368	8/6/2015		Ok	Ok	Ok	Ok	Ok	Ok	-	Ok	-	-	-	Ok	-	-	N/A	-	-	Ok	Ok	-	-	-	8
602014	11/24/2015		Ok	Ok	Ok	Ok	Ok	Ok	-	Ok	Ok	Ok	-	Ok	Ok	Ok	N/A	Ok	Ok	Ok	Ok	Ok	-	Ok	8
602016	11/24/2015		Ok	Ok	Ok	Ok	Ok	Ok	-	Ok	-	-	-	Ok	-	-	N/A	-	-	Ok	Ok	-	-	-	8
602017	11/24/2015		Ok	Ok	Ok	Ok	Ok	Ok	-	Ok	-	-	-	Ok	-	-	N/A	-	-	Ok	Ok	-	-	-	8
611812	7/22/2015		Ok	Ok	Ok	Ok	Ok	Ok	-	Ok	-	-	-	Ok	-	-	N/A	-	-	Ok	Ok	-	-	-	8

Figure 1.4

The table includes 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 or Data Not Collected). A dash means that the element is not applicable for the client. Errors are colored red with a yellow background

Entry Exit Information:

- **Client Id –** Client Id for each client
- **Entry Date –** Entry's entry date
- **Exit Date –** Entry's exit date, if applicable

HUD Universal Data Elements:

- **Name –** Client's name
- **SSN –** Client's social security number
- **DOB –** Client's date of birth
- **Race –** Client's race
- **Eth –** Client's ethnicity
- **Gen –** Client's gender
- **Vet –** Client's veteran status
- **YN Disab –** Yes or no question on the client's disability status
- **Res Prior –** Prior living situation
- **LOS Prior –** Length of stay
- **Dest Exit –** Checks if there's an exit destination, only if there's an exit date
- **HoH –** Checks to make sure one person's relationship to head of household is set to "self"
- **Loc –** Current location

HUD Verifications:

- **DV –** Domestic violence questions
- **SVS –** Entry has at a service, as required
- **YN Inc –** Yes or no question on the client's income
- **YN NC –** Yes or no question on receiving non-cash benefits
- **YN Ins –** Yes or no question on having insurance
- **Disab Ok=8 –** Disability specifics list
- **Inc OK=15 –** Income specifics list
- **Inc Amt –** Income amount field
- **NC Ok=6 –** Non-cash benefits specifics list
- **Ins Ok=10 –** Insurance specifics list

Alerters - Client Detail has several Alerters to indicate the values for Data Completeness for each element.

- o "Ok" appears in Green font where there is a value for the element
- o "Null" appears in Red font where there no value for the element. Missing values are those where no value is selected or where "Data Not Collected" is selected
- o The row is bolded is a Null values appears in the row.
- o A dash (-) appears where the value is not applicable for a particular client.
- o For the HUD Verification section a number appears in Red font to show how many values are recorded in the HUD Verification Step at Entry for a client. For example, where a 1 appears in Red for NC, this means that 1 of the 6 possible picklist types is recorded and 5 picklist types are missing.

1.5 Tab E – Additional Information

This tab is provided as a reference to the user running the report and lists prompt values and providers included in the report.
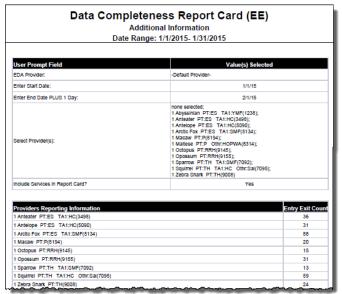

Data Completeness Report Card (EE)
Additional Information
Date Range: 1/1/2015- 1/31/2015

User Prompt Field	Value(s) Selected
EDA Provider:	-Default Provider-
Enter Start Date:	1/1/15
Enter End Date PLUS 1 Day:	2/1/15
Select Provider(s):	none selected; 1 Abyssinian PT:ES TA1:YMF(1238); 1 Anteater PT:ES TA1:HC(3498); 1 Antelope PT:ES TA1:HC(5090); 1 Arctic Fox PT:ES TA1:SMF(5134); 1 Macaw PT:P(8194); 1 Maltese PT:P Othr:HOPWA(8314); 1 Octopus PT:RRH(9145); 1 Opossum PT:RRH(9155); 1 Sparrow PT:TH TA1:SMF(7092); 1 Squirrel PT:TH TA1:HC Othr:Sal(7095); 1 Zebra Shark PT:TH(9008)
Include Services in Report Card?	Yes

Providers Reporting Information	Entry Exit Count
1 Anteater PT:ES TA1:HC(3498)	36
1 Antelope PT:ES TA1:HC(5090)	31
1 Arctic Fox PT:ES TA1:SMF(5134)	88
1 Macaw PT:P(8194)	20
1 Octopus PT:RRH(9145)	15
1 Opossum PT:RRH(9155)	31
1 Sparrow PT:TH TA1:SMF(7092)	13
1 Squirrel PT:TH TA1:HC Othr:Sal(7095)	59
1 Zebra Shark PT:TH(9008)	24

Figure 3.5

2. Technical Information

2.2. Technical notes

1. In determining the completeness for the various data elements, the report considers only whether the value for that element was null or non-null at the time of the project entry. The report does not attempt to evaluate the validity or correctness of the answer given. "Data Not Collected" is treated as Null.

2. Client Profile Information: Throughout this report client profile data including Gender, Date of Birth (DOB), Race, and Ethnicity is determined by the last recorded value in the client's record as opposed to a value recorded for an individual entry. Because this value would typically represent the most accurate information concerning the client, it is applied retroactively to each of the client's entry records even though it may have in some cases actually been recorded after the event itself or may be different when compared to the value that was recorded in conjunction with the event itself.

3. In the three elements that include an accompanying data quality field (Date of Birth, Zip Code, Social Security Number), this secondary field was also considered.

4. Specifics related to certain elements:
   a. Name: Only marked Null where the client is recorded as Anonymous and name Data Quality is not marked as Client Doesn't Know or Client Refused.
   b. Veteran Status: Uses the Static Veteran Status field
   c. Destination: Calculated only where an exit date falls within the report range.
   d. HUD Verification: This section looks at the four Sub-Assessments. If all types have a valid response (Yes, No, or Client Doesn't Know, Client Refused for Disability only) then the answer is Complete. If one of the types is missing a value, the number of recorded values will appear on the Client Detail tab in red.

5. Adult, child, and unaccompanied youth classifications are calculated as follows, using the classifications as determined by HUD for HMIS:
   a. Adult: If client record has no date of birth listed or client is 18 years of age or older at time of entry.
   b. HoH (Head of Household): If the client has Head of Household marked as "Self"