HMIS Lead / Sys Admin – Q&A

Questions from 8/19/20 Webinar

For any questions that were not addressed on the webinar, or if there are specifics questions to your own systems, please submit an HMIS AAQ to receive a thorough answer: https://www.hudexchange.info/program-support/my-question/

Q: Questions on SPM and LSA reporting deadlines.
A: More information is forthcoming through the listservs. HUD is working through the LSA upload process and will provide information as we get closer to opening for uploads.

System-wide Report	Open Date	Completion Date
LSA Preparatory Work with HMIS Software Providers	Early March 2020	Mid-September 2020
2019/20 LSA Submission in HDX 2.0	Early October 2020	Early November 2020
2019/20 LSA Data Cleaning and Confirmation in HDX 2.0	Early November 2020	December 31, 2020
2020 System Performance Measures (SPM) Submission	October 2020	March 2021
2021 HIC and PIT Count Data Submission in HDX 1.0	TBD	

Q: What is happening with PIT 2021?
A: It is likely there will be a sheltered PIT count. There is no clear timeline on the unsheltered PIT count decision. Information will always be posted through the HUD Exchange listserv.

Q: Will 2021 HIC & PIT be utilizing HDX 1.0 or 2.0?
A: HDX 1.0

Q: When should the new federal funding sources be added into HMIS?
A: They were added to the "FY2020" Data Standards as an update, so they should be available to you no later than October 1, 2020.

Q: For Street Outreach funded by ESG-CV - we should only open a new Street Outreach project if the CV funding they receive is not from the same jurisdiction they are already receiving ESG funding from?
A: Correct.

Q: If an emergency shelter is receiving regular ESG and ESG-CV then we only need 1 project? All clients would be entered into the regular ESG project?
A: Correct.

Q: How would a safe parking project lot be classified in HMIS?
A: Safe Parking lots are not shelter but likely have outreach happening so HUD would like them reported as "Street Outreach." All situations can be different, we recommend submitting an AAQ with the specifics of your situation.

Q: For emergency shelter and street outreach projects that you don't need to create a new project , will those projects be included in the CSV submission for ESG-CV even though the project uses non CV funding as well?
A: Correct - if they received ESG-CV funding

Q: Is there a Sage guide on how to add new projects in Sage? We have a few recipients that are new to ESG funding and Sage but I would like to provide them with a guide to setup their projects.
A: You do not add projects in Sage for ESG or ESG-CV. The recipients each have a project and the subrecipients do not have a project in Sage.

Q: Is there a way for the ESG-CV Recipients to adjust their plans for the HMIS costs after their plan has been submitted?
A: If it is the Annual Action Plan, they can amend it. However, this will need to be a local discussion.

Q: Will the first and second distribution of ESG-CV funds need to be reported on separately?
A: No.

Q: If a shelter already exists and is funded with local or other (non-federal) funds, do we still need to create a separate ESG project or can the inventory be adjusted and clients entered there?
A: You do not need to create an additional ES project for ESG-CV funds.

Q: Will HMIS Leads submit VSP bundles in Sage on their behalf?
A: HMIS Leads will not submit for VSP, the VSP(s) and HMIS lead(s) will upload separate CSV files to Sage. They are expected to report themselves and will be given access into the reporting portal for their projects.

Q: Are the bundles across jurisdictions? We have four jurisdictions with ESG funds utilizing state ESG-CV funds.
A: If the report is for the State, the bundles will cross your HMIS jurisdictions

Q: Can ESG CV funding be added to an existing RRH or HP project?
A: No. ESG-CV funds will need to be set up separately.

Q: Is the reporting start date we're using when the existing SO/ES project first began or when it first started using ESG-CV funding?
A: HMIS leads will be informed of the date the report is to start by Sage.

Q: When emails come from Sage, what happens if that person is out or no longer with the organization?
A: The emails that come from Sage can only go to one person, HMIS leads will need to work that through with the recipient. Sage can update the recipient in mid reporting as needed, or you can make other arrangements (such as forwarding emails or setting up a distribution email system) in your own offices.

Q: If a community has two street outreach projects in the same jurisdictions that started received CV funding at different start times, would they have to have different start dates for each project in the same bundle?
A: If they started in the initial period, they will all have the same start date, because you put these in a new project that will work for reporting.

Q: How does Sage know who to send the report link to?
A: The recipient identifies that in their end of Sage, this is why it is critical to connect with ESG recipients as early as possible in the process.

Q: Can CBDG and county funding data be collected in HMIS?
A: Participation in HMIS is determined locally when not defined directly by funder requirements. Yes, you can work with your CDBG and county partners to determine HMIS participation.

Q: If a community hasn't received ESG-CV funds, and nothing is spent by 9/30/2020, will the HMIS lead still have to make a submission by Oct 30 2020?
A: The HMIS lead will not get a request for a CSV if no clients have been served.

Q: How many contacts can be listed for notification in Sage?
A: One contact per HMIS.

Q: Do the project Names listed in Sage have to be an exact match in an HMIS database?
A: No.

Q: Will there be an announcement when the email is sent to recipients so we (HMIS Leads) can make sure we've received them, and contact recipients as needed?
A: There will not be an announcement made by HUD, you may choose to coordinate with your recipient to have them send you a separate email as a redundancy effort.

Q: Do we have to re-setup these bundles when new projects come in for the next quarter?
A: Yes.

