

Quarterly Program Status Reports & HMIS Reporting Manual

An Instructional Guide to completing Quarterly Program Status Reports using HMIS Data & Reporting Tools

Sonoma County Department of Health Services

October 2023

Contents

HUD HMIS Reports	4
HMIS Custom Reports.....	4
Reporting Date Periods.....	5
Cumulative Contract Year Reporting Dates	5
Quarterly Reporting Period Dates.....	5
How to run HMIS Data Pulls for Annual Progress Reports (APRs) and Data Quality Reports (DQRs).....	6
Printing Annual Performance Reports (APRs) and Data Quality Reports (DQRs)	11
Running HMIS Custom Reports	12
Using HUD HMIS and HMIS Custom Reports to complete Quarterly Status Reports Sections for Program Participation Determination, HMIS Data Quality, and Performance Outcomes Project Goals.....	14
Total Number of Households and Unduplicated Participants Assisted	14
1. Households (Unduplicated / Cumulative) Totals	14
2. Income Determination	15
3. Race/Ethnicity Determination.....	16
4. HMIS.....	16
5. Performance Outcomes Project Goals.....	21
HMIS Data Quality	26
Report Validation- Verification of Unduplicated Program Participant Totals on HUD HMIS Data Quality and HMIS Custom Reports	26

HUD HMIS Reports

Two reports using HUD HMIS Data Pulls are used to compile program data regarding an operating project:

1. Annual Performance Report or APR
2. Data Quality Report or DQR

HMIS Custom Reports

Three reports using HMIS Custom Reports are used to compile program data regarding the actual outcomes achieved by a project on a quarterly and cumulative basis. The names of the HMIS Custom Reports are:

1. *Quarterly Reports* (ES, HP, RRH, PSH, RRH and SO projects) –see page 14.
2. *Clients Exited to Permanent Destinations or Remaining Active in Program* (ES, HP, PSH and RRH projects) –see page 21.
3. *The Number of Participants Entered into Coordinated Entry* (SO project only) – see page 24.

Reporting Date Periods

There are different date ranges used for various reporting periods. They include:

Cumulative Contract Year Reporting Dates

- Quarter 1: July 1 to September 30 of current year
- Quarter 2: July 1 to December 31 of current year
- Quarter 3: July 1 to March 31 of current year
- Quarter 4: July 1 to Jun 30 of current year

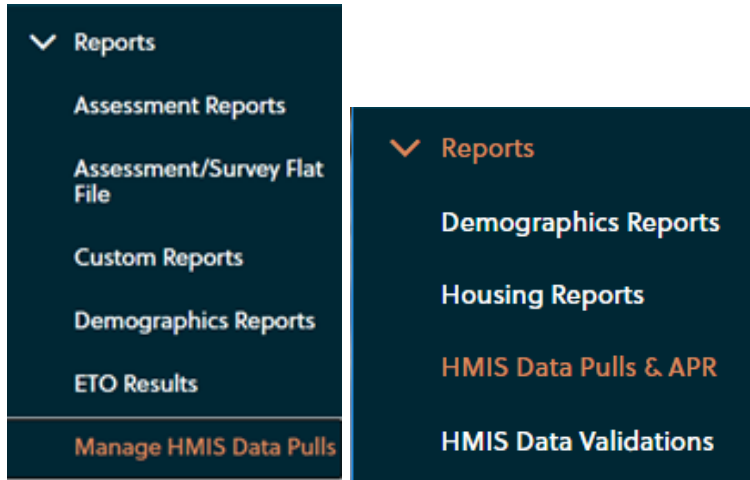
Quarterly Reporting Period Dates

- Quarter 1: July 1 to September 30 of current year
- Quarter 2: October 1 to December 31 of current year
- Quarter 3: January 1 to March 31 of current year
- Quarter 4: April 1 to June 30 of current year

How to run HMIS Data Pulls for Annual Progress Reports (APRs) and Data Quality Reports (DQRs)

Log in to HMIS and confirm you are in the correct Program.

(Step 1.) From the Side Menu, expand the Reports tab and select the “**Manage HMIS Data Pulls**” or “**HMIS Data Pulls & APR**” option. The name of the Report option name may be different depending on the agency’s site in HMIS.



(Step 2.) A new screen in HMIS will open with 4 buttons on the top of the page. Select on the “**Create Data Pull**” button.



(Step 3.) Using the drop-down menu option, chose “This Program” for the Scope.

