



# **Supportive Services for Veteran Families (SSVF) Webinar Series**

**FY 2019 Grant Award Closeout  
FY 2019 Federal Financial Report  
FY 2019 VA Repository Upload  
FY 2020 HMIS Standards**

**September 12, 2019**

**[Link to Audio Recording](#)**

# Webinar Format

---

- This webinar will last approximately 90 minutes
- Your calls have been muted due to the high number of callers
  - During the webinar...
    - you can use the Questions function to submit questions
    - we will only be able to address questions that have broad applicability, due to time limitations
  - Anytime...

Questions can be submitted to [ssvf@va.gov](mailto:ssvf@va.gov)

# Presenters and Topics

---

Mike Boyd, SSVF Regional Coordinator

- Suicide Prevention Month

Robert Thompson, SSVF -Project Coordinator

- FY 2019 Grant Award Closeout

Mausami Kothari, Supervisory Financial Management Specialist, PMS- Grants Finance & Administration Services

- FY 2019 Federal Financial Report

Mary Schwartz , Associate- Abt Associates

Mark Silverbush, Associate- Abt Associates

- FY 2019 VA Repository Upload
- FY 2020 HMIS Standards

# September is Suicide Prevention Month

---

- Ensure all SSVF grantee staff have been trained in S.A.V.E., a suicide prevention training from VA.
  - This is an annual requirement due September 30<sup>th</sup> of each year.
  - Efforts should first be made to receive in-person S.A.V.E. training from a certified trainer - Your local VA Medical Center's Suicide Prevention Coordinator or Homeless Program Point of Contact.
  - When this isn't possible, staff should view the S.A.V.E. training webinar or previously recorded SSVF webinar on Suicide Prevention. Links are available on the SSVF website, last week's Program Update and SSVF Program Guide.
- New for FY20 – Get the word out to your community partners.
  - The SSVF Program Office encourages all grantees to share VA and local suicide prevention resources with your fellow CoC stakeholders. Consider inviting a certified S.A.V.E. trainer to a CoC or other community meeting, and sharing links and resources with all those you coordinate with.
  - Support the National VA Office on Mental Health and Suicide Prevention's new campaign called **#BeThere** by visiting [www.bethereforveterans.com](http://www.bethereforveterans.com).

# FY 2019 Grant Award Closeout

---

- VA is responsible for notifying grantees of required final reports, deadlines for submitting reports, and where to submit reports
- Grantees are responsible for adhering to all grant closeout requirements, including final reports and recordkeeping
- Grantees are responsible for understanding impact of approved extensions on year-end closing timeline

# FY 2019 Grant Award Close Out

## Key Dates

- 09/06/2019 One-month extension requests were due
- 09/30/2019 End of FY 2019 Budget Period for Grants without extension
- 10/01/2019 End of Year (EOY) Certification in GIFTS for Grants without extension and will receive individualized Financial expenditure reports (FER)
- 10/31/2019 End of FY 2019 Budget Period for Grants with extension
- 11/01/2019 End of Year Certification in GIFTS for Grants without extension and will receive individualized Financial expenditure reports (FER)
- 11/15/2019 Grants without extension make final draws within HHS, complete FSR, and submit FER with the EOY Certification requirement in GIFTS.
- 12/16/2019 Grants with extension make final draws within HHS, complete FSR, and submit FER with the EOY Certification requirement in GIFTS.

Between 11/15/2019 and 12/31/2019: All FY 2019 SSVF Grants Close in HHS and remaining funds are returned to US Treasury.

Note: Grants that received additional funds via the Stafford Act (Disaster Relief) may be on a different timeline.

