

LSA Office Hours #1 – Q&A

Questions from 11/10/22 Office Hours

For any questions that were not addressed on the webinar, or if there are specific questions to your CoC, please reach out to your liaison through your regional inbox (e.g., AHAR_Region1@abtassoc.com).

Q: We didn't see as many flags as we expected to, is HUD aware that entire categories of flags are not populating? For example, "LSACalculated: DQ counts" aren't populating at all, even though multiple communities have verified there is data in their system that should be generating these flags.

A: There could be a couple of reasons for this. (1) The majority of the DQ counts flags have been removed for this year's LSA, so they will not populate. (2) Not all flags are run on Local Use files so you should make sure to upload an Official HUD Review file to get all flags. (3) If you think that flags are not calculating appropriately, please contact your liaison with as much information as you can. Your liaison will then submit that information to our team to investigate. You can see a list of issues and resolutions via the link in the banner at the top of the HDX 2.0 LSA page or at this website:

<https://hudhdx2infoissues.weebly.com/>

Q: Is there any type of confirmation that we've met the deadline?

A: The Initial Upload deadline is next Friday the 18th. That's really a guideline and there is no formal confirmation. The only formal deadline is the final deadline of January 11, 2023. You will receive a confirmation when the dataset is marked complete – which will either be after the deadline when your final upload and warning notes have been reviewed, or when you have resolved all your errors and warnings through either cleaning your data in your HMIS or adding a sufficient warning note.

Q: What happens if we do not get a successful upload prior to 11/18?

A: The Initial Upload deadline on Friday 11/18 is a guideline. There is no formal consequence if you don't meet it, but we highly recommend that you try so that you can get started on data cleaning as early as possible.

Q: When you refer to a successful upload, is that Local upload, or submission?

A: The successful upload should be an Official HUD Review file. There is an important distinction between an "upload" and a "submission". An upload could refer to either a Local Use File or an Official HUD Review File. A "submission" can only be an Official HUD Review file - that will happen when the person with LSA submission rights presses the "Submit for Review" button after a successful upload.

Q: Last year, we had many more flags populate after the initial upload period. We have very few flags right now. Do we anticipate that any additional flags will be added to our report after the initial upload deadline?

A: No, we don't anticipate adding any additional flags. However, we have had reports that some flags are not populating correctly. If you think this is the case, please contact your liaison with as much information as you can. Your liaison will then submit that information to our team to investigate. You can see a list of issues and resolutions via the link in the banner at the top of the HDX 2.0 LSA page or at this website: <https://hudhdx2infoissues.weebly.com/>

Q: I apologize for asking what is the date reporting range for the LSA?

A: 10/1/2021 to 9/30/2022

Q: Are we able to submit for partial review after entering notes for only some of the warnings, say, if we're still working on others?

A: Yes, we view this process as iterative, so you are welcome to work with your liaison to try to clear some warnings in smaller chunks while you continue to work on others. You can submit for review as often as you like. You will need to submit for review for your liaison to know you are ready for them to review the notes and provide feedback.

Q: Can you view flag files with a local upload?

A: Only a subset of flags are run on Local Use Files. We recommend using an Official HUD Review file to review which flags are being triggered.

Q: Have you ever thought of having a backup submitter rather than just one

A: We currently do not have plans to add multiple submitters. There is a distinction between read/write and submit. While more than one person can update HDX 2.0, only one person should oversee a dataset submission. Submitters can be changed in HDX 2.0 if needed. To change the submitter for your CoC, please review page 9 under section 2.2 of the LSA Submission Guide. Look for the section that states "When requesting reassignment of "read/write" or "submit" rights when a CoC Primary Contact is unavailable for a significant period of time:" <https://files.hudexchange.info/resources/documents/An-Introductory-Guide-to-Submitting-LSA-Data-for-the-AHAR.pdf>

Q: My submit for review button is greyed out. Does that mean I don't have the access to submit? I have some notes I'd like my liaison to review but can't get anything submitted. I should be the person to do those submissions so how can I get that access?

