

HMIS Data Quality Quarterly Reporting Guide

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HUD Eva Report

1. Export HUD CSV from ClientTrack
2. Upload HUD CSV from ClientTrack to Eva
3. From Eva, download Organization-Level file
4. Data clean up
5. Repeat steps 1 - 4
6. Upload report to quarterly submission form

HMIS Timeliness Data Entry Report

1. Select **HMIS Data Entry Timing Report**
2. Input the date range, type of enrollment, project(s) and any other filters that are needed
3. Select Report on the bottom right of the screen
4. Download the report to PDF via the Save Icon

Inventory & Utilization Report

1. Select the **Utilization report**
2. Delete the Max Rows and input the date range
3. Select Export at the bottom of the pop-up window
4. Export as XLSX

Client Duplication Report

1. Select **Client Duplication Report**
2. Select at least one 'Exact' and choose the rest to be 'Like' and click 'Run'
3. Repeat these steps with different combinations of 'Exact' and 'Like'
4. Review proper client creation procedures with any users who are creating multiple duplicates
5. Submit a Spiceworks ticket with any duplicates that are found

Annual Assessment Tool

1. Select **Annual Assessment Tool**
2. Leave 'Date' set to today's date
3. Select the checkbox for Overdue Annual Assessment
4. Select your Organization to view all annual assessments due
5. Click Search
6. Export the results to Excel
7. Complete all Annual Assessments for client(s) listed

Housing Move-in Date Report

1. Select **Open Housing Enrollments - My Org**
2. Delete 'Max Rows'
3. Select Export at the bottom of the pop-up window
4. Export as XLSX
5. Review list and update Move-In Dates as necessary

HMIS End User Report

1. Switch **Workgroup to 'DQO'**
2. Select 'Users' on the left-hand menu
3. Select the appropriate Status (Active/Inactive)
4. Select Search
5. Move your cursor to the top right (to see more menu options)
6. Click Excel Export
7. Submit a Spiceworks ticket with any Users who's access needs to be removed

HUD Eva Report

1. In ClientTrack's **Reporting workspace**, select **HMIS Exports** then **CSV Export 2026**
2. Input the date range, CoC, organization and other filters listed below

- a. **Source End Point:** Eva
- b. **Source Type:** Continuum-Operated HMIS
- c. **Predefined Date Range:**
 - i. Begin Date: **01/01/2025**
 - ii. End Date: the end of the previous quarter
- d. **CoCs:** Dallas City & County/Irving CoC

Enrollments active between: 01/01/2025 and 09/30/2025

Export Date: 12/18/2025 04:38 PM

led in the report by selecting each CoC separately. Note: By default, this list only shows CoCs selected on the Implementer. To select additional CoCs.

CoC(s): Texas

- ✓ Dallas City & County/Irving CoC

- e. **Organization and Project(s):** Select your organization and all applicable projects
 - i. **Exclude** any projects that are **'Other'**
- f. **Hash PII:** Check this box
 - i. This is crucial for the upload to Eva to work
- g. Click **'Run Export'** and you'll receive a pop-up
 - i. **Uncheck** 'Encrypt Export' and **check** 'I assume the full responsibility...'

Export Encryption

If you encrypt the export, the generated exports will be zipped and encrypted using 256 bit AES encryption that can only be decrypted using the password you provide. Strong passwords are not enforced here, but the password you provide must be at least 8 characters long.

Encrypt Export: ☐

Include Header Row in CSV File(s): ☒

Always Quote CSV Values(s): ☐

ClientTrack is not responsible for the protection, use, or misuse of information contained in the exported file(s).

☒ I assume the full responsibility of ensuring the security of the exported file(s) and any data contained within

Done

- h. **Click 'Done'** to run the export
 - i. **Download the export**, when it is finished, from the **'Files on Server'** page
3. Upload HUD CSV from ClientTrack to Eva
 - a. Go to: <https://hmis.abtsites.com/eva/>
 - b. Click **'Click here to get started'**
 - c. Select **'Browse...'** and upload the downloaded CSV Export
 - i. If you receive any error which keep you from uploading, please click **'Download'** and attach the downloaded file to a Spiceworks ticket.
 4. Download Organization-Level file from Eva

- a. Once the upload and processing are complete, click '**Data Quality**' and then '**Organization-level**'
 - i. From here review the stats Eva provides.
- b. Click '**Download**' to get an Excel file of all the errors and warnings.

