

Homeless Management Information System (HMIS) Data Collection and Reporting Training for Grantees

Grant and Per Diem (GPD)
Case Management

September 29, 2023

Housekeeping

- A recording of the training and the slides will be posted.
- You should be hearing audio by now! Let us know in the Q&A box if you can't and someone will help you.
- Audio is available through your computer speakers.
- To join the webinar via the phone, please call in using:
- Phone Number: 305-224-1968 or 309-205-3325 or 312-626-6799
- Webinar ID: 898 1056 1011
- Passcode: 864526

Participant Information

- 60 minutes of presentation and 25 minutes of Q&A at the end
- Lines are muted
- Q&A box is active & will be answered throughout presentation
- We'll pause and escalate questions verbally for clarity
- Any technical issues, please let us know

Agenda

- Introductions
- GPD-HMIS Overview
- VA Repository
- Uploading Data
- Understanding Data Quality
- Repository Reports
- Accessing Resources and Assistance
- Q & A

Welcome & Introductions

- Today's team
 - Presenter: Mary Schwartz (she/her), Abt Associates
 - Presenter: Thuan Huynh (he/him), Abt Associates
 - Presenter: Eric Gammons (he/him), Technical Assistance Collaborative (TAC)

Overview

GPD-HMIS

Terminology

- Continuum of Care (CoC) - a geographically based group of representatives that carries out the planning responsibilities of the Continuum of Care program, as established under 24 CFR part 578; representatives come from organizations that provide services to the homeless or represent the interests of the homeless or formerly homeless.
- Local HMIS – the web-based software program GPD CM grantees enter data into daily to record client data and generate federal and local reporting
- GPD CM HMIS Repository – the website GPD CM grantees log into once a month to upload exports of data recorded in HMIS locally (“the repository”)
<https://www.hmisrepository.va.gov/>

GPD-HMIS

- Required to collect and enter data into HMIS as of October 1, 2023
- Required to provide monthly uploads to the VA HMIS Repository beginning November 1, 2023
- Data are used to:
 - Measure the effectiveness of programs
 - Inform design of future changes
 - Inform funding decisions
 - Provide data to GPD office for monitoring
 - Provide data to Congress

HMIS Participation Planning

- Reach out to your HMIS Lead/CoC Lead
<https://www.hudexchange.info/grantees/contacts/>
- Sign up for and attend HMIS training to obtain HMIS access
- Review your CoC's Privacy Policy and HMIS Policies and Procedures
- What does HMIS participation mean?
 - Entering all GPD CM client data directly into local HMIS and
 - Generating Comma-Separated Value (CSV) file uploaded to repository monthly

Participation in Local HMIS

- GPD CM grantees may operate in more than one Continuum of Care (CoC)
- GPD CM grantees can work with each CoC to determine participation in HMIS
- The repository is flexible as to how many exports are needed to ensure all recorded data is reported
- HMIS is managed locally and direct technical assistance (TA) is available if GPD CM grantees are having issues working with local HMIS staff
- GPD CM grantees should not hesitate to ask for assistance from the TA team:
GPD_HMIS@abtassoc.com

Project Set up in HMIS

- GPD CM projects are Supportive Services Only (SSO) projects
- GPD CM grantees should have two to four SSO Projects (Project Type 6) set up in HMIS, depending on their grants:
 - Pre-Housing Case Management (housing navigation)
 - Pre-Housing Collaborative Case Management (housing navigation)
 - Retention Housing Case Management (post-permanent housing move-in)
 - Retention Housing Collaborative Case Management (post-permanent housing move-in)
- Generally, a Veteran's housing status will help indicate which project they are enrolled in (multiple project enrollments over time is expected) and whether the Veteran is being served in partnership with HUD-VASH (Collaborative Case Management)

Creating an Upload File (*Technical Stuff*)

- Format: HUD HMIS Comma-Separated Value (CSV), zipped
- Extract the data from HMIS
 - The start date should be the start date of the federal fiscal year in which you are reporting
 - The end date should be the date on which you are generating the export – today's date, whatever today is
- Save locally on your computer/network

VA HMIS Repository

GPD-HMIS

Reporting Requirements

- Monthly uploads to the repository on the following schedule
- First upload to VA repository no later than 2nd business day of the month
- Final upload no later than 7th calendar day of the month
- GPD_HMIS@abtassoc.com for upload support

