



# Monthly Agency Leads Meeting

San Francisco, August 2023

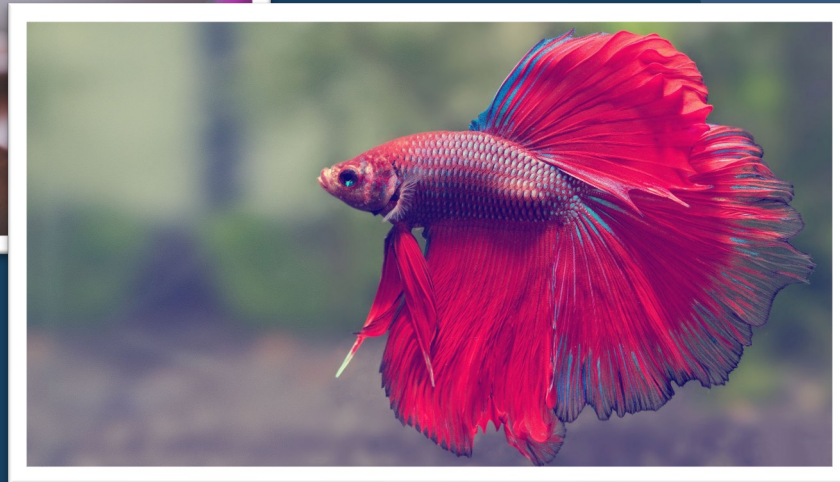
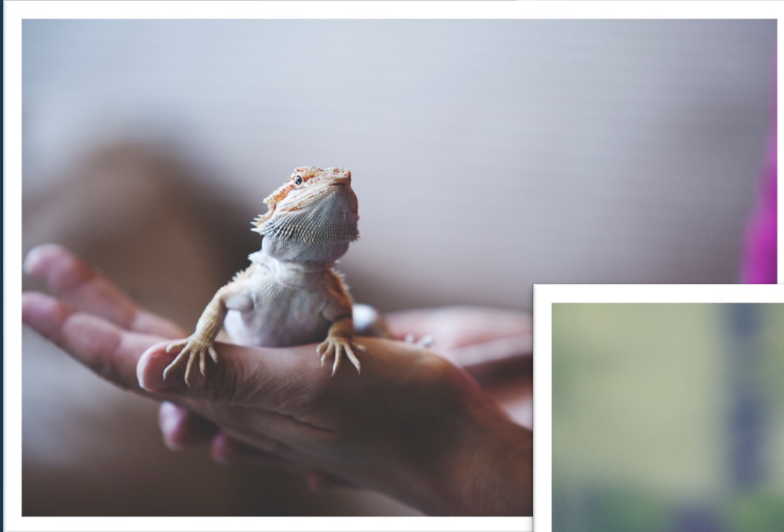
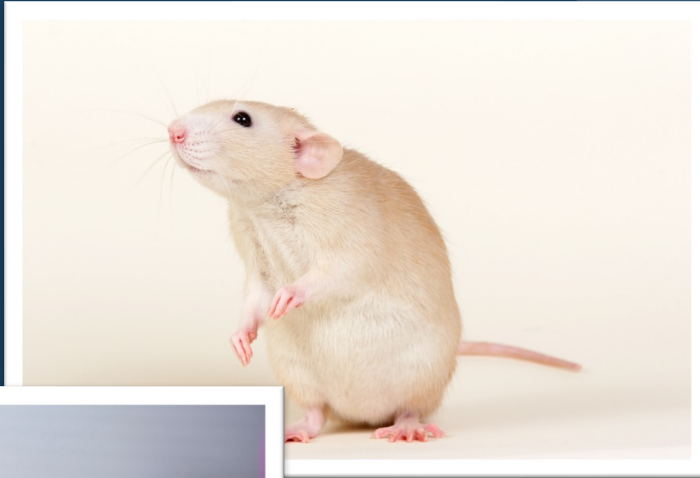
# Today's Agenda

Welcome!

Upcoming Longitudinal System Analysis Report

2024 Data Standards Update Refresher

Splitting Enrollments



# Welcome!

If not a cat or a dog, what would be your next favorite type of pet? Do you already have one?

- Please share you name, pronouns and agency when responding.

# The Longitudinal System Analysis Report

# What is the LSA?

- [The Longitudinal Systems Analysis \(LSA\)](#) report is a required HUD report that our community is must submit annually to HUD across key projects participating in the Continuum of Care (CoC).
- It provides HUD and our CoC with critical information about people experiencing homelessness and their use of the system of care.
- The LSA measures *Households* as they move through CoC systems, not all persons.



