LSA OFFICE HOURS

November 10, 2022

AGENDA

- LSA Timeline

- Information and Resources

- What's New in HDX 2.0

- LSA Submission Guide Scroll-Through

- The Submission Process

- HDX 2.0 Demo

- HMIS Data Standards Scroll-Through

LSA TIMELINE

- Vendor testing began 10/10/22

LEGEND

🟧	Initial Upload Phase
🟦	Data Cleaning & Review Phase
⬛	Holiday Break Period
▨	Initial Upload Deadline 11/18/22
░	Final Deadline 1/11/23

November, 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December, 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January, 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

LSA INFO FROM PAST HMIS LEAD WEBINARS

- [HMIS Lead Webinars & Archive](#)
- August 2022
  - What is the LSA and AHAR
  - Useability
  - FY22 Specs Changes
  - Common Data Quality Issues doc
  - HMIS CSV Data Quality Tool
- December 2021
  - Common Data Quality Issues doc
  - LSA Submission Guide
  - LSA Common Flags Library
- October 2021
  - What data are included in the LSA Report
  - Useability
- October 2022
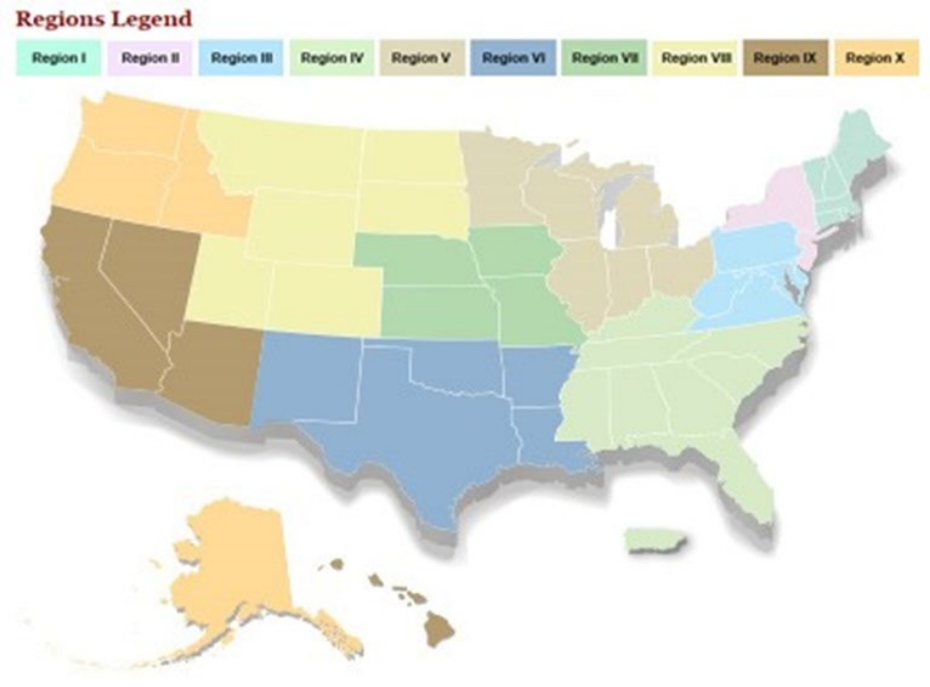 - Similar to today's presentation

RESOURCES

Documents:

- An Introductory Guide to Submitting Longitudinal Systems Analysis (LSA) Data for the AHAR
  - Often referred to as the LSA Submission Guide

- Preparing for the LSA: Guidance on Common Data Quality Issues
  - Often referred to as the Common Data Quality Issues doc

- LSA Common Flags Library

Tools:

- HMIS CSV Data Quality Tool
  - Often referred to as the DQ Tool

NEW RESOURCES THIS YEAR

REGION-BASED INTRODUCTION CALLS

ALL-REGION OFFICE HOURS

WHAT'S NEW IN HDX 2.0

- There is no "In Processing" dataset status – errors and warnings will be available immediately upon successful upload.
- There is an improved look to the Summary Data View Tab and the Data Quality Flag View tab in HDX 2.0.