Month in FY 24	First Upload Due	Final Upload Due	Export Start/End
October	Thursday, November 2, 2023	Tuesday, November 7, 2023	October 1, 2023, to date of upload
November	Monday, December 4, 2023	Thursday, December 7, 2023	October 1, 2023, to date of upload
December	Wednesday, January 3, 2024	Sunday, January 7, 2024	October 1, 2023, to date of upload
January	Friday, February 2, 2024	Wednesday, February 7, 2024	October 1, 2023, to date of upload
February	Monday, March 4, 2024	Thursday, March 7, 2024	October 1, 2023, to date of upload
March	Tuesday, April 2, 2024	Sunday, April 7, 2024	October 1, 2023, to date of upload
April	Thursday, May 2, 2024	Tuesday, May 7, 2024	October 1, 2023, to date of upload
May	Monday, June 3, 2024	Friday, June 7, 2024	October 1, 2023, to date of upload
June	Tuesday, July 2, 2024	Sunday, July 7, 2024	October 1, 2023, to date of upload
July	Friday, August 2, 2024	Wednesday, August 7, 2024	October 1, 2023, to date of upload
August	Wednesday, September 4, 2024	Saturday, September 7, 2024	October 1, 2023, to date of upload
September	Wednesday, October 2, 2024	Monday, October 7, 2024	October 1, 2023, to date of upload

Accessing the Repository

- To access the Repository, go to <https://www.hmisrepository.va.gov/> and click the 'Click here to log in' link.



Creating an Account

- From the log in page, click on the 'Register a new account' link.

Please enter your username and password to login

Username

Password

[Register a new account](#) [I forgot my password](#)

New User Account Registration

- Enter your:
 - first name,
 - last name,
 - email address,
 - work phone number including area code,
 - name of your organization
 - All fields are required.

HMIS New User Account Registration

Account Information

Please complete the following fields to register for an HMIS account.

Note: All fields are required.

First Name

Last Name

Email

Phone

Organization

Disclaimer: SSVF v GPD

- The VA HMIS Repository has been used exclusively by SSVF grantees for 10 years. It will take some time to transition all screens/instructions/labels to not only name SSVF.
- As you embark on using the HMIS Repository as a GPD-CM grantee, please note that anything labeled 'SSVF' is interchangeable with GPD-CM.

Select Program

- Select the name of the program(s) for which you will be uploading data.
- You must select at least one program,
- If you only select one program, it must be in the field labeled '1st VA Grant/Program.'

SSVF Grant/Programs

Select one or more SSVF Grant/Programs

Note: If you participate in more than 3 programs, please contact the Repository Administrator once you have completed your registration to have them added.

1st SSVF Grant/Program	<input type="text" value="Select SSVF Program"/>
2nd SSVF Grant/Program	<input type="text" value="Select SSVF Program"/>
3rd SSVF Grant/Program	<input type="text" value="Select SSVF Program"/>
4th SSVF Grant/Program	<input type="text" value="Select SSVF Program"/>
5th SSVF Grant/Program	<input type="text" value="Select SSVF Program"/>

Username

- Enter your desired username.
- Must be between 4 and 16 characters in length and contain only letters and numbers – no spaces or special characters (such as @, \$, or &, etc.).
- Each user must be unique; if the name is a duplicate of an existing username, you will be asked to choose a different one.

HMIS New User Account Registration

Account Information
Please complete the following fields to register for an HMIS account.
Note: All fields are required.

First Name

Last Name

Email

Phone

Organization

SSVF Grant/Programs
Select one or more SSVF Grant/Programs
Note: If you participate in more than 3 programs, please contact the HMIS Repository Administrator once you have completed your registration to have them added.

1st SSVF Grant/Program

2nd SSVF Grant/Program

3rd SSVF Grant/Program

Create a New Username
Please create a username to log into your account.
Note: Usernames must be between 4 and 16 characters in length, and may not contain spaces or special characters.

Desired Username

Create a New Password
Please create a new password to log into your account.
Note: Passwords must be between 8 and 20 characters in length and contain both uppercase and lowercase letters, and at least one number.

