# LTH Data Quality

*Understanding the report*

The new LTH Data Quality report was designed to be a tool for LTH funded programs and State staff to communicate about data quality issues and make the reporting process easier.

Instead of sending in the Counting reports for Household Residence, Housing Cost and Subsidy, and Income reports, you will send the LTH Data Quality Report. You will use this report, along with the data check reports, to make sure your data problems are corrected for the reporting period. Once you have corrected the problems, you will send on the data quality report to the State to review.

The report is located in ART→Public Folder→SSA Report Gallery (Funder Reports) →LTH→LTH Data Quality)→ "4. LTH Data Quality: Residence, Housing Cost and Subsidy, and Income"

The only three counting reports you'll need to submit (located in the LTH Counting Reports folder) are:

- LTH Demographics and Entry Data
- LTH Exits
- LTH Program Summary Dashboard

A best practice is to make sure these three reports are accurate before moving on to the Data Quality Report covering Household Residence, Housing Cost and Subsidy, and Income. We also recommend running the data check reports for Household Residence, Housing Cost and Subsidy, and Income either before running the LTH Data Quality Report or along with the report to make sure the detailed client information is accurate.

## LTH Data Quality Report details:

The Data Quality tables will show one row for each household. The first column will be the Household ID. If there is a data entry problem with any member of the household, the cell will be highlighted in yellow and the cell border will be bold. If there is no data entry problem, the cell will be blank.

### Tab 1: Household Counts.

If you have already verified your Demographics and Entry and Exit Counting reports are correct, the counts on this tab should be correct. You can use these counts to verify that counts on later tabs are correct and include all the clients/household.

### Tab 2: HH.

This tab contains data checking fields to verify that Head of Household information is recorded correctly. Problems with Head of Household will negatively affect the counts for Household Residence, Housing Cost and Subsidy, and Income. Each column highlights a different head of household problem. If the cell is blank, there are no problems. Records with problems are colored yellow, with a black box and say "error." The notes at the top of the report will guide you to the corrections that need to be made.

**Tab 3: Household Members:**

This tab helps you locate the client ID associated with the Household ID listed on the data quality tables so you can look them up in ServicePoint. If a problem is indicated on the Data Quality tables, find the Household ID on this tab; the Client ID of all household members will be listed with the Household ID. You will find the household IDs on the more detailed data check reports as well.

## Income and non-cash benefits tabs (tabs four through seven):

These tabs summarize income and non-cash benefits by household. Use this information to verify that totals are correct, especially for households with no income or benefits. Common inconsistencies between income or non-cash benefits questions and their related sub-assessments are highlighted.. Clients or households with duplicate income or non-cash benefit sources are also highlighted. These highlights may indicate errors, but you'll need to check the ServicePoint record to be sure.
Please continue to run the existing income data check report, which will still be very useful to dig further into any questionable records. See more detailed explanations below for each tab.

**Tab 4: Current Income.**

The term "current" means:

- clients that are still currently being served by the program as of the end date on the report
- data that is valid at the end of the report period, such as an income record without an end date.

This tab summarizes current income data for all current household members. Households with duplicate income sources are highlighted. These highlights may indicate errors. Most often we see duplicates when end dates are forgotten. There may be multiple household members with the same income source, which may be accurate and correct data entry. Please check the records with multiple income sources and verify that they are correct. If you find an error, please update the record.

**Tab 5: Income at Exit:**

This tab summarizes income at exit for all household members exiting the program in the reporting period. The tab also includes a count of clients where the income end date is equal to the client exit date. If these two dates are the same, it indicates to the system that the income ended at exit and isn't included. Please make sure that if any clients are included in this count their income did end at exit and the end dates weren't mistakenly entered. If the income source did not end, please do not put an end date on the income record.

Households with duplicate income sources are also highlighted. These highlights may indicate errors. Most often we see duplicates when end dates are forgotten. There may be multiple household members with the same income source, which may be accurate and correct data entry. Please check the records with multiple income sources and verify that they are correct. If you find an error, please update the record.

**Tab 6: Current Non-Cash benefits:**

The term "current" means:

- Clients that are still currently being served by the program as of the end date on the report
- Data that is valid at the end of the report period, such as a benefit record without an end date.

This tab summarizes current non-cash benefits for household heads (Only the household head) in the program as of the end of the report period. Note that this table shows benefit records ONLY for the head of household. Households with duplicate benefit sources are highlighted. These highlights may indicate errors. Most often we see duplicates when end dates are forgotten. Please check the records with multiple benefit sources and verify that they are correct. If you find an error, please update the record.

**Tab 7: Non-Cash Benefits at Exit:**

This tab summarizes non-cash benefits at exit for household heads (Only the household head) exiting the program in the reporting period. The tab also includes a count of households where the non-cash benefit end date is equal to the client exit date. If these two dates are the same, it indicates to the system that the non-cash benefits ended at exit. Please make sure if any household are included in this count that their non-cash benefits ended at exit and the end dates weren't mistakenly entered.

**Tab 8: Current Residence:**

This tab includes information from the Current Residence sub-assessment which is required for all household heads. Each head of household should have Current Residence records with start and end dates entered correctly so that one current record shows up in the report. If more than one record is effective at the end of the report period, the text in the highlighted cell will read, "multiple". Additionally, a cell highlighted with "No Current Record" may have a sub-assessment in the system, but the start and end dates don't line up so that the information is pulled for the current report period.

For clients in programs funded by MN Housing, the response options to "Current Housing Status" should always be either "Site based Supportive Housing" or "Scatted Site Supportive Housing." For programs funded by DHS, the responses may include any of the options depending on a client's living situation. Because of the MN Housing requirements, any response that isn't within these two categories is highlighted as "Not PSH" in yellow. MN Housing funded programs should make sure to fix these responses to one of the two correct options. DHS funded programs, please make sure the responses for these clients are correct.

Any missing information is highlighted in yellow as "Missing." All fields on the reports are required, so make sure to add information that is missing.

**Tab 9: Housing Cost and Subsidy:**

This tab includes information from the Housing Cost and Subsidy Sub-assessment. Each head of household should have start and end dates entered correctly so that only one current record shows up in the report. A common problem is to have multiple sub-assessment records without end dates. These problems are highlighted in the first two columns and are indicated with yellow highlighted "Multiple" boxes. Clients with no current housing cost and subsidy sub-assessment are also highlighted, which often means that the start and end dates don't line up with the report period, so make sure all housing cost and subsidy changes are entered with the correct dates.
The third row of data covers the additional questions for clients who have exited. Missing information for exited clients is highlighted in yellow with "Missing."

**Tab 10: Report Information:**

Use this tab to verify you ran the report for the correct providers and date range. Save the report as an Excel document and email it to your LTH funder.