Create HMIS Data Pull

Please select the scope, a date range, the files types you would like it

HUD Version: 2022 (v1.1 csv) ▼

Hash Status: Unhashed (Standard CSV) ▼

Scope: -- Select a Scope -- ▼

Grant Start Date: -- Select a Scope --

Grant End Date: This Program
This Site
A Program Group
Whole Enterprise

Include Readable CSV's:

Notify upon completion:

Refresh automatically:


Cancel Submit


(Step 4.) Enter the Grant Start and Grand End Dates for the data range and select the “Submit” button. (**Note:** The Grant Start/End Dates of the Data Pull should be for a 12-month Fiscal Year period.)

HUD Version: 2022 (v1.1 csv) ▼

Hash Status: Unhashed (Standard CSV) ▼

Scope: This Program ▼

Grant Start Date: 7/1/2022 

Grant End Date: 6/30/2023 

Include Readable CSV's:

Notify upon completion:

Refresh automatically:

Cancel Submit

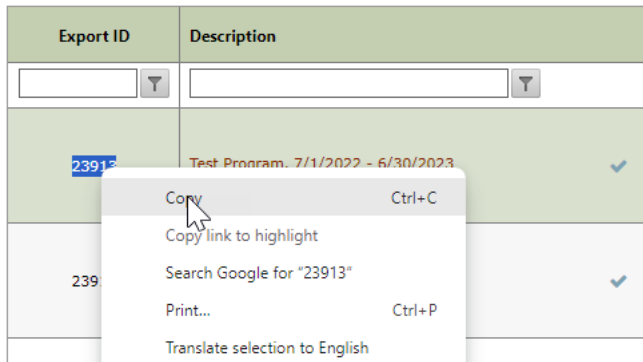
Your Data Pull will be added to the reports queue and, it may take a few minutes for it to complete- be patient.

Export ID	Description	Version	Hash Status	Included	Requested On	Requested By	Refresh automatically?	Date Completed	Take Action
23913	Test Program, 7/1/2022 - 6/30/2023 Queued for processing.	2022 (v1.1 csv)	Unhashed (Standard CSV)	Non-Readable CSV	9/6/2023 12:11:42 PM	Adam Siegenthaler	<input type="checkbox"/>		Open Download Delete

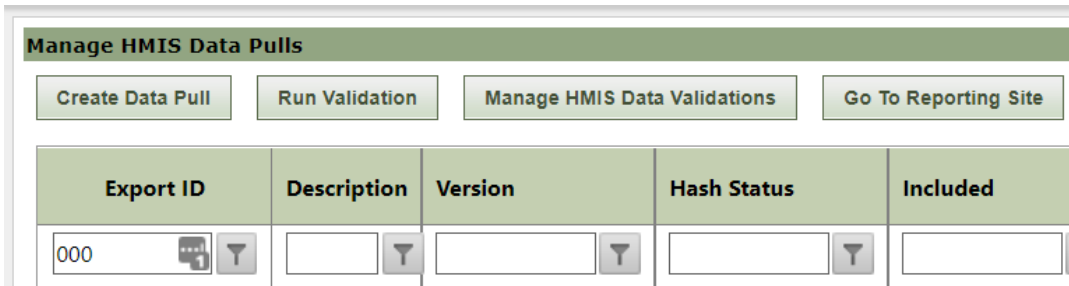
Once completed a blue check box will appear in the Description column and a date will appear in the Date Completed column.

Export ID	Description	Version	Hash Status	Included	Requested On	Requested By	Refresh automatically?	Date Completed	Take Action
23913	Test Program, 7/1/2022 - 6/30/2023	2022 (v1.1 csv)	Unhashed (Standard CSV)	Non-Readable CSV	9/6/2023 12:11:42 PM	Adam Siegenthaler	<input type="checkbox"/>	9/6/2023	Open Download Delete

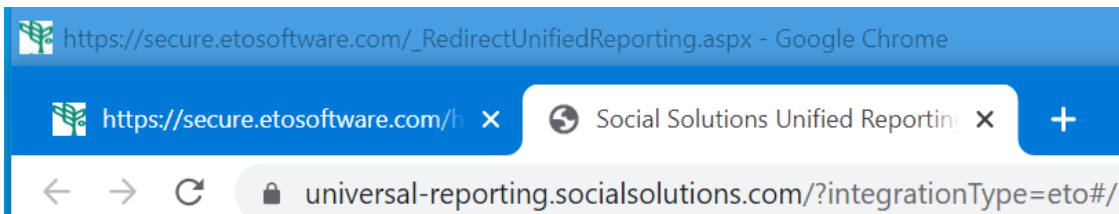
(Step 5.) Highlight, right-click and copy the Export ID number into the Clipboard.