Desired Password

Password not entered

Confirm Password

Need Help?
[Click here for Support](#)
Toll Free: 1-800-669-8477
Verizon Cybertrust Security SECURED SITE

Password

- Create a password for your account.
- Must be between 8 and 20 characters in length, contain at least one lowercase letter, at least one UPPERCASE letter, and at least one number.
- Confirm password and click 'Create Account.'

Create a New Password

Please create a new password to log into your account.

Note: Passwords must be between 8 and 20 characters in length and contain both uppercase and lowercase letters, and at least one number.

Desired Password

Password not entered

Confirm Password

Create Account

Cancel

Email Confirmation

- Once account is created, you should receive an email asking you to confirm your email address
- If you do not receive an email, please contact GPD_HMIS@abtassoc.com
- Once email is confirmed, a Repository Administrator will authorize your account.
- Each Repository user will set-up their own username and password. Please do not ever share username or password with anyone.

Uploading Data

GPD-HMIS

Recap

- Collected data in HMIS
- Exported data to a CSV, zipped file
- User(s) have access to the Repository
- **YOU'RE READY TO UPLOAD!**

Login

- The Repository is open during the first three business days of each month, at which time you are free to log in as many times as necessary.
<https://www.hmisrepository.va.gov/>
- On the Repository login page, enter username and password, and click 'Login'.

Please enter your username and password to login

Username

Password

[Register a new account](#) [I forgot my password](#)

Forgotten Username or Password

- If you have forgotten username or password, click the “I forgot my password” link on the login page.
- Specify username or password and enter email address (the same one used to register).
- You will receive an email with information to log in.

Lookup Username or Password

Please supply the information below to retrieve your lost/forgotten HMIS Repository username or password. The system will send an email containing your username or a temporary password.

I forgot my username I forgot my password

Email address:

Uploading Data

- Once logged in, click 'Upload Data' from the list of User Options on the left-hand side of the page

User Options

- [Upload Data](#)
- [SQUARES](#)
- [My Account](#)
- [Activity History](#)
- [Support](#)

- [Logout](#)

Upload Information

- Enter the following information about the upload:

CSV Data Upload Form

1. Program:

2. Zip file: No file chosen (zip file)

3. Options: Validate and upload
 Validate Only

Upload Information

- Program: Select the name of the specific program for which you are uploading data.
- Zip file – Click ‘Browse’ to open a dialog box where you can select the .zip file from your network or hard drive
- Options – There two options for the upload process:
 - Validate and upload (Default): it will validate file and – if file meets data quality requirements – transmit data to the Repository database.
 - Validate only – This option will validate file but will not upload it. You can use this to check the upload’s data quality, if you would like to review it before deciding whether to upload your file. If after validating your data, you would like to proceed with uploading it, click the “Upload Data” button at the bottom of the validation page.

Data Processing

- Repository will process uploaded files
 - Check for data quality
 - Ensure files include all the necessary information
 - When done, Repository will display a Validation Report

Successful Upload

- If the uploaded data is successfully transmitted to the Repository, this message will appear at the bottom of the validation report:

The upload was successful and the data has been accepted.

