

HMIS Data Quality Report Card

Sample Reporting Period 10/1/2025 to 02/28/2026



PROGRAM INFORMATION

Agency Name: **Step Up on Second Street, Inc.**

Data Quality and Completeness

Complete and accurate records are required to ensure data quality. Required Data that is missing, incomplete or not collected has a negative impact on the quality of data. The higher the percentage of missing or erroneous data, the less useful the data becomes.

Total Clients Served: 319

Client Demographic Data

Data Element	Client Doesn't Know / Prefers Not to Answer	Information Missing	Data Issues	% of Issue Rate
Name (3.01)	0	0	0	0.00%
Social Security Number (3.02)	0	0	0	0.00%
Date of Birth (3.03)	0	0	0	0.00%
Race and Ethnicity (3.04)	0	0		0.00%

Universal Data

Data Element	Error Count	% of Issue Rate
Veteran Status (3.07)	0	0.00%
Project Start Date (3.10)	0	0.00%
Relationship to Head of Household (3.15)	0	0.00%
Enrollment CoC (3.16)	0	0.00%
Disabling Condition (3.08)	0	0.00%

Income and Housing Data

Data Element	Error Count	% of Issue Rate
Destination (3.12)	0	0.00%
Income and Sources (4.02) at Start	0	0.00%
Income and Sources (4.02) at Annual Assessment	0	0.00%
Income and Sources (4.02) at Exit	0	0.00%

Fields with values over 5% errors.
 Fields with values 5% or less.
 Fields with no errors.

Error rate includes data not collected, missing information, client does not know, and client refused options. A program should have less than a 5% error rate to ensure accurate data. Missing intake and exit data need to be reviewed by staff on a regular basis. Any additional Data received from the client after enrollment should be entered into the Homeless Management Information System (HMIS) within a timely manner.

HUD Policy: A 95% standard of completeness rate for all funded homeless projects should be established and expected. Programs should work toward ensuring that 95% of all required data elements for each client served are collected and entered correctly into the HMIS.

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Type	0 days	1-3 days	4-6 days	7-10 days	11+ days	Average
Entry Timeliness	30	17	1	0	0	0
Exit Timeliness	80	11	0	0	0	0

This report calculates the difference between the program entry date specified for the client and the date the client's application was entered into the system. For example, if a client's Program Entry date of "April 4, 2016" was recorded on "April 9, 2016," then the report would calculate a 5-day lag time in recording data. The report groups the number of applications by program and has 5 buckets for the number of days an application has been lagging.

HUD Policy: Data entry should be current within 2 business days of intake, exit, and service provision.

HMIS Users

Below is a list of all HMIS Users currently active within your agency. If any user on this list has left your agency during the last reporting period, then please email the HMIS helpdesk. Users are considered inactive if they have not logged into the system for 30 days or left the agency. If a user is inactive, or if you have additional staff needing HMIS access or training, please contact HMIS.

Agency	Name	Email
Step Up on Second Street, Inc.	Alberto Rivera	arivera@stepup.org
Step Up on Second Street, Inc.	Alena Gomez	agomez@stepup.org
Step Up on Second Street, Inc.	Cesilia Salazar	csalazar@stepup.org
Step Up on Second Street, Inc.	Christina Leon	cleon@stepup.org
Step Up on Second Street, Inc.	Crystal Jaramillo	cjaramillo@stepup.org
Step Up on Second Street, Inc.	David Browne	dbrowne@stepup.org
Step Up on Second Street, Inc.	Dwayne Davy	ddavy@stepup.org
Step Up on Second Street, Inc.	Eric Juarez	ejuarez@stepup.org
Step Up on Second Street, Inc.	Irma Noonchester	inoonchester@stepup.org
Step Up on Second Street, Inc.	Jacqueline Kelly	JKelly@stepup.org
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Step Up on Second Street, Inc.	Jerry Collett	jcollett@stepup.org
Step Up on Second Street, Inc.	Jose Vasquez	jvasquez@stepup.org
Step Up on Second Street, Inc.	Joshua Ruiz	jruiz@stepup.org
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