

HMIS Lead / Sys Admin – Q&A

Questions from 7/21/21 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: The VSP is responsible for their own Sage uploads, right?

A: Yes, the VSP is responsible for uploading their reports in Sage.

Q: For comparable database requirements - is the national DV network saying the same thing that HUD is? Per our experience they are telling DV agencies that they do not need to comply with HUD database requirements

A: The national DV network was involved in the conversations and materials Fran is discussing, yes. DV agencies do need to comply with the HUD requirements, yes.

Q: Does the Comparable Database need to be able to produce a HUD DQ report as well?

A: Any applicable funding report is required, yes.

Q: Will a virtual option be available for NHSDC?

A: The HUD sponsored sessions will be available from a live stream; more information will be available as we get closer to the conference.

Q: If a VSP finds out mid-grant that they are not on a compliant database will HUD provide funding for them to purchase a new system in addition to TA?

A: HUD can't speak to future funding decisions.

Q: If a database is not compliant, what do they need to show that they are trying to get compliant. Is there a timeline or steps they need to be taking specifically? How will a VSP know if HUD finds the steps the database is taking are sufficient or not?

A: Each vendor will have different needs, and HUD is committed to working with each to set a timeframe that is reasonable for all parties involved.

Q: What if a vendor stated that they will no longer be updating any HUD Data Standards outside of the APR and CSV? Examples would be that they are refusing to update data for HOPWA, RHY, etc. funding sources/ exports. Could our CoC funded DV projects be looking for a different comparable database?

A: Yes, a vendor stating they will no longer be updating to HUD standards means it is not compliant and the CoC can/should help as needed.

Q: Can you repeat when those HMIS Data Standard technical documents will be available specifically the mapping from FY20 to FY22?

A: These documents are currently being developed/updated and will be published as soon as they are complete. We appreciate everyone's patience and understand the urgency.

Q: If the ESG HP/RRH funding goes directly to the legal services provider, it would still need its own service, right?

A: Regardless of who the funding is awarded to, the project type would be either HP or RRH in the HMIS or comparable database.

Q: If a legal services provider currently has a services only project because they're the direct recipient of the funding, can the original project be switched over to the correct project type, or would they need to be exited and re-entered into a new project?

A: Please see the following document for guidance on project closures/transfers:

<https://www.hudexchange.info/resource/6092/grant-consolidation-and-closing-projects-how-to-handle-client-data-in-hmis/>

Q: Does the EHV project have to be set up as PH-Housing Only if the services are not funded by ESG, but by another local grant? Can EHV be set up as PSH instead of Housing Only so we can avoid co-enrollments in PH and SSO?

A: Here is the guidance HUD has provided for EHV project set up:

<https://files.hudexchange.info/resources/documents/COVID-19-Homeless-System-Response-EHVs-in-HMIS.pdf>. If you choose to deviate from the guidance with different project types, as an example, you'll need to carefully examine the reporting and data collection requirements. CoCs are, ultimately, responsible for HMIS operation and implementation. As an additional point of clarification, PSH includes disability as an eligibility requirement.

Q: Are there regularly scheduled office hours/webinars for ESG-CV recipients? It would be so helpful if we could refer recipients to y'all for some live time convos similar to HMIS Lead call meeting format.

A: HUD hosts office hours weekly. Also, HUD has previously offered ESG-CV and Sage reporting specific office hours but didn't this quarter. We can share with them that this may be helpful to resume.

Q: IF RRH provider is partnering with Legal Services and all is in same provider, there may be confidential info shared with housing provider that Legal provider would not want shared. So, the providers need to not collect data if there is a concern; or the provider with confidential information might need to get creative and not collect data related to the RRH provider, correct?

A: There is no requirement to record specific services provided to RRH participants in HMIS. There only needs to be the single RRH project setup in HMIS collecting the data required per the HMIS Data Standards. If legal service providers need to record information beyond the scope of the Data Standards, they can record that information in a different project or different system.

Q: For ESG-CV projects that are early enders, should the project be included in a cumulative bundle for the duration of the ESG-CV reporting period (though September 2022)? What about a project that has exhausted funds from the first allocation but will resume expending ESG-CV funds with the second round? In this scenario, which bundles, if any, should a project be included with when they are taking a momentary pause?

