SSVF Monthly Office Hours

[Link to Audio](#)

Agenda

- **Closing out FY 22**
- **VA Data Guide Section Review**
- **Latest Data Quality Issues**
- **Other Training Opportunities**
- **Group Q&A**

Monthly Office Hours Series Overview

- Deep dive today into the Data Quality and DQ Improvement

- This is our last VA Data Guide-focused calls
    - Should we keep this space for monthly office hours/check-ins?

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 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 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 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

Required test upload…

Monday, September 26 – Friday, September 30

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

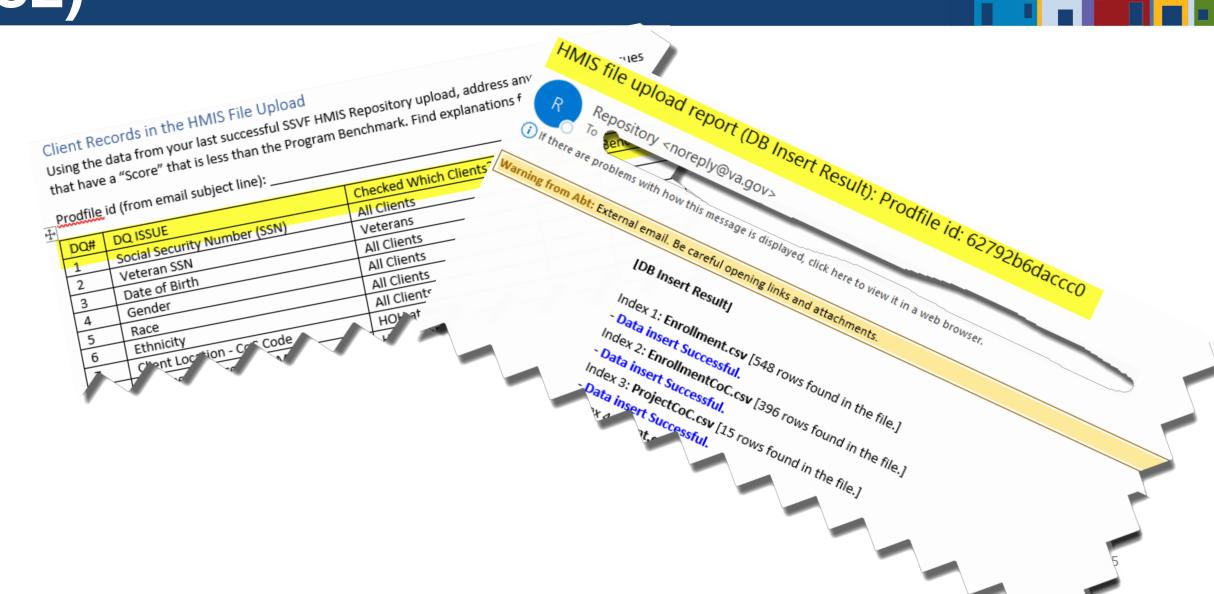**Required complete final upload…**

Saturday, October 1 – Friday, October 7

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

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

Data Quality Management (pp. 68-82)

Latest Data Quality Issues

Veteran and Landlord Incentives

V2 Services Provided – SSVF

Header	Instruction
Element Name	Services Provided - SSVF
Field 1 & Response	Date of Service (date) [date field]
Field 2 & Responses	Type of Service
1	Outreach services
2	Case management services
3	Assistance obtaining VA benefits
4	Assistance obtaining/coordinating other pu...
5	Direct provision of other public benefits
6	Other (non-TFA) supportive service approv...
7	Extended Shallow Subsidy
8	Returning Home
9	Rapid Resolution
	"As... ...a... ...VA benefits"
6	Legal... ...vices ...viction prevent...
7	Legal services – outstanding fines and pena...
8	Legal services – restore/acquire driver's lice...
9	Legal services – other
10	Child care
11	Housing counseling
Dependent D – Dependent to Field 2 Response 6	If "Other (Non-TFA) Supportive Service approved by VA" text box for Specify
Element Type	Program Specific

Type in the word "Incentive"

V3 Financial Assistance – SSVF

Header	Instruction
Element Name	Financial Assistance - SSVF
Field 1 & Response	Date of Financial Assistance (date) [date field]
Field 2 & Response	Financial Assistance Amount (amount)
Field 3 & Responses	Financial Assistance Type
1	Rental assistance
4	Utility fee payment assistance
2	Security deposit
3	Utility deposit
5	Moving costs **Landlord Incentive**
8	Transportation services: tokens/vouchers
9	Transportation services: vehicle repair/maintenance
10	Child Care
12	General housing stability assistance **Veteran Incentive**
14	Emergency housing assistance
15	Extended Shallow Subsidy – Rental Assistance
16	Food assistance
Element Type	Program Specific

Shallow Subsidy Data Entry

- At least once a month:
  - V2 Service Provided #7 – Extended Shallow Subsidy
  - V3 Financial Assistance #15 – Extended Shallow Subsidy Rental Assistance

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

- [38K Recordings](#)

Technical Assistance Time!