- There are improved flag descriptions that provide more pertinent information to help CoCs identify issues with their data.

LSA SUBMISSION GUIDE

Let's scroll through it together!

THE SUBMISSION PROCESS

FEATURING A TWO-GAME TENNIS ANALOGY

"UPLOADS" VS "SUBMISSIONS"

- An **upload** refers to any dataset uploaded to the HDX 2.0.

- A **submission** refers to a dataset for which an HMIS administrator has clicked the "Submit For Review" button to change the dataset status from "Needs CoC Review" to "Submitted for Review". Submitted datasets are the ones that liaisons/reviewers examine for CoC notes. Only Official HUD Review files may be submitted.

WHAT ARE THE STRUCTURE OF THE DATA

- An HMIS Admin uploads an "LSA Dataset" or "LSA Report" which they download from HMIS as a zip file and upload to HDX 2.0 as a zip file

- The report that they run in their HMIS system covers the reporting range, which is from 10/1/21 – 9/30/22

Name	Size
LSACalculated.csv	636 KB
LSAHousehold.csv	529 KB
LSAPerson.csv	528 KB
ProjectCoC.csv	117 KB
LSAExit.csv	79 KB
Project.csv	43 KB
Inventory.csv	39 KB
Funder.csv	35 KB
Organization.csv	7 KB
LSAReport.csv	2 KB

LOCAL USE ZIP FILES VS. OFFICIAL HUD REVIEW FILES

- Errors and warnings for Local Use Zip Files will be produced but you will not need to examine them (you will not even be able to comment on them or change the warning flag status).

TYPES OF FILE/DATA ISSUES

- **Upload Error/Format Error** – something is structurally wrong with the file (e.g., files are misnamed, missing a column or are for an incorrect date range)

- **Data error** – something about the data are not possible (e.g., total number of adults is fewer than adults in shelter)

- **Warning** – something about the data are unexpected (e.g., the utilization rate for a shelter is unusually low)

