Overview of the LSA Submission Process

HUD understands that moving from submitting Annual Homeless Assessment Report (AHAR) data in the Homelessness Data Exchange (HDX) to submitting the Longitudinal System Analysis (LSA) data in the Homelessness Data Exchange, Version 2.0 (HDX 2.0) is a big change. The goal of this document is to make the new process as clear as possible for Continuums of Care (CoCs) so they can be adequately prepared for the 2018 data submission cycle.

Subject to extensions for technical issues, the LSA submission cycle will cover the following key milestones:

Test Upload: deadline for uploading an LSA to the HDX 2.0

- ✓ When the HDX 2.0 officially opens for submission each year, CoCs will be able to upload an official use LSA file for the appropriate reporting period to the HDX 2.0.

- ✓ Within **ten days** after the HDX 2.0 opens for the official submission cycle, CoCs should have at least logged in to the HDX 2.0 and completed a test upload. If the upload fails due to fatal errors, CoCs should immediately work with their vendor to resolve formatting or programming issues with the file export.

- ✓ Note: There are two submission types – Local Use Only and Official HUD Submission. CoCs can use the Local Use Only type for upload attempts and to review their data and make any needed adjustments before changing the upload to an Official HUD Submission. Only Official HUD Submissions can be submitted for the review team to assess.

Submission Deadline: deadline for submitting an official LSA to the HDX 2.0

- ✓ CoCs will be given **four weeks** from the opening date to *submit* the official LSA file for review. The LSA upload is extracted directly from each CoC's HMIS. Therefore, any errors identified through the upload process will need to be corrected in the HMIS and a new (corrected) LSA file will need to be uploaded to the HDX 2.0. CoCs should expect to upload and review several LSA files in the HDX 2.0, replacing old uploads with new uploads, until they have resolved any warnings and confirmed that the summary data accurately reflect the number, characteristics, and system use of those served within their homelessness system for that year.

> **Summary of Steps to the LSA Submission Process**
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> 1. ***Upload***: Upload your .zip file of the 10 required .csv files to the HDX 2.0.
>
> 2. ***Review Upload within CoC***: Use the HDX 2.0 functionality to review the LSA output from your HMIS, as well as any warnings associated with your upload. Leave notes for warnings in the HDX 2.0, or make corrections in the HMIS and re-upload, as needed.
>
> 3. ***Submit Official LSA for Review Team's Assessment***: Once you've resolved any warnings flagged through the initial upload process and marked your upload as the Official HUD Submission, click the "submit" button and wait to hear more from the review team.
>
> 4. ***Work with Data Liaison to Clean Submission***: You will be contacted by a Data Liaison to work with one-on-one cleaning data, resolving remaining questions, and confirming the data.
>
> 5. ***Celebrate***! You have completed this year's LSA submission process. Thank you for participating.

- ✓ Unlike prior AHAR submissions, **changes to data cannot be made manually**. Therefore, to resolve data quality flags, CoCs will either need to write notes to explain why the data are accurate as they are, or fix any issues within their systems and re-upload the LSA files to the HDX 2.0.

- ✓ If the CoC originally uploaded their file as "Local Use Only" in order to review and resolve issues, the CoC will need to change the "Submission Type" to "Official HUD Submission" before they will be able to submit it.

- ✓ If a CoC encounters an issue during this time and requires technical assistance, the CoC should submit its issue or question to HUD's [Ask A Question (AAQ) HDX desk](#). CoCs should also work closely with their vendors during this time to resolve any issues that go beyond the HDX 2.0.

- ✓ A CoC must click the "Submit" button by the deadline established by HUD each year to be considered "participating" in the LSA submission process.

Data Assessment and Cleaning: review team assesses CoC uploads for data quality and follows up with CoCs with questions

- ✓ After submission, the HDX 2.0 will be closed for updated official LSA submissions while the review team runs additional data quality checks on CoC LSA uploads.

- ✓ Once this assessment is complete, a Data Liaison from Abt Associates or the University of Pennsylvania will be assigned to each CoC. This liaison will provide one-on-one support throughout this data cleaning phase to help CoCs resolve lingering questions from the review team. Outreach to CoCs will likely begin **four to six weeks** after the official data submission period closes.

- ✓ Data cleaning is expected to be an iterative process. CoCs should expect to communicate back and forth with their Data Liaison throughout this data cleaning window to resolve any remaining data quality issues. CoCs will be given a deadline to respond to any data quality issues flagged by their Data Liaison. Once the data cleaning process is finished, the Data Liaison will mark the official LSA dataset as "Complete."

Final Confirmation: deadline for completing data cleaning and marking uploads as confirmed

- ✓ A CoC must click the "Confirm" button within three business days of the dataset being marked "Complete" to be considered participating in the LSA submission process. A CoC cannot confirm their data until it is marked "Complete" by the Data Liaison. Therefore, CoCs need to ensure they are actively engaged in resolving issues during the data cleaning phase.

- ✓ The review team will use the confirmed submission to assess overall usability of the data for the analysis and report writing phase of the AHAR.

CoCs can expect to hear about the review team's usability assessment of their data within approximately four weeks of the confirmation date. These deadlines are scheduled to support the preparation of the AHAR, which must be submitted to Congress annually and is generally published in the late summer or fall of each year.

Graphic of Anticipated Timeline for 2018 LSA Submission Process

October 31, 2018
HDX 2.0 Opens for Official LSA Submissions

November 9, 2018
Test LSA Upload Deadline

November 30, 2018
Official LSA Submission Deadline

Late December
Outreach from Review Team Data Liaisons Begins

Late January
Deadline to Resolve Data Quality Flags with Data Liaison and Mark Data Complete

Within 3 Business Days
Deadline to Confirm LSA Data

Late February
Data Usability Determinations Communicated to CoCs

Note: These are anticipated dates; specific dates and deadlines will be announced via the HUD Exchange listserv, as well as posted on the HDX 2.0 homepage.