HMIS Webinar 2022/11/16

JESSE JORSTAD: Happy Wednesday everybody, we're going to give it just about another minute here for everybody to come on in to the meeting and then we'll get rolling.

JESSE JORSTAD: All right. Welcome everybody to the HMIS lead webinar. My name is Jesse Jorstad. Thanks for being with us today. Want to make sure that you are where you should be, in terms of what we're gonna cover on this call and whether or not it's going to be of interest to you.

JESSE JORSTAD: So the people that we're hoping are joining us today, our HMIS leads and system admins, a few other roles, but the purpose of this call is to inform HMIS leads and admins of upcoming events and information, changes to guidance, things of that nature. Provide broad overviews of guidance and also foundational HMIS knowledge.

JESSE JORSTAD: It's also a forum for questions from the field, so you can go ahead and utilize that question and answer box and we'll work hard to get you an answer. And then to remind CoCs and HMIS leads about upcoming reporting deadlines and associated requirements. And also providing leadership for implementation success. So if that sounds like your kind of party then you're in the right spot.

JESSE JORSTAD: Few reminders, after the webinar, all the materials will be posted and there is a site that has all of the past information compiled on it. And you can also make sure that you are on the HMIS lead listserv.

JESSE JORSTAD: Everybody is on mute today. Again, a reminder to use that Q and A feature. It's really helpful if you include a slide number, if you're responding to something that you're seeing. Cause that gives us some context to make sure that we're answering the correct question. And if you can be as specific as possible that's really helpful. There will be times when we don't readily have an answer to your question. We will ask you to submit that information through the AAQ. Genelle did just drop that link in the chat for everybody.

JESSE JORSTAD: All right, we have kind of a big crew today. So, Fran Ledger is joining us from the SNAPS office and HUD. Their pronouns are they/them. We also have Meredith Alspaugh from the Partnership Center, she/her. Ryan Burger from ICF, he/him. Ciara Collins from Abt Associates, she/her. Genelle Denzin from Abt Associates, she/her. Danielle Humes from the Partnership Center, she/her. Again, I'm Jesse Jorstad, he/him. Alissa Parrish from ICF, she/her. Brian Roccapriore from Cloudburst, he/him. And Mariam Carlon from Abt Associates, she/her, providing some technical assistance to the technical assistance providers, which we appreciate.

JESSE JORSTAD: We also have some special guests today. We are joined by staff from ICA Minnesota, they're going to be sharing some tips about getting through this LSA reporting season. So we're looking forward to that. Laura Birdsong, she/her. Drew Klinkert, he/him. And Betty Notto, she/her.

JESSE JORSTAD: All right. Here's our agenda for today, we're going to talk about, in terms of announcements and reminders, some reporting timelines. A little bit of debrief from the recent NHSDC conference, which is the National Human Services Data Consortium. Talking about the upcoming conference this spring. Then to touch on those new universal data elements that are being proposed for race, ethnicity and gender, and preferred language, primary language. And then some information about auto Stellavising...what's happening...then we will get into our deeper dive content.

JESSE JORSTAD: So, starting out with ICA Minnesota on tips for the LSA. Then, YHDP awards, APRs and CAPERs. And then we're going to talk about a new tool that's going to be coming out soon and we'll give you guys a preview and a demonstration of that tool. So we're excited to get to that part. Okay. At this point, I am going to pass it over to Fran.

FRAN LEDGER: Hello, everyone, thank you for joining us and I'm so happy that you're here and thankful for all the work that you do.

FRAN LEDGER: As always in my section, we're starting off with the reporting timeline. You see an addition here the HIC/PIT, and the very broad start date of spring 2023. Most of the other stuff we continue to keep on this list and we're just updating the dates. But it's here for you if you want to use it as a reference, you can come back and see when the opening dates and when the due dates are for all of our fun and enjoyable reporting that we do.

FRAN LEDGER: I'm going to go ahead and move on. So, I want to talking about NHSDC. It was so exciting to actually...my moratorium on not being able to travel was lifted. And I was able to go to Seattle for the first time and be in NHSDC after several of them had passed and I was only able to experience them virtually. So I was very excited to be there. And I got to participate in a session.

FRAN LEDGER: And so we're going to talk a little bit about that. And I wanted to let folks know that NHSDC announced their next conference, which will be in the Phoenix area. And it is their spring 2023 conference. It'll be in early April. And you'll be able to go to the NHSDC.org website to get more information on that. And as we get going further into the year, you'll hear more information about NHSDC.

FRAN LEDGER: And, of course, HUD efforts and presenting materials for the future conference. There are slides up of the HUD sessions. And we did some live streaming like we do and so there were four sessions that were livestreams. You can see those in that box there. We will be working over the next 2 weeks. If we're lucky, we'll get it up this week but within the next 2 weeks, we'll have those up for you to take a look at. We did an institute this time, HMIS fundamentals and modeling of Stella M, and those both filled up.

FRAN LEDGER: And we got a lot of feedback, positive feedback, not only for the Institute but for all the sessions, those turned out really well. It seems like the attendees got a lot from those. And we've got a lot of good feedback for next year. But if there's any kind of material or trainings that you're hoping to get out of NHSDC and you attended and you're not seeing it. You can send us an AAQ, and let us know if you think there's something that you need and your peers, you feel like they would benefit from it. That would be, that would be great to hear.

FRAN LEDDGER: And I also wanted to talk a minute about the HUD listening session. So we did a HUD listening session and we live streamed it. And so there were a lot of questions coming in, and there was a fair bit on comparable databases. And we talked about the new universal data elements, specifically race, ethnicity, and gender identity and preferred language.

FRAN LEDGER: And on the comparable databases, we had a lot, we were still getting a fair bit of questions that are some things that haven't really changed much over time about. The comparable database really needs to be a collaboration between the CoC and the victim service providers to ensure that an appropriate comparable database, so it is meeting all of the requirements.

FRAN LEDGER: We want to let folks know that HUD is working on improving things for communities. We're looking at what we can do to list some of the requirements on the comparable databases. Some things we can't list. So, you know, some things that we have to be able to provide more technical support around but it's not something we can change. So, we're working on that.

FRAN LEDGER: We're developing a 3 to 5 year data and performance strategy, just focusing on comparable databases that will involve victim service providers, and the voice of people experiencing...that are survivors and advocacy organizations along with CoCs. We're going to bring everybody together and start to work on what we can do to really improve that space.

FRAN LEDGER: And on the universal data elements, we really dug into not only are these recommendations being proposed by folks with lived experience and advocacy organizations, researchers and the like. But we're also asking communities to take a look at what's going on in their community and ask folks within their community. So we can have a broader representation of feedback on these recommendations. And that is what you're seeing here on the slide is feedback for the demographic data elements.

FRAN LEDGER: So we're wanting feedback from folks and we've put out some documents about some approaches for being able to do that and also included in there is two tools that have gotten released that help you start to look at how to support frontline staff and asking things around race, ethnicity, and gender identity.

