

# HMIS Lead / Sys Admin – Q&A

## Questions from 2/17/21 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:** If you are not a member of the hub please send an email to [hmis@cloudburstgroup.com](mailto:hmis@cloudburstgroup.com) to be added.

**Q:** Where can we submit our 2022 data standard suggestions?

**A:** All data standard suggestions can be made through the HUD AAQ portal here: <https://www.hudexchange.info/program-support/my-question/>

**Q:** Will we be able to re-submit the prior year System Performance Measures?

**A:** Yes.

**Q:** Will the data quality report be submitted again with the SPMs?

**A:** Yes.

**Q:** Will the vaccine documents address HIPAA concerns?

**A:** Yes, and more information can be found in the CE management and data guide here: <https://files.hudexchange.info/resources/documents/coordinated-entry-management-and-data-guide.pdf>

**Q:** If we are already collecting vaccine information, will we have to backdate with the new data elements?

**A:** No. If you are already collecting vaccine information – and it works for your community – please keep doing so. The documents that will be released soon are recommendations, and not a mandate.

**Q:** When will the 2021 HIC/PIT notice be officially released?

**A:** HUD does not intend to release a 2021 HIC/PIT Notice and instead will release submission guidance through the listserv on the HUD Exchange.

**Q:** Can HMIS leads review the Data Standards prior to them being finalized?

**A:** We'll go over them thoroughly on this call, probably in March.

**Q:** In the new standards, will there be an alignment in the way various reports count Move-In Dates that equal the Exit Date?

**A:** We are discussing this issue.

**Q:** Is HOPWA looking at developing standardized HOPWA reporting specifications?

**A:** Not at this time.

**Q:** Where are the people of color from the HUD/TAs group? I don't think I recall ever seeing any TA people of color on these calls.

**A:** This is an area SNAPS has identified to change and is actively working on it. We are committed to a culture shift and representation from Black, Indigenous, and People of Color in all of HUD's TA work. HUD recognizes that HMIS TA has been very white across the board. The change effort is being led in an equitable and transparent way, so the shift is authentic and sustainable.

**Q:** Our vendor still had programming issues/errors at the end of the submission time period for the LSA, and still haven't corrected the issues. What can we do about that?

**A:** The HMIS Lead / Vendor relationship is through the contractual relationship between those two parties – and the leads should use those contracts as leverage for the vendors to supply a compliant product. If you have specific

questions, please submit an AAQ.

### **ESG-CV questions:**

**Q:** In regard to the 3-day hold, is there the ability to have the option for the recipient to say YES/DONE if the HMIS Sys Admin reviews and confirms before the 3 days are over?

**A:** Not at this time.

**Q:** If the HMIS lead and ESG recipient are the same entity, who is supposed to do what?  
possible that one individual may be responsible for completing both parts of the process, but it removes the system of checks and balances. It is recommended, if possible, to spread this workload out to more than one person.

**Q:** Can you clarify if agencies should be including all funded projects regardless of if data was entered?

**A:** Projects should only be included if the project expended funds and began serving clients with those funds.

**Q:** My region has a VSP subrecipient that hasn't submitted their reports yet. How is this best resolved?

**A:** Recipients should identify VSP contacts, separate from the HMIS lead, for any VSP that has been funded. All VSPs are responsible for generating the CAPER from their comparable database and uploading it to the reporting portal from the link sent out by the recipient. If the VSP has not completed reporting or is unable to generate the CAPER from their comparable system, the VSP must work with the recipient to address this issue.

**Q:** How can I verify the email address that the recipients use in Sage is accurate?

**A:** To ensure the recipient has the correct email for the HMIS lead, HMIS leads can 1) contact the recipient directly, and 2) confirm that the HMIS lead contact info is up to date on the [HUD Exchange Grantee Contact Information](#) page.

### **LSA Questions:**

**Q:** Why don't HMIS leads have access to HDX?

**A:** HDX access is decided at the local level. Please work with your local CoC to gain access.

**Q:** We received another round of DQ reports after we confirmed our LSA was complete. Do we need to do anything with these files?

**A:** No, that information is for your information only.

**Q:** Will communities be able to run the LSA throughout the year into sandbox to stay ahead of the data issues?

**A:** We are looking at ways to make DQ more accessible throughout the year. A specific solution has not yet been identified.

**Q:** We were told by our vendor the week the LSA extension was due that our non-HMIS participating projects had to have grants on them in HMIS in order to be included in LSA data, is that correct?

**A:** This is accurate. Per the HMIS Data Standards a fund source is required for all projects, regardless of participation status. See page 11 of data dictionary.

**Q:** Our greatest difficulty in the LSA involved Project Bed and Unit inventory. What is the best practice for setting up bed unit inventory for projects that do not have physical beds and units.

**A:** The HMIS Data Standards Manual has some guidance on this issue beginning on page 51. If you have specific questions, please submit an AAQ.

**Q:** 30,000 is a lot of potential flags for the LSA, and it doesn't sound practical to send a list to everyone. Would a look-up portal be an option?

**A:** A look up portal is an interesting idea. The reason there are so many is because we try to provide all information

we have about the flags to help communities pin point issues. For example, a flag that is project specific may have one flag for each project type and household type.

**Q:** My vendor informed me the last week of January that in order for the LSA to include non-participating project inventory the projects had to have grants on them so we ended up throwing fake grants on projects that either don't or can't participate in HMIS. Grants were not required on non HMIS projects in the 2018 LSA so this was news to me and it was too late in the process to do anything but slap grants on them. Were they correct in this programming information?

**A:** Yes. All projects are required to have fund sources attached per the data dictionary, page 11.

**Q:** When will we know if our data is "useable"?

**A:** Staff are currently working on usability and a timeline for feedback to communities has not been established.