Supportive Services for Veteran Families (SSVF) Webinar Series

HMIS REPOSITORY REQUIREMENTS AND PROCEDURES FOR CLOSING OUT FY 2023
AND
DATA STANDARDS CHANGES FOR FY 2024

U.S. Department of Veterans Affairs | Homeless Program Office

Presenters

SSVF HMIS Technical Assistance staff

- Mary Schwartz, Abt Associates
- Mark Silverbush, Abt Associates

HMIS Topics

1. Closing Out FY 2023 HMIS Data

2. Final Uploads to the Repository for FY 2023

3. Final Upload Period Checks

4. FY 2024 Repository Uploads and CSV changes

5. Final Review of the FY 2023 Close Out Schedule

Final Uploads to the Repository for FY 2023

Final Uploads of the Fiscal Year

- Your upload will contain the whole fiscal year 2023 (FY 23) client data – October 1, 2022 through September 30, 2023 (or whatever day you export the file from HMIS after September 30)

- Monday, October 2nd & Tuesday, October 3rd are the only business days 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 23

- WE CAN DO THIS!

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- 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

- Required: Run a test upload anytime between September 25 and September 29.

What if…questions

…I try to log in on October 2nd and can't?

…there is a freak power outage in my city October 2nd?

…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?

…I try to log in on October 2nd 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 2nd?

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 will ask you to re-upload your September file or your test file. You may get an out-of-compliance warning if data are not complete for the entire Fiscal Year.

…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
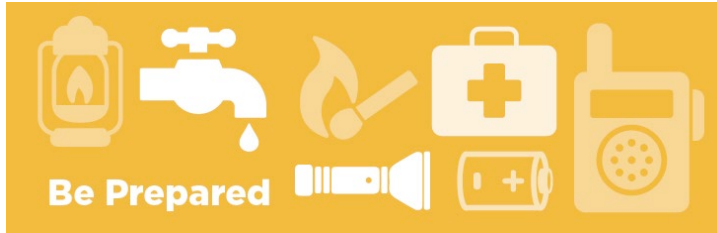
- The Repository will be open September 25 to September 29 for required testing of year end uploads

- Don't wait until September 29 to test your export and upload

- Don't wait until October 3 to complete your first upload

- Create a backup plan with your team

Required test upload…

Monday, September 25 – Friday, September 29

- Repository open for testing of final FY 2023 exports / uploads.

Required complete final upload…

Sunday, October 1 – Saturday, October 7

- Repository open for final upload of FY 2023 HMIS data.
  - The 2nd business day is the on-time deadline – Tuesday, October 3rd
  - The 7th calendar day is the final deadline – Saturday, October 7th

Upload Support

- Test exports / uploads in late September

- Contact **ssvfhmis@abtassoc.com** with questions and for EARLY troubleshooting

Data Quality Reminders

Upload Checklist

- Exporting
  - ✓ Name your export file to match the needed upload slot

- Data Validation Report
  - ✓ Top Section
    - Match: Upload slot name to file name

  - ✓ Data Summary Section
    - Total Clients Check (#1)
    - HP Head of Household/Adults Check (#15)
    - RRH Head of Household/Adults Check (#16)

[File Upload Information]

Program name: Maumee Valley Guidance Center (13-OH-124) -RRH
User name: Sample User
User email: sample@test.org
File name: RRH-.zip

[Data Summary]

	[Field]	[Checked For]	[Records]	[Issues]	[Score]
1	Social Security Number (SSN)	: All clients	: 73	: 0	: 100.0000%
2	Veteran SSN	: Veterans	: 62	: 0	: 100.0000%
3	Date of Birth	: All	: 73	: 0	: 100.0000%
4	Gender	: All	: 73	: 0	: 100.0000%
5	Race	: Al! l	: 73	: 0	: 100.0000%
6	Ethnicity	: All	: 73	: 0	: 100.0000%
7	Client Location - CoC Code	: HOH at Entry	: 65	: 0	: 100.0000%
8	--	: --	: 0	: 0	: n/a
9	HP Targeting Criteria	: HP HOH at Entry	: 0	: 0	: n/a
10	DV Status Missing	: HoH/Adults at Entry	: 67	: 5	: 92.5400%
11	Veteran Status	: Adults	: 67	: 0	: 100.0000%
12	Last Grade Completed	: HoH/Adults at Entry	: 67	: 25	: 62.6900%
13	Employed	: HoH/Adults at Entry	: 67	: 23	: 65.6800%
14	Living Situation	: HoH/Adults at Entry	: 67	: 2	: 97.0200%
15	Homeless HP	: HP HoH/Adults at Entry	: 0	: 0	: n/a
16	Housed RRH	: RRH HoH/Adults at Entry	: 67	: 28	: 58.2100%

Data Quality Checks

- Data Validation Report
  - ✓ Data Summary Section
    - Review Number of Issues and Scores
      - 95% expectation for scores in most cases
      - 100% expectation for Veteran SSN (#2), Veteran Status (#11), Move In Date (#29)

- Data Quality Details Report ("HMIS Files" email)
  - ✓ For each issue in the Data Validation Report's Data Summary Section… this report shows the client or household identifying numbers in HMIS.
  - ✓ Correct issues when possible in HMIS and re-export for Repository upload.