FRAN LEDGER: I've said this a few times now, this is an area HUD has not typically gone in. It's an important direction that we need to go in. We have historic and structural racism that we are now dealing with and to do that, we need to make sure that we are putting the tools out to support communities and adjusting what they're doing. Make sure that they're showing up at the front door for the people that we serve, and that we're addressing folks on a human level, and that we are making sure that people are able to feel visible and seen and heard when we're working with them. So, those tools are up there, there are two, and there will be more. So, this is just a start.

FRAN LEDGER: I'm going to go ahead. I think this is me. Turning it over to Jesse is that right? Or do I have one more?

JESSE JORSTAD: That's right. Nope, you're doing great. Nice work, Fran, thank you so much.

FRAN LEDGER: Thanks, everyone.

JESSE JORSTAD: All right, so, last time we talked HDX 2.0 was going to close down and get ready for the LSA season here. That happened and wanted to make sure that folks were aware of this information. It is in the banner within HDX 2.0. so if you need to review it, it's there.

JESSE JORSTAD: But just want to make sure that folks are aware that official files used to wait until the data collection period was over and everything had been accepted, and then we did a batch process to Stellavise all those files. So, as of November 2022, all official data sets are auto-Stellavising when you upload them. So, if you replace your official data set, it also replaces the set that's leveraged by Stella P. So, those will always be in sync. You can only have one official dataset. Note if you're doing local use files, you must manually Stellavise them and you can Stellavise those at any time. If you need help with

that there are instructions at this link, which...oh Genelle's totally on top of it. Nice work, Genelle. Love that.

JESSE JORSTAD: And then in terms of what do you need to do on any of this, this is really just an FYI, we want communities to be aware that this is the case and to use caution if you're trying to use those Stella visualizations to make decisions. Just knowing that the data are going to change as you continue to go through the data cleaning process for that particular file. So just want to make sure that that is clear.

JESSE JORSTAD: All right, so now we're going to get into those deeper topics and I am going to turn things over to Betty to talk about tips for successful LSA data submission. Betty, take us away.

BETTY NOTTO: Thanks Jesse. So great to be with everyone today. Greetings from Minnesota, land of snow and ice, Prince, and tater tot hot dish. And if you haven't had tater tot hot dish yet, you're missing out on a real treat. Just saying. Someday. Great. Well, I'm gonna kick us off.

BETTY NOTTO: We were asked to talk about some of the things we do for how we approach our work with the LSA. We're not gonna go through everything cause we could talk about it all day, but we're gonna talk about some things that have been really helpful for our team in Minnesota. And so, you know, the work of the LSA can feel overwhelming, especially as you're new. I was new to the project a couple years ago.

BETTY NOTTO: A way that we kind of think about things in Minnesota that I think been really helpful is kind of segmenting our work out into buckets. And these are the buckets that I'm gonna talk a little bit about today, just touch on them briefly and give you some tips around them. And these buckets, of course, are connected to each other. There's some overlap, but parsing out this work is really helpful into looking at the project in more manageable chunks and help keep us organized as we work through this project.

BETTY NOTTO: You know in Minnesota, we're really fortunate. We have 10 different CoCs that we're prepping and submitting the LSA for. And so we have a large project team, and I do want to recognize that not everyone has that. And so I'm hoping that what we talk about today, regardless of the size of the team that's working on the LSA, you can find some nuggets that will be helpful as you move into this season of work.

BETTY NOTTO: So, we have this term at ICA Minnesota in this report, a report that we built, and it's called the "Fix It First" tab, and it's kind of a way for people who are running reports and cleaning up data to really draw their attention. And I just love it. So, we're gonna talk about what do you focus on first.

BETTY NOTTO: There's so much that it can feel overwhelming and so where we kind of start in Minnesota is we look at PDDE and bed and unit inventory. Or if you're not familiar with the acronym, project data descriptor element. And we talk about that. So, what do you need to get through those gates? We start working on this even before the LSA project starts, or at the very least at the beginning of the project.

BETTY NOTTO: So we're focusing on what is missing in those elements that's gonna prevent you from pulling down that CSV file from your HMIS and uploading to HDX. So things like missing geocode,

housing type, we work on those pieces first so that we can ensure that we have a successful upload into HDX. So that's kind of the first chunk we take.

BETTY NOTTO: Then you can start looking at some of those other things. And when you start looking at those other PDDE or bed and unit inventory things, use HDX to your advantage. Now we have instant errors and warnings, really looking at those warnings that are around project file, inventory file, missing projects, clear those out first and early. Because then you have, kind of, that low hanging fruit, those easy wins, and it builds momentum. And so and it will also kind of, obviously not clear out all of your errors and warnings or resolve everything, but it will clear some of those, like I said, easy wins out first and remove some of the visual clutter the next time you do an upload.

BETTY NOTTO: And then we move to client level DQ, data quality. So in Minnesota, we do client location clean up throughout the year, but really making sure that anything that's going to prevent or alter client counts, that's what you want to focus on. So we do a client location clean up.

BETTY NOTTO: We also do some targeted project outreach focusing on specific data elements, like relationship to head of household, date of birth, social security number. And, depending on the size of your community and how many agencies are doing data entry into your system, it might not be realistic to reach out to every project. It certainly isn't for us. And so where can you make the most impact? So, what projects, or what agency can you target to have the most, the largest impact and resolve the largest amount of errors.

BETTY NOTTO: And that sometimes even involves getting on the phone with them or doing a virtual call if you can't meet in person. I know last week, not related to the LSA, I met with an agency around their PATH program and just answered a few data entry questions and they realized that they were doing some things incorrectly. And then that was an hour meeting with an email follow up and they were so grateful because it really brought to clarity some things that they thought they were doing correctly, and maybe weren't, or didn't quite understand. And yeah, you can't do that with every agency, every project, but figuring out who you could target for this project to make that biggest impact.

BETTY NOTTO: And then also zero-client projects, figuring out what those projects are, doing some outreach to those projects just needing to be closed and that just wasn't on somebody's radar. Is there another reason that you can explain. Again use those tools that are already out there to your advantage if you don't have a report built in your current system to help with that using the the data quality tool for the LSA can really help narrow down some of those things and pinpoint where those errors are.

BETTY NOTTO: And so spending a chunk of your time in the beginning of the project on the PDDE, the bed and unit inventory, client level DQ, can have a domino effect that on those errors and warnings that you're seeing in HDX and set you up for success for the next phase of work.

BETTY NOTTO: So, on the errors and warnings, and Drew was gonna talk a little bit more about this. So, I won't get to in the weeds, but, you know, kind of like what's left, what can be resolved. Is there things that still can be resolved with the time and the capacity that you have left? And what's going to be left over and really working to understand why what is showing up is showing up and crafting those notes if needed.

BETTY NOTTO: And then just working with your CoCs to understand, especially when you're looking at those warnings around comparisons with last year's LSA, comparisons between the HIC and what is in

HMIS for the bed and unit inventory. Understanding what's going on and partnering with your CoC coordinators and CoC leadership to understand because they often have maybe some additional context or knowledge to help fill in those gaps. For example, did your community see a drop in shelter beds, due to the ending of some COVID funding? Like, those are things that you might need some additional context to be able to explain.