Select Organization

Your Organization Will Be Listed Here

[High Priority Errors](#)
[General Errors](#)
[Warnings](#)

Download

Issues

Top 10 Projects

- i. Data cleanup will be completed using the download.

5. Data cleanup

- a. Guidelines when cleaning up your errors and warnings:

Eva Classifies Issues 3 Ways				
	What it means	Action Needed	Examples	Goal
High Priority Errors	Not permitted by the data standards AND have a high impact on federal reporting	Correct this issues with urgency	Duplicate Entries or No Head of Household	Aim for zero
General Errors	Not permitted by the data standards and have an impact on federal reports	Correct this issues with urgency	Missing Verteran Status	
Warnings	May be a data quality issue, but may also be an unexpected situation that reflects reality	Check for accuracy	Overlapping Enrollments or Unknown SSN	DO NOT aim for zero

- b. On the Submission Form, you will need to confirm all errors have been rectified and all warnings have been reviewed.
 - i. If corrections were not made provide a reason as to why.
- c. The appendix of this guide includes a complete list of errors and warning Eva looks for, with guidance for how to correct the issue.

6. Repeat steps until you are ready to submit.

7. Upload report to quarterly Submission Form

Timeliness Report

1. In ClientTrack's **Reporting workspace**, select **HMIS Reports** then **HMIS Data Entry Timing Report**
2. Input the date range, type of enrollment, organization, and project(s).

- a. **Predefined Date Range:** Previous Quarter (First Quarter, Second Quarter, etc.)

- i. Make sure the **Start Date** is 01/01/202_

- b. **Type:** Begin Enrollment

- c. **Organization:** Your organization

- d. **Filter by Project:** Check the box

- i. **Select all projects except 'Other'**

3. Select **Report** on the bottom right of the screen

- a. This will open a pop-up window with the report

HMIS Data Entry Timing Report

Timing Report
12/1/2025 to 12/31/2025

Report Criteria:
Organizations: * Housing Forward Lead Agency 2
Programs: Multiple

	Number of Records	Average Days from Entry	Average Days From Exit
Housing Forward Lead Agency 2	4	85.00	
Total	4	340	

- b. Click the + button next to your Organization's Name (yellow box above).

- i. This will expand the report to show the Project's Name and the overall timeliness for that project.

- ii. If you have a higher average for a project than expected, click the + button next to a Project Name.

1. Review each client (enrolled during reporting period) and their individual timeliness.

- c. **Before Step 4, you must click the - button to hide the client list before moving on. You must protect client level data.**

4. Download the report to PDF via the Save Icon

- a. **Please verify there is no client level data**

- b. Select the **Floppy Disk** icon (green box above) and click 'PDF'

5. Upload report to quarterly Submission Form

Inventory and Utilization Report

1. In ClientTrack's **Reporting workspace**, open the '**Other**' folder, select **Utilization report**.
2. **Delete the Max Rows and enter the date range, making sure to include the '/'**.

Enter Query Parameters

Parameter	Value
User ID	BUU
User Org	STE
Max Rows	
Start	01/01/2026
End	09/30/2026

View ResultsExport

3. **Select Export** at the bottom of the pop-up window and the report should automatically download as an Excel spreadsheet.

Client Duplication Report

1. In ClientTrack's **Reporting workspace**, open the '**Other**' folder, select **Duplicate Clients report**.
2. Select '**Exact**' for one identifier and '**Like**' for the other two, then click '**Run**'

Duplicate Clients

Exact Name: ☒

Exact DOB: ☐

Like DOB: ☒

Exact SSN: ☐

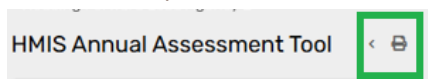
Like SSN: ☒

Exact Name, Like DOB, and Like SSN:

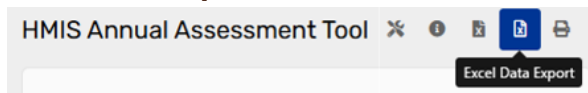
3. **Repeat** these steps with different combinations of '**Exact**' and '**Like**'
4. Submit a **Spiceworks ticket** with any duplicates that are found
5. Review proper client creation procedures with any users who are creating multiple duplicates

Annual Assessment Tool

1. In the **Home workspace**, open the **'My ClientTrack'** folder, select **Annual Assessment Tool**.
2. **Annual Assessment Date:** set to Today's Date.
3. **Overdue Annual Assessments:** check box
4. **Organization or Project:** at least **one filter must be applied** to search.
 - a. Please pay close attention to the **Anniversary Date** in the search results.
 - i. The tool identifies clients who have a current year annual assessment but are missing an annual assessment from a previous year.
5. Click **'Search'**
6. Move your cursor to the **top-right corner to view additional menu options** (as shown in the screenshot).