A: Sage will tell HMIS leads which projects to include in each bundle based on the project start and end dates the ESG Recipient records in Sage. HMIS Leads should generate the bundles exactly as Sage requires. You can also find additional information in the [ESG-CV Supplemental Reporting Instructions](#).

Q: We have a project that exhausted Round 1 funds as of 3/31/2021 but are expecting round 2 funds. No funds available for 4/1/2021-6/30/2021 quarterly reporting period. The guidance suggests to include in the cumulative reporting up to the end of the quarter they last submitted expenses. How do we handle reporting when funding resumes?

A: Sage will tell HMIS leads which projects to include in each bundle based on the project start and end dates the ESG Recipient records in Sage. HMIS Leads should generate the bundles exactly as Sage requires. You can also find additional information in the [ESG-CV Supplemental Reporting Instructions](#).

Q: Is this geared towards recipients or subrecipients or both?

A: Both.

Q: Will the LSA process be significantly different from what it was last year?

A: We are working hard to continuously improve the process, and we discussed some of those changes in previous System Admin calls at the beginning of the year. We will also spend significant time on this topic during the

September call.

Q: What will the Housing Authorities be reporting to HUD on EHV?

A: EHV will use a new HUD reporting system (PICNG) to collect tenant-level data from the HUD 50058. HUD expects this system to be available during the summer of 2021. In the meantime, PHAs are required to collect and maintain HUD 50058 ("PIC") information for EHV participants. HUD will also collect PHA-level program utilization data in the Voucher Management System (VMS). HUD is planning to issue a Notice that will cover EHV Reporting and will host a webinar in mid-June (tentatively June 23) to discuss any questions/concerns PHAs may have. Technical assistance will be available to support PHAs in adopting the new PICNG system.

Q: Will the LSA reporting period be similar to last year? Oct 1 - Sept 30?

A: The LSA Reporting period for FY2021 will be October 1, 2020 to September 30, 2021.

Q: Is the LSA Submission window expected to open Oct 1st, 2021?

A: The data collection period has not yet been determined. We will be talking more about timelines in our September System Admin call.

Q: If the HA are not using HMIS at all, do we still need to have the project be considered a HMIS project for the HIC?

A: HUD anticipates requiring CoCs to include EHV projects in the HIC beginning with the 2022 HIC. HUD plans on updating its HIC/PIT Count Notice which will specify whether EHV will be required and will further answer your follow-up questions. Please stay tuned for guidance and ensure you have access to up-to-date information from HUD via the HMIS listserv.

Q: The HIC will include EHV, but EHV's won't just be on the HIC, right? They will be included in the LSA and SPMs?

A: These projects are PH-Housing only and will not be included in LSA (because it is limited to ES, SH, TH, RRH and PSH). If you have client level data for this project, it would be included in your SPMs.

Q: Has the EHV and Coordinated Entry Reporting document been released? I could not access it via the EHV's in HMIS guidance document.

A: <https://www.hudexchange.info/resource/6412/covid19-homeless-system-response-emergency-housing-vouchers-and-coordinated-entry-reporting/>

Q: If a person with a disability experiences homelessness in CoC A for over a year and then relocates to CoC B, is it okay for CoC B to NOT consider that person chronically homeless in their CoC if they weren't experiencing homelessness while staying in CoC B? In other words, is it okay for a CoC to use the date that a person first experienced homelessness in that CoC as the approximate date homelessness began date?

A: Approximate date homelessness should include all time homeless.

Q: Do you anticipate that SSFV Emergency Housing Assistance will continue to be required in the HIC/PIT and in LSA in the future? If so, is there any plan to require SSFV programs to set up a separate EHA ES project in HMIS instead of inputting EHA as a service?

A: We don't anticipate changes in the near term.

Q: When are CE APRs due?

A: This is unique to the funding period for your specific grant. APRs are due within 90 days of the period closing.

Q: What project type should be used for VASH?

A: Permanent Supportive Housing (Type 3)

Q: So, if we have one set of RRH pages in HMIS for the Case Management and other pages for the TFA, but it's 1 RRH program, which page gets the bed inventory?

A: Please reach out to your vendor for guidance on how to set this up in your specific software.