(Step 6.) Once the Data Pull is complete select the “Go to Reporting Site” button.



This will open a new window and new tab on the web browser named “Social Solutions Unified Reporting.”

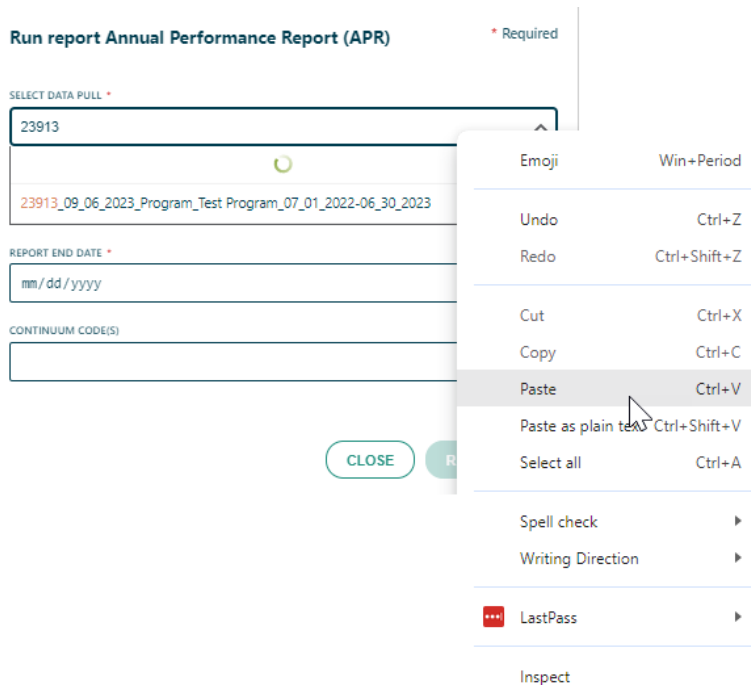


(Note: Steps 7 through 12 are to be repeated for the Cumulative and Quarterly reporting periods. Two APRs (Cumulative and Quarterly) and 1 DQR (Cumulative only) will be generated with the same HMIS Data Pull.

(Step 7.) Select the Play button icon that corresponds to the report you want to run i.e., “**Data Quality Report**” or “**Annual Performance Report (APR)**”



(Step 8.) Paste the Export ID number into the CSV Location field and select the data pull created from the drop-down list.



(Step 10.) Enter the Report Start Date and Report End Dates (required fields) and enter in the Continuum Code: **CA-504** (optional.)

(Step 11.) Select the “**Run Report**” Button.

Run report Annual Performance Report (APR) * Required

SELECT DATA PULL *

23913_09_06_2023_Program_Test Program_07_01_2022-06_30_2023

REPORT START DATE *

07/01/2022

REPORT END DATE *

09/01/2022

CONTINUUM CODE(S)

CA-504

CLOSE RUN REPORT

(Step 12.) Select the report name when the status shows “completed” to open.

ALL REPORTS

Data Quality Report Run History

Export ID 23913 | Program Test Program | 07/01/2022 - 06/30/2023

CREATED September 13, 2023 12:11 PM BY Adam Siegenthaler STATUS completed



Printing Annual Performance Reports (APRs) and Data Quality Reports (DQRs)

(Step 1.) Select the **Expand All** button in the upper-right hand corner to open all sections of the APR or DQR.

Refresh Data  Export  Print  **Expand All** 

(Step 2.) Select the **Print** button.

On the Print Report Run screen, verify that every report section is fully expanded before saving the report as a PDF. Fully expanded DQR reports are 3 pages and APRs are 25-page documents.

Print	3 pages	Print	25 pages
Destination	 Save as PDF	Destination	 Save as PDF
Pages	All	Pages	All
Layout	Portrait	Layout	Portrait

(Step 3.) Select the Print button and Save the APR or DQR as a PDF.

