Supportive Services for Veteran Families (SSVF) Webinar Series

HMIS REPOSITORY REQUIREMENTS AND PROCEDURES FOR CLOSING OUT FY 2020

Link to Audio Recording

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Webinar Format

- This webinar will last approximately 60 minutes
- Your calls have been muted due to the high number of callers

  ## During the webinar…
  - you can use the chat/Q&A 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 ssvfhmis@abtassoc.com

SSVF HMIS Technical Assistance staff

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

HMIS Topics

1. Closing Out FY 2020 HMIS Data

2. Final Uploads to the Repository for FY 2020

3. Final Upload Period Checks

4. FY 2021 Repository Uploads and CSV changes

5. Final Review of the FY 2020 Close Out Schedule

Final Uploads to the Repository for FY 2020

FY 2020 Data

- SSVF data requirements for FY 2020 remain in effect until the final upload is completed

- The final upload must be in the same <u>FY 2020 HMIS CSV version</u> that you have been using all year
  - Reminder: FY 2020 began on October 1, 2019

Grantee Closeout Responsibilities

- FY 2020 data entry must be complete in time for the final upload
  - <u>Only FY 2020 HMIS CSV will be accepted</u> during this upload period (between Sept. 22 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 22 to September 25 for testing of year end uploads

- Don't wait until September 25 to test your export/upload

- Don't wait until October 5 to complete your first upload

- Create a backup plan

Required test upload…

Tuesday, September 22 – Friday, September 25
- Repository open for testing of final FY 2020 exports / uploads.

Required complete final upload…

Thursday, October 1 – Friday, October 9
- Repository open for final upload of FY 2020 HMIS data. As usual…
  - The 3rd business day is the on time deadline – October 5th
  - The 9th calendar day is the final deadline – October 9th

NOTE: If your local HMIS cannot export CSV data at some point October 1st or later, you must notify SSVF HMIS TA (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** with questions

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 (#13)
    - RRH Head of Household/Adults Check (#14)

[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	: 137	: 2	: 98.5500%
2	Veteran SSN	: Veterans	: 127	: 0	: 100.0000%
3	Date of Birth	: All	: 137	: 0	: 100.0000%
4	Gender	: All	: 137	: 0	: 100.0000%
5	Race	: All	: 137	: 3	: 97.8200%
6	Ethnicity	: All	: 137	: 2	: 98.5500%
7	Client Location - CoC Code	: HOH at Entry	: 129	: 0	: 100.0000%
8	Income as Percent of AMI	: HOH at Entry	: 129	: 1	: 99.2300%
9	HP Targeting Criteria	: HP HOH at Entry	: 0	: 0	: n/a
10	Veteran Status	: Adults	: 135	: 0	: 100.0000%
11	Employed	: HoH/Audlts at Entry	: 136	: 0	: 100.0000%
12	Living Situation	: HoH/Adults at Entry	: 136	: 1	: 99.2700%
13	Homeless HP	: HP HoH/Adults at Entry	: 0	: 0	: n/a
14	Housed RRH	: RRH HoH/Adults at Entry	: 136	: 1	: 99.2700%

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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 (#10), Move In Date (#27)

- 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.
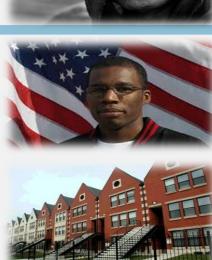 - ✓ Correct issues when possible in HMIS and re-export for Repository upload.

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 ("MonthlyReport.csv")
  - ✓ Review 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 16: Veteran Service Information

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FY 2021 Repository Uploads and CSV changes

FY 2021 Data Collection

- VA Data Guide will be updated in October 2020 as follows:

Grantees are specifically requested to make sure to include the following service tracking in HMIS:

Service or Referral	How to record in HMIS
VA Health, including Mental Health, referral	Response 3: "Assistance obtaining VA Benefits" Dependent Response 4: "Health care services"
Community Health, including Mental Health, referral	Response 4: "Assistance obtaining/coordinating other public benefits" Dependent Response 1: "Health care services"

FY 2021 Uploads

- **<u>No Data Standards Changes!</u>**
- HMIS CSV version update
  - FY 2020 HMIS CSV *version 1.8* (this is likely the one you're already uploading – change published to vendors in May 2020)
- **Oct 26:** *If possible*, HMIS vendors will have access to the Repository to test their CSV export procedures.
- **Nov 1:** The Repository will open for grantees for the 1st FY 2021 uploads.
- **Nov 9:** Grantees' 1st 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.

Final Review of the FY 2020 Close Out Schedule

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Thank you for joining today's presentation!

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