QueryName	EnrollmentID	projectid	personalid
33.Incorrect Amount at Exit	26006	92	14827
33.Incorrect Amount at Exit	28382	92	15644
33.Incorrect Amount at Exit	28487	92	2341
33.Incorrect Amount at Exit	29010	92	7766
33.Incorrect Amount at Exit	30981	92	16252
33.Incorrect Amount at Exit	31355	92	16493
33.Incorrect Amount at Exit	31718	92	16594
33.Incorrect Amount at Exit	31995	92	16689
33.Incorrect Amount at Exit	31997	92	16690
33.Incorrect Amount at Exit	32140	92	2157
33.Incorrect Amount at Exit	32419	92	16541
33.Incorrect Amount at Exit	32490	93	16826
33.Incorrect Amount at Exit	32969	92	16968
33.Incorrect Amount at Exit	34535	92	6585
33.Incorrect Amount at Exit	35680	92	16510
33.Incorrect Amount at Exit	36142	92	17724
33.Incorrect Amount at Exit	37046	92	16121
33.Incorrect Amount at Exit	37704	93	7489

(18 rows affected)

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Data Quality Checks

- Monthly Report
  - ✓ Find the latest SSVF Monthly Report Guide here: https://www.va.gov/homeless/ssvf/hmis/
  - ✓ Review the Report in Excel or a similar csv reader program
  - ✓ Sections
    - Sections 1-3: Unduplicated totals
    - Section 4: Housing Outcomes
    - Section 5: Timing Components
    - Sections 6-7: TFA
    - Section 8: Services
    - Sections 9-10: Demographics
    - Section 11: Prior Living Situation
    - Section 12: Destination
    - Section 13-14: Income and Benefits
    - Section 15: Veteran Service Information

FY 2024 Repository Uploads and CSV changes

FY 2024 Data Standard Changes

- **All**
  - Change "Client Refused" → "Client prefers not to answer"

- **Race & Ethnicity (3.04)**
  - **Combined:** This data element combines prior data elements Race (3.04) and Ethnicity (3.05). This change is more reflective of people's lived experience with race and ethnicity.
  - **New Options**
    - Hispanic/Latina/e/o
    - Middle Eastern or North African (MENA)

- **Gender (3.06) selection option changes**
  - New option added: Different Identity
  - Option changes…

FY 2024 Data Standards	
Woman (Girl, if child)	Transgender
Man (Boy, if child)	Non-Binary
Non-Binary	Questioning
Culturally Specific Identity (e.g., Two Spirit)	Different Identity (with text to specify)

- **Living Situation (Includes Prior 3.917, Current 4.12, Destination 3.12)**
  - Combines subsidy types in permanent situations into "rent/own by client with ongoing subsidy", add dependency that allows for selection of type of subsidy
- **Destination (3.12)**
  - Separated Temporary and Permanent Situations into separate headers
  - Re-organized response options under headers
  - Re-numbered responses by adding a standard # to the beginning of each response number based on category (i.e., 1xx for homeless situations, 2xx for temporary situations, etc.)
  - Added a dependency for permanent subsidized options

FY 2024 Data Standard Changes

- **Veteran's Information (V1)**

  - Added option: "Space Force"

- **Services Provided – SSVF (V2)**

  - Changed "Extended Shallow Subsidy" → "Shallow Subsidy"

- **Financial Assistance – SSVF (V3)**

  - Now recording **Start** and **End** of Financial Assistance

    - Previously, we only recorded one Date of Financial Assistance
    - The VA Data Guide provides a specific instruction for every type of service and whether it needs a start date/end date or just one single date for both fields.

  - Added "Landlord Incentive"
  - Added "Tenant Incentive"

FY 2024 Data Standard Changes

- **Percent of AMI (SSVF Eligibility) (V4)**
  - From "Less than 30%" to "30% or less"
  - "Greater than 50%" broken into two options…
    - 51% to 80%
    - 81% or greater
      - Accounts for SSVF Supplemental NOFA changes
- **Last Permanent Address (V5)**
  - Retired

- **HP Targeting Criteria (V7)**
  - Changed dependency C from "History of literal homelessness" →
    "Past experience of homelessness"
  - Changed dependency D from "Head of Household is not a current leaseholder" →
    "Head of Household is not a current leaseholder/renter of unit"
  - Changed dependency E from "Head of household (HoH) never been a leaseholder" →
    "Head of household (HOH) never been a leaseholder/renter of unit"
  - Changed dependency N from "Single parent household with minor child(ren)" →
    "Single parent/guardian household with minor child(ren)"

FY 2024 Uploads

- First upload of FY 2024 will be November 1 – 7. If you'd like to test an upload prior to that, please reach out to ssvfhmis@abtassoc.com

Final Review of the FY 2023 Close Out Schedule

<u>Required</u> test upload…

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- Repository open for testing of final FY 2023 exports / uploads.

<u>Required</u> complete final upload…

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End of Presentation

Thank you for joining today's presentation!

- Questions may be submitted now via the Q&A function
- After the webinar, HMIS Questions may be submitted to ssvfhmis@abtassoc.com