SSVF Monthly Office Hours

Link to Audio

Agenda

- **VA Data Guide Section Review**
- **Latest Data Quality Issues**
- **Other Training Opportunities**
- **Group Q&A**

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

Monthly Office Hours Series Overview

- Not going "in depth" today – giving a broad overview of the VA Data Guide, its sections, and relevance to your DQ planning/improvement

- Schedule of "deep dives" in future Office Hours:

Month	Topic
June	Participation Planning, Security, Project Set Up
July	Universal, Program, VA Data Elements
August	Reporting, Repository tech support
September	Data Quality and DQ Improvement Templates

VA Data Guide
https://www.va.gov/HOMELESS/ssvf/docs/SSVF_VA_Data_Guide.pdf

HMIS Participation Planning (pp. 1-8)

- Every grantee required to participate in at least one HMIS implementation

- HMIS Uploads to the VA Repository are required on a monthly basis

- Consider:
    - CoC(s) the SSVF Grantee is funded to operate within
    - Each CoC needs their own data for system performance measures & other reporting – either via data entry or data upload
    - Software costs, license fees, available customer support, and technical capacity of HMIS Lead

Project Set Up (pp. 9-15)

- Project Descriptors define the project, like funder, type, and bed/unit information

- For each SSVF grant, there must be one project set up in HMIS with a project type of RRH and another HP

- If the head of household is literally homeless as defined by HUD, enter the household into the RRH project.

- Non-RRH Households should be entered under the HP project type.

Universal Data Elements (pp 16-25)

- 3.01 Name
- 3.02 Social Security Number
- 3.03 Date of Birth
- 3.04 Race
- 3.05 Ethnicity
- 3.06 Gender
- 3.07 Veteran Status
- 3.08 Disabling Condition
- 3.10 Project Start Date

- 3.11 Project Exit Date
- 3.12 Destination
- 3.15 Relationship to Head of Household
- 3.16 Client Location
- 3.20 Housing Move In Date
- 3.917 Prior Living Situation

3.07 Veteran Status

- Attending, but not completing, basic training is the slight nuance for SSVF grantees to note

- "Veteran" includes anyone who served a day beyond basic training regardless of length of service or discharge status

- SSVF can serve someone who didn't complete basic training – but in that case "Veteran Status" would be "No" and notes would need to be made in the case file to explain the discrepancy

3.20 Housing Move-In Date

- Date of lease vs. date of occupancy – which one?
  - DATE OF OCCUPANCY please
  - Move In-Date (MID) is documented to signify the client is no longer homeless

- Entered at move-in, do not wait until exit

- If there is a co-enrollment with a HUD VASH enrollment:
  - VAMC uses same move-in date for co-enrollments
  - CASE MEETINGS AND COMMUNICATION with the VAMC is key

Program Specific Elements (pp. 26)

- 4.02 Income and Sources

- 4.03 Non-Cash Benefits

- 4.04 Health Insurance

- 4.05-4.10 Disability Elements

- 4.11 Domestic Violence

- 4.19 Coordinated Entry Assessment

- 4.20 Coordinated Entry Event

VA Specific Elements (pp. 27-31)

- V1 Veteran's Information
  - Year Entered and Year Separated from Military Service
  - Theaters of Operations
  - Branch of the Military
  - Discharge Status
- V2 Services Provided – SSVF
- V3 Financial Assistance – SSVF
- V4 Percent of AMI (SSVF Eligibility)

- V5 Last Permanent Address
- V6 VAMC Station Number
- V7 HP Targeting Criteria
- P4 Connection with SOAR
- R4 Last Grade Completed
- R6 Employment Status

Data Quality and Completeness (pp. 31)

- Mandatory Data Collection of all data elements listed previously

- Only grantees whose primary mission is to serve victims of DV are prohibited by VAWA from entering client data into HMIS

- Grantees are expected to review HMIS records and client files for potential client duplication and resolution of this issue.

- It is the responsibility of the grantee to take precautions to protect client information for all persons served; this applies to both hard copies and electronic data

- Grantees who have reason to believe that information pertaining to a particular participant or household is especially vulnerable in HMIS must contact their regional coordinator.

Privacy & Security Requirements (pp. 33)

- HMIS Data and Technical Standards Final Notice provides baseline standards and guidance

- CoC may adopt additional security protections that must be followed by all HMIS users

