

Stella P Quick Start Guide

v3.0 (March 2023)

A brief overview of access, navigation, and key concepts of Stella P.

Introducing Stella

Stella is an analysis and strategy tool to help CoCs to understand how their systems are performing. The Stella Performance module (Stella P) has dynamic visualizations of CoCs' Longitudinal System Analysis (LSA) data to illustrate how households move through the homeless system, and to highlight outcome disparities. It looks at the system's past performance to identify areas for future improvement. Stella P does the analytical heavy lifting, so CoCs can develop equitable and effective system performance improvement strategies.

Stella P Basics

Stella looks at system-level performance for three critical performance measures:

- Number of days homeless ("Days Homeless")
- Exits from the homeless system to permanent destinations ("Exits")
- Returns to the homeless system after exits to permanent destinations ("Returns").

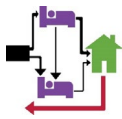
Stella P does not show performance measures at the project or provider level and does not include client-level data. Households (rather than individuals) are the unit of analysis. Stella P is meant to be a system planning tool, and most systems plan for household-level needs.

Data from Emergency Shelter, Safe Haven, Transitional Housing, Rapid Re-housing, and Permanent Supportive Housing projects participating in HMIS are included in Stella P.

Stella P Access

Stella is hosted on the [HDX 2.0](#). If you do not already have an account on the HDX 2.0, [register for an account](#). Once registered, you can [log in](#).

Access to Stella P is managed locally by the HDX 2.0 primary user. Contact the primary user to request access to the LSA module in HDX 2.0. 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. To find out who the primary user is for a specific CoC, [submit a question](#) and select "HDX" in the "My question is related to" field.



Once logged in, click on the “Stella P” tab in the upper right-hand corner of the navigation bar at the top of the screen to go to the Stella P homepage.

Dashboard

Data for all recent submissions in the LSA module are displayed below for each of your CoCs. Use the drop down menu to view additional CoCs with which you are affiliated.

You may manage the CoC affiliations for your users by clicking on your name in the upper right hand corner of any page in the HDX and selecting Administration.

You may manage your HDX 2.0 account by clicking on your name in the upper right-hand corner of any page in the HDX 2.0.

Here you will see a list of the Stellavised datasets available for you to view. Datasets uploaded as “Official HUD Review Files” are automatically uploaded to Stella P or “Stellavised.” Datasets uploaded as “Local Use Zip Files” must be prepared for Stella P before they are available to view. See the [Preparing Local Use LSA Files for Stella P](#) guide for step-by-step instructions on how to Stellavise Local Use datasets.

To view a dataset in Stella P, click on the hyperlinked File Name.

ID	CoC Code	CoC Name	File Name	Reporting Year	Timeframe	Upload Type
24588	zz-100	2022 CoC for testing datasets	Sample LSA for Stella P FY2022	2022	10/01/2021 - 09/30/2022	local

Navigating to View Stella P Results

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

1. From the View All Datasets page on the LSA tab, select the hyperlinked “View” under the Stella column. If “N/A” is displayed, the dataset has not yet been Stellavised.

View All Datasets

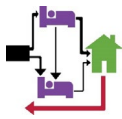
To upload a new HMIS report file, click the blue “New File” button located on the right-hand side of the screen to browse for your file. Files must meet the required LSA programming specifications (found in the “Resources” section on the main HDX 2.0 page) in order to be successfully uploaded.

Every file you have attempted to upload for each of your CoCs is shown below. Use the search functions at the bottom of each of the list’s columns, or in the upper right-hand side of the table, to filter your results.

To view the Upload Status Report, select the linked status in the “Upload Status” column for the upload you would like to view. You can also replace an accepted file, or navigate to the “Error Report” for rejected files to obtain a detailed list of errors that violate the specifications that you can share with your HMIS vendor.

Any uploaded files with an “Accepted” status will also appear in your “My Datasets” page for further viewing and analysis.

CoC Code	CoC Name	File Name	Reporting Year	Timeframe	Scope	Upload Type	Upload Date	Uploaded By	Upload Status	File Comments	Stella	Replace	Delete
zz-100	2022 CoC for testing datasets	Sample LSA for Stella P FY2022 - version 2	2022	10/01/2021 - 09/30/2022	Full CoC	Local Use Zip File	12/05/2022 16:13:03	Cocprimary @Coc	Accepted		View		



2. From the Summary Data or Data Quality Flag Views for any Stellavised dataset, choose the “View” option in the Stella box (shown in the red box below).
3. From any display, choose, the “Stella P” menu option at the top navigation bar (shown in the orange box below). This will bring you to a list of all datasets that have been Stellavised for any CoC with which you are affiliated. You can view any dataset that has been Stellavised by clicking on the hyperlinked File Name, as described in the prior section.