# FY 2019 Grant Award Close Out

---

- *Final Drawdown*
  - ALL funds support eligible costs incurred during the FY 2019 project period
  - Grantees have up to 45 days after project budget period end to draw down funds
  - Must be completed before submission of End of Year Certification in GIFTS
  - Grantee must return any funds that were drawn and not used to pay allowable costs.
    - Program Office will recover funds as defined in 38 CFR § 62.80. *Withholding, suspension, de-obligation, termination, and recovery of funds by VA.*

# FY 2019 Grant Award Close Out

---

- *Federal Financial Report (FFR or SF-425)*
  - Financial Status Report portion of the FFR is required, not the Federal Cash Transaction Report
  - HHS Payment Management System includes electronic function for submitting FSR report
  - SSVF grant funds are Type B accounts (require annual report only)
  - Must be submitted within 45 days after budget period ends
  - Must be completed before submission of End of Year Certification in GIFTS

# FY 2019 Grant Award Close Out

## FY2019 Financial Expenditure Report (FER)

<b>Name of Grantee:</b>	<b>My Hometown SSVF</b>
<b>SSVF Program Number:</b>	<b>12-XX-123</b>
<b>SSVF Grant Amount:</b>	<b>\$500,000.00</b>
<b>Adjusted Grant Amount:</b>	<b>\$500,000.00</b>
<b>Return to Treasury:</b>	<b>\$0.00</b>
<b>Final Grant Amount:</b>	<b>\$500,000.00</b>

<b>ACTUAL SSVF Grant Funds Spent (FY19)</b>	<b>BUDGETED SSVF Grant Funds (FY19)</b>	<b>% VARIANCE SSVF Grant Funds</b>	<b>VARIANCE EXPLANATION</b>
FY2019 Expenses	FY2019 Approved Budget		Variances over 10% must be explained

Instructions are on Tab 1 of the Individualized FER, which will be sent to each grantee at the end of the budget period

# FY 2019 Grant Award Close Out

## FY2019 Financial Expenditure Report- Adding Approved Program Changes to the Report

Program Expenses					% of Total SSVF Grant	ACTUAL SSVF Grant Funds Spent (FY19)	BUDGETED SSVF Grant Funds (FY19)	% VARIANCE SSVF Grant Funds	VARIANCE EXPLANATION
<b>I. Provision and Coordination of Supportive Services (Minimum of 90% of Total SSVF Grant Amount)</b>									
<b><u>1. Personnel/Labor</u></b>									
Title and Organization	# FTE	% FTE	Base Annual Salary/Wage						
Rapid Resolution Specialist	1.0	100	\$ 40,000	#DIV/0!	\$ - 10,000	\$ 0 -	#DIV/0!	Approved Program Change in Q3.	

# FY 2019 Grant Award Closeout

---

## *SSVF End of Year Certification* (GIFTS Online Requirement)

- Requires Grantee Certification of compliance with
  - SSVF Final Rule (38 CFR part 62)
  - Grant Agreement between VA and Agency (FY18 MOA)
  - Participation in SSVF Participant Satisfaction Survey
  - HMIS data upload represents program performance
  - HHS PMS reflects actual spending and approved costs
  - Required Approval received for changes to approved FY2019 budget
  - Compliance with OMB Regulations
  - Completed FFR Financial Status Report (FSR) within HHS PMS
  - Final expenditures, including remaining balances to return to US Treasury
  - Ratio of RRH TFA to Prevention TFA
  - End of Extension Date
  - Upload Financial Expenditure Report (FER)

# FY 2019 Grant Award Closeout

---

- *OMB A-133 Audit, if applicable*
  - **OMB SuperCircular A-133**, “Audits of States, Local Governments and Non-profit Organizations”
  - Grantees that expend **\$750,000** or more in a year in federal awards must have an audit conducted
  - If a grantee expends less than **\$750,000** per year in federal awards, it is exempt from the audit requirements for that year
- *SSVF Record-keeping*
  - Grantees must maintain all program records in compliance with the record retention and access requirements in 38 CFR § 62.72.
  - All information and records related to the SSVF must be retained for at least 3 years after grant close (applies to subcontractors). SSVF grantee records may be required for review or audit by VA and/or the U.S. Government Accountability Office (GAO).

