

# Eva - Quick Start Guide

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## Overview

- **Eva** is designed to help you assess the accuracy and completeness of the data within your Homeless Management Information System (HMIS).
- In future iterations, **Eva** will also assist communities in analyzing your HMIS performance data, including coordinated entry, if your community utilizes HMIS for this purpose. Use of this tool is not required by HUD.
- **Eva** is a web-based tool built with R Shiny
  - This will be faster for Continuums of Care (CoCs) with large CSV files.
  - This will ensure CoCs are accessing the most up to date versions of the tool instead of downloading multiple versions as new versions are released.
  - R Shiny will help keep the code within the app transparent.
  - **Eva** will only access your CoC's data during your session.

## What you'll need to use Eva

- Generate a hashed [HMIS CSV](#) export and store it in a secure location that you can find again
  - A hashed export means the personal identifiers are obscured when the export is generated.
  - This is different from other exports such as the Longitudinal System Analysis (LSA) or the Annual Performance Report (APR).
  - If you are unsure of how to generate this, please contact your HMIS vendor.
  - The HMIS CSV has client level data in it so it must be stored in a secure location per HUD, state, and local rules and regulations.
- Once you have exported your hashed HMIS CSV zip file and stored it in a secure location, navigate to [hmis.abtsites.com/eva](https://hmis.abtsites.com/eva) in your web browser.

## What can Eva do for you?

- **Eva** was created for HMIS Leads and System Administrators to help assess data quality in their local HMIS. The tool can assess data quality for all project types and is not limited to those included in the LSA or System Performance Measures (SPM) Reports.
  - Visuals: Highlights the most common data quality issues system-wide and within a single, user-selected organization. This provides HMIS Leads insight into which organizations and/or projects might benefit from additional data entry training and support.
  - Exports: Data quality (DQ) checks can be exported at the system or organization level. This allows HMIS Leads to examine DQ issues across the system or limit it to an organization so it can be sent directly to an organization for data quality fixes as needed.
- **Eva** allows for HMIS Leads to work on most of their DQ from a single tool. The tool incorporates the logical data checks of its predecessor, the [HMIS CSV Data Quality Tool](#), many the data completion checks described in the [HMIS Reporting Glossary](#) and new Project Data Descriptor Element checks to support successful reporting and HMIS administration.

## How is data handled in Eva?

- **Eva** ensures your CoC’s hashed data is handled securely. **Eva** will only access your CoC’s data during your session, **no CoC data is retained or viewed by anyone besides you**. **Eva** does retain metadata about the upload file itself, such as the name of your software vendor, your export dates, hash status, and data source information. This is collected for troubleshooting and tool planning purposes.
- **Eva** handles data in specific phases outlined below:

Phase	What’s Happening
Idle	You have not navigated to <b>Eva</b> yet in your browser, and the app has no data to work with.
Session Start	You have navigated to <b>Eva</b> in your browser, but tabs in the app remain empty as there is no data uploaded to <b>Eva</b> .
Active Session	You have uploaded a hashed HMIS CSV which allows you to download reports, sort and search data tables generated by <b>Eva</b> , and view data visualizations. In this phase, <b>Eva</b> writes some metadata (not client, enrollment, or project data) from your upload to a log file that helps the <b>Eva</b> team with tool planning and troubleshooting.
Session End	You have closed out <b>Eva</b> in your browser and <i>your uploaded CoC data is deleted from the server at this time</i> , regardless of how many hashed HMIS CSVs were uploaded during the active session. The logged metadata from the Active Session phase remains available to the <b>Eva</b> team for tool planning and troubleshooting purposes.
After Session End	No data is stored in <b>Eva</b> aside from the metadata described above and the app goes back to the idle phase.

## Additional Resources and Providing Feedback

- Additional Resources can be found on the [HMIS Eva](#) page of the HUD Exchange.
- For more information on **Eva** and its code, visit the [Code tab on the Abt Eva Github](#).
- Users can provide feedback or report issues regarding **Eva** by reporting an issue through [the Issue tab on the Abt Eva GitHub](#). To add a new issue, click the "New Issue" button at the right-hand side of the page.
- Users can stay up to date with the status of **Eva** by receiving notifications from Github. Manage your notifications by doing the following:
  - Create an account on Github
  - Under profile settings, click "Notifications" to update your settings. This will let you set up how you would like to receive the notifications.
  - Navigate to **Eva**'s Github site.
  - Click the "Watch" dropdown at the top right of the screen.
  - Choose "Custom" to change which kind of notifications you would like to receive.
    - Issues will let you know if there are crashes or other issues users need to be aware of.
    - Releases will let you know if there are new versions of the tool being pushed.