Stella P Navigation and Tools

Stella P is organized into the following sections: Dashboard, Days Homeless, Exits, Returns, and Demographics. Within each section are pages that include one or more data panels. Tools accessed through the blue icons on the top of the page are available throughout Stella P:

Use the **Glossary** to understand **Stella P** terminology. Click **Insights** for a list of system-generated insights that highlight data quality and performance issues to consider when interpreting the charts and information provided in Stella P. Capture ideas for next steps in exploring data quality or performance issues with **Action Steps**. See the [Stella P Insights and Action Steps Guides](#) for more information.

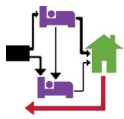
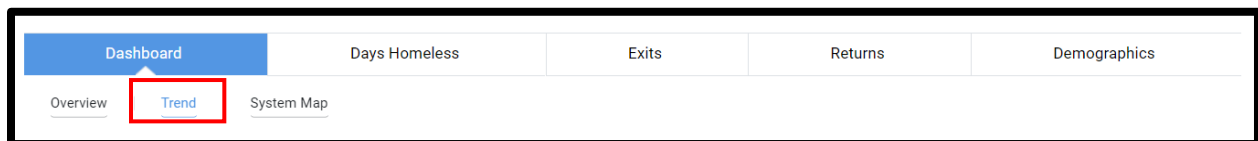


Chart-level functions are accessed through a panel toolbar for each data panel:

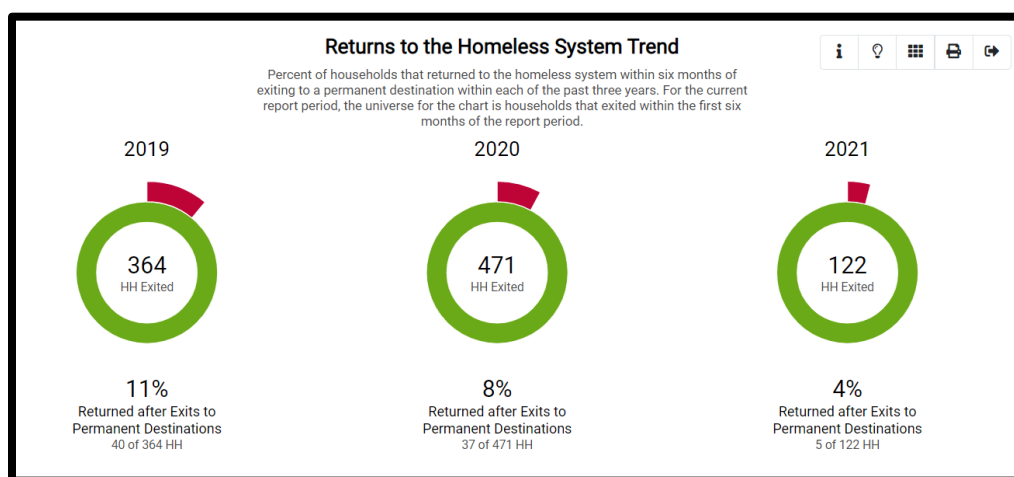


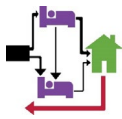
1. **Information:** View an explanation of the data visualization.
2. **Insights:** Insights highlight data quality and performance issues to consider when interpreting the charts and information provided in **Stella P**.
3. **Tabular View:** Switch to a view of the data in a table.
4. **Print:** Print the selected chart (or tabular view) or select Print All to generate a PDF of multiple charts across all sections of Stella P.
5. **Export:** Export the selected chart as PNG or JPG file.

Trends



The “Trend” tab is available in the Dashboard section of Stella P. Trends are a year-to-year comparison of data over a three-year time period. Days Homeless trend charts are only available for Official LSA datasets for CoCs with at least two Official datasets within the three-year time period. Exits and Returns Trends are available for both Official and Local Use only datasets.