7. Click **Excel Export**

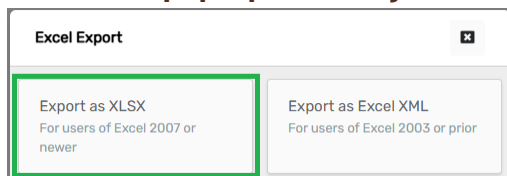


- a. An extended menu will appear, select Excel Export.
 - b. You'll receive a download with a list of Annual Assessments that need to be completed.
8. Review the exported list to see which clients have an Annual Assessment due.
 9. Complete the Annual Assessments for the clients listed to bring all records up to date.

Housing Move-In Date Report

For Housing Projects Only

1. In ClientTrack's **Reporting workspace**, open the **'Other'** folder.
2. Select **Open Housing Enrollments – My Org**
3. Delete the **Max Rows**
4. **Select Export** at the bottom of the pop-up window
5. **In the next pop-up window you receive, select Export as XLSX**



6. Review the list to ensure all Housing Move-In Dates have been recorded for the head of household

User Report

1. Switch Workgroup to 'DQO'

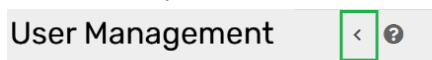
- Click your initials in the top-right corner.
- Select Workgroup, then choose DQO.
- Click Apply.
 - The page will reload with updated options.

2. Select 'Users' from the left-hand menu to view current users in your organization.

3. Keep Status set to 'Active.'

- If you change the Status, click Search.

4. Move your cursor to the **top-right corner to view additional menu options** (as shown in the screenshot).



5. Click **Excel Export**



- An extended menu will appear, select Excel Export.
- You'll receive a download with a list of all Active users.

6. **Evaluate this list to ensure that everyone listed is a current employee.**

- If anyone on the list needs to be made Inactive, please send a Spiceworks ticket with all names that need to be Inactive.

Submission Form

1. Select your Organization
 - a. If it is not listed, select 'Not Listed'.
 - b. Type your organization's name in the box provided.
2. Final System-Level Data Quality Download from Eva
 - a. Upload the download received from Eva after you've uploaded the final CSV Export.
 - i. If you do not receive a download, take a screenshot and upload it in place of the CSV Export.
 - b. You'll get the download from the System-Level option in Data Quality dropdown.
3. Have all High Priority Errors been resolved?
 - a. These errors are **expected** to be resolvable.
 - b. If 'No', explain why the errors cannot be resolved.
4. Have all General Errors been resolved?
 - a. These errors are **expected** to be resolvable.
 - b. If 'No', explain why the errors cannot be resolved.
5. Have all Warnings been resolved?
 - a. These errors **may not** be resolvable.
 - b. If 'No', explain why the errors cannot be resolved.
6. Timeliness Report
 - a. Upload the PDF version of the Timeliness Report.
 - b. Make sure there is **NO client level information**.
 - c. Verify all projects are visible in this report.
 - d. Do all project(s) meet the CoC timeliness benchmarks?
 - i. Review and indicate whether your project(s) meets the benchmarks.
 - ii. If 'No,' please explain why.
 1. Example: 'We were understaffed, so data entry was delayed, which caused us to miss the benchmark.'
7. Utilization Report
 - a. Upload the report you generated in ClientTrack.
 - b. Do all residential projects meet the CoC's utilization benchmarks?
 - i. If 'No', please explain why rates fall below benchmarks.
 - ii. Select 'N/A' if this does not apply to any of your projects.
8. Please confirm a Client Duplication Report was run and that any duplicate client records have been reported via a help desk ticket.
9. Please confirm the Annual Assessment Tool was used to verify all required Annual Assessments are complete.
 - a. For any assessments that were not completed, provide an explanation.
10. Please confirm all Housing Move-In Dates are recorded for every client who has moved into permanent housing.

a. Housing Move-In Dates are required for all clients who have moved into permanent housing.

