

February 2024





Recheck your Client Data

- Previously enrolled clients may have information pre-filled in HMIS
- Recheck with the client to ensure data is still correct in the system
- You are responsible for clients enrolled in your project
- Check history for previously entered data in other EDA mode



Confirm your Data is Complete

Users should confirm that their data in HMIS is filled out correctly



- Domestic Violence and the follow-up question, if applicable, should be answered
- Housing Move-In Date Cannot be before the project enrollment date
- Enrollment Coc & County of Service



Perform Data Entry for all Clients in Household

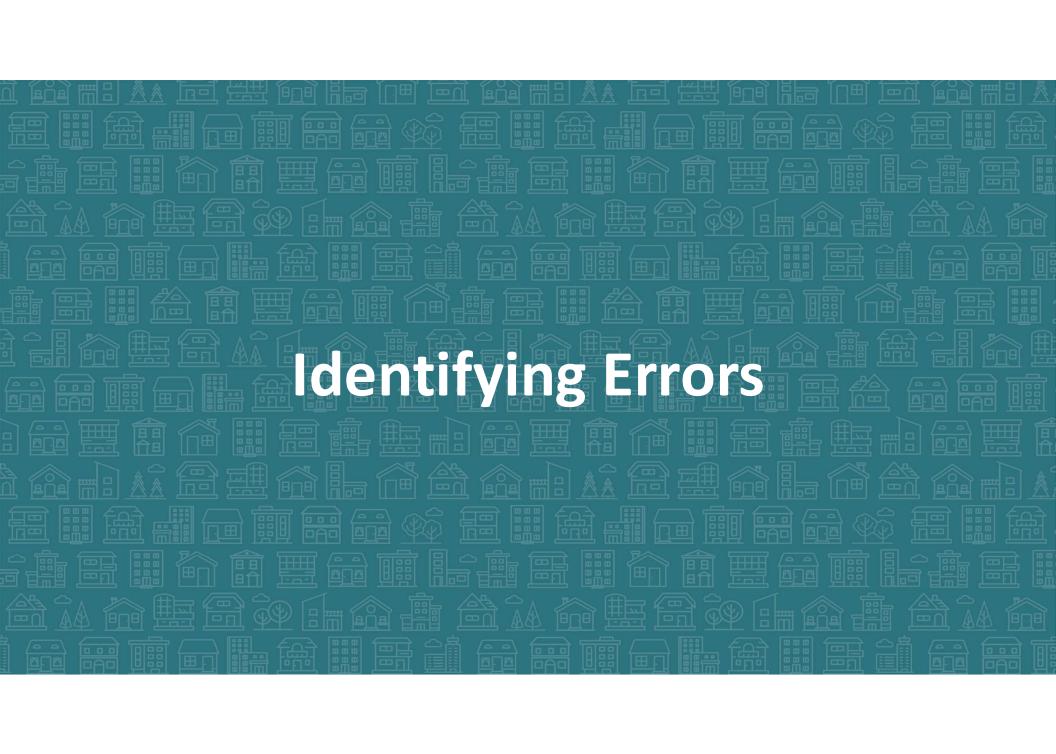
All clients in the Household should have data entered

Children only need data entered until the zip code



 HoH & other adults in the household should answer all relevant questions in the assessment