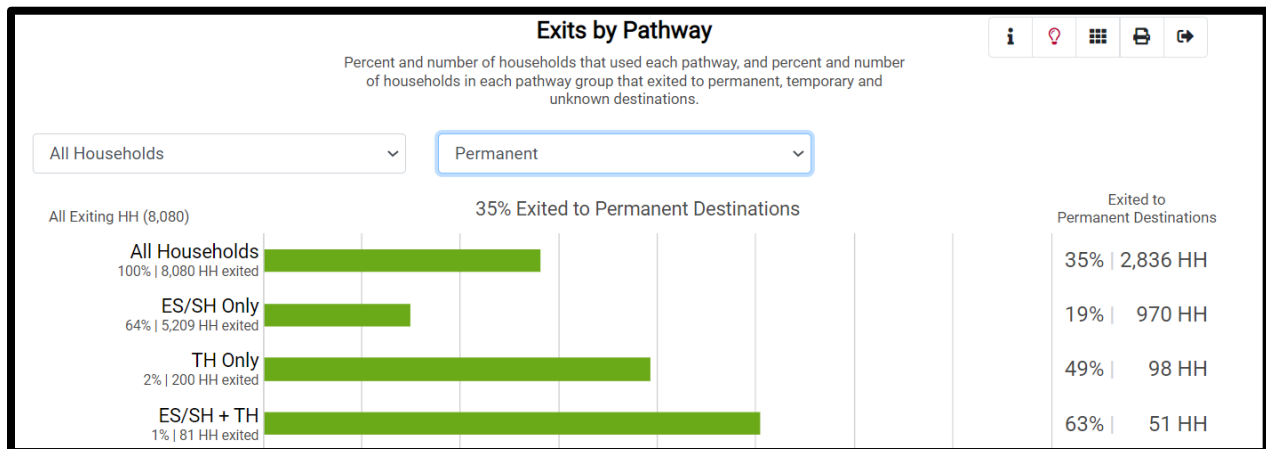




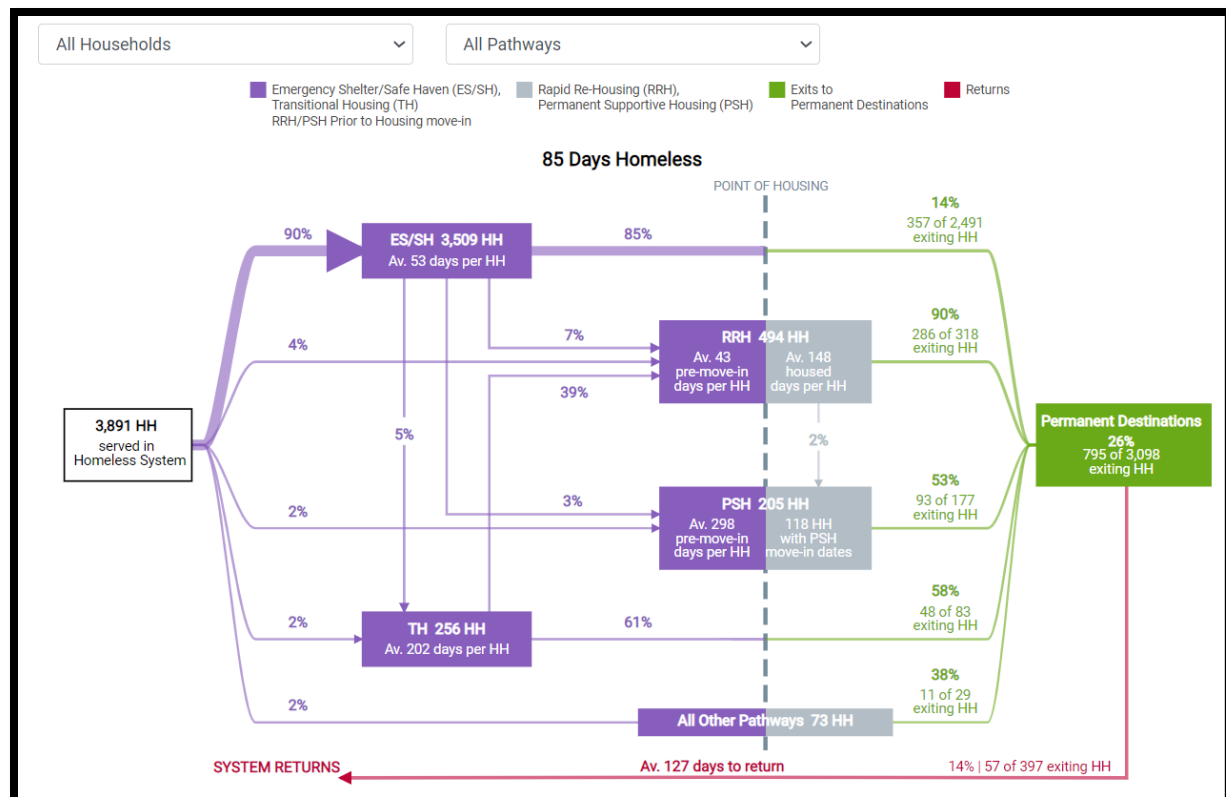
Pathways and System Map

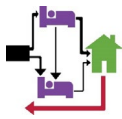
The “By Pathway” tab is available in the Days Homeless, Exits, and Returns sections.

Pathways are the combinations of different project types that households use when moving through the homeless system. For example, a household might spend time in an Emergency Shelter project before entering a Rapid Re-Housing project. Days Homeless, Exits, and Returns performance measures are available for each pathway.