BETTY NOTTO: And then my last slide is just talking about a few other pieces. So vendor relations, we added kind of a new role last year for someone to keep an eye on the work that your software vendor is doing, knowing how errors and warnings are being calculated in the files, adding potential issues. And then, you know, as you are working through errors and warnings, and you're like, I just cannot figure out where this is coming from, everything looks right. Having somebody that can have that knowledge to look into things when something doesn't seem to make sense. Like I said, we introduced that role last year and we have it again this year and found it to be really valuable.

BETTY NOTTO: And then communication, that's the glue that holds everything together. Communicating as a team, communicating with your CoCs. We can't do this work without our CoC coordinators. They have, like I said, in Minnesota we have a lot of agencies, a lot of projects, and it's unrealistic for us to know everything. And so we partner with our coordinators to help understand how things are playing out on the ground.

BETTY NOTTO: If you have new CoC leadership, I'd recommend maybe meeting with them, if you can, and talking just a little bit about what the LSA is and giving them some context and talking about the bigger picture and why we do this and not just because it's a HUD mandate and what this data is being used for, I think, can be really a rich opportunity to build relationships and help them understand the bigger picture of the work they're doing as well.

BETTY NOTTO: And then in the past, we've done some also like midpoint check ins with CoC coordinators. In the project it's a good time to come together and kind of tackle questions about agencies or projects and what's happening on the ground or like, hey, last year on the HIC you put this, I understand this project to actually be a youth project, but you didn't dedicate all the beds to be youth beds. Is there a reason for that? You know, that kind of thing. Sometimes it's just easier to meet for a short amount of time and hash out some of those questions.

BETTY NOTTO: And then vendor communication, engaging with them for the good of the community. Don't be afraid to ask questions, don't be afraid to push back and look at this as an opportunity to engage with them in a different way, and to bring greater understanding between you and them. Both of like, how they're doing their work and how we do our work and how that interlaps with each other.

BETTY NOTTO: All right, so I'm going to pause to see if there are any questions that came in for us so far and while I do that, I will kick it over to Drew for his piece.

DREW KLINKERT: Yeah, so I'm Drew Klinkert, I'm excited to be here and talk to you about how we have done our work on error and warning flags. I will probably be saying you do this, but really, it's like, what we've done. So hopefully, it's helpful to you.

DREW KLINKERT: But, one of the things that I wanted to start with is get familiar with your surroundings. There's so much information about out there and the LSA project is no, it's no stranger to resources everywhere. So, getting familiar with those resources, even just knowing where they are so

that when you think you need to access them, you're ready to do that. I'm not going to have everything memorized. But I'm going to be familiar enough to know what I should open up when I have a specific question. Cause there's programming and specifications, there's the submission guide, all of that can be helpful and just sort of know where they are.

DREW KLINKERT: And also getting familiar with HDX 2.0. Even if you're not going to be accessing the site, if you're not the submitter, or maybe you may be have write access, read access, maybe, I don't know. Being familiar with it is helpful. And if you are not going to be in it, make sure you know who is and like Betty said the communication's important. Be in communication with the person who is going to be submitting so that everything's clear. And so that there are no surprises January 11th or whatever date it ends up being. So having a grasp on HDX 2.0 will be helpful. Using the same language with people who are in that site with yourself, I found that was helpful for me.

DREW KLINKERT: You'll also want to make some decisions about how you're going to organize your work. For example, you could do everything in HDX 2.0. Like you're gonna be recording those notes, obviously that's where everything's going to end up being but you can export your flag files and work on things that you could just go in there once a week, download your flags and then work off the site and try and resolve those flags outside of that.

DREW KLINKERT: We use this tool called air table and we copy our flag files into that web based database software type thing. It's how we work, we link together information, it's really helpful, it works really well for us. We've been using it for several years. And I say that, because stick with something that you know, we try not to make huge changes with these big projects. Using a process that we're familiar with, it can help center you in this kind of project and being able to organize your work and access multiple rows of information: really helpful.

JESSE JORSTAD: Drew, can I jump in really quick?

DREW KLINKERT: Yeah.

JESSE JORSTAD: Right, so we had a question, I thought it would just be easier to answer verbally. So, there's a question about, what are we talking about when we say flags.

JESSE JORSTAD: So when folks are uploading the LSA data set that they've exported out of their HMIS up into HDX 2.0, processes run where a bunch of logical checks are run against the data. And they are things like, oh, well, you said that you had 10 adults over here, but over here, it says you have 11, these numbers need to match, those types of things are what the bulk of the flags are, making sure that everything's coded correctly.

JESSE JORSTAD: But then there's also things that come up around data quality. So, there's 2 types of ways you can get it, one is an error, which means that it's not possible for it to be correct. It's not permitted by the data standards, or it's not mathematically possible or whatever, right? And then there are warnings, which is like, this is not what we would expect to see, but it is possible that it's correct. So, we're asking you to verify that that is accurate. So, that's what we mean. We generally call those the flags and that's what Drew's talking about.

JESSE JORSTAD: All right thanks, Drew, Go ahead.

DREW KLINKERT: Yeah, that's why I have flags on all of the flags that you'll be seeing here, right?

DREW KLINKERT: So, after you've decided what tools you are going to use or how you're gonna organize your work, just a good reminder, like, this will be iterative. And I think iterative is a word that I use so much these days in work and I can clearly trace that line back to working on the 2018 LSA. This is just when I started saying the word iterative every single day at my job.

DREW KLINKERT: But because it's going to be iterative, I found that something simple like a naming convention to keep track of all of the files that you're working with, like you're gonna have LSA files you're uploading into HDX 2.0, if you're exporting your flag files, you're gonna be taking those out. So just each time you do, name your file with the date, and if you're working multiple CoCs like we do in Minnesota, adding that CoC code to the file name. Very helpful, simple, little tip, and just stick to it. Like, it might save you in the end, if you're trying to identify when did this change. That naming convention helps.

DREW KLINKERT: And then next this is about working on the flags, how to approach all of those errors and warnings that you might have. And I don't know, you might have a lot or you might have three. And if you do, congratulations. But you probably will have way more than three. So, assuming that you have successfully uploaded your LSA file into HDX 2.0, that means you've done some work to, you know, some data quality work on your projects and there are like certain dates that you have to pass, all that jazz.

DREW KLINKERT: But even though you might have gotten everything into there, it's still good to check what projects are pulling in. So, take a look at your project file. There are multiple files when you export the LSA from your HMIS. And there's this project file and it's going to have project IDs in there. And so I like to look at that list and compare it to a different list, just to make sure all of the right projects are pulling in. Cause you can review information in HDX 2.0 as much as you want. But if you're not looking at the right set of projects, if you're missing something, that's going to throw off the larger picture there. So, that's something that I do.

DREW KLINKERT: Pardon me.

DREW KLINKERT: A way to, if you're like, wow, this is so overwhelming and you've got a bunch of flags coming up in HDX 2.0, I like to look at the common flags library that it's one of the resources that is newer, but was improved upon this year. And those are gonna, you know, the name says there's going to be common flags in there. So, it'll help you start to understand the language that is used. Like it describes certain warnings and errors in an easier to understand kind of way.