11. Please confirm a User Report was run and that all active users still need HMIS access to perform their responsibilities.
 - a. Submit a Spiceworks ticket for any active users who should be made inactive.
 - b. Respond based on the results of the report you ran.
12. Please review all active projects and confirm whether any are no longer serving clients and should be disabled.
 - a. If a project is no longer serving clients, submit a Spiceworks ticket.
 - i. Make sure all clients are exited before submitting ticket
13. Email of Data Quality Officer
 - a. This must be the Data Quality Officer
14. Data Quality Officer Signature
 - a. Simply sign it as best you can with your mouse or finger (depending on your device)

Appendix

The following table lists all the errors and warnings that Eva checks for, the related data element, and guidance for resolving the error.

Type	Issue	Data Element	Guidance
High Priority	Duplicate Entries	3.10 - Project Start Date, 3.11 - Project Exit Date	A client cannot have two enrollments with the same entry date into the same project. These are duplicate enrollment records. Please address this issue.
High Priority	Missing Relationship to Head of Household	3.15 - Relationship to Head of Household	This household has missing relationships with the designated head of household. According to the HMIS Data Standards Manual, every household member must have a Relationship to Head of Household and one member must be designated as the head of household for the entire duration of the enrollment.
High Priority	No Head of Household	3.15 - Relationship to Head of Household	This household does not have a designated head of household. Every household must have exactly one head of household. Please be sure: 1. All members of the household are included in the program stay; 2. Each household member's birthdate is correct; 3. Every household member has a Relationship to Head of Household; 4. Exactly one member is designated as the head of household for the entire duration of the enrollment.
High Priority	Too Many Heads of Household	3.15 - Relationship to Head of Household	This household has more than one head of household. According to the HMIS Data Standards Manual, one member must be designated as the head of household for the entire duration of the enrollment.
Error	Conflicting Health Insurance yes/no at Entry	4.04 - Health Insurance	There is a discrepancy between the data element indicating that the client is receiving health insurance and the data elements regarding the health insurance sources. Please verify this client's health insurance at Entry to correct this error.
Error	Conflicting Health Insurance yes/no at Exit	4.04 - Health Insurance	There is a discrepancy between the data element indicating that the client is receiving health insurance and the data elements regarding the health insurance sources. Please verify this client's health insurance at Exit to correct this error.
Error	Conflicting Income yes/no at Entry	4.02 - Income and Sources	There is a discrepancy between the data element indicating that the client is receiving income and the data elements regarding the income sources. Please verify this client's income to correct this error.
Error	Conflicting Income yes/no at Exit	4.02 - Income and Sources	There is a discrepancy between the data element indicating that the client is receiving income and the data elements regarding the income sources. Please verify this client's income to correct this error.
Error	Conflicting Non-cash Benefits yes/no at Entry	4.03 - Non-Cash Benefits	There is a discrepancy between the data element indicating that the client is receiving non-cash benefits and the data elements regarding the non-cash benefits sources. Please verify this client's non-cash benefits at Entry to correct this error.
Error	Enrollment After Operating Period	2.02.3 Operating Start Date, 2.02.4 Operating End Date	This enrollment begins after the project stopped operating. Please either correct your Operating End Date to include this enrollment or this enrollment may be excluded from local and/or federal reporting.

Error	Enrollment Before Operating Period	2.02.3 Operating Start Date, 2.02.4 Operating End Date	This enrollment ends before the project started operating. Please either correct your Operating Start Date to include this enrollment or this enrollment may be excluded from local and/or federal reporting.
Error	Enrollment Crosses Operating End	2.02.3 Operating Start Date, 2.02.4 Operating End Date	This enrollment ends after the project stopped operating. For reporting to work correctly, be sure your enrollment dates are within your HMIS participation dates.
Error	Enrollment Crosses Operating Period	2.02.3 Operating Start Date, 2.02.4 Operating End Date	This enrollment begins before the project was operating and either does not have an Exit or the Exit is after the project stopped operating. For reporting to work correctly, be sure your enrollment dates are within your project's operating dates.
Error	Enrollment Crosses Operating Start	2.02.3 Operating Start Date, 2.02.4 Operating End Date	This enrollment begins before the project started operating. For reporting to work correctly, be sure your enrollment dates are within your project's operating dates.
Error	Enrollment Crosses Participating End	2.08.1 HMIS Participation Type, 2.08.2 HMIS Participating Start, 2.08.3 HMIS Participating End	This enrollment ends after the project stopped participating in HMIS. For reporting to work correctly, be sure your enrollment dates are within your HMIS participation dates.
Error	Enrollment Crosses Participating Start	2.08.1 HMIS Participation Type, 2.08.2 HMIS Participating Start, 2.08.3 HMIS Participating End	This enrollment begins before the project was participating in HMIS. For reporting to work correctly, be sure your enrollment dates are within your HMIS participation dates.
Error	Enrollment Crosses Participation Period	2.08.1 HMIS Participation Type, 2.08.2 HMIS Participating Start, 2.08.3 HMIS Participating End	This enrollment begins before the project was participating in HMIS and either does not have an Exit or the Exit is after the project stopped participating. For reporting to work correctly, be sure your enrollment dates are within your HMIS participation dates.
Error	Future Exit Date	3.11 - Project Exit Date	This client's Exit Date is a date in the future. Please enter the exact date the client left your program. If this client has not yet exited,