DATASET STATUSES

Dataset Status	Dataset Status Description
Needs CoC Review	Errors and warnings are available for CoC review. Notes should be left by CoC.
Submitted for Review	CoC has taken all possible steps to limit errors and has left notes for all warnings. CoC is asking HDX Review Team to review its Official HUD Review File Submission and requesting feedback.
Review Complete	The HDX Review Team has determined that any remaining errors (if any) are legitimate, and all warnings are addressed.
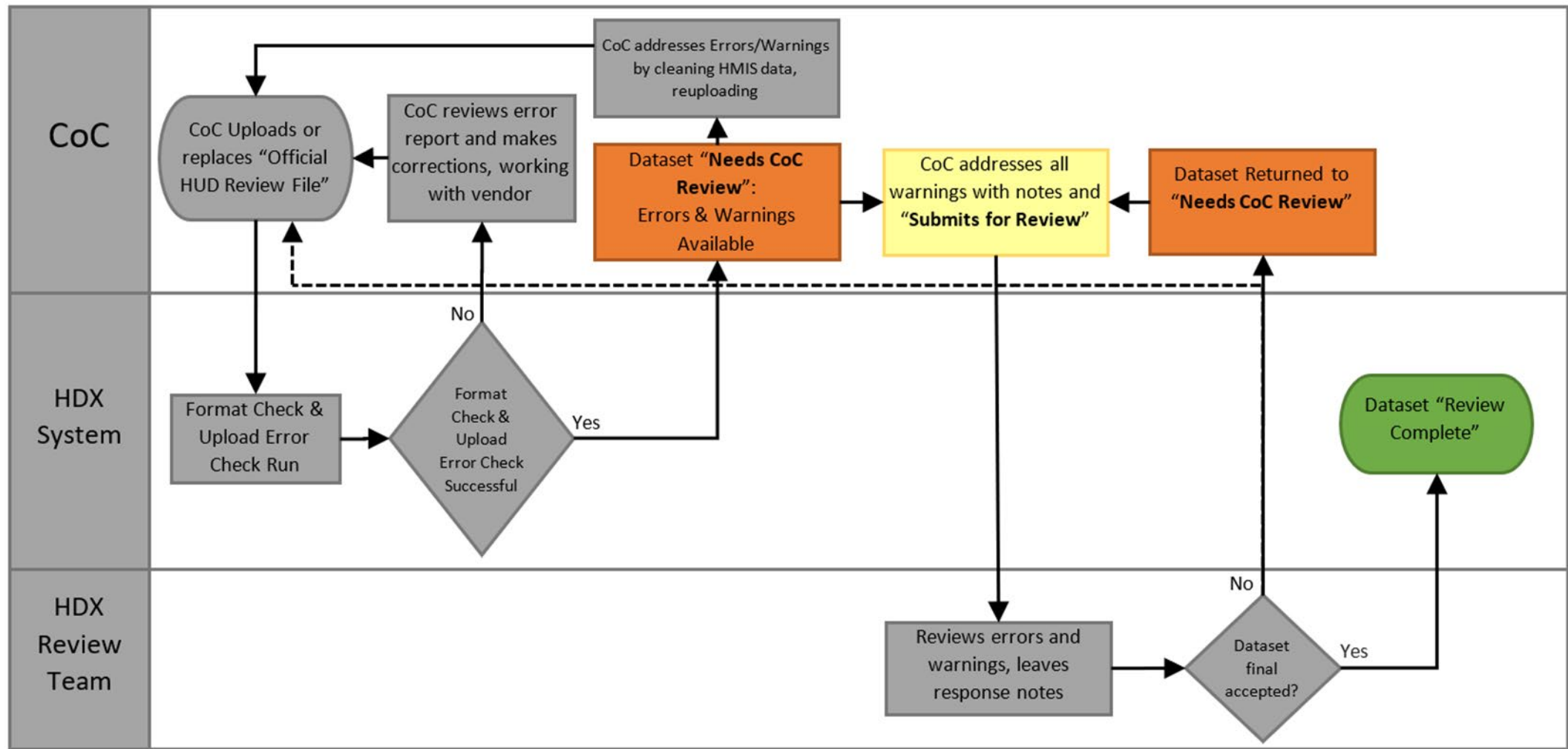
DATASET SUBMISSION WORKFLOW

WARNING NOTE STATUSES

- Errors are impossibilities in the data – no notes can be entered for errors.

- Warnings are possible but unlikely and always require notes

Warning Flag Status	Warning Flag Status Description
Note Required	The default flag status for all warnings the first time they are observed in HDX.
Additional information requested from CoC	Your HDX Data Liaison will mark a warning with this flag status if they feel that the note is insufficient.
Additional information requested from CoC - data have changed	The HDX system will mark a warning with this flag status if your data have changed since a previous upload
Review required by liaison - note has changed	Any warning for which you leave a note will receive this flag status. HDX assumes that any note you leave is "reviewable" by your Data Liaison, so please leave a comprehensive note.
Note Sufficient - Issue unaddressed	Your HDX Data Liaison will mark a warning with this flag status if he or she is convinced that you legitimately cannot address the warning at hand.
Note Sufficient - data accurately reflects community	Your HDX Data Liaison will mark a warning with this flag status if they feel that the note you have left is sufficient to explain the warning.

HDX 2.0 DEMO

HMIS DATA STANDARDS MANUAL

Let's scroll through it together!

RESOURCE LINKS

- HMIS Lead Webinars & Archive
- LSA Submission Guide
- LSA Common Data Quality Issues
- LSA Common Flags Library
- HMIS Data Standards
- Comparable Database Decision Tree
- Comparable Database Manual
- Comparable Database Checklist
- HMIS Project Set-up Tool
- CSV Data Quality Tool

UPCOMING OFFICE HOURS

All future office hours will be held on Tuesdays from 2:00 pm to 3:00 pm ET

2022

- ✓ November 10th
- November 29th
- December 6th
- December 13th

2023

- January 3rd
- January 17th