# FY 2019 Grant Award Close Out

---

On SSVF Website

## SSVF Grantee Guide to End of Year Close Out

[https://www.va.gov/HOMELESS/ssvf/docs/SSVF\\_EndOfYear\\_Reporting\\_Closeout\\_Companion\\_Guide.pdf](https://www.va.gov/HOMELESS/ssvf/docs/SSVF_EndOfYear_Reporting_Closeout_Companion_Guide.pdf)

## SSVF GIFTS End of Year Close Out Sample Requirement

[https://www.va.gov/HOMELESS/ssvf/docs/SSVF\\_EndofYear\\_Online\\_Certification\\_Sample.pdf](https://www.va.gov/HOMELESS/ssvf/docs/SSVF_EndofYear_Online_Certification_Sample.pdf)

# PROGRAM SUPPORT CENTER

---

GUIDE FOR COMPLETING THE FEDERAL FINANCIAL REPORT (SG-425)  
PSC/FMP



# PURPOSE

The purpose of this guide is to assist recipients of grant awards from the Department of Veterans Affairs with the reporting and accounting of their financial expenditures. The guide provides essential information for facilitating the completion and submission of the mandatory annual Federal Financial Report (FFR) on Standard Form 425 (SF-425).

# What is Federal Financial Reporting (FFR)?

A Federal Financial Report (FFR) is a statement of expenditures associated with a grant. Recipients of federal funds are required to report the status of funds for grants or assistance agreements to the awarding agency of the grant using the Federal Financial Report expenditure data. The Office of Management and Budget (OMB) merged previous financial reporting methods (Financial Status Report (FSR, or SF-269/SF-269A) and the Federal Cash Transactions Report (FCTR, or SF-272) into one comprehensive financial reporting form (Federal Financial Report (FFR, or SF-425) to give recipients of grants and cooperative agreements a standard format for reporting the financial status of their awards.

Recipients of federal funds are required to submit annual Federal Financial Reports (SF-425). The SF-425 is a standard form that grantees must use to report cumulative expenses (calculated by adding all expenses from the beginning of the grant to date) incurred under each grant number. These expenses can be categorized as cash disbursed or as incurred but not yet paid (accounts payable).

# When and Where to Submit the SF-425

A grantee is required to submit a final SF-425 no later than 45 days after the expiration date of the award. Grantees are also required to draw down funds for allowable costs incurred within 45 days after the grant period end date and prior to the submission of the final federal financial report. If remaining funds are not drawn down within 45 days after the grant period end date, the grantee forfeits the remaining eligible balance and are still required to report those funds on the final SF-425.

Grantees should submit the final SF-425 in the Payment Management System. PMS allows grantees to electronically submit a statement of expenditures associated with their grant to the awarding agency of the grant the electronically based on a set frequency basis. For example, if the reporting period end date is September 30, 2019, a grantee could submit the final report as early as October 1, 2019. In cases, where recipients have requested an extension of the period of performance, the reports are still due 45 days after the end of the initial period of performance.

A grantee should ensure that the expenditures reported on the SF-425 reconciles with the detail expenditure report submitted to the awarding agency. In cases, where reports do not reconcile, the grantee will have to revise their SF-425 to reflect the appropriate expenditures. The grantee is required to remark in “Block 12. Remarks,” denoting the revision and the reason.

# PAYMENT MANAGEMENT SYSTEM



FEDERAL FINANCIAL REPORT (FFR) MODULE

# PMS FFR User Roles and Responsibilities

- Grantees

- Request access to FFR report.
- View, Prepare, Revise and/or certify FFR report on behalf of their organization.
- Combining Authorities on the same account.

Based on the workflow process of the organization, the Signing Official (SO) or Business Official/Administrative Official (BO/AO) may share same responsibilities; therefore two authorities maybe combined on the same account.

- View Submission History.
- Upload supporting documentation.

