



# SSVF Monthly Office Hours

[CLICK HERE to access the 10/4 recording](#)

# Agenda

- **Closing out FY 22**
- **Group Q&A**



# Housekeeping



60 minutes



Slides &  
handouts  
are in the  
“handout  
” section



Recording,  
Handouts &  
Slides will  
be sent via  
email



Submit  
questions in  
the question  
box or any  
time at  
[ssvf@va.gov](mailto:ssvf@va.gov)



# FY 22 Repository Closeout

# Final Uploads of the Fiscal Year



- Your upload will contain the whole fiscal year 22 (FY 22) client data – October 1, 2021 through September 30, 2022 (or whatever day you export the file from HMIS)
- Monday, October 3rd & Tuesday, October 4th are the only business days you have to complete your first upload \*on time\*
- The repository will be open from October 1st – October 7<sup>th</sup> to ensure every grantee uploads a final, complete file for FY 22
- WE CAN DO THIS!

# Preparing



- Ensure your HMIS Admin/Lead/Vendor are aware of your reporting requirements, especially the very short window of time the repository will be open.
- Address all outstanding data quality issues & fix them or document that they can't be fixed (in emails with RCs, case files, with grant manager, etc.)
- Stay caught up on data entry every day of September to ensure the final file exported from HMIS is full and complete
- Run a test upload anytime September 26 – September 30.

# What if...questions



...I try to log in on October 3<sup>rd</sup> and can't?

...there is a freak power outage in my city October 3<sup>rd</sup>?

...my final export has errors I can't fix?

...the person who does our exports is going on vacation or gets struck by lightning or wins the lottery and can't complete the upload?

# What if...answers (1)



*...I try to log in on October 3<sup>rd</sup> and can't?*

A: Email [ssvfhmis@abtassoc.com](mailto:ssvfhmis@abtassoc.com) immediately. Tech support will be immediately responsive to help you get logged in.

*...there is a freak power outage in my city October 3<sup>rd</sup>?*

A: Run an export each day leading up to your upload date so you can at least have complete data up to the point of the power outage.



# What if...answers (2)



*...my final export has errors I can't fix?*

**A: We may ask you to re-upload your September file**

*...the person who does our exports is going on vacation or gets struck by lightning or wins the lottery and can't complete the upload?*

**A: Have at least two people trained to provide the upload on time. You can do this immediately! The VA Data Guide will tell you how.**

# How to avoid year-end disasters



- The Repository will be open September 26 to September 30 for testing of year end uploads
- Don't wait until September 30 to test your export/upload
- Don't wait until October 4 to complete your first upload
- Create a backup plan with your team

# Final FY 22 Upload Schedule



## **Required test upload...**

Monday, September 26 – Friday, September 30

- Repository open for testing of final FY 2022 exports / uploads.

## **Required complete final upload...**

Saturday, October 1 – Friday, October 7

- Repository open for final upload of FY 2022 HMIS data.
  - The 2<sup>nd</sup> business day is the on-time deadline – Tuesday, October 4<sup>th</sup>
  - The 7<sup>th</sup> calendar day is the final deadline – Friday, October 7<sup>th</sup>



# Technical Assistance Time!