

HPRP Quality Data Entry Checklist

Make sure you can answer “YES” to all of these questions for your HPRP clients in order to ensure data quality.

1: HPRP Program Entry (see: [HMIS Data Entry and Reporting Instructions](#), pg. 7)

- A. Does the household have a program entry for the correct HPRP provider?
- B. Is the entry/exit *type* set to *HPRP*?
- C. Are *all* of the household members included together in the program entry?

2: HPRP All-Inclusive Assessments (see: [HMIS Data Entry and Reporting Instructions](#), pg. 10)

- A. Is the HPRP All-Inclusive Assessment filled out for *each* member of the household?
- B. Are the assessments *back-dated* to the household’s program entry date?
- C. Is “veteran status” answered for *all* adults 18+ at HPRP program entry?
- D. Are *all* other HPRP All-Inclusive Assessment questions answered for *all* members of the household?

3: HPRP Service Transactions (see: [Guide to Entering HPRP Service Transactions](#))

- E. Does the household have *at least* one HPRP service *per* HPRP reporting quarter? Make sure *all* services received are recorded and clients are *exited* when service is complete (see: “4. HPRP Program Exit”).
- A. Are *all* of the household members included together on *every* HPRP service?
- B. Does the household have *at least* one service that starts the same day as their program entry date?
- C. Does the HPRP provider for *each* service transaction match the one for the household’s *entry/exit*?
- D. Do the household’s service transactions have a start date that is *on* or *after* their program entry date?
- E. Is the *total* cost of the HPRP financial service transaction entered into “*Cost of Service 1?*”
- F. Do the start and end dates of the household’s rental assistance and hotel/motel voucher service transactions accurately span the timeframe that the payment will cover? Is the start date for the service *on* or *after* the household’s HPRP program entry date?
- G. Do the one-time payment HPRP services (security deposit, utility deposit/payment, moving cost assistance) have a service end date that is the same day or one day after their service start date?
- H. Are the household’s *back-payments* entered with an end date that is the same day or one day after the start date of the service? Is the start date of the back-payment *on* or *after* their HPRP program entry date? Did you select a *unit type* and enter the total number of months the back-payment covers into *# of units*?

4: HPRP Program Exit (see: [HMIS Data Entry and Reporting Instructions](#), pg. 24)

- A. Are the clients still receiving HPRP services? If not, they should be exited from the program.
- B. Has the HPRP program exit been filled out for the household?
- C. Are *all* of the household members included on the program exit?
- D. Are *all* of the household’s HPRP service transactions closed *on* or *before* the exit date?
- E. Did you separately go into the program exits for *each* member of the household and update their *Housing Status at Exit* and their *Income at Exit*?

❖ Please refer to our other HPRP help docs online at <http://www.hmismn.org/forms/HPRP.php>.

❖ Contact the HMIS Helpdesk at 651-280-2780, 1-800-328-2972, or HMIS@wilder.org with further questions.