- Agencies must require each member of its staff to sign a confidentiality agreement
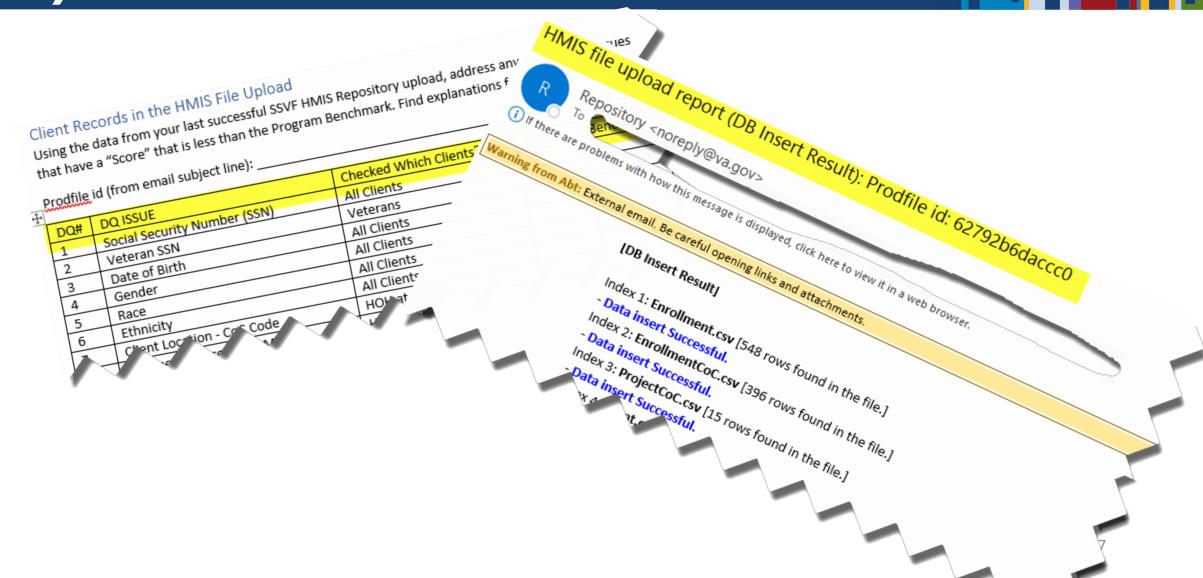
SSVF Reporting (pp. 36-59)

- Monthly Repository Uploads
  - Validation Results
    - If a repository upload is unsuccessful, the validation report will identify file errors that led to the upload's rejection.
  - Data Quality Summary
    - Individual fields should be above the 95% complete threshold for that data element unless there are valid documented reasons for the issue
    - Veteran Status and Veteran SSN – 100% scores are required
  - Data Quality Details
  - Monthly Report
    - Provides information about persons, veterans, and household served, demographics, TFA usage data, services counts and outcomes data

Repository User Guide (pp. 60-67)

Important Upload Information

- **On-Time Deadline:** The deadline for an on-time upload is the **2ND BUSINESS DAY** of each month.
- **Monthly Deadline:** The Repository will remain open through the **7TH CALENDAR DAY** of each month for updates and additions.
- **Slots:** A separate Repository slot is needed for each export run to generate complete data for your grant; contact ssvfhmis@abtassoc.com to add or remove Repository slots.
- **Start Date:** The start date of an export for an FY 2022 grant should be 10/1/2021.
- **End Date:** The end date of any export should be the date the export is created. The end date should NOT be the last day of the previous month unless you generated the export on that date.
- **Overwriting:** Uploads to the Repository replace all prior data for your program, deleting anything that was uploaded before.
- **Format:** All uploads must be in the **HMIS CSV FY2022 v1.2** format.
- **Compression:** Compress (zip/rar) your CSV files prior to uploading. Compress only the CSV files -- if you compress the folder the files are in, the Repository will not be able to locate those files.
- **Validation Report:** Once an upload is successfully completed, a Validation Report is generated with data quality information within your browser. Remember to scroll to the bottom of your screen post-upload.
- **Guidance:** The VA Data Guide provides guidance on the SSVF upload process. We strongly recommend that you review those sections of the Guide BEFORE uploading to the Repository.
- **Get Assistance:** Contact ssvfhmis@abtassoc.com if you need technical assistance.

Data Quality Management (pp. 68-82)

Client Records in the HMIS File Upload

Using the data from your last successful SSVF HMIS Repository upload, address any that have a "Score" that is less than the Program Benchmark. Find explanations f

Prodfile id (from email subject line): _____

DQ#	DQ ISSUE	Checked Which Clients?
	Social Security Number (SSN)	All Clients
1	Veteran SSN	Veterans
2	Date of Birth	All Clients
3	Gender	All Clients
4	Race	All Clients
5	Ethnicity	All Clients
6	Client Location - CoC Code	HOL

HMIS file upload report (DB Insert Result): Prodfile id: 62792b6dacc0

R Repository <noreply@va.gov>
To
(i) If there are problems with how this message is displayed, click here to view it in a web browser.

Warning from Abt: External email. Be careful opening links and attachments.

[DB Insert Result]

Index 1: Enrollment.csv [548 rows found in the file.]
- Data insert Successful.
Index 2: EnrollmentCoC.csv [396 rows found in the file.]
- Data insert Successful.
Index 3: ProjectCoC.csv [15 rows found in the file.]
- Data insert Successful.

Latest Data Quality Issues

Hot Topics

Permanent Housing Placements:

- VA will count an identifiable Veteran;

- Associated with a Veteran's Administration Medical Center (VAMC);

- Enrolled in rapid rehousing projects this Calendar Year;

- With or without receipt of temporary financial assistance;

- And EITHER a valid housing move-in date OR a destination to permanent housing.

Hot Topics 2

- No SSN

- No VAMC

- No Housing Move-In Date and No Exit

- EHA assistance receipt

- Length of Stay

Other Training Opportunities

- [SSVF Data Quality Implementation Webinar from June 2021](#)

- Trainings on SSVF website's [HMIS page](#):
  - SSVF Data Collection & Reporting 101
  - Reporting Data through VA's Repository
  - HMIS: Beyond Data Collection
  - SSVF HMIS Lead and Vendor Training
  - Developing a Comprehensive Data Quality Plan

- [38,000 Permanent Housing Placements Recordings](#)

Technical Assistance Time!