- Agency users

- Provide information for FFR's to be created in PMS.
- Review (Approve or Reject) FFR report.
- Run Compliance Reports.

- PMS staff

- Grant access to grantee and agency users based on the access request.
- Create FFR's based on information provided by awarding agencies.
- Provide operational support in filling and reviewing the report.

# PMS Functionality for Users

- Provides availability to search FFR's based on different criteria's Ex. Payee Account, Grant Document number etc.
- Ability to upload supporting documentation
- Group Functionality
  - Grantee can certify multiple FFRs at the same time.
  - Grantee user can print or download multiple reports at the same time.
- Depending on agency requirements we can have any fields under section 10 as editable, non-editable, pre-populated, auto-calculated, or validating matching percent
- Custom FFR report can be created by Awarding Agency
- Grantee Reports
  - FFR Agency Status Report - Provides status of FFR's that are pending agency review at regional and/or central office.

# Step by Step Instructions

## Block 1: Federal agency

- ❖ For Department of Veterans Affairs, this read-only field will prepopulate to read “MSS-VA-SUPPORTIVE SERVICES FOR VETERAN FAMILIES.”

## Block 2: Federal grant number

- ❖ This field will prepopulate the alpha-numeric grant number cited on your award document. Verify this grant number is correct. Grantees will complete one SF-425 for each grant number.

## Block 3: Recipient organization

- ❖ This field will prepopulate the grantee organization’s legal name and address and should match the name and address on the award document.

## Block 4a. DUNS number

- ❖ This field will prepopulate the grantee organization’s Data Universal Numbering System (DUNS) number or central contract registration extended DUNS number. Verify this information is correct.

## Block 4b. EIN

- ❖ This field will prepopulate the grantee organization’s employer identification number (EIN).

## Block 5. Recipient account number

- ❖ This field should be populated by the grantee and noting their recipient account number or organization’s identifier number.

# Step by Step Instruction Cont'd

## Block 6: Report Type

- ❖ This field is prepopulated based on the requirements received from the awarding agency.
- ❖ The final SF-425 is due 45 days after the grantee has reported all federal expenses for all awards issued under the same grant number or after the grant period end date of the award. A grantee must draw all funds prior to the submission of the final FFR. Grantee is no longer eligible to draw down funds 45 days after the end of the period of performance and the grantee forfeits the remaining eligible balance.

**Note:** If a grantee is using accrual/cash basis of accounting and submits a final SF-425, "Block 10f. Federal share of unliquidated obligations" should always be reported "\$0.00" because unliquidated obligations are not acceptable on final reports.

## Block 7: Basis of accounting

- ❖ Mark the appropriate box to specify whether a cash or accrual basis was used for recording financial transactions related to the award.
  - Cash basis of accounting refers to the accounting method in which expenses are recorded when they are paid.
  - Accrual basis of accounting refers to the accounting method in which expenses are recorded when they are incurred.

## Block 8. Project/grant period (from/to)

- ❖ This field will prepopulate with the time period covered by the grant number. Verify this information is correct.

## Block 9: Reporting period end date

- ❖ This field is pre-populated based on the requirements provided by the awarding agency. For final FFRs, the reporting period end dates shall be the end date of the project or grant period.

# Step by Step Instruction Cont'd

## Block 10: Transactions

- ❖ Enter cumulative amounts from the date of the award's inception through the end date of the reporting period specified in "Block 9. Reporting period end date." The cumulative amount is calculated by adding all expenses incurred to date, including all previously reported expenses. Use "Block 12. Remarks" to provide further details or explanations necessary about information listed in this section.

## Federal cash

### Block 10a. Cash receipts

- ❖ This field is prepopulated based on the current drawdown in Payment Management System and is an editable field.

### Block 10b. Cash disbursements

- ❖ This field is prepopulated based on the last reported disbursements by the grantee and is an editable field in the system.