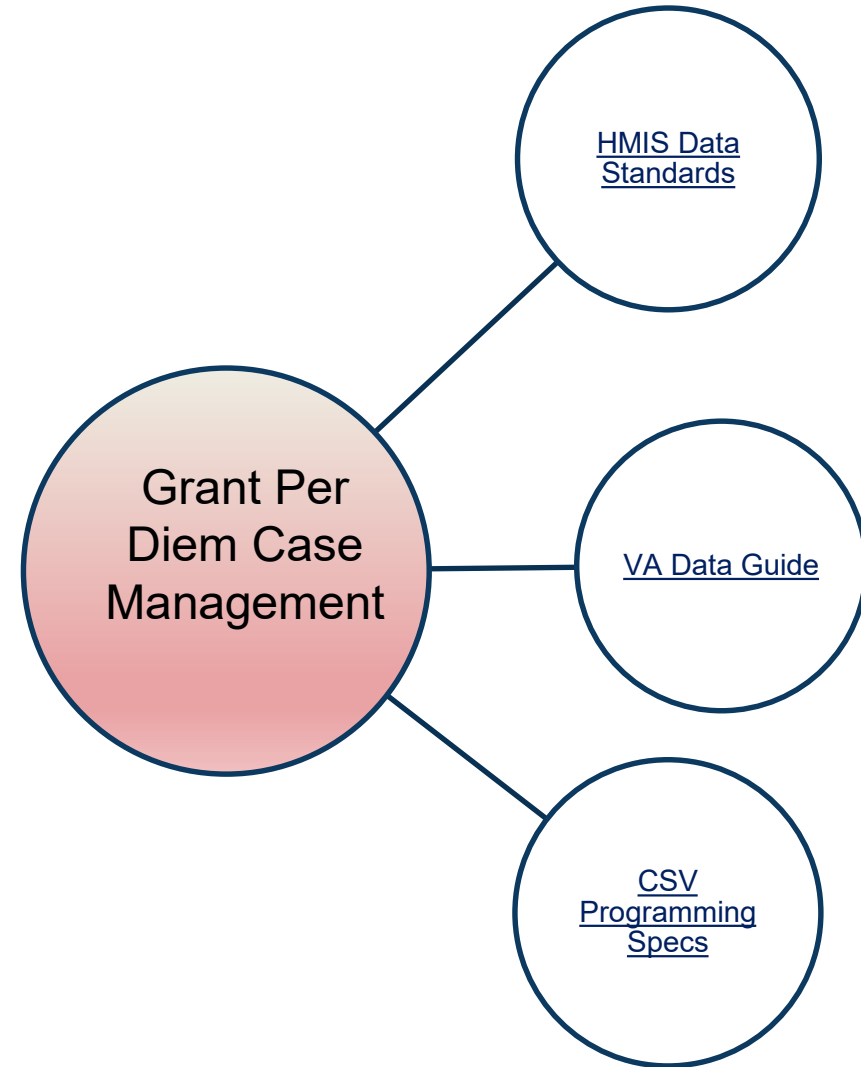
- Congratulations! The upload was successfully accepted.
- If the message does not appear, the upload was not successfully accepted. You will need to fix any data issues and try again.

Understanding Data Quality of Upload

GPD-HMIS

Defining Data Quality

- VA and GPD program office staff define reporting expectations & data element requirements for Grantees. Along with other Federal Partners like FYSB-RHY and SAMHSA-PATH, US Dept. of Housing and Urban Development (HUD) staff determine HMIS Data Standards and CSV Programming Specifications, taking into consideration GPD's specific grant requirements. The VA Data Guide explains HMIS Project Setup to ensure reporting success.



Understanding Data Quality

- GPD sets the data element requirements from the list of available options in HMIS Data Standards
- HMIS Data Standards define the data collection point, applicable projects, definitions, and programming of the data elements in HMIS implementations locally
- CSV Specifications dictate how the HMIS Data Standards are pulled into the uploads based on the GPD data element requirements

Universal Data Elements (UDE)

- Required for all HMIS projects
- One and Only One per Client Record
 - 3.01 Name
 - 3.02 Social Security Number
 - 3.03 Date of Birth
 - 3.04 Race and Ethnicity
 - 3.06 Gender
 - 3.07 Veteran Status

Universal Data Elements (UDE)

- One or More Value(s) Per Client, One Value Per Project Stay
 - 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 Enrollment CoC
 - 3.20 Housing Move-In Date
 - 3.917 Prior Living Situation

Common Program Specific Data Elements

Data Element Number	Data Element Name	GPD Case Management/Housing Retention
4.02	Income & Sources	X
4.03	Non-Cash Benefits	X
4.04	Health Insurance	X
4.05	Physical Disability	X
4.06	Developmental Disability	X
4.07	Chronic Health Condition	X
4.08	HIV/AIDS	X
4.09	Mental Health Problem	X
4.10	Substance Abuse	X
4.11	Domestic Violence	X

GPD Program Specific Data Elements

Data Element Number	Data Element Name	GPD Case Management/Housing Retention
V1	Veteran's Information	X
V2	Services Provided – SSVF	Optional
V6	VAMC Station Number	X
P4	Connection with SOAR	Optional
R6	Employment Status	X

CSV Specifications

12 files required:

- Export.csv
- Project.csv
- Funder.csv
- ProjectCoC.csv
- Client.csv
- Enrollment.csv
- Exit.csv
- IncomeBenefits.csv
- Services.csv
- EmploymentEducation.csv
- Disabilities.csv
- HealthandDV.csv