A: If the button is greyed out that means you are not the assigned submitter in the HDX 2.0. Your CoC Primary can make that change for you. For instructions on how to change the submitter for your CoC, please review page 9 under section 2.2 of the LSA Submission Guide. Look for the section that states "When requesting reassignment of "read/write" or "submit" rights when a CoC Primary Contact is unavailable for a significant period of time:" <https://files.hudexchange.info/resources/documents/An-Introductory-Guide-to-Submitting-LSA-Data-for-the-AHAR.pdf>

Q: Will the common flags resource be updated to reflect the flags that no longer apply? The missing flags I referenced are still in the common flags library, specifically 851 and 852.

A: The Common Flags Library is updated annually. We will remove these flags ahead of the FY23 LSA Data Cleaning season.

Q: For SSVF RRH EHA projects who record ES beds as services, they will not have an HMIS BUI that matches the HIC record. How do we reconcile this issue?

A: SSVF RRH EHA projects should be logged in the HIC as ES beds. If they are not in HMIS (or are in HMIS as services), they should be noted on the HIC as non-participating. Page 13 of the 2022 HIC/PIT Submission Guide documents how EHA beds need to be set up in the HIC based on how they are tracked in HMIS (as a service associated with RRH or as a standalone project). The only way the project IDs would match up from the HIC to HMIS is if the CoC decided to track EHA beds in a standalone ES project. If not, the discrepancy is expected and can be explained in a note.

<https://files.hudexchange.info/resources/documents/2022-HIC-and-PIT-Count-Data-Submission-Guidance.pdf>

Q: Once we submit for official review to the liaison and they get back to us in 48 hours does it come back to us to make necessary changes that the liaison recommends

A: Yes, once the liaison completes their review, they will push a button to turn it back to the CoC. That will allow you to add more notes or update your HMIS and replace the upload.

Q: Can a read only account be issued for a system admin to be able to review warnings & errors to better assist CoC staff?

A: You can work with the CoC Primary to gain access to the CoC in HDX 2.0 and be assigned read only access. The LSA Submission Guide: <https://files.hudexchange.info/resources/documents/An-Introductory-Guide-to-Submitting-LSA-Data-for-the-AHAR.pdf> provides guidance on how to add users to a CoC.

Q: If we replace the upload, do our notes on the flags go away?

A: Notes should be saved if you replace the upload. If you delete your Official HUD file and upload a new file after writing notes, the notes will not be saved from file to file. If notes are missing, there could be a couple of reasons. (1) The replaced upload resolved the warning, and it is no longer in your errors/warnings report because it no longer applies. (2) We have received reports that some notes are not being retained that we are currently looking into. If you think that notes are not carrying over appropriately, please contact your liaison with as much information as you can, including flag numbers and datasets. Your liaison will then submit that information to our team to investigate. You can see a list of issues and resolutions via the link in the banner at the top of the HDX 2.0 LSA page or at this website: <https://hudhdx2infoissues.weebly.com/>

Q: I found some DQ issues using the DQ tool that are not actually issues...Where do we submit questions about the Data Quality Tool?

A: You can submit questions about the DQ tool to the AAQ desk.

Q: If we did a local upload and received no errors or warnings, would you say that would be ready for the Official HUD Review attempt?

A: Yes. We recommend trying an Official HUD Review file sooner rather than later. Not all flags are programmed to run on the Local Use Files, so uploading an Official HUD Review File will give you a better sense of what data quality issues there may be. You also cannot leave notes for warnings on Local Use Files.

Q: Is 1% threshold for overlaps related to overlaps that are not possible (e.g., overlap between two entry/exit emergency shelters) as well as those overlaps that are deemed minimally possible (e.g., overlap between ES and RRH)?

A: This would be dependent on the flag and what it's looking for specifically. We recommend reaching out to your liaison so they can look at your flags and data and provide the most accurate information specific to your CoC(s).

Q: So, the official submissions can be replaced several times?

A: Yep! As many times as you want, as many times per day as you want.

Q: How far back does the data error flags go back to, is it the 3 years look back or longer?

A: Most of the flags that had the 3 year lookback period have been removed this year. Thus, the vast majority of errors and warnings will only focus on data within the reporting period: 10/1/21-9/30/22.

Q: Is there the option this year to change files from local only to official status? Last year this did not appear to be an option, but in prior years it was.

A: This is not an option this year.