### Block 10c. Cash on hand

- ❖ This field is auto-calculated based on the formula Cash receipts (10A) - Cash disbursements (10B)

# Step by Step Instruction Cont'd

## Federal expenditures and unobligated balance

### **Block 10d: Total federal funds authorized**

- ❖ This field will be prepopulated with the appropriate amount of federal funds authorized as of the reporting period end date. This information can also be found on the award documentation.

### **Block 10e: Federal share of expenditures**

- ❖ Enter the cumulative amount of federal fund expenditures. The cumulative amount is calculated by adding all expenses incurred to date. The cumulative amount includes all federal share of expenditures for the life of the grant.

### **Block 10f: Federal share of unliquidated obligations**

- ❖ If a grantee is using accrual/cash basis of accounting and submits a final SF-425, "Block 10f. Federal share of unliquidated obligations" should always be reported "\$0.00" because unliquidated obligations are not acceptable on final reports.

### **Block 10g: Total federal share**

- ❖ This field will prepopulate with the calculated sum of "Blocks 10e. Federal share of expenditures" and "10f. Federal share of unliquidated obligations." Verify this information is correct.

### **Block 10h: Unobligated balance of federal funds**

- ❖ This field will prepopulate with the calculated difference of "Block 10d. Total federal funds authorized" and "Block 10g. Total federal share" based on prior period submissions. Upon reporting the current information, this block will recalculate to include the updated information.

# Step by Step Instruction Cont'd

**Indirect expense:** Enter cumulative amounts from the date of the inception of the award through the end date of the reporting period specified in “Block 9. Reporting period end date.” The cumulative amount is calculated by adding all expenses incurred to date. Use the multiple rows to indicate separate types and rates. Use “Block 12. Remarks” to provide further details and explanations necessary about information listed in this section.

## **Block 11a: Type If applicable**

- ❖ The grantee should state whether the indirect cost rate(s) is (are) provisional, predetermined, final, or fixed.

## **Block 11b: Rate If applicable**

- ❖ Enter the indirect cost rate(s) in effect during the reporting period.

## **Block 11c: Period from; period to; If applicable**

- ❖ Enter the beginning and ending effective dates for the rate(s).

## **Block 11d: Base If applicable**

- ❖ Enter the amount of the base against which the rate(s) was (were) applied.

## **Block 11e: Amount charged If applicable**

- ❖ This field will prepopulate a calculation indicating the amount of indirect costs charged during the time period specified (11b x 11d). Verify this information is correct.

## **Block 11f: Federal share If applicable**

- ❖ Enter the federal share of the amount listed in “Block 11e. Amount charged.”

## **Block 11g: If applicable Totals If applicable**

- ❖ This field will pre-populate a calculation indicating the summed amounts of “Block 11d. Base,” “Block 11e. Amount charged,” and “Block 11f. Federal share.”

# Step by Step Instruction Cont'd

## Block 12: Remarks If applicable

- ❖ Use "Block 12. Remarks" to provide further details and explanations necessary about information listed in this report, specifically "Block 10. Transactions." Use "Block 12. Remarks" to provide an explanation why the grantee is delinquent in submitting the SF-425.

## Block 13: Certification Mandatory

- ❖ The certifying official is the individual who has the knowledge and authority to certify that the figures reported on the SF-425 are accurate and complete.

## Block 13a: Name and title of authorized certifying official

- ❖ This line item will be pre-populated with the certifying official's name and title.

## Block 13b: Signature of authorized certifying official

- ❖ The authorized certifying official must sign here; therefore from the dropdown box, please select the authorized certifier.

## Block 13c: Telephone

- ❖ This line item is pre-populated with the telephone number (including area code and extension) for the individual listed in "Block 13a. Name and title of authorized certifying official."

## Block 13d: E-mail address

- ❖ This line item is pre-populated with the e-mail address of the individual listed in "Block 13a. Name and title of authorized certifying official."

## Block 13e: Date report submitted

- ❖ This line item is pre-populated based on when the grantee certifies the report in Payment Management System.