Repository Upload Reports

- Reports
 - aide grantee in submitting, amending and understanding submitted HMIS data
 - contain
 - upload validation information
 - data quality information
 - programmatic summary information
- There are four Repository reports generated for grantees for each upload:
 - Validation Report
 - Data Quality Summary
 - Data Quality Details
 - Monthly Report

Validation Report

- Report appears in the Repository after each data submission – indicating upload was successful or unsuccessful
 - If unsuccessful, report will identify file errors leading to rejection
 - If successful, message will confirm accepted upload

Validation Report
[Close this window](#)

Uploader: Schwartz, Mary (*schwartzmf*)
Validation ID: 198358
Validation date: 6/30/23 9:21:41 AM

Step 1. File Upload

Program name: ZZ Test Program
User name: schwartzmf
User email: mary_schwartz@abtaassoc.com
File name: test3.zip
File extension: ZIP
File size: 16.5458984375 Kb
Processing Option: validate_upload

Step 2. Unzip

Unzip successful
numFiles: 13
Index 1: Enrollment.csv
Index 2: EnrollmentCoC.csv
Index 3: ProjectCoC.csv
Index 4: Funder.csv
Index 5: Disabilities.csv
Index 6: Export.csv
Index 7: EmploymentEducation.csv
Index 8: Project.csv
Index 9: Services.csv
Index 10: Client.csv
Index 11: HealthAndDV.csv
Index 12: Exit.csv
Index 13: IncomeBenefits.csv

Step 3. Validate File

Export.csv [2 rows found in the file.]
Project.csv [2 rows found in the file.]
ProjectCoC.csv [2 rows found in the file.]
Enrollment.csv [40 rows found in the file.]
EnrollmentCoC.csv [17 rows found in the file.]
Client.csv [40 rows found in the file.]
Exit.csv [26 rows found in the file.]
IncomeBenefits.csv [99 rows found in the file.]
Services.csv [119 rows found in the file.]
EmploymentEducation.csv [102 rows found in the file.]
Disabilities.csv [391 rows found in the file.]
HealthAndDV.csv [105 rows found in the file.]
Funder.csv [2 rows found in the file.]

[Validation Result Summary]

Data Quality Alerts

No issue found.

Validation Errors

[export.csv] :

1. Unable to process. CoCCode in the SourceID is not in a valid format.
(row #2)

File Errors

No issue found.

1 rejection error(s) found. File upload is rejected and removed from the server.

Validation Report
[Close this window](#)

Uploader: Huynh, Thuan (*thuansoh*)
Validation ID: 204559
Validation date: 9/11/23 5:46:29 PM

[File Upload Information]

Program name: ZZ Test Program
User name: thuansoh
User email: thuan_huynh@abtaassoc.com
File name: test1woPII.zip

[DB Insert Result]

Index 1: **Enrollment.csv** [40 rows found in the file.]
- **Data insert Successful.**
Index 2: **EnrollmentCoC.csv** [17 rows found in the file.]
- **Data insert Successful.**
Index 3: **ProjectCoC.csv** [2 rows found in the file.]
- **Data insert Successful.**
Index 4: **Funder.csv** [2 rows found in the file.]
- **Data insert Successful.**
Index 5: **Disabilities.csv** [391 rows found in the file.]
- **Data insert Successful.**
Index 6: **Export.csv** [2 rows found in the file.]
- **Data insert Successful.**
Index 7: **EmploymentEducation.csv** [102 rows found in the file.]
- **Data insert Successful.**
Index 8: **Project.csv** [2 rows found in the file.]
- **Data insert Successful.**
Index 9: **Services.csv** [119 rows found in the file.]
- **Data insert Successful.**
Index 10: **Client.csv** [40 rows found in the file.]
- **Data insert Successful.**
Index 11: **HealthAndDV.csv** [105 rows found in the file.]
- **Data insert Successful.**
Index 12: **Exit.csv** [26 rows found in the file.]
- **Data insert Successful.**
Index 13: **IncomeBenefits.csv** [99 rows found in the file.]
- **Data insert Successful.**

* test1woPII.zip with file id ID 125432 has been inserted successfully to the database
* Program Status has been updated as completed.

The upload was successful and the data has been accepted.

