

HMIS Lead / Sys Admin – Q&A

Questions from 2/19/20 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: Where can we find the CR APR Programming Specs?

A: The current programming specs can be found in the resources section of the HMIS Leads & Admin Hub in the following folder: HMIS Leads & Admins HUB Resources \ Monthly Webinar Archives \ 2020 Webinar Archive \ February Webinar

Q: Can you use the CoC Planning grant to pay for the NHSDC conference?

A: Any projects without funds designated for HMIS can use admin funds to attend NHSDC.

Q: Will the Spring NHSDC conference also have the HUD Certificate of Completion track for some sessions?

A: Yes.

Q: Is there any comparable database that actually meets all the requirements?

A: HUD does not certify or validate if a comparable database, or HMIS product, meets the HUD HMIS requirements. HUD encourages an open and transparent procurement process that includes testing and verification prior to contracting. If software is not compliant, HUD expects the CoC will work with the VSP to assist them in getting into compliance. This may lead to working with the current Vendor or transitioning to a new software.

Q: What is the report date range for the LSA?

A: 10/1 to 9/30

Q: What is the upcoming LSA schedule?

A:

-Early March – June 2020: Prep work with HMIS software providers

-Early July – Early August 2020: FY 2019 LSA Submission in HDX 2.0

-Early August – Early September 2020: LSA Data Cleaning and Confirmation in HDX 2.0

Q: For the LSA - non-HMIS participating projects is everything on our HIC that we report that isn't part of the HMIS right? Specifically: DV providers (in a comparable database) and other non-HMIS (non-participating anywhere, but meet HIC criteria). Asking to confirm that both of these categories need placeholder programs in HMIS for the LSA.

A: Confirmed.

Q: For LSA, are we going to be unable to submit if our system has Relationship to HoH errors?

A: Any such household will be excluded entirely from your LSA report. So, no, you will not be prevented from submitting, but you will be missing critical data from your report such that it might not accurately reflect your CoC.

Q: What does it mean to participate in HMIS?

A: For LSA purposes, it is a response of "yes" in data element 2.02, field 7. A yes response is defined in the HMIS Data Standards Manual as indicating "that all persons residing in or being served by this project have client data collected about them in the Universal Data Elements, Common Data Elements, and Federal Partner Program Specific Elements in the Continuum's HMIS."

Q: Should HMIS HOPWA data be included in system-wide reports?

A: Generally speaking yes, if it is a relevant project type for the particular report.

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Q: Are communities not allowed to have any duplicate client records in the system? Sometimes it is inevitable if we have a project that doesn't share data with any other projects.

A: If your vendor can handle deduplicating these records during reporting, you should not have an issue. The concern comes if the reporting treats them as two separate clients when they are not. The HMIS Lead must identify and merge duplicate records for individual clients prior to generating the LSA. The production of an unduplicated count of people experiencing homelessness is a fundamental purpose of HMIS. As such, it has been a requirement of every version of the HMIS Data Standards since March 2010 that an HMIS application must have functionality that allows the HMIS Lead to de-duplicate records with different PersonalIDs for the same client. For the LSA, it is particularly critical that HMIS Leads utilize this functionality; it is not otherwise possible to produce accurate longitudinal and/or systemwide reporting.

Q: If we have an issue with our vendor and their programming of the SPM report, how do we let you know?

A: Please submit an AAQ if this is an issue.

Q: If our vendor makes SPM changes that will impact prior years, can we resubmit prior years data?

A: If your vendor communicates that it did affect prior years' reports, please re-run and re-submit the FY2018 report. There is not a need to resubmit reports from years prior to that.

Q: Where can I find more information on HUD System Performance Measure Reports?

A: <https://www.hudexchange.info/programs/coc/system-performance-measures/#guidance>

Q: Does the SSO:CE reporting requirement include DV SSO:CE?

A: Yes.

Q: Our CoC's CE includes the Victim Service Provider but their data is not collected in HMIS. How do we include VSP data in our CE APR submission?

A: The SSO-CE recipient must upload 2 CSVs – one generated from HMIS and one generated by the VSP's comparable database.

Q: I am a VSP and we receive an SSO-CE grant. Are we required to include the CoC's data?

A: Yes, the VSP must upload 2 CSVs – one generated by the VSP's comparable database and one generated by the HMIS.

Q: Will there be a longer than 90 day window to submit APRs?

A: There is not, APRs are still due with 90 days of the end of the operating year.

Q: Will the CE data element "Go Live" be pushed back from 4/1/20?

A: No. The CE Data Standards data elements "Go Live" date remains April 1, 2020.

Q: Our CE Project is funded privately, No HUD or State funding streams. Is our CoC still required to submit a CE APR?

A: No.

Q: For "Method 2 Active by Date of Service" is "service" being defined as "4.19 Assessment" for the CE APR?

A: Yes, a 4.19 assessment is considered a "service" in this context. Note – this is applicable to the universe of clients for questions 4-9 of the CE APR. The universe of clients for question 10 is not restricted to only those with a 4.19 assessment in the date range.

Q: Is there any restriction on who should be reported on the CE APR from a CoC's CE System? For example, some CoCs complete housing assessments for households that are precariously housed (including doubled up with friends or family).

A: Anyone receiving services / assessments from the CE system should be reported on in the APR.

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Q: Will there be any back data entry requirements for the CE Data Elements?

A: No.

Q: Is a CE enrollment required for households that are being diverted?

A: An enrollment would be necessary to capture the 4.20 event - but depending on your CE system is set up - that could be recorded by a CE project, ES, SO, etc.

Q: When will there be an update on VA participating by CSV of HOMES?

A: There will be an update in late Spring, 2020.

Q: What type of questions does HUD believe that would be added in the Independent Fields in 4.19 that could be used to guide Coordinated Entry?

A: Those fields are there for CoCs to enter their assessment questions if they wish to track the individual responses in HMIS. They are not required, and HUD does not endorse any particular assessment vehicle. You should create an assessment that works for your community.

Q: Question about RRH Bed and Unit Inventory guidance. In the past, the RRH bed count was based on the clients in an RRH Unit on the night of the count. Now, it sounds like the bed counts entered in HMIS should align with the number of proposed beds in the project's grant application. Is that correct?

A: The **HIC** reporting is based on the clients in an RRH unit on the night of the count. The HMIS inventory record is a longitudinal record with a start date and end date and it should align with the number of proposed beds in the project's grant application. More guidance is available here:

<https://www.hudexchange.info/resource/5910/record-report-rrh-bed-inventories>