

VHA Homeless Programs
FY15 Gap Analysis Tool
Quick Start Guide

Setup Instructions for both CoCs and VAMCs

03/12/2015

Quick Troubleshooting

- Ensure you are using a **Windows 7** (or later) PC with **Microsoft Office 2010** (or later). All VA computers should meet these requirements.
- Do not open a file directly from email. Please save it to your workstation first and then open it.
- Always save the file as an “Excel Binary Workbook” (“xlsb” extension) only.
- Enable macro content and content editing in any prompts that show up when you open the file from your computer.
- If you continue to have issues please contact the Gap Analysis Support Team via [email](#).

STEP 1: Open the file and Enable macros

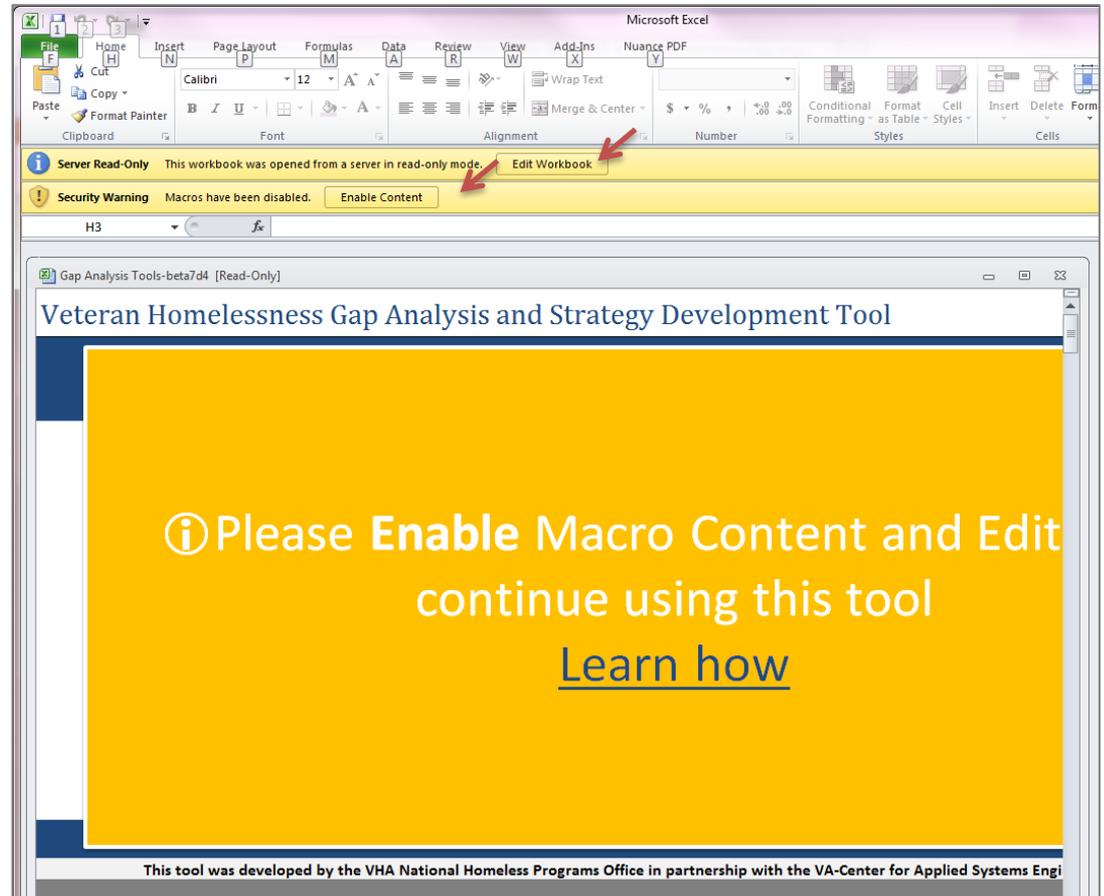
On Windows 7 with Office 2010

The Gap Analysis Tool utilizes Excel Macros to provide essential functionality. When you open the file you may be prompted to enable macro content.

Based on your Excel security settings, you might see different prompts. Most users will see prompts show in the figure on the right.

Click on 'Edit Workbook' and 'Enable Content' buttons to enable macros. (See red arrows in the figure on the right).

Click YES if a 'Security Warning' pops up asking if you want to make the file a 'Trusted Document'.