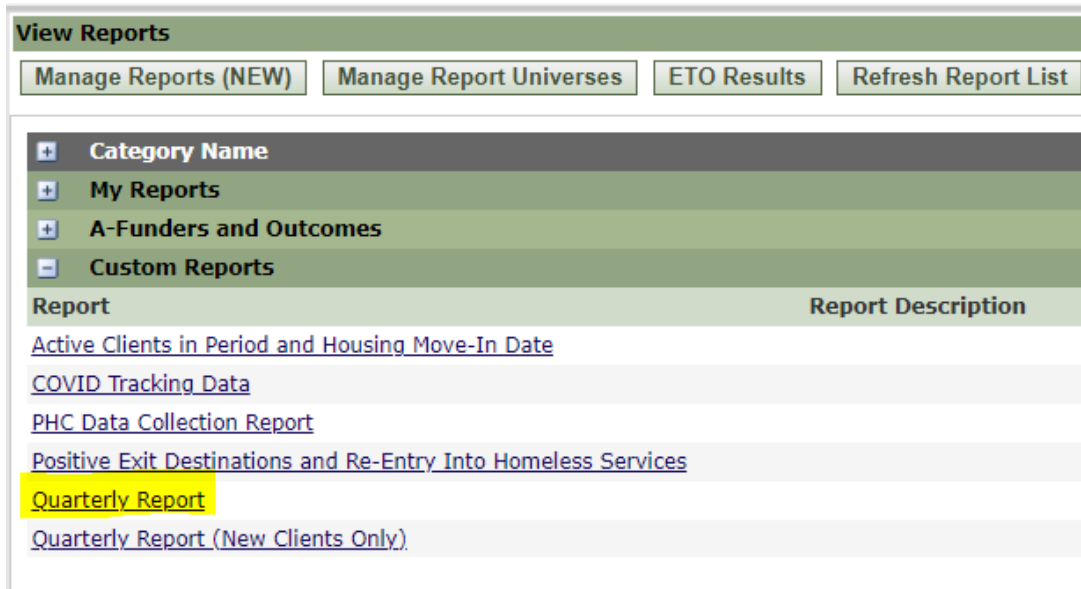
Running HMIS Custom Reports

All project types will need to run the HMIS Custom Report *Quarterly Report* for income and race questions on the Quarterly Reports template regardless of the programs' project type in HMIS.

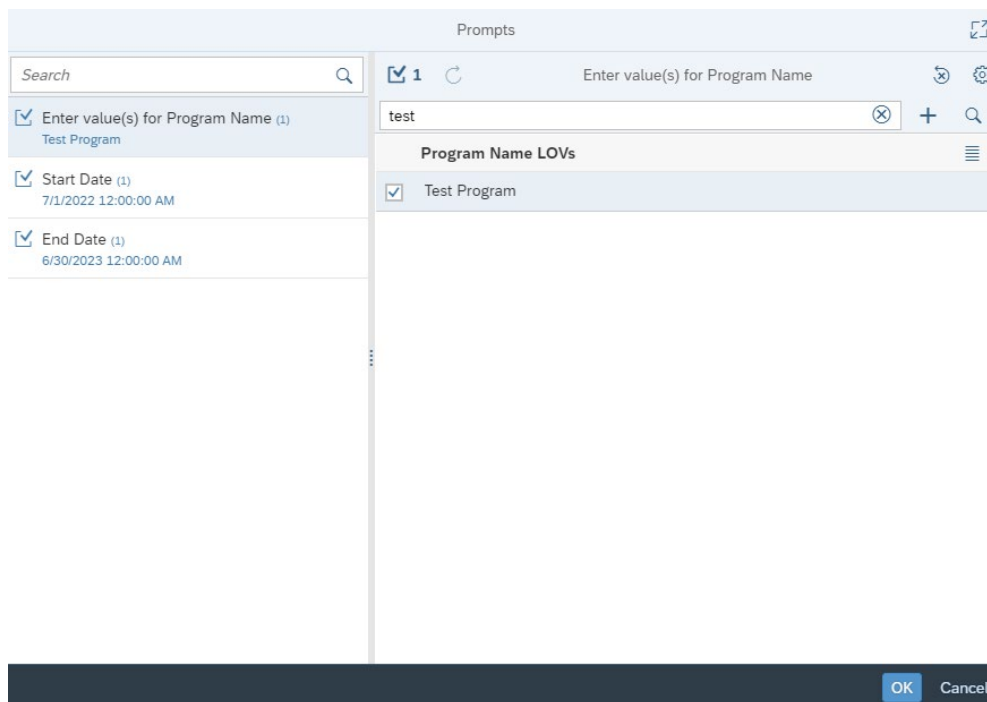
(Step 1.) From the Side Menu, expand the Reports tab and select “**View Reports (New)**”, or the “**WEBi Reports (New)**”. The name of the Report option may be different depending on the agency's site in HMIS.



(Step 2.) On the View Reports page, expand the “Custom Reports” Category and click on the “Quarterly Report” option. Street Outreach (SO) Project Type, use the HMIS Custom Report- “Quarterly Report (New Clients Only)”



(Step 3.) Remove the pre-populated Program Name. Enter in the Program Name, Start Date and End Date. Click the OK button to start and run the report.



