Preparing LSA Files for Stella P

After a CoC has successfully uploaded a Longitudinal Systems Analysis (LSA) file and validated the upload, users can then use the "Stella Performance" (Stella P) module in the HDX 2.0 to visualize their data. Additional resources for understanding the functionality and terminology of the Stella P module are provided on the HUD Exchange: http://www.hudexchange.info/homelessness-assistance/stella/

1 – User Access to the Stella P Module

Any user with "write" access to a CoC's LSA module will be able to prepare LSA files for the Stella P module and view the results. Users with "read" access to the LSA module will be able to view the results in the Stella P module but will not be able to prepare the file.

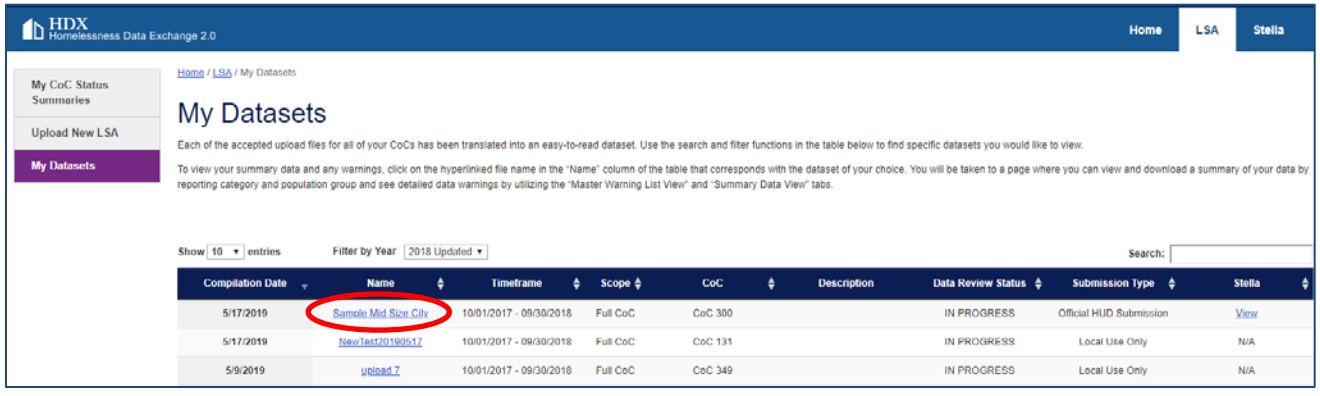
HUD and TA provider users will be able to access and view the Stella P results only for LSA datasets uploaded for "Official HUD Submission" that have been "Submitted for Review" and set to a status of "Complete" by the CoC. This means that each year, after the full cycle of AHAR data cleaning, HUD and TA provider users will be able to see the Stella P display for the single, official LSA dataset that has been cleaned and approved by the CoC. HUD and TA provider users will not be able to navigate back to the original Summary Data View in the LSA module, nor will they be able to download the original uploaded file.

If the CoC Primary User grants user access to a TA provider user for your CoC, they will be able to see all Stella P results in your CoC, consistent with the "read" level of access for a CoC user. HUD users cannot be added to CoCs.

2 – Preparing Your LSA Files for Stella P ("Stellavising" Your LSA Dataset)

Log in to your HDX 2.0 account following the instructions in Section 3 of the Introductory Guide to Submitting Longitudinal Systems Analysis Data for the AHAR. Once logged in, navigate to the "My Datasets" page.

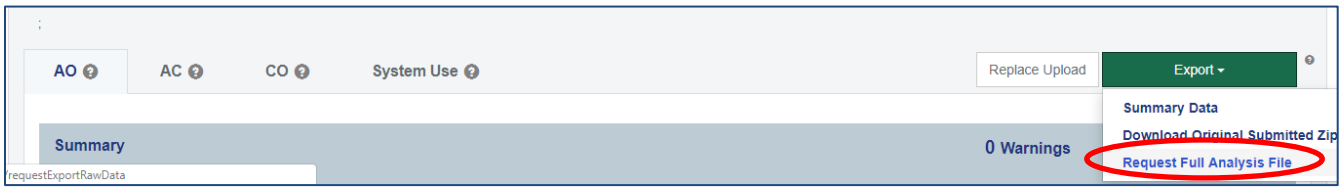
1. This screen will display a list of all successful local or official LSA uploads for any CoC with which you are affiliated. You may sort, search, and filter these results. If you have no datasets in this view, upload LSA datasets following the instructions in Section 4 of the Introductory Guide to Submitting Longitudinal Systems Analysis Data for the AHAR.



2. From this page, navigate to any upload you wish to Stellavise by clicking directly on the hyperlinked dataset name in the row. The link will take you to the "Master Warning List View" for any dataset that still has outstanding Warnings. The link will take you to the "Summary Data View" for any dataset for

which all the Warnings have been resolved as described in Section 4 of the Introductory Guide to Submitting Longitudinal Systems Analysis Data for the AHAR. Do not Stellavise any dataset for which you have not reviewed the Warnings and considered the implications for accuracy.

3. If you are confident you want to Stellavise the dataset, navigate to the Summary Data View tab, select the Export drop down menu, and choose "Request Full Analysis File."

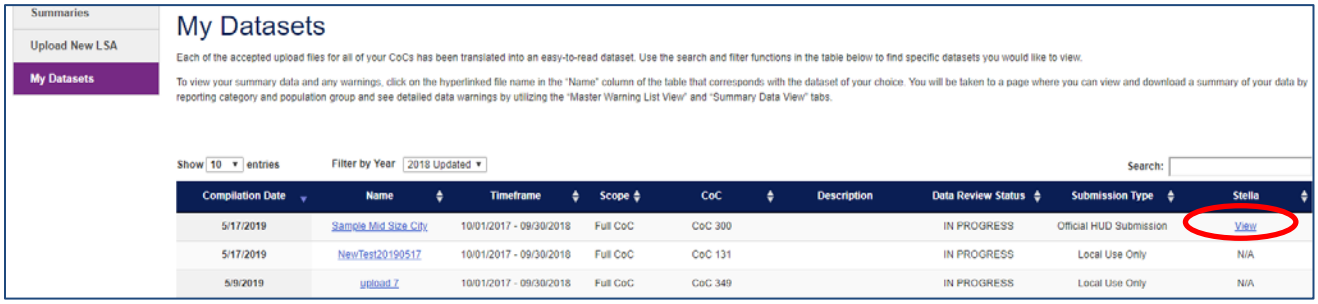


4. HDX 2.0 will take approximately 10 minutes to process the file. If you select the Export drop down menu in the meantime, a small processing icon will display next to the "Request Full Analysis File" option. When complete, the user who uploaded the original LSA file will receive an email notification and the Export drop down menu option will change to read "Full Analysis File."
5. Once that stage is completed, the dataset has been Stellavised and is ready to view in the Stella P module.

3 – Navigating to View Stella P Results

Once you have Stellavised a dataset, you have several options for navigating to the Stella module and viewing the results.

1. From the My Datasets page, select the hyperlinked "View" under the Stella column. If "N/A" is displayed, the dataset has not yet been Stellavised.



2. From the Summary Data or Master Warning List View for any Stellavised dataset, choose the "View" option in the Dataset information box.

3. From any display, choose, the "Stella" menu option at the top navigation bar. This will bring you to a list of all datasets that have been Stellavised for any CoC with which you are affiliated.