Validation Report – Validation Errors

- Validation errors
 - Prevent uploads from being accepted
 - Identify instances where data quality is not acceptable
 - Corrections must be made to data causing error(s)
 - Once correction is made in local HMIS, data must be exported and uploaded again

Validation Report – Data Quality Alerts

- Data quality alerts
 - Identify records that are missing data in critical fields
 - May not prevent data upload but should be addressed with program staff
 - Report will identify client or service records with issues

Validation Report – File Errors

- If file is not compliant with CSV specifications, it will be rejected
 - Information about the specific issue(s) is identified
 - You might be able to make corrections in your HMIS
 - May be necessary for your vendor to make corrections

Data Quality Summary

- Report emailed to users for each successful upload so users can track data quality improvements
- Identify potential data issues for review
- Facilitate the correction of issues before repository closes
- Fields should be above 95% complete threshold for each data element

Data Quality Summary

HMIS file upload report (DB Insert Result): Prodfile id: 64ff8aa376cef



Repository <noreply@va.gov>

To

[If there are problems with how this message is displayed, click here to view it in a web browser.](#)

[Data Summary]

	[Field]	[Checked For]	[Records]	[Issues]	[Score]
1	Social Security Number (SSN)	: All clients	: 39	: 39	: 0.0000%
2	Veteran SSN	: Veterans	: 16	: 16	: 0.0000%
3	Date of Birth	: All	: 39	: 39	: 0.0000%
4	Gender	: All	: 39	: 0	: 100.0000%
5	Race	: All	: 39	: 0	: 100.0000%
6	Ethnicity	: All	: 39	: 0	: 100.0000%
7	Client Location - CoC Code	: HOH at Entry	: 16	: 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	: 39	: 0	: 100.0000%
11	Veteran Status	: Adults	: 39	: 0	: 100.0000%
12	Last Grade Completed	: HoH/Adults at Entry	: 39	: 0	: 100.0000%
13	Employed	: HoH/Adults at Entry	: 39	: 0	: 100.0000%
14	Living Situation!	: HoH/Adults at Entry	: 39	: 12	: 69.2400%
15	Homeless HP	: HP HoH/Adults at Entry	: 0	: 0	: n/a



Choose VA

VA

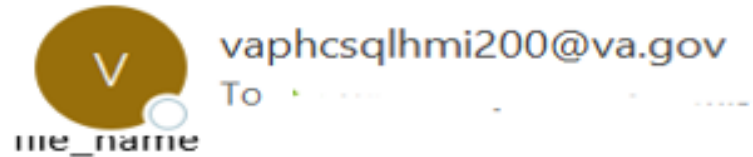


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Data Quality Details

- Report emailed to users for each successful upload so users can track data quality improvements
- Corresponds to the Data Quality Summary Report
- Provides HMIS identifiers for each data quality issue listed on the Data Quality Summary Report

HMIS Files



test1woPII.zip

(1 rows affected)
upload_date

2023-09-11 17:46:16.460

(1 rows affected)

QueryName	enrollmentid	PersonalID
-----------	--------------	------------

1.SSN Missing	9	0
1.SSN Missing	6	5
1.SSN Missing	5	8
1.SSN Missing	6	9

Monthly Report

- Report emailed to all users associated with each grant for each successful upload
- Useful for developing a data-driven understanding of scope, scale, and impact of each data upload
- Provides information about
 - persons, veterans, and households served
 - demographics
 - service counts
 - outcomes data

Accessing Resources and Assistance

GPD-HMIS

Available Resources

- FY2023 VA Data Guide – Data collection and reporting guidance for VA grantees

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

- VA HMIS Resources

<https://www.hudexchange.info/programs/hmis/federal-partner-participation/va/>

- HMIS Data Standards

<https://www.hudexchange.info/resource/3824/hmis-data-dictionary/>

Accessing Assistance

- HMIS Lead/CoC Lead
<https://www.hudexchange.info/grantees/contacts/>
- Grant and Per Diem Program Provider Website
https://www.va.gov/homeless/gpd_providerwebsite.asp#regs
- GPD-HMIS Repository
GPD_HMIS@abtassoc.com

Questions & Answers

GPD-HMIS

Q & A

- Please type your questions in the Q&A box.

Thank you!



Choose **VA**

VA



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