(Step 4.) The completed report will be populated and divided into 3 tables used to complete the questions in the Quarterly Report template.

Using HUD HMIS and HMIS Custom Reports to complete Quarterly Status Reports Sections for Program Participation Determination, HMIS Data Quality, and Performance Outcomes Project Goals

Total Number of Households and Unduplicated Participants Assisted

Use the HUD Annual Performance Report (APR) to answer section 1 on Quarterly Report templates for Emergency Shelter, Homelessness Prevention, Rapid Re-Housing, Permanent Supportive Housing & Street Outreach HUD Project Types.

1. Households (Unduplicated / Cumulative) Totals

Input the values from the APR to the corresponding rows on the Quarterly Report template.

Report Validation Table on APR

Table on Quarterly Report template

Q5a - Report Validations Table

Category	Count of Clients for DQ	Count of Clients
Total number of persons served	38	38
Number of adults (age 18 or over)	37	37
Number of children (under age 18)	1	1
Number of persons with unknown age	0	0
Number of leavers	8	8
Number of adult leavers	8	8
Number of adult and head of household leavers	8	8
Number of stayers	30	30
Number of adult stayers	29	29
Number of veterans	4	4
Number of chronically homeless persons	11	11
Number of youth under age 25	1	1
Number of parenting youth under age 25 with children	0	0
Number of adult heads of household	36	36
Number of child and unknown-age heads of household	0	0
Heads of households and adult stayers in the project 365 days or more	10	10

Households (Unduplicated / Cumulative)	Total
Total Number of Unduplicated Households served in FY 23-24	
Total Number of Unduplicated Persons Served in FY 23-24	
Number of Adults counted in the number of unduplicated persons	
Number of Children counted in the number of unduplicated persons	



Use the HMIS Custom Report – “Quarterly Report” to answer sections 2-3 on the Quarterly Report templates for Emergency Shelter, Homelessness Prevention, Rapid Re-Housing & Permanent Supportive Housing HUD Project Types. For an SO Project Type, use the HMIS Custom Report- “Quarterly Report (New Clients Only)”

2. Income Determination

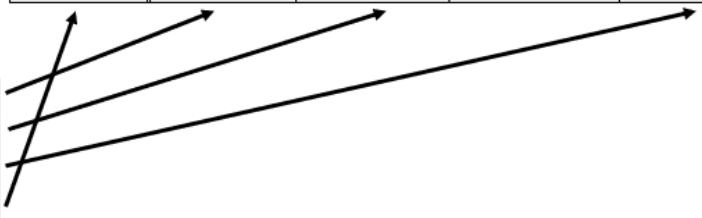
Income levels without a corresponding value **will not appear** on the HMIS Custom Report and should be reported as null value (0) on the Quarterly Report template. In the example below, there are no results on the HMIS Custom Report for Program Participants reporting “51% to 80% (Low Income)” and the value for the income level on the Quarterly Report template is null (0).

Table on HMIS Custom Report

Local Income Level (CDBG, ESG and CSF Grantees)	Count of Clients
0-30% (Extremely Low)	60
31-50% (Very Low)	1
Refused to Answer (defaults to 81%+)	1
Sum:	62

Table on Quarterly Report template

Cumulative No. of Persons Assisted	Below 30% (Extremely Low)	31% to 50% (Very Low)	51% to 80% (Low Income)	Over 80% (Non-low Moderate)
62	60	1	0	1



3. Race/Ethnicity Determination

Race/Ethnicity data without a corresponding value **will not appear** on the HMIS Custom Report and should be reported as null value (0) on the Quarterly Report template. In the example below, there are no results on the HMIS Custom Report for Program Participants reporting “Middle Eastern or North African” or “Hispanic/Latina/e/o” for Races and the values for the on the Quarterly Report template is null (0).

Table on Quarterly Report template

<i>RACE/ETHNICITY DATA</i>	(Total) No. of persons served per category.
American Indian, Alaska Native, or Indigenous	28
Asian or Asian American	3
Black, African American, African	34
Hispanic/Latina/e/o	0
Middle Eastern or North African	0
Native Hawaiian or Pacific Islander	2
White	168
Client doesn't know	1
Client prefers not to answer	1
Data not collected	1

Table on HMIS Custom Report

Race (HUD)	Count of Clients	Race Split
American Indian, Alaska Native, or Indigenous	28	10.98%
Asian or Asian American	3	1.18%
Black, African American, or African	34	13.33%
Client Doesn't Know	1	0.39%
Client prefers not to answer	1	0.39%
Data Not Collected	1	0.39%
Multiple Races	17	6.67%
Native Hawaiian or Pacific Islander	2	0.78%
White	168	65.88%
Sum:	255	100.00%

4. HMIS

Complete a Data Quality Report (DQR) for the Cumulative Reporting Period date range. **Convert the decimal values in the Data Quality Report to percentages. Quarterly Report templates that do not report HMIS Data Quality as percentages will be returned to the submitter for correction and resubmission.**

Record the percentages found in sections Q2, Q3, Q4, & Q6 of the Data Quality Report in the “Performance Outcomes” section labeled “HUD Data Quality Report” on the Quarterly Report template.

