



# Data Quality Training 2016 Syllabus

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## Part 1: Course Information

### Instructor Information

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### Course Description

This course introduces users to data quality tools used in HMIS to ensure data completeness and accuracy and has users apply these tools to real scenarios. You will get an overview of the various data quality reporting tools, how to choose the appropriate data quality report for the job, and how to identify and trouble shoot common data quality issues. Finally, users will walk away from the course with a defined process for checking data quality monthly as an HMIS requirement.

Topics Include:

Introduction to the concept of data quality

Accessing data quality reports

Three distinct reporting tools that focus on universal, barrier, and financial data

Troubleshooting inaccurate or missing data

Defining your internal process for checking data quality

#### Prerequisite

- Basic computer skills
- Current HMIS User

#### Recommended Texts & Other Readings (Not required)

- <https://www.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>
- <https://www.hudexchange.info/resources/documents/GlossaryofHMISDefinitionsandAcronyms.pdf>
- [http://www.nh-hmis.org/training/NH-HMIS\\_Data\\_Quality/data%20quality%20plan%20&%20best%20practices%20guide.pdf](http://www.nh-hmis.org/training/NH-HMIS_Data_Quality/data%20quality%20plan%20&%20best%20practices%20guide.pdf)

### Course Structure

This course will be delivered by the City of Spokane's HMIS Coordinator and/or HMIS Specialist. You will use your ClientTrack account to access the HMIS training and production environments.

- [https://www.clienttrack.net/spokanehmis\\_training](https://www.clienttrack.net/spokanehmis_training)
- <https://www.clienttrack.net/spokanehmis>



# HMIS Basic Training 2015 Syllabus

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## Part 2: Course Goal

The goal of this course is to introduce you to the concept of data quality, and provide you with the reporting tools to maintain, and improve the accuracy and completeness of your projects as well as define a process for checking data quality. There are several learning objectives that you will meet by completing tasks through a combination of activities, exercises, and general participation.

### **Objective 1: You can define data quality**

- Task 1.1: Search the following key phrases "Data Quality", "Definition Data Quality", etc.*
- Task 1.2: Short Discussion*

### **Objective 2: You can access and run a universal assessment data quality report**

- Task 2.1: Configure your workgroup*
- Task 2.2: Identify the universal data assessment in your workflow*
- Task 2.3: Navigate to Data Explorer in ClientTrack*
- Task 2.4: Locate universal data quality report*
- Task 2.5: Run the report*
- Task 2.6: Exercise: Manipulate client data*

### **Objective 3: You can access and run a barriers assessment data quality report**

- Task 3.1: Identify the barrier assessment in your workflow*
- Task 3.2: Navigate to Data Explorer in ClientTrack*
- Task 3.3: Locate barrier assessment data quality report*
- Task 3.4: Run the report*
- Task 3.5: Exercise: Manipulate client data*

### **Objective 4: You can access and run a financial assessment data quality report**

- Task 4.1: Identify the financial assessment in your workflow*
- Task 4.2: Navigate to Data Explorer in ClientTrack*
- Task 4.3: Locate financial assessment data quality report*
- Task 4.4: Run the report*
- Task 4.5: Exercise: Manipulate client data*

### **Objective 5: You can access and run a service summary report**

- Task 5.1: Identify services in client record*
- Task 5.2: Locate the service summary report in ClientTrack*
- Task 5.3: Run the report*
- Task 5.4: Exercise: Manipulate client data*

### **Objective 6: You can define a data quality check process for your work**

- Task 6.1: Review HMIS data quality requirements*
  - Task 6.2: Review Sample Data Quality Plan*
  - Task 6.3: Develop or discuss your data quality plan*
  - Task 6.4: Exercise: The right tool for the right job*
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<b>Task</b>	<b>Staff Responsible</b>	<b>Completed Yes/No</b>
Run Universal Data Quality Report Each Week		
Run Financial Assessment Report Each Week		
Check that all intakes are entered into HMIS		
Check that all enrollments are exited for clients no longer in the program		
Check that all clients meet eligibility: must have a disabling condition and the presence of a barrier		
Check service summary report to see that all services are entered along with the correct amounts		
Random audit of client file to see that information matches what's in the HMIS		