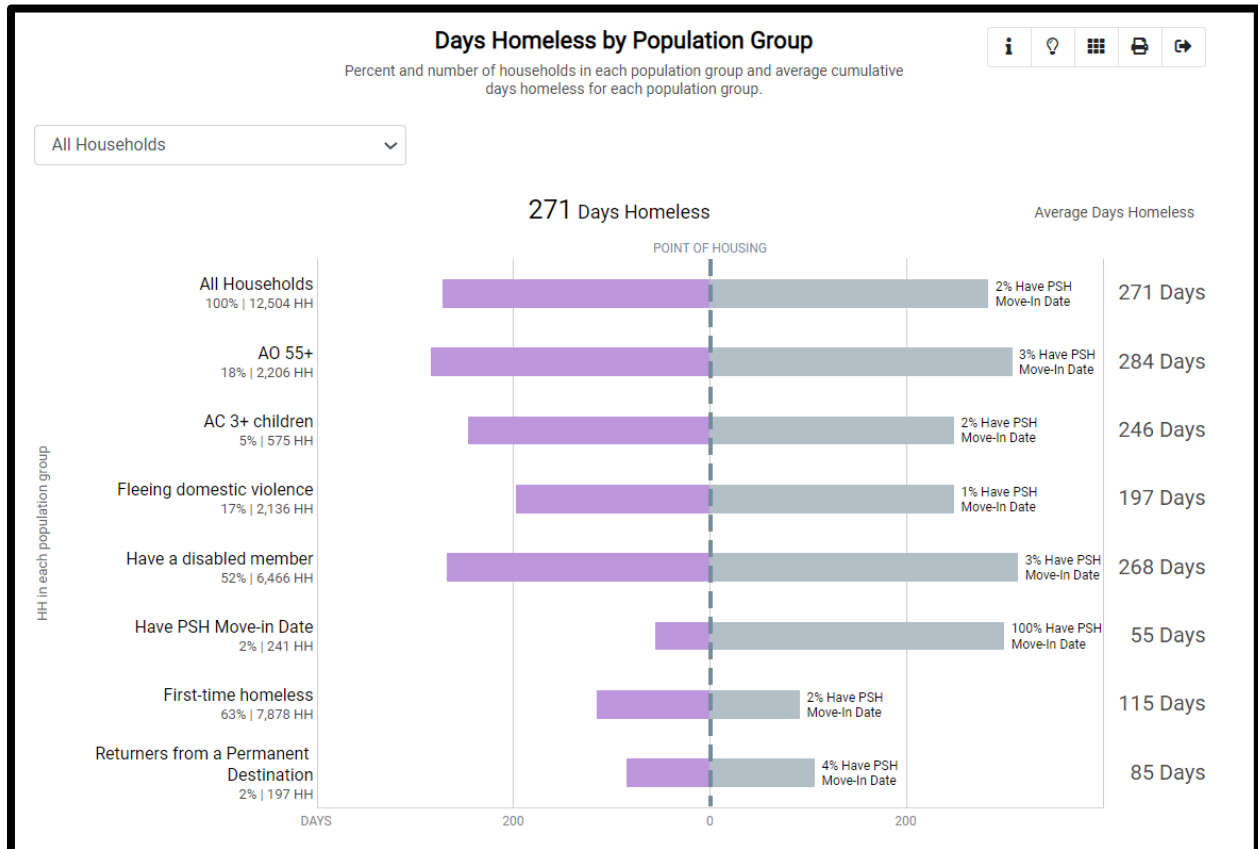
The “System Map” tab is found in the Dashboard section. The **system map** shows performance for the main project types in the homeless system and can be filtered to show performance for the main pathways and for each household type.





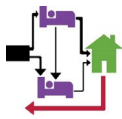
Population Groups

The “By Population Group” tab is available in the Days Homeless, Exits, and Returns sections of Stella P. **Population groups** are households with certain demographic or system utilization characteristics, such as households experiencing first-time homelessness, fleeing domestic violence, or households of only adults aged 55 or older. **Stella P** can filter performance to see how each population is being served in the system to inform planning and improve outcomes.



Race and Ethnicity

The “By Race and Ethnicity” tab is available in the Days Homeless, Exits, and Returns sections. The **Race and Ethnicity** charts filter data for different racial or ethnic groups to see how different populations are being served by the homeless system. See the [Stella P Race and Ethnicity Analysis Guide](#) for more information on the race and ethnicity data available in Stella P.



Demographics

Note that the demographics tab is the only section that displays some data for all individuals in the households, while the other tabs display data on households and heads of households.



The Demographics Comparison page shows demographic characteristics of households, heads of households, and adults served in ES/SH, TH, RRH, and PSH projects participating in HMIS.



Additional Resources

Visit the [Stella resources page](#) on the HUD Exchange for additional tools and guidance.