			delete the Exit and then enter the Exit Date once the client is no longer in your program.
Error	Missing Health Insurance at Entry	4.04 - Health Insurance	This data element is required to be collected at Project Start. Please go to the client's assessment at Project Start to enter this data into HMIS.
Error	Missing Health Insurance at Exit	4.04 - Health Insurance	This data element is required to be collected at Project Exit. Please go to the client's assessment at Project Exit to enter this data into HMIS.
Error	Missing Income at Entry	4.02 - Income and Sources	This data element is required to be collected at Project Start. Please go to the client's assessment at Project Start to enter this data into HMIS.
Error	Missing Income at Exit	4.02 - Income and Sources	This data element is required to be collected at Project Exit. Please go to the client's assessment at Project Exit to enter this data into HMIS.
Error	Incomplete Living Situation Data	3.917 - Prior Living Situation	When responding to the Prior Living Situation questions in your assessment at Project Start, users must answer questions about the clients' situation that are important to help determine that client's Chronicity. For clients entering Transitional Housing, any type of Permanent Housing, Supportive Services Only, Day Shelter, Homelessness Prevention, or a Coordinated Entry Project from an Institutional, Permanent, Temporary, or Other setting, users must answer additional questions such as if the client's Length of Stay in that prior setting was short (less than 90 days for an institutional setting and less than 7 days for temporary, permanent, or other settings). Please answer these questions to the best of your knowledge.
Error	Incorrect DOB or Entry Date	3.03 - Date of Birth, 3.10 - Project Start Date	The HMIS data is indicating the client entered the project PRIOR to being born. Correct either the Date of Birth or the Project Start Date, whichever is incorrect.
Error	Incorrect Year Entered Service	V1.1 - Veteran's Information: Year Entered Military Service	The year the client entered military service is in the future. Please verify the dates this client was in military service to correct this error.
Error	Incorrect Year Separated	V1.1 - Veteran's Information: Year Separated from Military Service	The year the client separated from military service is in the future. Please verify the dates this client was in military service to correct this error.
Error	Invalid Move-In Date	3.20 - Housing Move-In Date	This move-in date does not fall between the Entry Date and the Exit Date or this move-in date is after the Export End Date. Please review and correct.
Error	Missing Approximate Date Homeless	3.917.3 - Prior Living Situation: Date Homelessness Started	This data element is required to be collected at Project Start. Please go to the client's assessment at Project Start to enter this data into HMIS.
Error	Missing Current Living Situation Subsidy Type	4.12 - Current Living Situation, 4.12A Current	If the response to Current Living Situation is "Rental by client, with ongoing housing subsidy," then the Subsidy Type must be specified and valid.

		Living Situation Subsidy Type	
Error	Missing Destination Subsidy Type	3.12.1 - Destination, 3.12.A - Destination Subsidy Type	If the response to Destination is "Rental by client, with ongoing housing subsidy," then the Subsidy Type must be specified and valid.
Error	Missing Discharge Status	V1.12 - Veteran's Information: Discharge Status	This data element is required to be collected at Project Start. Please go to the client's assessment at Project Start to enter this data into HMIS.
Error	Missing DOB	3.03.1 - Date of Birth	This data element is required to be collected at Project Start. Please go to the client's assessment at Project Start to enter this data into HMIS. If this data was not collected, the client declined to provide the information or was unable to provide it, please update the DOB Quality field accordingly.
Error	Missing Enrollment CoC	3.16 - Client Location	This data element is required to be collected at Project Start. Please go to the client's assessment at Project Start to enter this data into HMIS.
Error	Missing HP Screening or Threshold Score	V7 - HP Targeting Criteria	This data element is required to be collected at Project Start. Please go to the client's assessment at Project Start to enter this data into HMIS.
Error	Missing Length of Stay	3.917.2 - Prior Living Situation: length of Stay	This data element is required to be collected at Project Start. Please go to the client's assessment at Project Start to enter this data into HMIS.
Error	Missing Military Branch	V1.11 - Veteran's Information: Branch of the Military	This data element is required to be collected at Project Start. Please go to the client's assessment at Project Start to enter this data into HMIS.
Error	Missing Months or Times Homeless	3.917.4 - Prior Living Situation: Times Homeless in Past 3 Years, 3.917.5 - Prior Living Situation: Months Homeless in Past 3 Years	This data element is required to be collected at Project Start. Please go to the client's assessment at Project Start to enter this data into HMIS.
Error	Missing Percent AMI	V4 - Percent of AMI (SSVF Eligibility)	This data element is required to be collected at Project Start. Please go to the client's assessment at Project Start to enter this data into HMIS.
Error	Missing Previously Unsheltered, ES, SH	3.917.2C - Prior Living Situation: Previous Street, ES, SH	This data element is required to be collected at Project Start. Please go to the client's assessment at Project Start to enter this data into HMIS.