DREW KLINKERT: And it can help you begin to see how specific errors and warnings are connected. Which is important, because you want to be able to approach this work strategically. You want to look for common, there's common warnings, things that have things in common together. Cause you want to, if you resolve that, you might resolve a bunch of other flags that you weren't actively working on resolving.

DREW KLINKERT: And you might also, by resolving that, you might cause 3 more flags, because it opened the gates, and it was like, oh, look at this. This doesn't now make sense. Can you please explain it? But knowing how certain warnings and errors are connected. will help you be a little more efficient in your work and how it works for us.

DREW KLINKERT: Like, for example, if you are trying to, if you look at inventory errors or if you need to adjust an inventory account, do that first because any warnings you've got about utilization will not be accurate. The people that you're working with versus the beds that you're working with, those both need to be correct and you can't look at a utilization calculation, if the inventory number is wrong. So, that can be helpful.

DREW KLINKERT: And also, if you've changed any of those project descriptor data elements, like funding stuff, bed and unit inventory, it's a good idea to upload a fresh LSA file after you've done that. Because those types of fixes will either clear up a bunch of warnings, or it will show you some new information. And you'll want to make sure you're working with fresh information.

DREW KLINKERT: Again, you want to plan and prioritize working strategically, not working, like, don't just start from the top of the list. Like, how things are displayed by default in HDX 2.0 probably won't be the best way to work through your flags. So, coming up with your own, like, hey, I'm going to look at this level of a flag.

DREW KLINKERT: And if you aren't familiar yet with the levels of a flag, there are different levels. You've got, for example, inventory-, project-level, CoC-level things. It's like getting bigger, bigger. So paying attention to those, maybe you want to work on just your inventory flags one day, and then the next day you're ready to look at the project ones. And then you can take on the bigger levels, like, CoC. Don't just start from the top. Ah, let's see.

DREW KLINKERT: And finally about how I work on these, like, being able to switch the type of brain, the portion of your brain that can focus in on a really specific flag, that's important in this project. But then you also have to be able to take on broader flags like 758, these are CoC-level flags. And just know that you will have to use different parts.

DREW KLINKERT: And so if your brain, if you like to dig into something, give yourself that time. I do. And I'm lucky to work with a team of people who have strengths in other areas. I really like to dive deep into a problem and try and figure it out. But then I might lose track of a bigger issue and I don't want to get to the end of the project and be like, oh, I still haven't figured out what's going on with the big picture, but I did resolve this one really strange error with our emergency shelter bed nights. So, if you are working by yourself, keep that brain space, you nimble. And if you've got a team, lean on your strengths and work together on that.

DREW KLINKERT: So, this next one is about more of the emotional side of this project. Because over the past years, obviously this takes up a lot of emotional space for us. It is challenging, there is a lot of information that we are given and I think a helpful way to look at it is that flags are information. Flags are not bad grades. Information can be helpful. Like you get to see this, you get to see the, a computer tell you the state of your HMIS in a different way.

DREW KLINKERT: Like, you're not looking at it like that. You look at, you are in the thick of things every day. And now you've got some programming generating some errors and warnings for you. What can you learn from those questions that this computer is asking you. I think that's a really helpful way. It's made me a better system administrator throughout the years and it's made me more curious and want to figure out how to make the data make sense, because that is the, that's the point of this thing.

DREW KLINKERT: The great thing about the LSA is getting the data clean and making it make sense so that it can be used in a helpful way to end homelessness. And I love that connection. That's what makes this project really meaningful to me.

DREW KLINKERT: So putting that out there as a way to sector yourself. This year the regional calls have just started. Participate in those as often as you can. Ask questions, be open to connecting with other system administrators from other teams. Like you're going to learn more, even if you have a different software, you approach things differently. You've got a different organizational structure, whatever, there's a lot to learn.

DREW KLINKERT: And for those of you who are able to do this, I don't know who is but I'm able to, if you can still access that team's chat after the meeting ends what a great opportunity to follow up with someone and ask questions, like, those are still available. Be curious, get support and don't feel bad, this is just information. That's all I've got and I'm going to pass it to my wonderful coworker Laura and she'll close this out.

LAURA BIRDSONG: Thanks, Drew, and I'm so grateful you acknowledge the array of emotions that can come during the LSA project. I, too, alongside you, Drew, have felt a lot of those emotions, alongside Drew and Betty, and a lot of you on this call.

LAURA BIRDSONG: So I'm Laura Birdsong, I'm going to be closing out our section of the deep dive today and wanted to share a few additional best practices our team has discovered, that we now repeat each LSA season. And some of these summarize points already made by Betty or Drew today.

LAURA BIRDSONG: So first, using HUD resources. As you may know a lot of new resources and tools have been developed by HUD and TA partners these past few years to support us and communities submitting their LSA. So, for system administrators, we have a few in particular that we found really valuable and turn to often to help ground us as we go about the LSA project.

LAURA BIRDSONG: So, first, the introductory guide to submitting LSA data for the AHAR. Second, preparing for the LSA, guidance on common data quality issues. Third is LSA common flags library and then finally for us, the HUD data quality tool. All of these resources are readily available to you all on the HUD exchange.

LAURA BIRDSONG: Second, best practices, we speak with our assigned Abt team early and often through email, cold calls, and scheduled meetings. And this has been instrumental as we have questions along the way, or need clarification on something we read or the process in general. Abt has always been receptive to this communication from us and I believe, although I don't want to speak for any of you Abt folk on this call that they've appreciated this level of engagement from our team in the LSA process.

LAURA BIRDSONG: Third, one thing that helps drive our work for the LSA is role clarity between what we are doing at ICA, as the lead agency in Minnesota, and the CoC teams. CoC coordinator and their teams. So we have work to establish role clarity here and circulate that for all as a reminder at the start of each LSA season. What are the expectations of us as the lead agency and the CoC and their team. Who's responsible for submitting the LSA file in HDX by that initial deadline, by the final deadline. Who is going to click on submit in the end. Who is going to write notes in HDX and so on. So, getting that kind of cleared up right out of the gate.

LAURA BIRDSONG: And then the fourth thing is that in addition to making sure our role is clear, we invest time making sure our responsibilities and associated tasks are clear to us and our partners. This also helps us identify those early, easy wins that Betty talked about that kind of fuel our own momentum to carry on.

LAURA BIRDSONG: We also avoid big, gigantic tasks on our post it notes or on our to do list and instead break those down into smaller, manageable tasks. We like to check things off, clearly understand where we are in relationship to the end, and that's helped our team stick with it and stay focused.

LAURA BIRDSONG: So, an example of a task that has been too momentous for us to consider or even pick up, too intimidating, too daunting, is clean out or add a note to all flags, all those error and warnings in HDX. We consider an alternative task that addresses a small subset of flags to have clear, attainable goals along the way.

LAURA BIRDSONG: So, that wraps up our deep dive. Thank you again for having us and I hope we have opportunities to connect and engage with you and your team throughout the LSA, like on these calls. We're going to be working alongside of you on the LSA in spirit. And come to the deadline we all are gonna have really good lessons that we've learned to apply to the next year.