## Block 14: Agency use only Not applicable

- ❖ This section reserved for federal agency use only.

# PAYMENT MANAGEMENT SYSTEM



## FEDERAL FINANCIAL REPORT (FFR) MODULE DEMO

# PAYMENT MANAGEMENT SYSTEM



REPORTS

# PMS Information

## Internet Access

Payment Management Services  
Home Page  
[pms.psc.gov](http://pms.psc.gov)

## Hours of Operation

Monday through Friday:  
5:00 a.m. until 11:00 p.m. ET\*

Saturday and Sunday:  
9:00 a.m. until 9:00 p.m. ET\*

\*Requests for payment submitted  
after 5:00 p.m. ET will be processed  
as if received on the next business  
day.

## Help Desk Number

Telephone #: 877-614-5533  
E-Mail: [PMSSupport@psc.hhs.gov](mailto:PMSSupport@psc.hhs.gov)

## PMS Federal Holidays

Payment Management Services is considered an Essential Government Office due to the nature of its business activities. This means as a general rule, PMS remains open for business year round except Federal Holidays and bank holidays.

### **Payment Management Services is closed on the following Federal holidays**

New Year's Day  
Martin Luther King, Jr. Day  
President's Day  
Memorial Day  
Fourth of July  
Labor Day  
Columbus Day  
Veteran's Day  
Thanksgiving Day  
Christmas Day

# Thank You

## CONTACT INFORMATION:

Dan Long

Director, PMS

Office: 385-285-7390

Email: [Daniel.long@psc.hhs.gov](mailto:Daniel.long@psc.hhs.gov)

Mausami Kothari

Supervisory Financial Management Specialist, PMS

Office: 301-492-5505

Mobile: 202-868-7701

Email: [Mausami.Kothari@psc.hhs.gov](mailto:Mausami.Kothari@psc.hhs.gov)

# HMIS Topics

---

1. Closing Out FY 2019 HMIS Data
2. Final Uploads to the Repository for FY 2019
3. FY 2020 Repository Uploads and HMIS Data Standards changes
4. Final Review of the FY 2019 Close Out Schedule



# Final Uploads to the Repository for FY 2019

# FY 2019 Data

---

- SSVF data requirements for FY 2019 remain in effect until the final upload
- The final upload must be in the same HMIS CSV v6.12 format that you have been using all year
  - Reminder: FY 2019 began on October 1, 2018

# Grantee Closeout Responsibilities

---

- FY 2019 data entry must be complete in time for the final upload
  - Only CSV v6.12 will be accepted during this upload period (between Sept. 24 and Oct. 9)
- Right now...
  - Ensure that your HMIS administrator and/or vendor are aware of your reporting requirements (especially the timing)
  - Address all outstanding data quality issues
    - Identify client records with issues and fix them
    - For records that have issues that cannot be fixed, document those reasons
  - Get caught up on data entry

# What If...

---

- ...I try to upload on October 5 and I can't log into the Repository?
- ...there is a freak accident on September 30 and power is out in my whole city?
- ...my final export generates Repository errors and I can't upload it?
- ...the person who does our exports is going on vacation / gets struck by lightning / wins the lottery and can't complete the upload?

# How to Avoid Year-End Disasters

---



- The Repository will be open September 24-September 27 for testing of year end uploads
- Don't wait until September 27 to test your export/upload
- Don't wait until October 3 to complete your first upload
- Create a backup plan

# Final FY 2019 Upload Schedule

---

## Required test upload...

Tuesday, September 24 – Friday, September 27

- Repository open for testing of final FY 2019 exports / uploads.

## Required complete final upload...

Tuesday, October 1 – Wednesday, October 9

- Repository open for final upload of FY 2019 HMIS data. As usual...
  - The 3<sup>rd</sup> business day is the on time deadline – Thursday, October 3<sup>rd</sup>
  - The 9<sup>th</sup> calendar day is the final deadline – Wednesday, October 9<sup>th</sup>

**NOTE:** If your local HMIS cannot export 6.12 CSV data at some point October 1<sup>st</sup> or later, you must notify SSVF HMIS TA ([ssvfhmis@abtassoc.com](mailto:ssvfhmis@abtassoc.com)).

