



## SSVF Monthly Office Hours

[Link to Audio](#)

# Agenda

- **TFA**
- **Data Quality**
- **Open for Questions**



# Housekeeping



Up to 60  
minutes



Slides &  
handouts  
are in the  
“handout  
” section



Recording,  
Handouts &  
Slides will  
be sent via  
email



Submit  
questions in  
the question  
box or any  
time at  
[ssvf@va.gov](mailto:ssvf@va.gov)

# Data Quality and Completeness (pp. 31)



- Mandatory Data Collection of all data elements listed previously
- Only grantees whose primary mission is to serve victims of DV are prohibited by VAWA from entering client data into HMIS
- Grantees are expected to review HMIS records and client files for potential client duplication and resolution of this issue.
- It is the responsibility of the grantee to take precautions to protect client information for all persons served; this applies to both hard copies and electronic data
- Grantees who have reason to believe that information pertaining to a particular participant or household is especially vulnerable in HMIS must contact their regional coordinator.

# SSVF Reporting (pp. 36-59)



- Monthly Repository Uploads
  - Validation Results
    - If a repository upload is unsuccessful, the validation report will identify file errors that led to the upload's rejection.
  - Data Quality Summary
    - Individual fields should be above the 95% complete threshold for that data element unless there are valid documented reasons for the issue
    - Veteran Status and Veteran SSN – 100% scores are required
  - Data Quality Details
  - Monthly Report
    - Provides information about persons, veterans, and household served, demographics, TFA usage data, services counts and outcomes data

# Data Quality Management (pp. 68-82)



## Client Records in the HMIS File Upload

Using the data from your last successful SSVF HMIS Repository upload, address any that have a "Score" that is less than the Program Benchmark. Find explanations for

Prodfile id (from email subject line): \_\_\_\_\_

DQ#	DQ ISSUE	Checked Which Clients?
1	Social Security Number (SSN)	All Clients
2	Veteran SSN	Veterans
3	Date of Birth	All Clients
4	Gender	All Clients
5	Race	All Clients
6	Ethnicity	All Clients
	Client Location - CoC Code	HOH at

HMIS file upload report (DB Insert Result): Prodfile id: 62792b6daccc0

Repository <noreply@va.gov>

To: \_\_\_\_\_

If there are problems with how this message is displayed, click here to view it in a web browser.

Warning from Abt: External email. Be careful opening links and attachments.

### [DB Insert Result]

- Index 1: Enrollment.csv [548 rows found in the file.]  
- Data insert Successful.
- Index 2: EnrollmentCoC.csv [396 rows found in the file.]  
- Data insert Successful.
- Index 3: ProjectCoC.csv [15 rows found in the file.]  
- Data insert Successful.
- Index 4: \_\_\_\_\_

# Data Quality Management (pp. 68-82)



What is Data Quality?

*"Data Quality is a term that refers to the reliability and validity of client level data collected in HMIS."*

# Data Quality Management (pp. 68-82)



## Data Quality Plan

- Set of policies and procedures designed to ensure all client level information entered into HMIS is complete accurate and timely
- Developed by the CoC's HMIS Lead, but VA grantees have to adhere to more data standards set by the VA



# Data Quality Management (pp. 68-82)



## Data Quality Plan

- Identify the responsibilities of all parties within the CoC that affect data quality
- Establish data quality benchmarks for timeliness, completeness and accuracy
- Describe what the HMIS Lead Agency will be doing to implement this plan and monitoring the progress to meet the benchmarks
- Establish a time frame for implementing the plan to monitor the quality of data on a regular basis

# Data Quality Management (pp. 68-82)



Five components to a good data quality standard

- Timeliness
- Completeness
- Accuracy
- Monitoring
- Incentives

# Monthly DQ Reporting Updates



- TFA DQ Checks (#57, 58, 59, 60)
  - All Households Counted
  - All TFA Amounts Summed
  - Divide TFA Amount Sum by HH Count
    - HP TFA Low - \$1,100
    - HP TFA High - \$12,000
    - RRH TFA Low - \$700
    - RRH TFA High - \$11,000
  - If flagged, all HH records should be reviewed



# Technical Assistance Time!