

**ERIE COUNTY, PA  
CONTINUUM OF CARE (CoC)  
HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)  
MANAGED BY: THE ERIE UNITED METHODIST ALLIANCE  
DATA QUALITY STANDARDS**

Although there are many aspects of good quality data, the key indicators commonly are:

**Validity**

All data items held on HMIS application computer systems must be valid. Where codes are used, these will comply with national standards or map to national values. Wherever possible, the HMIS application is programmed to only accept valid entries.

**Completeness**

All mandatory data items must be completed. Use of default codes should only be used where appropriate, and not as a substitute for real data.

**Consistency**

Data items should be consistent throughout the HMIS application. Clients with multiple episodes of homelessness must have consistent dates. Data must be consistent with age and gender.

**Coverage**

Data will reflect all the work done by the end users of the HMIS application. Client intake, shelter stay, and services should all be recorded. Correct procedures are essential to ensure complete data capture.

**Accuracy**

Data recorded in notes and on computer systems must accurately reflect self-reported information from the client. Every opportunity should be taken to check client's demographic details with the client themselves. Inaccurate demographics may impact service delivery and create duplicate records. The accurate recording of data items must however not be allowed to delay urgent treatment of the client.

**Timeliness**

Recording of timely data is beneficial to providing services to the client. Entering homeless information into the HMIS application makes that information available to all involved in treating the client, even if they do not have access to the paper notes.