Error	Missing Prior Living Situation Subsidy Type	3.917 - Prior Living Situation, 3.917A Rental Subsidy Type	If the response to Prior Living Situation is "Rental by client, with ongoing housing subsidy," then the Subsidy Type must be specified and valid.
Error	Missing Residence Prior	3.917.1 - Prior Living Situation:	This data element is required to be collected at Project Start. Please go to the client's assessment at Project Start to enter this data into HMIS.
Error	Missing VAMC Station Number	V6 - VAMC Station Number	This data element is required to be collected at Project Start. Please go to the client's assessment at Project Start to enter this data into HMIS.
Error	Missing War(s)	V1.3-V1.10 - Veteran's Information: Theaters of Operations	This data element is required to be collected at Project Start. Please go to the client's assessment at Project Start to enter this data into HMIS.
Error	Missing Year Entered Service	V1.1 - Veteran's Information: Year Entered Military Service	This data element is required to be collected at Project Start. Please go to the client's assessment at Project Start to enter this data into HMIS.
Error	Missing Year Separated	V1.1 - Veteran's Information: Year Separated from Military Service	This data element is required to be collected at Project Start. Please go to the client's assessment at Project Start to enter this data into HMIS.
Error	Missing Non-cash Benefits at Entry	4.03 - Non-Cash Benefits	This data element is required to be collected at Project Start. Please go to the client's assessment at Project Start to enter this data into HMIS.
Error	Oldest Household Member Under 12	3.03 - Date of Birth, 5.09 Household Identifier	This household has no one over the age of 12. This is unexpected and it could be an error. Please confirm date(s) of birth and household composition to ensure all members of the household are associated.
Error	Project Exit Before Start	3.11 - Project Exit Date, 2.02.4 - Operating Start Date	This enrollment's exit date is before the enrollment's project start date. The exit date must be after or equal to the project start date. Please go to this enrollment and ensure that the correct project start date and exit date are entered.
Error	No bed night on Entry Date	3.10 - Project Start Date, 4.14 - Bed-Night Date	This ES - NbN enrollment is missing a bed night record that matches the enrollment's 'Entry Date'. There must be a record of a bed night on the 'Entry Date' into a night-by-night shelter; any additional bed night dates must be after the 'Entry Date' and before the 'Project Exit Date'.
Error	Bed night entered on Project Exit Date	3.11 - Project Exit Date, 4.14 - Bed-Night Date	This ES - NbN enrollment has a bed night record that matches the enrollment's 'Project Exit Date'. Bed night dates must be after the 'Project Start Date' and before the 'Project Exit Date'.
Warning	Days Referral Active Exceeds Local Settings	4.20.1 - Event Date	You have at least one active referral that has been active without a Result Date for longer than the days set in your Local Settings on the Edit Local Settings tab.
Warning	Days since Most Recent CLS	4.12.1 - Information Date	This enrollment has been active without any updates to their Current Living Situation for longer than the days set for this Project Type in

