

Reporting in GrantSolutions

RESIDENT OPPORTUNITY AND SELF SUFFICIENCY PROGRAM

ROSS HUD Team

Stephanie Adams, ROSS Program Manager

Lewis Dorman, ROSS Program Manager

Dina Lehmann-Kim, ROSS Project Lead

Trey Youmans, CSS Deputy Director

Joseph Taylor, National Grants Management Specialist (ONAP HQ)

Charles Eldridge, National Grant Manager (OFO HQ)

J'nelle Jones, National Grant Manager (OFO HQ)

Local HUD Field/ONAP Office staff

Resources for Reporting

One-on-one technical assistance with reporting

The ROSS Data Guide 3.0: <https://files.hudexchange.info/resources/documents/ROSS-Data-Guide.pdf>

ROSS Reporting: Overview and Requirements: <https://www.hudexchange.info/trainings/courses/ross-reporting-overview-and-requirements/>

ROSS Reporting: Using GrantSolutions to Report: <https://www.hudexchange.info/trainings/courses/ross-reporting-using-grantsolutions-to-report/>

ROSS Data Dashboard: <https://public.tableau.com/profile/abt.associates4039#!/vizhome/ROSS-SCDataDashboardbyGrantee/Home>

Quick Reference Guide: Data Quality: <https://files.hudexchange.info/resources/documents/ROSS-SC-Data-Quality-Quick-Reference-Guide.pdf>

ROSS HUD Exchange page: <https://www.hudexchange.info/programs/ross/>

Standards for Success Resource Page: www.hudexchange.info/programs/standards-for-success/

Importance of Reporting

Gives you the tools to assess program success and gaps

Demonstrates program benefits to match partners

Allows you to access your data in the ROSS Dashboard

Helps HUD provide tailored technical assistance

Keeps you in compliance with Grant Agreement requirements

Helps HUD justify continued funding for ROSS Program

Reporting Period Dates

The **reporting period** is the span of time your **annual report** will cover. It is the period during which you capture data for your grant activities and report the data to HUD.

Each reporting period **is no more than 12 months**.

The default dates for the reporting period is **October 1 through September 30** which coincides with HUD's Fiscal Year (FY).

The default dates in the Online Data Collection Tool will not change.

If your grant term start date is after October 1, then you should begin reporting according to the grant term start date in your grant agreement.

For example, if your grant term start date is June 1, then your reporting period is June 1 through September 30.

Grantees whose grant term ends before September 30 will only report up to the grant term end date.

For example, if your grant term end date is May 31, then your reporting period for your final report is October 1 – May 31. Your final report is due 90 days after your grant term end date.

Reporting Period and Due Date

Grantee	Report	Report Due Date	Reporting Period
FY18 (ROSS19...)	Year 4 (Final Report)	June 15, 2022, or 90-days from your grant term end date	October 1, 2021, to Grant Term End date
FY19 (ROSS20...)	Year 3 Report	October 30, 2022	October 1, 2021, to September 30, 2022
FY20 (ROSS21...)	Year 2 Report	October 30, 2022	October 1, 2021, to September 30, 2022
FY21 (ROSS22...)	Year 1 Report	October 30, 2022	June 1, 2022, to September 30, 2022

Report Submission Due Dates

Reports are due October 30 of each year except for the final report.

The ROSS Grant Agreement specifies the due date for each report.

You must ensure your data is submitted by the report due date.

If you submit an **annual** report after October 30, it will be considered a late submission.

If you submit your **final** report after the due date, it will also be considered a late submission.

If you submit an annual report or final report with PII, and it is returned to you after the due date, it will be considered a late submission.

Data Quality at a Glance

Demographics

Services

Outcomes

Number of Household
Identifiers: HUD
expects each Service
Coordinator to have a
case load of 50 ROSS
Participants

Data Quality and Availability

The ROSS Data Guide 3.0 lists data elements that are applicable to the ROSS program.

Descriptions and comments for each data element can be found in the ROSS Data Guide 3.0

You should confirm that you are responding to the required data elements. Even if it's "N/A." (NOTE: N/A or No responses improve your data quality, as opposed to blanks or "Information Not Collected")

Data quality and availability is considered an aspect of a grantee's performance. Grantees must ensure that your data is accurately reported and submitted to HUD.

Your data will allow HUD to observe your program activity and provide recommendations to help improve outcomes for your residents.

