HMIS Data Quality Quick Guide

How to Identify and Fix Disability and Disabling Condition Conflict Errors

Sonoma County Community Development Commission
Ending Homelessness Team
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Disabling Condition Errors

Per HUD HMIS Data Standards, Data quality errors for Disabling Condition occur when:

- The Disabling Condition response is "Client doesn't know," "Client refused," "Data not Collected," or value is missing*;
- Disabling Condition is "No," but at least one of the following is marked "Yes":
  - Developmental Disability
  - Physical Disability and Long Term
  - Chronic Health Condition and Long Term
  - HIV/AIDS
  - Mental Health Problem and Long Term
  - Substance Use Disorder and Long Term

*No value for Disabling Condition is recorded on the HUD Assessment, the HUD Assessment Date does not match the Date of Project Start or a HUD Assessment is not recorded in HMIS.

Identify the Participant's HUD Assessment TouchPoint containing the error using either the HMIS Data Validation Errors (DVE) or HUD HMIS Data Quality Report (DQR) reports:

A.) HMIS Data Validation Error (DVE) Report Error Descriptions:
- "The client's Disabling Condition is missing a value in the HUD Assessment (Entry/Update/Annual/Exit) TouchPoint at project entry."

- "In the HUD Assessment (Entry/Update/Annual/Exit) at entry, the question "Does the client currently have a disabling condition?" has a value of "Client doesn't know", "Client refused", or "Data not collected". This response may be treated as missing data for reporting purposes as per HUD's guidelines."

B.) HUD HMIS Data Quality Report (DQR)- Report Section: Q3 Universal Data Elements- Disabling Condition (3.08) Count of enrollments (numbers) where:
- Disabling Condition is "Client doesn't know," "Client refused," "Data not Collected," or value is missing;
- [Disabling Condition] = No, but at least one of the following is marked "Yes":
  - [Developmental Disability] = Yes
  - [Physical Disability] = Yes *and* [Long Term] = Yes
  - [Chronic Health Condition] = Yes *and* [Long Term] = Yes
  - [HIV/AIDS] = Yes
  - [Mental Health Problem] = Yes *and* [Long Term] = Yes
  - [Substance Use Disorder] = Yes *and* [Long Term] = Yes

Steps to complete in HMIS:

1. Search for the Program Participant using Participant History option. To get results of participants no longer enrolled in the HMIS program, select the check box "Include Dismissed Participants in results" under the search bar.
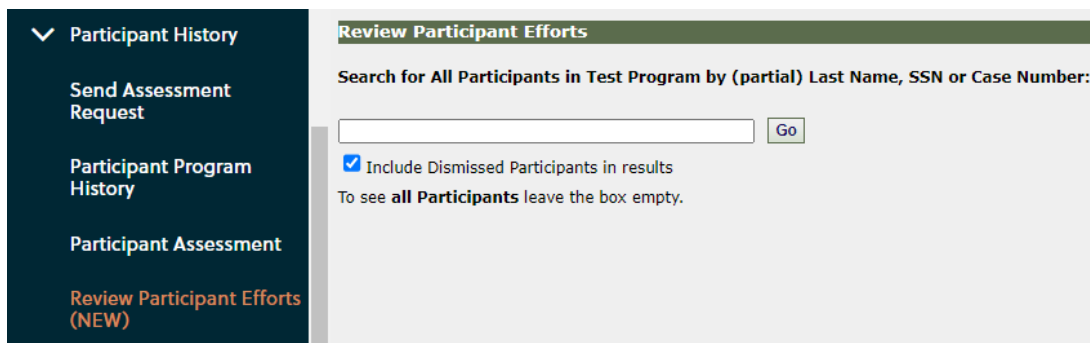
Note: Participant History search menu option labels may be different depending on the Agency Site in HMIS. "Review Participant Efforts" is the name of the screen in HMIS.

2. Enter in one of the unique identifiers (Last Name, SSN, or Case Number) associated with the DVE or DQR report error and select the "Go" button.

3. In the Search results section, select the "Go" Button next to the Participant's Name.
4. On a new screen select the "Check ALL Date" check box and select the "Continue" button.

5. Select the "Participant Dashboard" button.

6. Locate the Recent TouchPoints window on the Client Dashboard page.

7. Edit the HUD TouchPoint Assessment with using the 'pencil" icon in the Take Action column.
8. Select the Tab labeled "PAGE #7 Health Information".
9. Review the responses for Disability, Duration, and Disabling Condition previously reported in the HUD TouchPoints. Compare the assessment responses with the table *Conditional Response Matrix for HUD TouchPoint Disability, Duration, and Disabling Condition* (Attachment 1).

10. Change the value for Disabling Condition to match the Disability and Duration responses previously recorded. **DO NOT** change the Disability, or the Duration, response values.
11. Save the HUD TouchPoint.
12. Re-run, or refresh, the DVE, and HUD DQR, data pulls to verify data quality error(s) has been corrected in the HUD TouchPoint assessment.

Conditional Response Matrix for HUD TouchPoint Disability, Duration, and Disabling Condition

	IF	*AND*	*THEN*
TouchPoint Questions:	A-236. Does the client currently have a physical disability?	A-237. Is the client's physical disability expected to be of long–continued and indefinite duration and substantially impairs ability to live independently?	A-261. Does the client currently have a disabling condition?
Response Values:	Yes	Yes	Yes
Response Values:	Yes	No	No
	IF	*AND*	*THEN*
TouchPoint Questions:	A-240. Does the client currently have a developmental disability?	Not Applicable	A-261. Does the client currently have a disabling condition?
Response Values:	Yes	N/A	Yes
	IF	AND	THEN
TouchPoint Questions:	A-243. Does the client currently have a chronic health condition?	A-244. Is the client's chronic health condition expected to be of long continued and indefinite duration and substantially impair the ability to live independently?	A-261. Does the client currently have a disabling condition?
Response Values:	Yes	Yes	Yes
Response Values:	Yes	No	No
	IF	*AND*	*THEN*
TouchPoint Questions:	A-247. Does the client currently have HIV / AIDS?	Not Applicable	A-261. Does the client currently have a disabling condition?
Response Values:	Yes	N/A	Yes

	IF	*AND*	*THEN*
TouchPoint Questions:	A-250. Mental Health Disorder	A-251. Expected to be of long continued and indefinite duration and substantially impairs ability to live independently?	A-261. Does the client currently have a disabling condition?
Response Values:	Yes	Yes	Yes
Response Values:	Yes	No	No
	IF	*AND*	*THEN*
TouchPoint Questions:	A-256. Substance Use Disorder	A-257. Expected to be of long continued and indefinite duration and substantially impairs ability to live independently?	A-261. Does the client currently have a disabling condition?
Response Values:	Alcohol use disorder or Drug use disorder or Both alcohol and drug use disorder= Yes	Yes	Yes
Response Values:	Alcohol use disorder or Drug use disorder or Both alcohol and drug use disorder= Yes	No	No