LAURA BIRDSONG: So, thank you, and I'm going to hand this, I think, over, unless there's any questions you want the ICA team to field, Brian.

BRIAN ROCCAPRIORE: Not specifically. You did spur a lot of really good questions that were specific to people in their communities, for sure. And there was a lot of appreciation in there, specifically around the flags not being a bad grade. So that was a very helpful framing for folks. So, I just wanted to echo what everybody said in the chat and thank you all for being a part of this today. I really appreciate it.

LAURA BIRDSONG: Thank you, Brian. I'll hand it over then to Danielle.

DANIELLE HUMES: Thanks, Laura, and thank you all so much for that great presentation.

DANIELLE HUMES: So we are going to dive into YHDP, the youth homeless demonstration program awards. We do have new announcements for round 6 YHDP communities. There were 17 new YHDP communities that were funded this round. And Genelle is graciously going to put a link in the chat for us. If you are curious about what communities we're funded it'll be there in the chat for you to see.

DANIELLE HUMES: But we're very excited here at the Partnership Center because we get to be the YHDP data technical assistance provider. So, what that means for these new round 6 YHDP communities is that we will work with you throughout the process of getting your CCPs done, your YDHP project set up in HMIS, we'll be here along the way.

DANIELLE HUMES: So far I have already reached out to all of our round 6 YHDP communities. So if you have not, if you are an HMIS lead on this call, who is a part of one of our newly funded 17 YDHP communities in round 6 and you have not heard from me, I'm going to put my information in the chat, please just reach out to me directly so that we can schedule some time together. I have already sent those out, so there might be some, if you've got a new HMIS lead or someone else needs to be included, just let me know.

DANIELLLE HUMES Other TA that we'll be providingis we are going to have an ongoing data TA work group for our HMIS leads of the round 6 YDHP communities. We'll be able to help you figure out what data you already have. How you can use that to inform your CCP. Figuring out project types. What's going to be best for your data collection? So we're really excited to get started working with you and those invitations will go out in early December.

DANIELLE HUMES: Additionally, I just wanted to put a plug out there for the YDHP reporting. There are going to be a few training opportunities coming up in December. You can see those listed on the slides here. You will receive an invite via email. So, what that's going to look like is there will be an APR HDP training on December 6th from 2 to 3:30 PM Eastern. That will be specifically targeted to those round 1 through 3 recipients. And that will go over the APR.

DANIELLE HUMES: And then also there will be a secondary training. You do not need to attend both, but the secondary training is actually going to go over the APR and QPR, which is the new quarterly reporting for rounds 4 and round 5 and that will be on December 15th from 2 to 3:30 Eastern.

DANIELLE HUMES: Again, those invitations, you will receive those directly. And then also just a heads up on the new quarterly reporting for YDHP, that is actually something new that is being started. And the first round of that will be due January 30th of 2023. I can't believe we're already there.

DANIELLE HUMES: But that is only gonna be for those round 4, round 5 communities that have already started their YHDP HMIS projects starting in October. There will be no short quarters, however, for this quarterly reporting. So, if you did start your round 4, round 5 projects for YHDP November or later, then you will not be submitting your first quarterly report until April of 2023. So, if you have any questions, feel free to reach out to me, and I look forward to working with you.

DANIELLE HUMES: I'm going to turn it over to Meradith to talk about the APR and CAPER changes for the upcoming year.

MERADITH ALSPAUGH: Thanks, Danielle. So, before I move on, I just want to stay on that slide for just one second.

MERADITH ALSPAUGH: And I just want to reiterate, cause I know we're talking about LSA and all these things that HMIS leads have to do. These trainings are targeted at recipients. So these are gonna be the direct service providers operating those projects. Of course, if you are an HMIS Lead or sys admin in a YHDP community, and you want to know what the reporting requirements are and what the expectations are, you are welcome to join those trainings. But I just wanted to be clear that it's not something you also have to submit on top of everything else you're doing.

MERADITH ALSPAUGH: Let's talk a little bit about Sage reporting, APRs and CAPERs. This is just a reminder on things, we've talked about this topic before, but beginning on January 1st of 2023, Sage is going to require the FY '23 version of the CAPER, the APR, and the CE-APR.

MERADITH ALSPAUGH: Many of you have lived through this process before when a report changes but I know we have a lot of new folks on the call too. So just wanted to put it out there. That on January 1st, any CSV, APR, CAPER, or CE-APR that is uploaded must be in the 2023 format. Sage will not accept the 2022 version of that report.

MERADITH ALSPAUGH: We are anticipating making testing available on Friday, so that the vendors can get out there and do their test uploads. As soon as that report, or these reports, are available to you as leads, you will also be able to go test your reports. Testing functionality on Sage works the same as it always has. From sagehmis.info, you can click on that link that says test your report output and then select the report you are trying to test. So, you'll see there that we're using that same naming convention, the FY 2023. As of January 1st, all those 22 reports will be gone and you'll only be able to do those 2023 reports. So look for that this weekend. Again, you probably don't have access to it yet, but your vendors will be working on getting those reports tested and ready for you all to use on January 1st.

MERADITH ALSPAUGH: Again, really quickly, the reminders on what is changing in these reports, please go to the August call and check out those slides for more details. But just generally speaking question 4a, we've added 2 new columns in the project identifiers table. This is to show how many people and households were served by each of the projects that are included in a bundle in the report.

MERADITH ALSPAUGH: We also updated the validations table. This has an additional column. This is really going to be mostly applicable to street outreach projects because street outreach projects aren't held to data quality reporting until people are engaged in their projects. So it was throwing off our counts a little bit in Q5a. We were showing fewer people than were actually served in the project because it was limiting only to those who are engaged. So we've added a column to address that.

MERADITH ALSPAUGH: And then finally, there are a couple of additional questions that are in the APR only, and they are the youth questions that you can see on the screen here. They're not new questions. They are existing questions in the APR. They are simply being filtered down for youth, and this will help us do some analysis and comparison between the CoC programs and the YHDP programs. So, we're looking forward to getting that that information there too.

MERADITH ALSPAUGH: So that's all I think I wanted to say about that. I just wanted to put that reminder out there. Have any questions, of course, submitted an AAQ.

JESSE JORSTAD: All right, perfect, thanks so much. Okay.

JESSE JORSTAD: I love my job, I get to work on such really cool projects and I want to share one of them with you today. So, a lot of folks have been mentioning the HUD CSV data quality tool. That tool is still out there, rocking and rolling and hopefully you're utilizing that to help you with your LSA submissions. But we are working on sort of the next generation of that.

JESSE JORSTAD: So, want to introduce you to...the name is still pending approval. So I can't tell you what we're going to call it yet but the basics here are that rather than downloading the Excel version of this tool it will be a web based application. So, we're building this in R Shiny.

JESSE JORSTAD: Want to make sure that you guys all understand that just like the current tool, it is not required that you use it. So this is something that's being built just to help you with your data quality goals and lives. Also to know that HUD will not have access to these data. So you're not actually reporting it anywhere. It's just giving you information about your data quality.