	Exceeds Local Settings		your Long Stayers settings on the Edit Local Settings tab. Please be sure that any CLS updates or project exits are reflected in HMIS.
Warning	Days since Most Recent Bed Night Exceeds Local Settings	4.12.1 - Information Date	This enrollment has been active without any updates to their Bed Nights for longer than the days set for this Project Type in your Long Stayers settings on the Edit Local Settings tab. Please be sure that any Bed Night updates or project exits are reflected in HMIS.
Warning	Unknown Destination	3.12.1 - Destination	This record is being flagged because it is incomplete. Some clients may decline or be unable to provide the answer to one or more questions during an assessment. Please review the HMIS Data Manual, pages 12-13, for further guidance on data completeness. If possible to complete this data, please update the record. Note that high levels of incomplete data for a given element may indicate the need for additional training.
Warning	Unknown Disabling Condition	3.08 - Disabling Condition	This record is being flagged because it has a value other than Yes or No. Some clients may decline or be unable to provide the answer to one or more questions during an assessment. Please review the HMIS Data Manual, pages 12-13, for further guidance on data completeness. If possible to complete this data, please update the record. Note that high levels of incomplete data for a given element may indicate the need for additional training.
Warning	Unknown Discharge Status	V1.12 - Veteran's Information: Discharge Status	This record is being flagged because it is incomplete. Some clients may decline or be unable to provide the answer to one or more questions during an assessment. Please review the HMIS Data Manual, pages 12-13, for further guidance on data completeness. If possible to complete this data, please update the record. Note that high levels of incomplete data for a given element may indicate the need for additional training.
Warning	Unknown Length of Stay	3.917.2 - Length of Stay in prior living situation	This record is being flagged because it is incomplete. Some clients may decline or be unable to provide the answer to one or more questions during an assessment. Please review the HMIS Data Manual, pages 12-13, for further guidance on data completeness. If possible to complete this data, please update the record. Note that high levels of incomplete data for a given element may indicate the need for additional training.
Warning	Unknown Living Situation	3.917 - Prior Living Situation	This record is being flagged because it is incomplete. Some clients may decline or be unable to provide the answer to one or more questions during an assessment. Please review the HMIS Data Manual, pages 12-13, for further guidance on data completeness. If possible to complete this data, please update the record. Note that high levels of incomplete data for a given element may indicate the need for additional training.
Warning	Unknown Military Branch	V1.11 - Veteran's Information: Branch of the Military	This record is being flagged because it is incomplete. Some clients may decline or be unable to provide the answer to one or more questions during an assessment. Please review the HMIS Data Manual, pages 12-13, for further guidance on data completeness. If possible to complete this data, please update the record. Note that high levels of incomplete data for a given element may indicate the need for additional training.
Warning	Unknown Months or	3.917.4 - Prior Living	This record is being flagged because it is incomplete. Some clients may decline or be unable to provide the answer to one or more

	Times Homeless	Situation: Times Homeless in Past 3 Years, 3.917.5 - Prior Living Situation: Months Homeless in Past 3 Years	questions during an assessment. Please review the HMIS Data Manual, pages 12-13, for further guidance on data completeness. If possible to complete this data, please update the record. Note that high levels of incomplete data for a given element may indicate the need for additional training.
Warning	Unknown Race/Ethnicity	3.04 - Race	This record is being flagged because it is incomplete. Some clients may decline or be unable to provide the answer to one or more questions during an assessment. Please review the HMIS Data Manual, pages 12-13, for further guidance on data completeness. If possible to complete this data, please update the record. Note that high levels of incomplete data for a given element may indicate the need for additional training.
Warning	Unknown Residence Prior	3.917.1 - Prior Living Situation: Living Situation	This record is being flagged because it is incomplete. Some clients may decline or be unable to provide the answer to one or more questions during an assessment. Please review the HMIS Data Manual, pages 12-13, for further guidance on data completeness. If possible to complete this data, please update the record. Note that high levels of incomplete data for a given element may indicate the need for additional training.
Warning	Unknown SSN	3.02 - Social Security Number	This record is being flagged because it is incomplete. Some clients may decline or be unable to provide the answer to one or more questions during an assessment. Please review the HMIS Data Manual, pages 12-13, for further guidance on data completeness. If possible to complete this data, please update the record. Note that high levels of incomplete data for a given element may indicate the need for additional training.
Warning	Unknown Veteran Status	3.07 - Veteran Status	This record is being flagged because it is incomplete. Some clients may decline or be unable to provide the answer to one or more questions during an assessment. Please review the HMIS Data Manual, pages 12-13, for further guidance on data completeness. If possible to complete this data, please update the record. Note that high levels of incomplete data for a given element may indicate the need for additional training.
Warning	Unknown War(s)	V1.3-V1.10 - Veteran's Information: Theaters of Operations	This record is being flagged because it is incomplete. Some clients may decline or be unable to provide the answer to one or more questions during an assessment. Please review the HMIS Data Manual, pages 12-13, for further guidance on data completeness. If possible to complete this data, please update the record. Note that high levels of incomplete data for a given element may indicate the need for additional training.
Warning	Unknown DOB	3.03.1 - Date of Birth	This record is being flagged because it is incomplete. Some clients may decline or be unable to provide the answer to one or more questions during an assessment. Please review the HMIS Data Manual, pages 12-13, for further guidance on data completeness. If possible to complete this data, please update the record. Note that high levels of

