

Eva - Quick Start Guide

Version 1.2 | June 2023

Overview

- **Eva** is a web-based tool that can help you assess the accuracy and completeness of the data collected within your Homeless Management Information System (HMIS). (Use of **Eva** is not required by HUD.)
- **Eva** is built with a free and open-source R package called Shiny, meaning:
 - It is faster than the [HMIS CSV Data Quality Tool](#), especially for Continuums of Care (CoCs) with large CSV files.
 - CoCs are always accessing the most up-to-date versions of the tool, instead of having to download updated versions as they are released.
 - The code within the app is transparent (e.g., users can look at the code and see how data quality checks are being done/calculated on [GitHub](#)).
- **Eva** accesses your CoC's data only during your session; **no CoC data is retained or viewed by anyone besides you.**
- In future iterations, **Eva** will also help communities analyze their HMIS performance data, including coordinated entry, if your community uses HMIS for coordinated entry.

What can Eva do for you?

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

What you'll need to do to use Eva

1. Generate a hashed HMIS CSV Export and store it in a secure location you can find again.
 - A "hashed" export means the personal identifiers are obscured when the export file is generated. [\[Click here for more about comma-separated values \(CSV\) files.\]](#)
 - This type of export file is different from other types such as the Longitudinal System Analysis (LSA) or the Annual Performance Report (APR).
 - Because the HMIS CSV file has client-level data in it, you must store it in a secure location, per federal, state, and local rules and regulations, including the [2004 HMIS Data and Technical Standards](#).
2. Once you have exported your hashed HMIS CSV .zip file and stored it in a secure location, navigate to hmis.abtsites.com/eva in your web browser to launch **Eva**.
3. Launch **Eva** and upload your export file.

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- 4. If you are unsure how to generate a hashed HMIS CSV Export, contact your HMIS Vendor.

How is data handled in Eva?

- **Eva** ensures your CoC’s hashed data is handled securely. **Eva** will access your CoC’s data only 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 metadata is collected for tool planning and troubleshooting purposes.
- **Eva** handles data in specific phases, as outlined below:

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

Additional resources and interactive Eva support

- Additional resources can be found on the [HMIS Eva](#) page of the HUD Exchange.
- For more information on data quality, the [Data Quality Management Program \(DQMP\)](#) product outlines the core components of a data quality management program, including communication strategies, decision-making structures, and monitoring and reporting processes. This product is part of the [HMIS Lead Series](#).
- For more information on the data standards, including the most recent HMIS CSV specifications, visit the [HMIS Data Standards](#) page on the HUD Exchange.
- For more information on **Eva** and its code, including a list of all data quality checks, visit the [Code tab on the Abt Eva Github](#).
- To provide feedback or report issues regarding **Eva**, visit 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. To manage your notifications:

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- 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 at [Abt Eva Github](#).
- 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 alert you to 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.