JESSE JORSTAD: All right, let's talk a bit more about what we got going on and then Genelle is going to do a pretty cool demo for us. So, a little bit of background, the current data quality tool, it was created to help communities take data quality reviews to the next level. So there's been a lot of focus,

historically, on completion rates for specific data elements and timeliness. And now we want to move to also assessing the accuracy of the data. And in order to do that, we apply logic to the file to say, okay, well, if this is true, then this also must be true or this can't be true. Right?

JESSE JORSTAD: And so one example of that would be every household has to have only one head of household and so this tool goes through and says, okay, does every household have only one head of household. No? Okay, well then who are those people, who are those households that have that issue? Here are the IDs to help you fix that issue.

JESSE JORSTAD: So, if you have been doing the LSA for a few years prior to when we had this tool available, you'll know that that's also a flag in the LSA. And it's challenging because the LSA can't tell you who those households are. And so we built this tool to help kind of bridge that gap. So that we can get you that in those client level details.

JESSE JORSTAD: We developed that tool in Excel because it is widely available. And it doesn't require you to have your own server or anything. And that was kind of our best attempt at that moment in time, the product of our best thinking. But we did encounter a few challenges that we want to find a different solution for addressing them.

JESSE JORSTAD: So, the reason that we're making this change and moving to a web based application, is that this way all CoCs will be able to access the tool, regardless of their operating system. So, right now you have to have a Microsoft operating system or you can't run the tool. So, we don't want that to be the case. We want everybody to have access.

JESSE JORSTAD: Right now the processing power is really limited to your machine and then just Excel in general. Like we're asking Excel to do tasks that it's not really designed to do. So while it can do it, if you're a very large community, it's going to take you a long time for those files to process and that's really not ideal.

JESSE JORSTAD: It will also help us with version control. I'm sure you all, if you're using the tool, know that we do occasionally put out a patch for a bug that we found. And then you've got a version on your computer that doesn't match the version that's online and it's difficult to make sure that all of that gets communicated and all those things. So, this way the version that's online will always be the most recent version. And that will be helpful.

JESSE JORSTAD: The other thing is that we'll be able to provide some transparency around what the code is. So you can understand what is actually being checked. And we can track changes in that very technical manner, rather than just telling you, we vaguely changed something about this thing, right, which is oftentimes how those release notes get written. And so if you want the technical detail, it will be available to you.

JESSE JORSTAD: All right who's the application for? It's for you. So you guys are my favorite. Okay? So it's just like the data quality tool in that way. You have to have that HMIS CSV in order to run it. Now, a couple of things about that. I would say the most common issue that people run up against when they're trying to use the data quality tool, is that they either use the LSA export, or they use the APR export. Those are not the exports we're looking for. We're looking for the HMIS CSV. It has got 23 files in it. It has client level data in it. And therefore you need to make sure that you're storing that in a secure location.

JESSE JORSTAD: One of the changes for this next tool though, is that it will have to be a hashed file. Some people refer to that as their RHY hashed CSV or some combination of those words together. But it is your entire HMIS CSV. And it's just hashing the data, which means it's removing those personal identifiers. Like name, date of birth, social security number, things of that nature. If you pull a CSV and is not hashed the app will reject it.

JESSE JORSTAD: So, you'll pull that out of your system, just like you do now, other than you now have to have it hashed. You'll navigate to the URL once the tool is actually released and you'll begin a session. During that session, the app has access to your data. And when you're done with your session, you end your session, it no longer has access to your data. So it's not being stored anywhere.

JESSE JORSTAD: So, since we're taking this opportunity to program it in a new solution, we also want to take the opportunity to improve it. Some of the enhancements that we've included is that we now have a project descriptor data element checker. So, you know, it will look at things like if you have a VASH funding source, or let's say you have a project that has the word VASH in it but you don't have any VASH funding sources to attach to that project it'll flag that and say, hey, are you sure this is right?

JESSE JORSTAD: It will also, you can look at your client counts by project, which can sometimes help you identify if there's a project that is lagging behind in their data quality, especially as new projects start, right? And just gives you the ability to sort of see is this data matching my expectations? Right? Is that how many people I would expect to be in that project knowing what I know. It's just kind of a quick check in that regard.

JESSE JORSTAD: We've also added some visual summaries at the system at organization level. So you'll be able to understand, hey, these are the organizations with the top 10 number of problems and these are the top 10 most common issues. So you can get a feel for where your training needs and training resources would be best targeted.

JESSE JORSTAD: You will also be able to not just create an export at the system level, which the current tool does, but also for a particular organization. That way you can just export it and send it off. You don't have to worry about trying to parse an Excel file to get it just to one organization. So I think that's going to save folks a lot of time.

JESSE JORSTAD: The other thing we did is we incorporated many of the missing, don't know, refused data quality checks that are describing the HMIS glossary. So that you can handle a lot of the data quality things that you're doing now in maybe multiple tools. So now you'll be able to handle it just in this one tool.

JESSE JORSTAD: All right. Do want to clarify though that while helping you all with your LSA is one of the goals of this tool, it is broader than that and it's not just limited to the LSA. Our hope is that you're using it throughout the year before your data quality, not just in response to the LSA.

JESSE JORSTAD: And it can accept all HMIS project types. You can just run a system wide HMIS CSV. And so, while there are overlaps here with the LSA, or rather the LSA is a subset of your HMIS data, as specified in this chart here, obviously it can do more than that. So you can also check with this information for street outreach, or for services only, or things of that nature.

JESSE JORSTAD: Now, why do you care. Especially if, let's say, it's a project that you don't have any federal reporting requirements for. Why would you care about that? Well. We've got one more thing coming down the pike here that's part of this application.

JESSE JORSTAD: We're going to be releasing this tool in a number of phases. So step 1, we want to help everybody get their data quality into a good spot. Because we want to essentially blow up the scope of what you are able to analyze for your community. So, again, this isn't a change of a reporting requirement. This is all things that we're building for you all to use locally to better understand your system.

JESSE JORSTAD: We had initially envisioned this as being a coordinated entry dashboard. However, it's not useful to know only what's happening inside of coordinated entry if you don't know what's happening in relationship to your system. Right?

JESSE JORSTAD: So, we are currently working through metrics that will measure your whole system. We're just going to start with system flow where we're aiming to answer 4 basic questions. How many people experience homelessness in a given year? How many people attain housing in a given year? What is the inflow? What is the outflow? That'll be the focus of the next phase.

JESSE JORSTAD: So we're going to release the data quality phase, then we're going to release the flow phase. Then we're going to look at system level outcomes. And then we'll keep moving our way down here. I don't know that the remaining 4 are necessarily in the order that we'll tackle them in. But those other 4 areas are your prioritization list, referrals and what's happening there, assessments and what's happening there, diversion and rapid exit.

JESSE JORSTAD: So, this is my baby and now I'm gonna introduce you to the co-parent of said baby, Genelle. So, Genelle, if you want to get your your demo ready, I'm about to turn over the mic here.

JESSE JORSTAD: Do want to let you know that this app is under construction so you're going to see maybe some funky display things that are going on, right, that we don't have totally hammered out yet. So just know that we're still working on it, but we wanted to make sure that we got to do this preview with you this month. And then we'll go from there.