Question 2 – Personally Identifiable Information

To find the error rate percentage, use the decimal value for Overall Score in the “% Of Error Rate” column and convert to a percentage. In the example below for Overall Score, the decimal value **0.1667 becomes 16.67%**.

Q2. Personally Identifiable Information					
DATA ELEMENT	CLIENT DOESN'T KNOW/REFUSED	INFORMATION MISSING	DATA ISSUES	TOTAL	% OF ERROR RATE
Name (3.01)	0	0	0	0	0.0000
Social Security Number (3.02)	0	1	2	3	0.0714
Date of Birth (3.03)	0	0	0	0	0.0000
Race (3.04)	1	1		2	0.0476
Ethnicity (3.05)	1	3		4	0.0952
Gender (3.06)	0	0		0	0.0000
Overall Score				7	0.1667

Question 3 – Universal Data Elements

To find the error rate percentage, unlike Question 2 above, add up the decimal values found in the “% Of Error Rate” column and then convert to a percentage. In the example below for Universal Data Elements, the decimal values **0.0043 + 0.0000 + 0.0135 + 0.0000 + 0.0299= 0.0477 becomes 4.77%**.

Q3. Universal Data Elements		
DATA ELEMENT	ERROR COUNT	% OF ERROR RATE
Veteran Status (3.07)	13	0.0043
Project Start Date (3.10)	0	0.0000
Relationship to Head of Household (3.15)	48	0.0135
Client Location (3.16)	0	0.0000
Disabling Condition (3.08)	106	0.0299

Question 4 – Income and Housing Data Quality

To find the error rate percentage, same as Question 3 above, add up the decimal values found in the “% Of Error Rate” column. In the example below for Income and Housing Data Quality, the decimal values **0.0532 + 0.0159 + 0.3707 + 0.0238 = 0.4636** becomes **46.36%**.

Q4. Income and Housing Data Quality		
DATA ELEMENT	ERROR COUNT	% OF ERROR RATE
Destination (3.12)	101	0.0532
Income and Sources (4.02) at Start	48	0.0159
Income and Sources (4.02) at Annual Assessment	162	0.3707
Income and Sources (4.02) at Exit	40	0.0238

Question 6- Percentage of Project Records not entered in HMIS within 6 days.

The HMIS Timeliness Percentage is calculated using the table inside the report template. Enter the following two totals found in the Timeliness section of the Data Quality Report:

1. The total of all *Number of Project Start Records* and *Number of Project Exit Records* (10 number values)
2. The total of *Number of Project Start Records* and *Number of Project Exit Records* entered at “7-10 days” and “11+ days” intervals (4 number values).

Q6. Timeliness		
TIME FOR RECORD ENTRY	NUMBER OF PROJECT START RECORDS	NUMBER OF PROJECT EXIT RECORDS
0 days	1193	1874
1-3 days	710	0
4-6 days	203	0
7-10 days	62	0
11+ days	302	29

(Step 1.) Enter in the values into rows 1 and 2 on the table in the report template.

1. Add the total number of all Project Entry and Exit Records listed in Q6 and enter in the box to the right. (Add all 10 numbers listed)	4373
2. Add the numbers listed in "7-10 days" row and "11+ days" row and enter in the box to the right. (Add all 4 numbers listed)	393
Percentage of Project Records not entered in HMIS within 6 days (HMIS Timeliness percentage automatically calculates when you right click and select "Update Field)	!Zero Divide

(Step 2.) Right mouse-button select on the field "**!Zero Divide**" and then select the menu option "Update Field".

1. Add the total number of all Project Entry and Exit Records listed in Q6 and enter in the box to the right. (Add all 10 numbers listed)	4373
2. Add the numbers listed in "7-10 days" row and "11+ days" row and enter in the box to the right. (Add all 4 numbers listed)	393
Percentage of Project Records not entered in HMIS within 6 days (HMIS Timeliness percentage automatically calculates when you right click and select "Update Field)	!Zero Divide

(Step 3.) The field will update with Percent of Project Records not entered in HMIS within 6 days.