You should report on the different types services a resident is receiving. This data should also shape what activities you are providing to residents.

Grant Solutions Access

Keep informed who on your team has access to GrantSolutions

If you need to give an additional person access, submit a User Account Request form to GrantSolutions

Once individuals have access to the Online Data Collection tool in GrantSolutions, they will not need to request access again.

Data from a previous ROSS grant may be cloned to the new grant. Stay tuned.

Reporting Framework: Standards for Success



HUD no longer requires or accepts submission of the Logic Model to evaluate performance

ROSS grantees report under Standard for Success.

The framework's three main tenets are:

1. Standardization of data elements
 2. Alignment of reported data elements to higher-level agency goals
 3. Utilization of record-level (individual service/recipient-level) reports
- **NOTE: HUD cannot accept any Personal Identifiable Information (PII)**

Standards for Success Resources

HUD Exchange Standards for Success Resource Page:

<https://www.hudexchange.info/programs/standards-for-success/>

Includes:

- Reporting tools
- Contact information
- Guidance documents and materials
 - Including the GrantSolutions OLDC User Guide

Standards for Success: GrantSolutions OLDC

GrantSolutions Online Data Collection (OLDC) is HUD's data collection and reporting tool

- Access by going to www.grantsolutions.gov
- New users seeking access may submit a user account request form to HUD

Demonstration

Best Practices

Use case management software

Develop strategies for successful case management, including ways to track outcomes

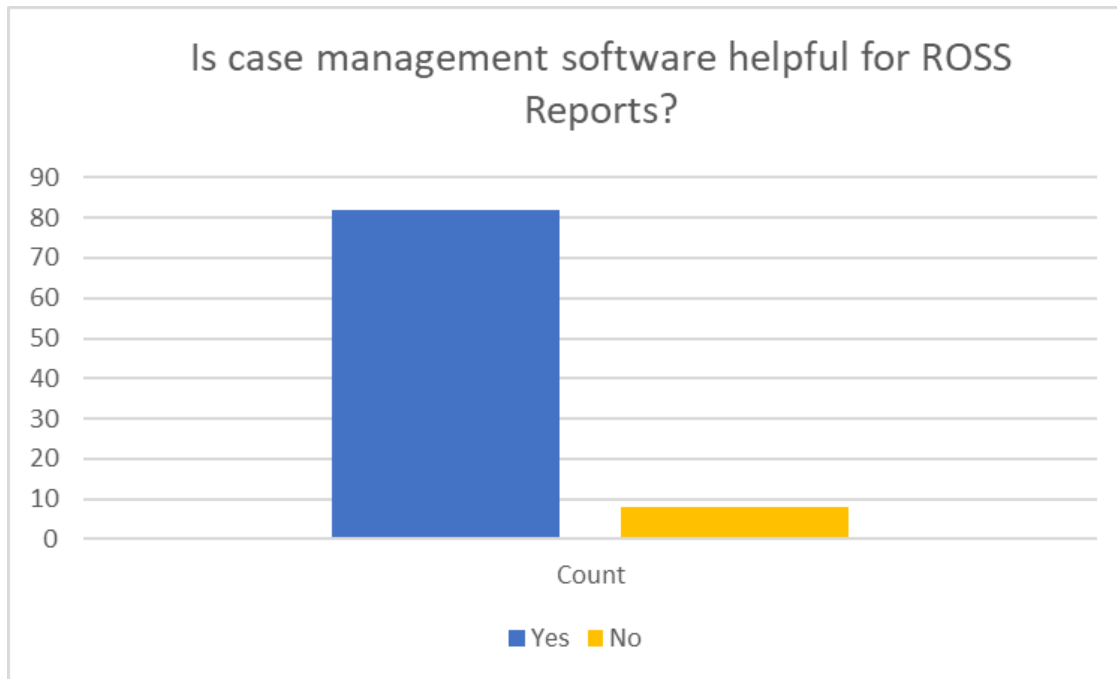
Ensure more than one person at your agency is familiar with GrantSolutions and ROSS performance reporting

Report in real time

De-identify data

Review the resources available to you on the ROSS HUD Exchange page

Benefits of Case Management Software



"It provides follow up reminders, which is very helpful."

"You don't have to duplicate documentation – one-click reporting."

"Lets you refer back to case notes so you remember to follow up on certain outcomes."

"Any data that's missing for HUD reports is identified on the resident profiles."

Questions

ROSS-PIH@HUD.GOV