# Upload Support

---

- Test exports / uploads the last week of September
- HUD has communicated Repository requirements and schedule to HMIS vendors and HMIS administrators
- Reminder emails from the SSVF Program Office
- Contact [ssvfhmis@abtassoc.com](mailto:ssvfhmis@abtassoc.com) with questions



# FY 2020 Repository Uploads and HMIS Data Standards changes

# FY 2020 Uploads

---

- HMIS CSV version change
  - **New:** FY 2020 HMIS CSV version 1.4
  - **FY19 (old):** HMIS CSV version 6.12
- **Oct 28:** If possible, HMIS vendors will have access to the Repository to test new export procedures.
- **Nov 1:** The Repository will open for grantees for the 1<sup>st</sup> FY 2020 uploads.
- **Nov 9:** Grantees' 1<sup>st</sup> monthly upload deadline ends.
- **Late Nov:** If needed, the Repository will re-open to test and resolve export / upload issues before the Dec upload cycle begins.

# Changes to CSV files for FY 2020

---

- CSV Changes
  - Data element numbering system changes.
  - Small updates to Project, Funder, ProjectCoC, Enrollment, Exit, and Services.
  - New file Event.csv required: Contains information on new *Rapid Resolution* assistance tracking.
- Coordinated Entry data elements are part of the 2020 Data Standards and should be available on October 1, 2019 for SSVF projects.
  - 4.19 Coordinated Entry Assessment (optional)
  - 4.20 Coordinated Entry Event

# Data Standard Changes FY 2020

---

- V2 SSVF Services Received: New services added
  - Extended Shallow Subsidy
  - Returning Home
  - Rapid Resolution (for HP/RRH enrolled clients)
- V3 SSVF Financial Assistance: New assistance category
  - Extended Shallow Subsidy

# Data Standard Changes FY 2020

---

- Destination, Prior Living Situation and Current Living Situation (formerly “Contact”) have been aligned
  - New Destination entries
    - “Host Home (non-crisis)”
    - “Rental by client, with HCV voucher (tenant or project based)”
    - “Rental by client in a public housing unit”
  - Prior Living Situation Changes
    - Removed: “Interim Housing”
    - New: “Host Home (non-crisis)”
  - Current Living Situation (formerly “Contact”): Not required for SSVF

# Data Standard Changes FY 2020

---

- Many changes to Project Descriptor Data Elements (PDDEs) which should mostly be handled by your HMIS Leads/HMIS Vendors
- New Coordinated Entry data elements – coordinate locally to avoid duplicate data entry for SSVF-funded RR clients



# Final Review of the FY 2019 Close Out Schedule

# Final FY 2019 Upload Schedule

---

## Required test upload...

Tuesday, September 24 – Friday, September 27

- Repository open for testing of final FY 2019 exports / uploads.

## Required complete final upload...

Tuesday, October 1 – Wednesday, October 9

- Repository open for final upload of FY 2019 HMIS data. As usual...
  - The 3<sup>rd</sup> business day is the on time deadline – October 3<sup>rd</sup>
  - The 9<sup>th</sup> calendar day is the final deadline – October 9<sup>th</sup>

**NOTE:** If your local HMIS cannot export 6.12 CSV data at some point October 1<sup>st</sup> or later, you must notify SSVF HMIS TA ([ssvfhmis@abtassoc.com](mailto:ssvfhmis@abtassoc.com)).



# THANK YOU for joining today's presentation

Questions may be submitted now via the chat function or at any time to [SSVF@va.gov](mailto:SSVF@va.gov)

HMIS Questions may be submitted to [ssvfhmis@abtassoc.com](mailto:ssvfhmis@abtassoc.com)