JESSE JORSTAD: Genelle, are you ready?

GENELLE DENZIN: I am.

JESSE JORSTAD: Perfect. I'll make you the presenter here. And then you should be able to share your screen.

GENELLE DENZIN: Okay, hi, everyone. As Jesse said I'm Genelle, and I'm so excited to show this to you. You would come to this page in your browser on the Internet.

JESSE JORSTAD: Hey Genelle, we actually can't see your screen yet.

GENELLE DENZIN: Oh. Sorry about that. Can you now?

JESSE JORSTAD: Yes, yep, we're looking at your desktop. Yeah. Perfect. That looks great.

GENELLE DENZIN: Thank you.

JESSE JORSTAD: No problem.

GENELLE DENZIN: Thank you for the heads up. I am definitely going to need to be told things like that verbally because I can't see any chats or questions or anything.

JESSE JORSTAD: I'll be your wingman.

GENELLE DENZIN: [Laughs] Okay.

GENELLE DENZIN: Anyways, this is where you land when you come to the app. You would come here because you have worked out how to get your hashed CSV file out of your HMIS and you have it on your computer. So this is the home page, you can see here.

GENELLE DENZIN: This is the left sidebar and you can collapse and expand that as needed. It's also good to know this because if you are looking at this in a smaller window, say you want to have something else over here, it's not going to show you the left sidebar. So you would need to expand it. That's how that works.

GENELLE DENZIN: And so we've just come here so there's not a lot going on in the app right now, because there's no data. Because we haven't uploaded anything yet, and you can see that here. So at this point, we need to tell the app where our file is on our computer. So, once I double click one of these zip files it is going to do 3 things.

GENELLE DENZIN: The first thing it's going to do is make sure that you've uploaded an actual CSV export. As Jesse said, a lot of times people try to upload their LSA or their APR. And so this would just reject your file without even checking anything else.

GENELLE DENZIN: And then the second thing it's going to do is check to see that you're export is hashed. And it's going to look at the data only in so far as to tell if it's hashed or not. So I'm just gonna demo what would happen if you uploaded a CSV file that is not hashed. It will just reject your file and it will look like this. And it'll instruct you to run a hashed one or if you don't know how to ask your HMIS vendor. And then it brings you sort of right back to where you started it thinks there's, I mean, it knows that there's literally no data in there anymore.

GENELLE DENZIN: So, the third check that it does is it makes sure that your file structure is good enough to be used by the app. So this is one where there is actually an issue in the file structure that may prevent the app from running certain queries on it, because there's like a column name that's not spelled correctly. So this is how it will look if that happens. Your export is not structurally valid.

GENELLE DENZIN: It says to look at the high priority issues in the file structure analysis so that is located here. And you can see sure enough, there is an incorrect column name. That is a high priority. So, even though that it doesn't have any, it doesn't see any data, it does have this structure analysis detail for you.

GENELLE DENZIN: And so if you were to download this, it will show you, it will show you what the issue is. I'm not going to download it right now just because Excel likes to give me trouble sometimes. But it will tell you the column name and then what's wrong or it could be a data type that's wrong or something like this. And then you would need to report that to your vendor and they would need to fix it before you can use this tool.

GENELLE DENZIN: Now, there are some column names if they were misspelled, like, the app doesn't even use that column. So it's not going to matter. So you'll see that labeled as an error. Same thing for an incorrect data type of a field we never use, that's gonna show up but you don't need to chase that or anything.

GENELLE DENZIN: So, now we're going to actually upload a valid file so that we can start seeing how the app actually runs. The status kind of changes, it grays out, because you haven't successfully uploaded yet, but you're on your way. And you can kind of see what's happening as the upload is going.

GENELLE DENZIN: And in the meantime, I'm just going to show you this last box on the homepage of citations and special thanks. So here's where we're citing the open source software that is being used to build this product and thanking COHHIO, the Coalition of Homelessness and Housing in Ohio for open sourcing their code which we sort of built it on this foundational code for the app.

GENELLE DENZIN: We can see it's still checking the file structure. Also, you can, on every one of these tabs in the app, there is going to be an expandable box called app instructions that describes sort of each box on the tab and sort of explains what the use of it is, how to use it.

GENELLE DENZIN: And it's getting hung on this. It always, kind of, like it always finishes, but I don't know why something...There it goes. And so the data quality script definitely takes longer because it checks a lot of different things.

GENELLE DENZIN: And I saw some people on the call throw around potential names. Got a kick out of that.

GENELLE DENZIN: Oh, the other piece I could've been talking about just a second ago is there are some, there are some things that in the code that will be CoC specific. And this, so this box here allows you to tell us how you want things calculated for certain things, like in your CoC. And I just want to point out that while there are defaults here this does not imply that HUD expects these to be 90 days or whatever. These are here for you to edit if you want to. And if you don't...

JESSE JORSTAD: And just in terms of…sorry, Genelle. And just in terms of the functionality of that, it's very similar to, there's a couple of checks in the current data quality tool where you can set it to, you want to know people who've been enrolled for 90 days or more 180 days or more, 365 days or more. This is sort of a riff off of that where now you can enter whatever number you so choose and that's what that's all about.

JESSE JORSTAD: Thanks Genelle.

GENELLE DENZIN: Also another note about it. You can flip through by fives, or you can change it to whatever you want. And also another thing to know about it, is that if you upload the file, like we've

done, and then you change something here. It will react and the dataset will change in real time. So if you change something here, you don't have to come back here and reupload your file.

GENELLE DENZIN: Okay. So we have a valid file now. And so we're going to look at the client counts tab where we can see as kind of a way of checking that what is happening on the ground is what is happening in HMIS. So, we're going to view. You can search in here, just by typing in any part you can of the project name, you can see that.

GENELLE DENZIN: So, we're going to look at the rapid re-housing project, the CoC one. And you see the date range defaults to the date range of y when you pulled it from HMIS and what the date range is. So, that date range gets replicated here and you're looking at the whole entire range of data that you uploaded. And so what that gives us is a sort of accounting of how many people were served in the date range.

GENELLE DENZIN: And it gives you the number of clients and the number of households, and then you can also see how many of them got move-in dates. And so, in this particular rapid re-housing, there's 8 households that are currently awaiting housing. And then there are, and then there are 12 households who exited without a move-in. Compared to only 5 households who are currently moved in, right? So, it seems like a lot of people, to me just gauging this, seem to not be getting a move-in date.

GENELLE DENZIN: So, what you can do from here is do a search on, let's say we're curious about the currently awaiting housing. This will, these search fields here above each column will search only on that column and so now you're looking at all of the clients who are currently awaiting housing according to HMIS. And you can see that there's definitely something that needs to be followed up here on here. Because this particular client has been there for 573 days without moving in.

GENELLE DENZIN: And there will be a less granular download of this so that you can look for outliers in your system. But right now, for right now, this is project level only. And if you want to see your current clients only, you can change the date range to only look at today, the day that you export it. Then just it'll only show you the people that are currently in the project, and whether they have move-in dates or not.

GENELLE DENZIN: And if you pick something other than something that uses move-in dates it just simply shows you how many are in the project.