Run reports for missing Annual Assessments

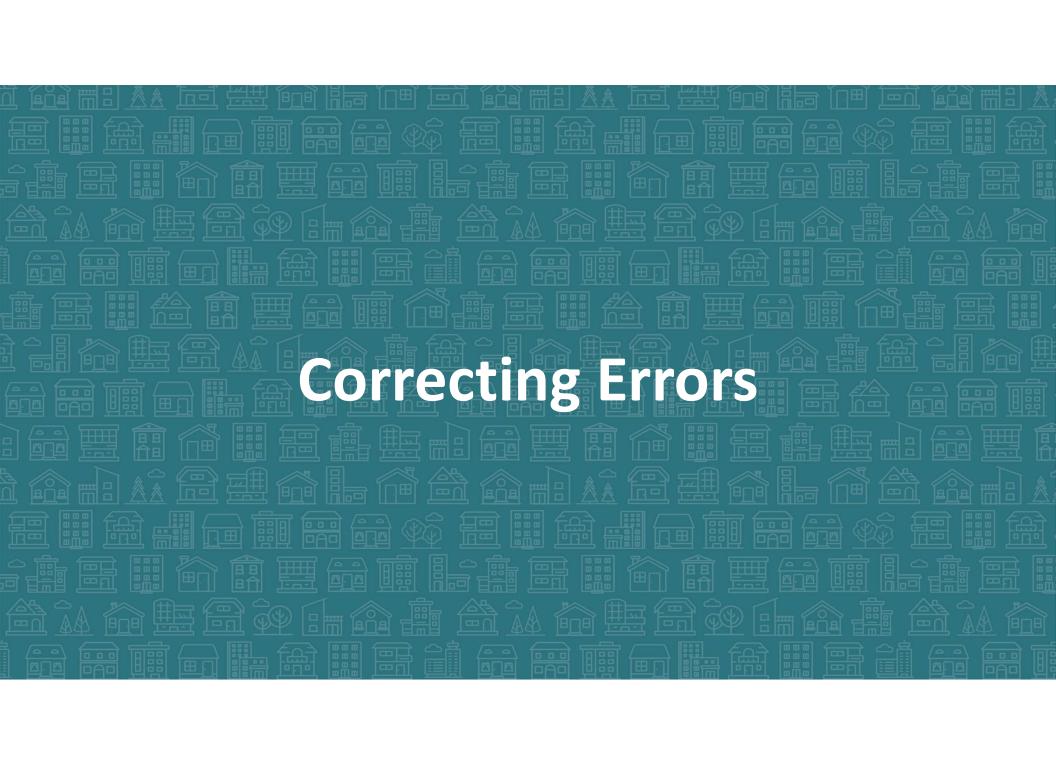
- Annual Assessments should be added 30 days before or after the annual project enrollment date.
- Here are some useful reports:
 - A007 Annual Review Audit Report
 - D002 LSA Annual Review Audit



How to Keep up with Data Errors

- Regularly running these reports can help!
 - CoC APR
 - ESG CAPER
 - A020 Data Quality Monitoring Report
 - <u>A007 Annual Review Audit Report</u>
 - D002 LSA Annual Review Audit

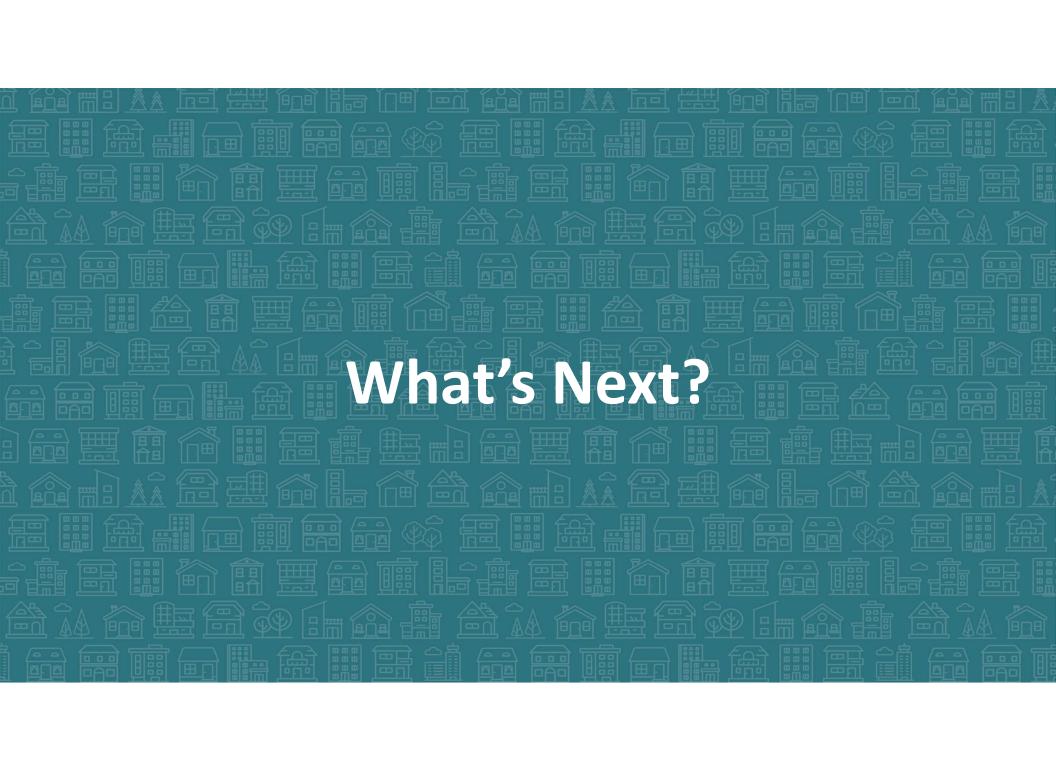




Live Walk through

Let's walk through an example client!





What's Next Calendar

Due	Event Name
March 1st	A020 Data Quality Report Submission Deadline
March 6 th	Systems Updates Meeting 10-11am
March 21st	Monthly Training 10-11am
April 3rd	Systems Updates Meeting 10-11am