1. Add the total number of all Project Entry and Exit Records listed in Q6 and enter in the box to the right. (Add all 10 numbers listed)	4373
2. Add the numbers listed in "7-10 days" row and "11+ days" row and enter in the box to the right. (Add all 4 numbers listed)	393
Percentage of Project Records not entered in HMIS within 6 days (HMIS Timeliness percentage automatically calculates when you right click and select "Update Field .)	9%

5. Performance Outcomes Project Goals

5.1 Permanent Housing

Outcome Goal- The number of program participants who retain permanent housing at program exit or at the end of the contract period. (For programs with PSH and RRH project types.)

Outcome Goal- The number of program participants who exit the program for a permanent housing destination at program exit or year-end. (For programs with ES project types.)

Use the HMIS Custom Report – Clients Exited to Permanent Destinations or Remaining Active in Program

Run the HMIS Custom report with the Quarterly Reporting Period Dates and Cumulative Contract Year Dates date ranges. Report the Actual Outcomes for the quarter and for the year-to-date on the report template.

Use the values found in column labeled “Count of Clients Housed.”

Perm Housing Exit/Retention Rate	Count of Clients	Count of Clients Housed
84.85%	33	28

5.2 Income

Program participants (individual adults) who retain or increase income from any source including benefits and/or employment at program exit or at the end of the contract period. (For programs with ES, PSH and RRH project types.)

Run the APR for both the Quarterly Reporting Period Dates and Cumulative Contract Year Dates date ranges. Report the Actual Outcomes for both the quarter, and for the year-to-date, on the Quarterly Report template.

Use the APR Report Sections: Q19a1- Client Income Change- Income Source- by Start and Latest Status and Q19a2- Client Income Change- Income Source- by Start and Exit to report on adults who increased and retained income during their project enrollments. Complete the following steps:

- 1) Add the values found in the “Number of Adult with Earned Income (i.e., Employment Income)” and the “Number of Adults with Other Income” rows and the “Retained Income Category and Same \$ at Annual Assessment as at Start” and “Performance Measure” columns.
- 2) Using the values found at the intersections of the rows and columns (circled in black in the image below) calculate the Total Number of Adults who increased or retained their income amounts, via Employment or Other Income sources.

Q19a1 - Client Cash Income Change - Income Source - by Start and Latest Status

Income Change by Income Category (Universe: Adult Stayers with Income Information at Start and Annual Assessment)	Had Income Category at Start and Did Not Have It at Annual Assessment	Retained Income Category But Had Less \$ at Annual Assessment Than at Start	Retained Income Category and Same \$ at Annual Assessment as at Start	Retained Income Category and Increased \$ at Annual Assessment	Did Not Have the Income Category at Start and Gained the Income Category at Annual Assessment	Did Not Have the Income Category at Start or at Annual Assessment	Total Adults (including those with No Income)	Performance Measure: Adults who Gained or Increased Income from Start to Annual Assessment, Average Gain	Performance measure: Percent of persons who accomplished this measure
Number of Adults with Earned Income (i.e., Employment Income)	0	2	0	1	1	1	5	2	0.4000
Average Change in Earned Income	0.00	-350.00		400.00	800.00			600.00	
Number of Adults with Other Income	0	0	0	0	0	5	5	0	0.0000
Average Change in Other Income	0.00	0.00		0.00	0.00			0.00	
Number of Adults with Any Income (i.e., Total Income)	0	2	0	1	1	1	5	2	0.4000
Average Change in Overall Income	0.00	-350.00		400.00	800.00		100.00	600.00	

Q19a2 - Client Cash Income Change - Income Source - by Start and Exit

Income Change by Income Category (Universe: Adult Leavers with Income Information at Start and Exit)	Had Income Category at Start and Did Not Have It at Exit	Retained Income Category But Had Less \$ at Exit Than at Start	Retained Income Category and Same \$ at Exit as at Start	Retained Income Category and Increased \$ at Exit	Did Not Have the Income Category at Start and Gained the Income Category at Exit	Did Not Have the Income Category at Start or at Exit	Total Adults (including those with No Income)	Performance Measure: Adults who Gained or Increased Income from Start to Exit, Average Gain	Performance measure: Percent of persons who accomplished this measure
Number of Adults with Earned Income (i.e., Employment Income)	0	1	0	0	3	7	11	3	0.2727
Average Change in Earned Income	0.00	-1100.00		0.00	1213.33			1213.33	
Number of Adults with Other Income	1	0	1	0	0	9	11	0	0.0000
Average Change in Other Income	-1200.00	0.00		0.00	0.00			0.00	
Number of Adults with Any Income (i.e., Total Income)	1	1	1	0	3	5	11	3	0.2727
Average Change in Overall Income	-1200.00	-1100.00		0.00	1213.33		121.82	1213.33	

Using the values in the two images above:

Add the *Number of Adults with Earned Income* from sections 19a1 and 19a2 $0+2+0+3= 5$ is the Total Number of Adults who **increased or retained income via employment** for the reporting period.

