

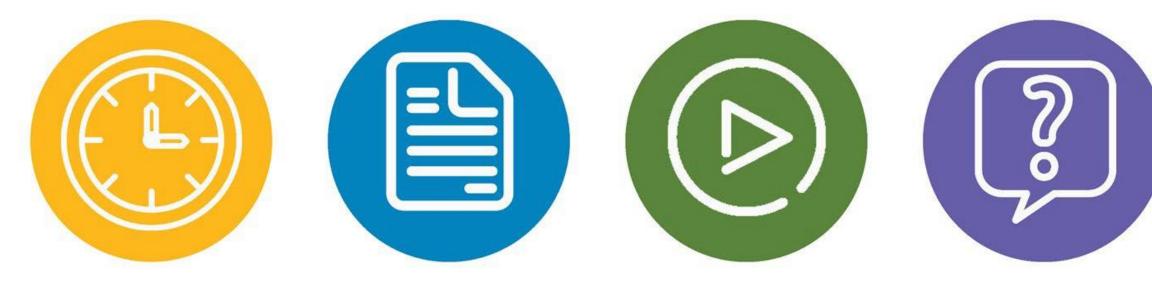
CLICK HERE to access the 10/4 recording



 σ

- 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 <u>ssvf@va.gov</u>



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 <u>only business</u> <u>days</u> you have to complete your first upload *on time*
- The repository will be open from October 1st October 7th 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 3rd and can't?

...there is a freak power outage in my city October 3rd?

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

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

What if...answers (1)



... I try to log in on October 3rd and can't?

A: Email <u>ssvfhmis@abtassoc.com</u> immediately. Tech support will be immediately responsive to help you get logged in.

...there is a freak power outage in my city October 3rd?

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 lightening 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



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 2nd business day is the on-time deadline Tuesday, October 4th
 - The 7th calendar day is the final deadline Friday, October 7th



Technical Assistance Time!