

HMIS Lead / Sys Admin – Q&A

Questions from 12/15/21 Webinar

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

Q: How do we join the HMIS Lead Webinar distribution list?

A: You can join the distribution list and receive notices to participate in the monthly webinars by selecting "I'd also like to receive updates as an HMIS Lead/System Administrator" on the HUD Exchange Mailing List here: <https://www.hudexchange.info/maillinglist/subscribe/>.

Q: Where can I find the PIT notice?

A: https://www.hud.gov/program_offices/comm_planning/coc/pit-count

Q: We have an agency that we believe should be classified as a VSP but they are trying to "opt out" of VSP status so they can enter into HMIS. Is that allowable?

A: VSP designation is at the agency level, this document should help that decision making process: <https://files.hudexchange.info/resources/documents/HMIS-When-to-Use-a-Comparable-Database.pdf>

Q: How do we confirm if a comparable database is compliant?

A: The comparable database manual and checklists are good places to start:
<https://www.hudexchange.info/resource/6305/hmis-comparable-database-manual/>
<https://files.hudexchange.info/resources/documents/Homeless-System-Response-Comparable-Database-Vendor-Checklist.pdf>

Q: Our LSA export keeps failing due to software programming issues. Will submit as soon as we can. Should we submit an AAQ about that as well?

A: Please let your liaison know. They will advise you if an AAQ needs to be submitted.

Q: Do we have to submit an Official Submission of the LSA by 12/20 or does a Local copy meet that requirement?

A: You will be submitting an Official Submission by 12/20. Local Submissions do not have the same error checks run as the official data submissions do.

Q: When will communities be able to stellavize new data sets?

A: We expect that functionality to be available in mid-January.

Q: Our vendor is having issues and we still can't download an LSA. What advice can you give us on pushing them to make it happen?

A: Please do what you can to keep the lines of communication open with your vendor. The specific steps you can take should be outlined in your contract with your vendor. We are still early in the process and vendors are working hard.

Q: HDX 2.0 doesn't seem to have the submit available for the LSA yet, when will that be available to submit?

A: We do not have a specific timeline yet.

Q: For the Data Analytics Course, will we get an email for registration, or do we need to check the HUD Exchange for the registration info in mid-January?

A: When registration opens, it will come as an announcement from the HUD Exchange via email in mid-January.

Q: We are unclear about the moving on assistance and have received confusing info from our lead. All PSH projects

collect the moving on element, correct?

A: CoC HUD Funded PSH are required to collect the moving on data element (C2)

Q: CE APR – all projects should be run together in one report, and not individual programs, correct?

A: Correct.

Q: CE-APR - program type/funding source is not relevant and the report should pull in every person receiving housing services of any type?

A: The CE APR includes everyone who received an assessment in the reporting period as indicated in data element 4.20. All projects that record this data where [Continuum Project] (element 2.02.5) = yes (1). need to be included in the CE APR.

Q: If our CE entry point is a single project, then that is all that would be included for the CE APR?

A: Correct.

Q: Clarification: The CE APR is CoC wide report, not a System wide report – correct?

A: Correct

Q: What does SSO stand for?

A: Support Services Only

Q: For our CE APR, our vendor did not provide the option to filter by program. Should the specs include the ability to filter by program?

A: It is not a requirement for the vendor to filter, but it is something the vendor could do.

Q: How do the liaisons know if we have a successful LSA upload? Can they see that in HDX before we hit submit?

A: Yes they can see the statuses throughout the process.

Q: We've been encountering hundreds of LSA flag 783-1, this week for uploads Monday through today. Is this a known issue?

A: Yes. It is being resolved by the flag team and should be fixed soon.

Q: Where can we find the common flags library?

A: It will be published in the near future and announced on the HUD Exchange listserv.

Q: Where can I report issues with the CSV tool?

A: Please report any suspected issues via the bitbucket site (<https://bitbucket.org/abtassociates/hmis-csv-dq-tool/issues?status=new&status=open>). Also make sure you are using the latest version (.2) of the tool here: <https://bitbucket.org/abtassociates/hmis-csv-dq-tool/downloads/>

Q: Should we resubmit the LSA without seeing the warnings to see if some questionable errors have resolved? How can we tell if errors on data that is populated in our HMIS should be submitted to AAQ or to our Vendor?

A: You can resubmit at any time to see if you have resolved errors. Please follow up with your vendor if you are having trouble addressing issues. Your data liaison can also assist you. AAQ is generally not needed during data clean up but could be used if you are seeking formal HUD guidance for a specific scenario.

Q: Is there a wait time before the errors are available or should they be immediately available after upload?

A: They are available immediately on upload.

Q: If we have not yet heard from our LSA liaison, when should we?

A: 12/16/21 – please make sure you have the correct contact info in HDX

Q: Do we have to leave a note on the site, or can we export the flags and enter the note in the spreadsheet?

A: They have to be in HDX.

Q: Is there a way to change the Name of the LSA file in HDX?

A: You cannot edit the name of the file in HDX.

Q: Does the name of the file matter in HDX 2.0?

A: Not specifically, no – though it may be meaningful for local use.

Q: Is the Leave note feature already live?

A: This functionality is only for warnings which are not yet live.

Q: No more emailed spreadsheets at this point,100% of it is being handled in HDX2.0?

A: Correct.

Q: Are CoCs allowed to resubmit as often as needed to ensure the best possible data?

A: Yes.

Q: If you replace official file - do the notes carry over or do they have to be re-entered?

A: Notes carry over.

Q: How do we correct contact information?

A: Please submit a question to the HDX desk, and they can help walk you through that process:
<https://www.hudexchange.info/program-support/my-question/>