			incomplete data for a given element may indicate the need for additional training.
Warning	Enrollment After Participating Period	2.08.1 HMIS Participation Type, 2.08.2 HMIS Participating Start, 2.08.3 HMIS Participating End	This enrollment begins after the project stopped participating in HMIS. Please either correct your HMIS Participation End Date to include this enrollment, or this enrollment may be excluded from local and/or federal reporting.
Warning	Enrollment Before Participating Period	2.08.1 HMIS Participation Type, 2.08.2 HMIS Participating Start, 2.08.3 HMIS Participating End	This enrollment ends before the project started participating in HMIS. Please either correct your HMIS Participation Start Date to include this enrollment, or this enrollment may be excluded from local and/or federal reporting.
Warning	Future Entry Date	3.10 - Project Start Date	Users should not be entering a client into a project on a date in the future. If the Project Start Date is correct, there is no action needed, but going forward, please be sure that your data entry workflow is correct according to your project type.
Warning	Homelessness Start Date conflicts with Living Situation data	3.10 - Project Start Date, 3.917.3 - Prior Living Situation: Date Homelessness Started	According to this client's assessment at Project Start, their Approximate Date Homeless was over three years ago, which would mean their Number of Times Homeless would have to be 1 and their Number of Months Homeless would have to be "More than 12 months".
Warning	Homelessness Start Date Later Than Entry	3.10 - Project Start Date, 3.917.3 - Prior Living Situation: Date Homelessness Started	This client has an Approximate Date Homelessness Started in their enrollment that is after their Project Start Date. The information at Project Start should reflect the client's situation at the point of Project Start, so this date may have been incorrectly entered.
Warning	Incomplete or Unknown Name	3.01.5 - Name: Name Data Quality	This record is being flagged because it is incomplete. Some clients may decline or be unable to provide the answer to one or more questions during an assessment. Please review the HMIS Data Manual, pages 12-13, for further guidance on data completeness. If possible to complete this data, please update the record. Note that high levels of incomplete data for a given element may indicate the need for additional training.
Warning	Invalid Homelessness Start Date/Number of	3.917.5 - Prior Living Situation: Months	According to this client's assessment at Project Start, they experienced a single episode of homelessness in the three years prior to their enrollment and the approximate date homelessness started known, but the total number of months they experienced homelessness prior to this enrollment is inconsistent with the given

	Months Homeless	Homeless in Past 3 Years	dates. Please double-check this information for consistency and accuracy.
Warning	Long Stayers (Local Settings)	3.10 - Project Start Date	The number of days between Entry and the end of your CSV export exceeds the number of days in the Long Stayers settings for this project type. If this household has left the project, enter the Project Exit Date. If they are still active, do not change the data. It may be helpful to share this information with CE in accordance with your privacy policies to ensure this participant's needs are being met.
Warning	Long Stayers (Outliers)	3.10 - Project Start Date	This household has been housed in your project for a relatively long time compared to enrollments into the same project type in the rest of your system. If they have exited, please enter an Exit Date, otherwise consider using Move On Assistance funds. If they need to remain in the project, leave everything as is.
Warning	Number of Months Homeless Can Be Determined	3.10 - Project Start Date, 3.917.3 - Prior Living Situation: Date Homelessness Started	According to this client's assessment at Project Start, they experienced a single episode of homelessness in the three years prior to their Project Start and the approximate date homelessness started is known, but there was no response entered for the total number of months they experienced homelessness prior to this enrollment. It should be possible to determine and enter the total number of months they experienced homelessness based on the Approximate Date Homelessness Started and the Project Start Date.
Warning	Possible Missed Move-In Date	3.20 - Housing Move-In Date	This enrollment may be missing a Move-In Date. It is being flagged because the length of time since the enrollment date is in the top 1-2% for this project type. Please be sure this household is still awaiting housing in this project and if not, record the date they either moved into housing or exited your project. If they are still awaiting housing, do not change the data.
Warning	Project Overlaps	3.10 - Project Start Date, 3.11 - Project Exit Date	This enrollment overlaps with another enrollment that would indicate a household spent the same night in multiple inventory beds. Please review the HMIS Dual Enrollments and HIC Duplicate Inventory Training Resource for more information.