

## HPRP GUIDANCE: DATA INTEGRITY IN ROSIE

- **Housing Status/Destination:** In addition to entering a Destination (located under Updating Case History/Program Status) when exiting a client from your HPRP program, you must also update the client's Housing Status (located in the Client Record, under Shelter/Stats tab). Please make sure these entries are consistent with one another. There are several clients in ROSIE who have a Housing Status at exit of "Stably Housed", but the "Destination" is unknown.
- **Exit Date:** If you are back dating the exit date of a client, review the dates of all assistance/services provided to insure the proper exit date is identified and applied after all other recorded dates.
- **Value/Assistance Amounts:**
  - When adding an assistance record, you will always enter a value if assistance is for Rent, Arrearages, Utilities, Deposits, Motel/Hotel Vouchers or Moving Costs. The remaining assistance options are for Relocation and Stabilization Services, so no value is entered here for Case Management, Outreach and Engagement, Housing Search and Placement, Credit Repair or Legal Services.
  - When updating program status, **do not enter** an assistance amount for HPRP Eligible, Meets Rent Reasonableness Test, Recertification Assessment-Eligible, Recertification Assessment-Ineligible, Left Before Completing Program or Completed Program. If your agency paid for a Lead Paint Inspection, Legal Services or Credit Services, then enter the appropriate assistance amount for Visual Lead Paint Inspection, Lead Paint Inspection, Client Referred to Legal Services or Client Referred to Credit Services. If not, then do not enter an assistance amount.
- **Self Monitoring:**

Please refer to the HPRP Self Monitoring Plan for more detailed descriptions.

  - **HPRP Recertification Schedule:** This report shows all clients who are past due or approaching Recertification, which is required every 90 days. Also, failure to properly exit clients from your program will cause them to be on this report, so follow up on all inactive clients with the correct exit procedure.
  - **HPRP Detail Report:** This report shows all HPRP Assistance. Check for missing Case Management and HPRP Program Referrals, possible duplications and invalid Homeless Status. Make sure all assistance provided is documented with the proper amount (value) entered. Where applicable, verify the exit date is the last date of activity.
  - **HPRP Exit Reporting (new):** This report collects Housing Status and Income at entry and exit. Make sure Housing Status and Income are being updated on clients at exit.
  - **HPRP Audit:** This is the audit of the HPRP APR. The first 11 pages of this report show your agency's numbers for the HPRP APR and the proceeding pages give specific client information for each question on the HPRP APR. Cross check Universal and Program Specific Data Elements (handout attached) with the hard copy file to ensure accuracy of data entry. Analyze program effectiveness by looking at number of clients who exited your program still Literally Homeless, At Imminent Risk, or At Risk (pg. 2, #19 of this report). Identify all questions with missing information and follow up.
  - **HPRP APR Agency By Funder Audit:** Same as the HPRP Audit, but at county level.

**All data entry errors must be corrected before your HPRP program can be closed out. For guidance on identifying or correcting data entry errors, please contact the MISI Help Desk at 1-800-536-6474, or Krystal Searcy HMIS HPRP Project Coordinator at (573) 632-2567, ext 2.**