

# COMMON UDOQ HMIS ERRORS

COLLECT IT BEFORE CORRECTING IT

## Head of Household Without Location



A head of household location is collected during your entry assessment for your client.

Every client being enrolled into your program needs an entry assessment, not to just be enrolled. If this error occurs it generally means there is a missing entry assessment.

Go to clients profile click the blue action button next to your agency's enrollment and click "Associated Assessments". If there is not an entry assessment on that enrollment, it needs one.

## Income and Sources at Start, at Annual or at Exit



Income should be collected at entry, at an annual assessment and at exit. The question should always be asked to all clients. The answer "Data Not Collected" will always be an error, as the client should've been asked and will either have income or not.

The client will need to be contacted in order to gather this information if it was not collected originally as income should not be assumed.

## Missing Disabling Condition and/or Veteran Status



Each client should be asked whether or not they have a disabling condition and what their Veteran status is when entering your program.

Edit clients program enrollment that the error is attached to with the client's disabling condition status or Veteran status. Client will need to be contacted to confirm or deny disabling condition and Veteran status.

## Missing Destination at Exit Assessment



When a client exits your program an exit assessment should be completed if possible. Even if via phone after their exit or through an exit interview from your program. "Data Not Collected" should be used sparingly.

The client will need to be contacted to gather this information if this error is occurring. Destination should not be assumed without client confirmation.