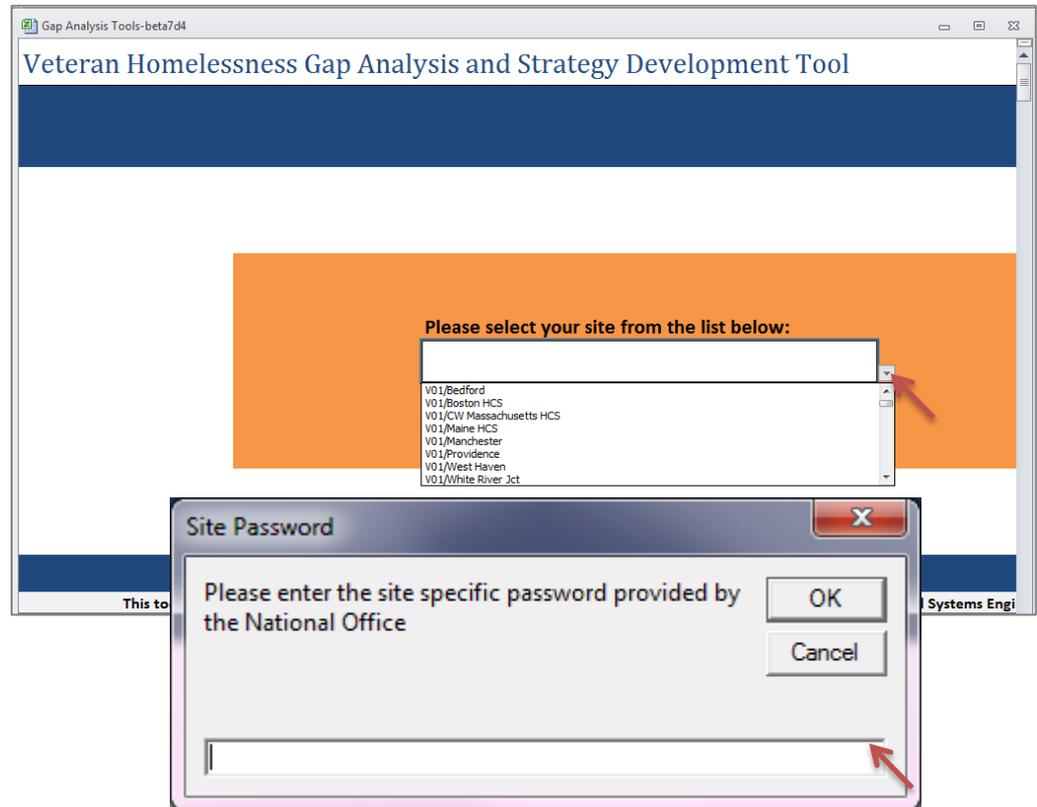


STEP 2: Select VAMC or CoC

Please select your VAMC or CoC from the dropdown list.

CoCs are not required to enter a password.

If you selected a VAMC, enter your assigned password at the prompt. The password for your VAMC will be provided to you through your VISN's Network Homeless Coordinator (NHC).



STEP 3: Start the Analysis

Once a VAMC or CoC is selected, the Overview tab is presented.

You will start from this tab every time you open the tool.

The footer on each step provides a link to transition to the next step.

Links on the header provide the ability to quickly jump to a specific step in the analysis.

The screenshot displays the 'Veteran Homelessness Gap Analysis and Strategy Development Tool' interface. The title bar shows 'V02/Bath' and 'Version 1'. The main navigation bar includes tabs for 'GEOGRAPHY', 'NEEDS', 'ASSETS', 'INITIAL GAP', 'STRATEGIES', 'PLACEMENTS', and 'HELP'. The 'GEOGRAPHY' tab is currently selected. The main content area features a large orange banner with the text 'Target: End Veteran Homelessness by 2015'. Below this, a grey box contains the text 'This tool assists your VA Medical Center in developing an actionable plan to achieve this target'. A flowchart with three steps is shown: 1. 'Quantifies the gap between the need and available assets in terms of permanent housing (PH) placements' (purple box), 2. 'Enables collaborative strategy development among VA and Non-VA stakeholders at national and local levels to close the gap' (blue box), and 3. 'Identifies monthly placements that can be achieved with assets and strategies' (teal box). Arrows connect the boxes from left to right. At the bottom, a blue bar contains the text 'In the first step, we will review the overlap between areas served by your VAMC and CoC jurisdictions' and a 'GEOGRAPHY' button with a red arrow pointing to it. The footer shows a navigation bar with 'Overview', 'Geography', 'Needs', 'Assets', 'Initial Gap', 'Strategies', 'Placements', 'Help', 'Feedback', 'Settings', 'Strategy Worksheet1', 'Strategy Worksheet2', and 'Strategy Worksheet3'. The status bar at the very bottom indicates 'Ready'.

STEP 4: Save the file

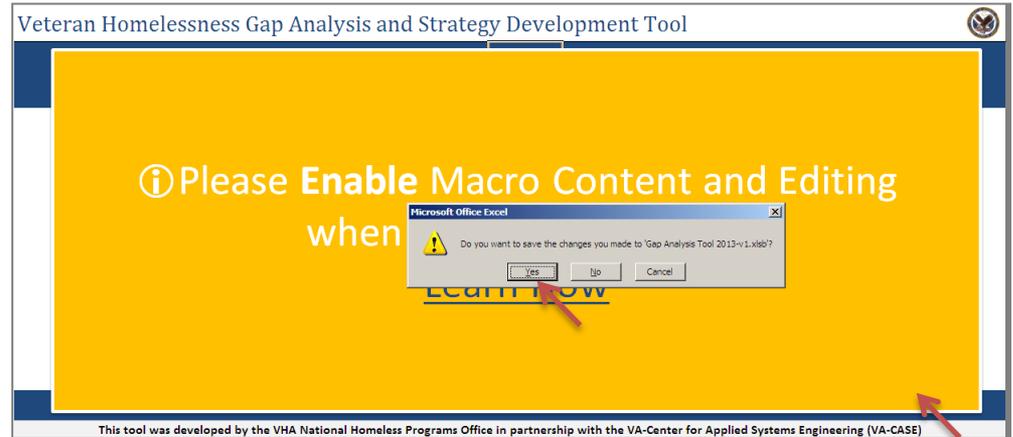
Please save the file periodically and after completing each analysis step.

Closing the Tool

When you try to close the tool, you will be prompted to save the file (see figure on right).

At this time, all analysis tabs will be hidden.

These tabs will be displayed again when you reopen the file and enable macros.



Helpful Hints

- Please save the file periodically and after completing each step of the analysis.
- Cut/Copy/Paste functionality is disabled in the tool to prevent errors.