Q: Wouldn't we have worked with our Recipient before the 24-hour period and know exactly what projects we should see for each bundle?
A: That should be the case, and the email would be the final verification of the projects that would need to be included.

Q: Once we do the one-to-one match to the HMIS projects in the first upload/first quarter, will that info be saved? Or will we need to do that for every upload/every quarter?
A: You will need to do an upload for each quarter, but you won't have to repeat quarterly uploads over and over again (i.e.: once Q1 is submitted, Sage will not ask for Q1 again). However, each quarter, you will need to match the projects in the CSV with the projects identified by the recipient to be reported on. The projects in a bundle may change over time.

Q: Is the full list of recipients available on HUD.gov here:
https://www.hud.gov/program_offices/comm_planning/budget/fy20
Not all municipalities always apply for ESG, and we want to make sure we are aware of all recipients.
A: Yes.

Q: Will the bundles be already set up, or are the HMIS leads responsible for setting up these bundles?
A: The HMIS Lead is not responsible for setting up the bundles. HMIS leads are responsible for generating the CSV for all bundles asked for by your recipient

Q: Is our initial start date the date of our HUD grant agreement?
A: No. There is a reporting start date that the recipient will set.

Q: Have instructions been provided to recipients about what they need to do to set up their portion in Sage? If so, can you share the link to that resource?
A: No yet. Recipient training begins on August 25th, and links to register can be found on the HUD Exchange.
https://www.hudexchange.info/news/esg-cv-reporting-requirements-training-series-for-esg-recipients/

Q: How different are the state and city ESG-CV recipient trainings that are coming up? If we can only attend one training would we be lost for the other one?
A: They are very similar. We believe the questions will likely be different though. As an HMIS Lead, it is definitely okay to only attend one of those sets of trainings (either the state or the city/county).

Q: I noticed in the dictionary, it lists a single "HUD: ESG – CV" under funding sources, but in the Project Setup tool I see it listed out as 5 separate funding sources; HUD ESG - CV - Emergency shelter, HUD -ESG-CV -RRH, etc. Is there a reason for the differences here?
A: It is a single "funder source" with multiple "components" within the fund source. Project set up tool is about setting up HMIS projects correctly - you'll attached the single fund source to all the projects you set up in HMIS.

Q: For States with two HMIS Leads, are we submitting two separate bundles?
A: It depends on the HMIS implementation(s) in your state. If there are two separate pieces of software, that don't talk – then yes – you would need to submit one bundle per implementation. If you are on one system that has two HMIS leads, then the leads should coordinate who will generate the CSV files.

Q: Where do the CAPER CSV reports come from. Are they generated by HMIS Leads or the ESG Recipients?
A: HMIS Leads generate these CSV reports in HMIS.

Q: In the bundle, will we generate one file for each group of programs of the same type (RRH for instance)? Instead of generating a separate file for each program listed in the bundle?
A: That's right. For example, if you have 3 RRH projects, you will generate a single RRH CSV file that is aggregating the data from all three of those projects into a single report.

Q: Do HMIS leads and local providers need to attend the upcoming training "ESG-CV Reporting Requirements Training Series for ESG Recipients"?
A: That training series is intended for recipients. It is not required for HMIS leads to join those.

Q: If a project ends, I understand that it would not be in the quarterly report but would it be removed from the cumulative report also?
A: No. The project will continue to be in the cumulative bundle.

Q: When will the reporting system be available to view in Sage?
A: The recipients will have access to it in September.

Q: Will reporting dates and deadlines be included in the ESG-CV Notice?
A: We will be providing ESG-CV quarterly reporting guidance shortly. There will be quarterly reporting beginning October 1, 2020. There will be 30 days to submit those reports to HUD. The recipient will give the HMIS Leads a due date for providing the CSV. You will receive that date in the email that lets you into the portal.

Q: Some of our recipients refuse to engage HMIS until an ESG-CV program manual is available. What is your advice in this situation?
A: We updated the ESG HMIS Manual with information about HMIS. We will be releasing ESG-CV quarterly reporting guidance that they can refer to soon.

Q: Is there a test Sage site, or an option to do any type of dry run prior to when we need to actually submit the reports?
A: Not at the moment. We are working on a training video and some way for you to see the portal.

Q: Are any changes in HOPWA HMIS reporting requirements expected in the next year?
A: There are no HOPWA HMIS reporting requirement changes that we are aware of at this time.

Q: Will a report submission be bundling by aggregated component type, or by separate recipient and component type?
A: One submission by component type. Most component types are the same HMIS project types except the normal Emergency Shelter projects. The bundle will include all the projects the recipient funded in one component in your implementation.

Q: Our CV projects are set up in HMIS now under just ESG as the funding source b/c ESG-CV is not available yet - once the ESG-CV funding source is available we can just change that funding source to those grants and be okay, correct?

A: Yes.

Q: If a client that is served in street outreach is also served in a homeless prevention project that both receive ESG-CV funding they will be counted in each bundle correct?
A: Correct. We are only getting unduplicated numbers by component. We understand that one person may be served by multiple components.

Q: Has the RHY repository changed companies?
A: Yes, it has. It is a brand new repository and upload TA firm.

Q: Can you provide the email that was sent to the RHY providers?
A: Please submit a service ticket to www.RHYMISServiceDesk.net for this request.