Add the *Number of Adults with Other Income* from sections 19a1 and 19a2 ($0+0+1+0= 1$ is the Total Number of Adults who **increased or retained income via other income sources** for the reporting period.

5.3 Entry in to Coordinated Entry

Outcome Goal- The number of participants entered in to Coordinated Entry. (For programs with SO project types.)

Use the HMIS Custom Report- The Number of Participants Entered into Coordinated Entry

Run the HMIS Custom report with the Quarterly Reporting Period Dates and Cumulative Contract Year Dates date ranges. Report the Actual Outcomes for the quarter and for the year-to-date on the report template.

Use the value found in column labeled, “Number of Clients Enrolled in CE.”

% of Clients Enrolled in CE	Number of Clients Active in Program	Number of Clients Enrolled in CE
34.48%	29	10

5.4 Entry into Sheltered Locations

Outcome Goal- The number of unsheltered participants entered into a sheltered location other than permanent housing. (For programs with SO project type.)

Use APR Report Sections Q23c – Exit Destination- Temporary Destinations

Subtotal of Temporary Destinations, excluding values for “Place not meant for habitation.” Run the APR report with the Quarterly Reporting Period Dates and Cumulative Contract Year Dates date ranges. Report the Actual Outcomes for the quarter and for the year-to-date on the report template.

Temporary Destinations	
Emergency shelter, including hotel or motel paid for with emergency shelter voucher	1
Moved from one HOPWA funded project to HOPWA TH	0
Transitional housing for homeless persons (including homeless youth)	4
Staying or living with family, temporary tenure (e.g. room, apartment, or house)	0
Staying or living with friends, temporary tenure (e.g. room, apartment, or house)	0
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)	8
Safe Haven	0
Hotel or motel paid for without emergency shelter voucher	1
Host Home (non-crisis)	0

HMIS Data Quality

Accurate, current, and correct data entered for an HMIS project is vital to trusted reporting on a program’s performance and outcome measurements via Quarterly Status Reports. Depending on the volume of data being entered into a HMIS project, a regular schedule of Data Quality monitoring using the [HMIS Data Quality Reports Instruction Guide](#) is highly recommended to quickly identify, fix, and verify any data quality errors in HMIS that will negatively impact on the accuracy of the HMIS reports used to complete Quarterly Status Reports for HMIS participating programs.

Report Validation- Verification of Unduplicated Program Participant Totals on HUD HMIS Data Quality and HMIS Custom Reports

Review and compare the Counts of Client for DQ on the HUD HMIS Data Quality Report (DQR) in the section labeled “Q1. Report Validation Table” and Unduplicated Program Participant totals found on the HMIS Custom Report called “Quarterly Report”.

Report Validation Table on Data Quarterly Report

Table on HMIS Custom Report

Q1. Report Validation Table

Category	Count of Clients for DQ
Total number of persons served	21
Number of adults (age 18 or over)	21
Number of children (under age 18)	0
Number of persons with unknown age	0
Number of leavers	2
Number of adult leavers	2
Number of adult and head of household leavers	2
Number of stayers	19
Number of adult stayers	19
Number of veterans	1
Number of chronically homeless persons	0
Number of youth under age 25	0
Number of parenting youth under age 25 with children	0
Number of adult heads of household	17
Number of child and unknown-age heads of household	0

Total Number of Unduplicated Households served	Total Number of Unduplicated Persons Served	Number of Adults	Number of Children
3	30	30	0

Compare the following categories on the Report Validation Table with the column header labels on the HMIS Custom Report:

1. *Total number of persons served* compared to *Total Number of Unduplicated Persons Served*.

2. *Number of adults (age 18 or over) compared to Number of Adults.*
3. *Number of children (under age 18) compared to Number of Children.*
4. *Number of adult heads of household compared to Total Number of Unduplicated Households served.*

If the values of Counts of Client for DQ and Unduplicated Totals do not match, Review and correct HMIS Data Validation Errors (DVEs) and HUD HMIS Data Quality Errors (DQRs).