JESSE JORSTAD: Just a quick time check, Genelle. While I'd love to spend all day in this app, we have about 12 minutes.

GENELLE DENZIN: Okay, thank you.

GENELLE DENZIN: Betty had mentioned a really interesting thing that is accidentally made it into this app, which is that in assessing your data quality, it's good to do the fix it first, right? In the order that actually Betty was talking about. Where you can check your PDDEs and it will give you a summary of how you're PDDEs look, you can download a file about that. That will give you the details of what the project ID is and everything.

GENELLE DENZIN: And then for client level data, you can look at the system level, system wide data quality. So the point of this tab is to find outliers in your system. There's two kinds of outliers on this tab, issues and organizations. I'm just gonna cover real quickly so that the plots make more sense.

GENELLE DENZIN: There are 3 types of issues. And they are defined here. Basically any errors have to be something that can and should be fixed in HMIS. You want to aim for 0 for any errors. But the difference between high priority and general are that these errors affect multiple federal reports in a fundamental way and thus should be prioritized.

GENELLE DENZIN: So, now that we have an idea of the types of issues that are being categorized here, down the left you can see most common high priority errors. And this is within your system, so you can look at, it sort of gives you an idea of how to maybe focus your training, your outreach, and things like this.

GENELLE DENZIN: And then on the right, you see within your system which organizations have the most of each type of issue. So, looking at this, I am…there are only 2 organizations in this sample data. So, this plot looks kind of weird, but for sure, "Oddly Effective" organization has the most issues, clearly. So I'm curious about that, right, as an HMIS I look at this and I would be like what is going on with this. And, of course, these plots are going to be cleaned up. We are working on that.

GENELLE DENZIN: So, I'm going to go to the organization level tab and look up that "Oddly Effective" organization. So, when I come here, it's automatically showing the "Evenly Matched" one. So, I want to switch to the other organization called "Oddly Effective" because they were the ones represented in the system level that we are concerned with. So then within this organization, you can see which types of issues are the most prevalent.

GENELLE DENZIN: And then you can see which projects have the most of each kind of issue. And then you can also...so, since these plots only show the top 10 of everything, but let's say you want to know everybody that had duplicate entries within this organization, you could type D-U-P there and it will only show these duplicate entries to help you just find who else needs help. If you have a certain issue that you want to definitely make sure you get taken care of. So, the guidance here just lists every type of issue that is represented within the organization and have some guidance here, we're clearly not done writing that.

GENELLE DENZIN: And then, so the whole point, right, is to communicate this to organizations about these DQ issues. So, when you download this, you will get an Excel file with these tabs. It'll tell you when the export was...here, let me just... When you exported it and what the date range was. And then it gives you a summary, which is very close to what we were just looking at.

GENELLE DENZIN: And then the guidance, also in the app, but this is something that your user would have access to. And, like Jesse said, this thing is written for you, so you have control over the message if you have additional guidance that you want communicated to your users, you are certainly free to do that prior to sending it.

GENELLE DENZIN: And then it will tell you in each of these tabs what the client IDs are, what the entry dates are, and how to find the enrollments with the issues in it. And, of course, like I said, you have control over how that all plays out.

GENELLE DENZIN: And I think that brings us to the end. I think that's it. Is there anything I'm missing?

JESSE JORSTAD: No, I think that you covered it all.

GENELLE DENZIN: Cool. Are there any questions?

JESSE JORSTAD: I am not seeing any questions on my assignments. Brian, was there anything that we wanted to elevate? Oh, although actually there was a question about the hashed CSV. Let me scroll back and grab that really quick. That's been a point of confusion in the past and so just wondering if there is an official process or documentation for getting the hashed file.

JESSE JORSTAD: So, that is actually specified in the CSV specifications of what we mean by hashed and what has to happen in order for it to meet that threshold. So that should get you where you need to go if you are struggling around that. As always you can send in an AAQ, and we will help get that sorted out.

BRIAN ROCCAPRIORE: And just one more question is "Will this tool be available before the LSA is due?".

JESSE JORSTAD: That's a great question. We are moving into internal testing probably tomorrow, and then it's just a matter of kind of how quickly that goes. Obviously we are motivated to move quick as we can, but we also don't want to release something before it's ready. We do understand how exciting it would be to have this all in your hands, so we want to make that happen.

CIARA COLLINS: Jesse, can I do a shout out for the next LSA office hours?

JESSE JORSTAD: Yeah, do it.

CIARA COLLINS: I just wanted to say that for everyone we will also be dealing with this at the next LSA office hours, along with a lot of other LSA resources and registration for that should be coming out later this week. So, if you have more questions about this or want to see it again or invite someone else. That's all.

JESSE JORSTAD: Groovy. Thanks, Ciara. So what should you do now? If you're not using the current data quality tool, we encourage you to try it. I think that a lot of your HMIS friends would tell you that it's helpful. So, we want the LSA to be as pain-free as possible. So if you need help with that tool, go ahead and send in an AAQ.

JESSE JORSTAD: And again, if you're having trouble connecting to your file, there's two main issues, one is it's the wrong export format, and two is that it's a little bit confusing, because the tool is asking you to point it to the path of where your files are stored. And so when you open that location, it appears to be blank. But that is all as intended you just go ahead and hit the okay button or open or whatever the button says. And then you keep on rolling. But if that doesn't get you where I need to go, go ahead and send an AAQ, we'll reach out to you and help you out with that.

JESSE JORSTAD: And then look forward to the future where we all have this amazing application to help us with this work and keep an eye out on the HUD exchange emails, which will announce the tool's release.

BRIAN ROCCAPRIORE: Jesse, one more question real quick. Will the current tool still be available for a while after the release of the new one.

JESSE JORSTAD: Yeah, we'll continue to dual support it for a certain period of time. We certainly wouldn't take it down prior to the end of the LSA.

JESSE JORSTAD: All right, anything else that we need to chat about before we kind of wrap this thing up.

BRIAN ROCCAPRIORE: I think we're good to put a bow on it, Jesse.

JESSE JORSTAD: Sounds good, okay. We've got a couple more slides for you here. As always here is, you know, some of the resources that, especially if you are a HMIS new admin, if you haven't looked into these, they can be really helpful. And that last link is to that tool that we've been discussing today, for the Excel based version. Next month, we're going to be going over some context around what these various resources are and why you might want to engage with them.

JESSE JORSTAD: All right, last one here. So here is the schedule for all of our upcoming meetings in December. We'll also be asking you for some feedback about how these calls are going for you all and what else do you need from us.

JESSE JORSTAD: Hey, Meradith.

MERADITH ALSPAUGH: Hey, Jesse.

JESSE JORSTAD: Quick question for you. Do you have any idea why scuba divers jump backwards off of the boat?

MERADITH ALSPAUGH: I have no idea.

JESSE JORSTAD: Well, it's because if they jumped forward, they would still be in the boat. You're welcome.

JESSE JORSTAD: All right, I hope you all enjoy the rest of November and the LSA goes as smoothly as possible for all of you. Thanks so much.

MERADITH ALSPAUGH: Thanks, everyone.