# Data Submitted to the LSA



Data submitted during the LSA:

- Exits 6 months prior to the reporting period
- Exits 1 year prior to the reporting period
- Exits 2 years prior to the reporting period.
- Client demographic and Household data for ALL program enrollments
- Exit Destination
- Length of Time of Homelessness
- Return to Homelessness

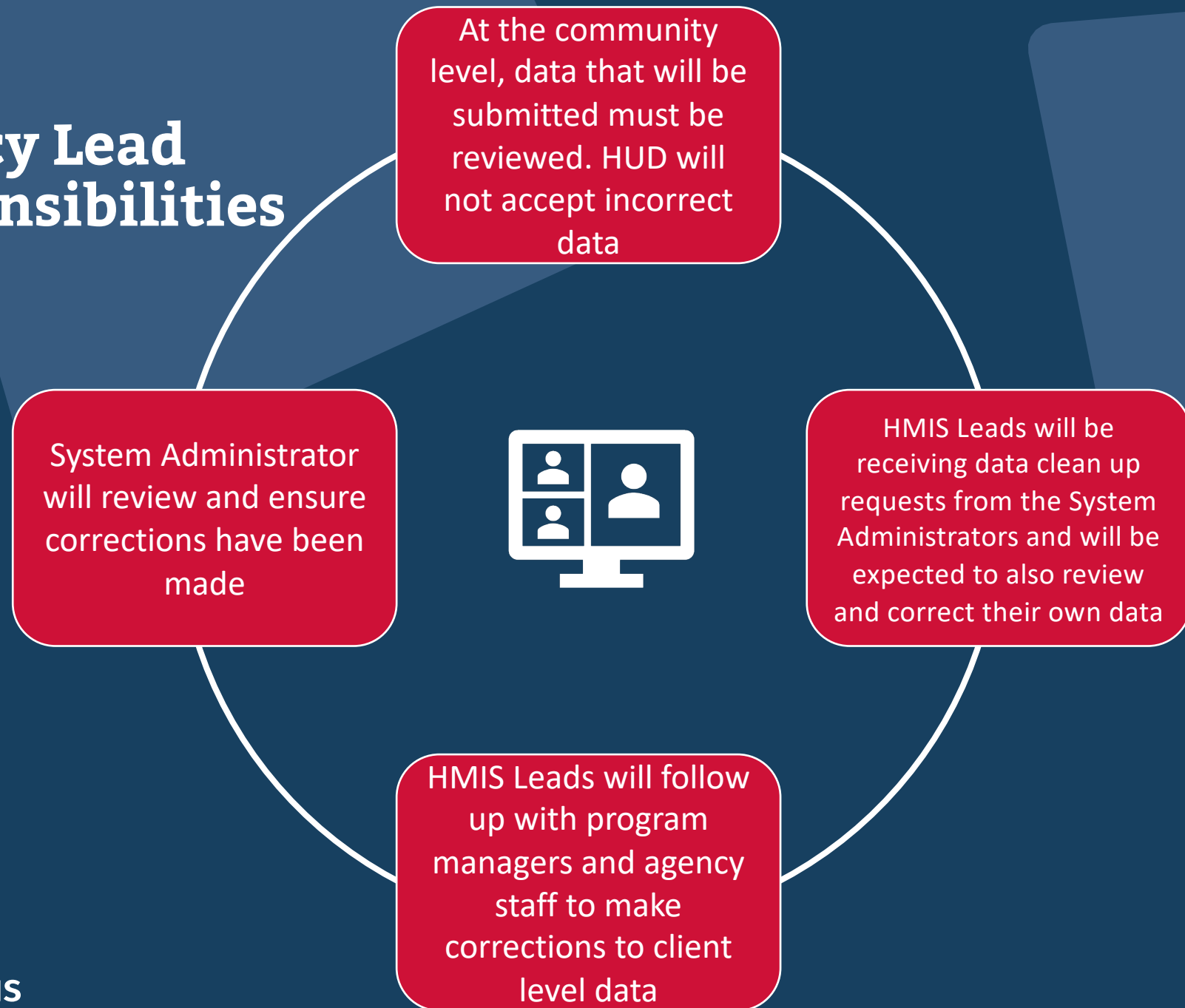
# Data Cleanup Before the LSA Begins



## Common Client Level Data Element Issues

- > High missing rates for Demographics, Race; Ethnicity, DV survivor status, Prior living situation and Destination
- > Sub-populations and dedicated beds, particularly Chronic Homelessness
- > Youths enrolled as individuals or in households with only youths (for projects that do not specifically serve households with only youth)
- > Missing bed nights (for NBN shelters)
- > Zero enrollments during the LSA reporting period
- > Overlapping enrollments

# Agency Lead Responsibilities





# Helpful Reports

## [GNRL – 106] Program Roster

- DoB – Are there any issues with group enrollments (i.e. a baby in the program that shouldn't have one?)
- Check Length of Stay – anyone that should have been exited?
- Missing Annual Assessments? Enter those 30 days prior to due date and after due date.

### Program Roster Report

[TRAINING] Abode Services

Enrolled within 10/01/2022 thru 09/30/2023

**Housing Move-in:** Undefined = Unknown HoH or adjusted Move-in is Null, ☐ = Non PH Project, **A:** Assessments, **S:** Services, **CN:** Case Notes  
You can find more information about adjusted Move-In Date at the [Help Center Article](#)

Head of Household (HoH) Unique Identifiers are listed in bold text. Household members are grouped together with the HoH.

Client	Unique Identifier	Birth Date	Age At Entry	Current Age	Enroll Date	Exit Date	LOS	Housing Move-in	A	S	CN	Assigned Staff
<b>Program: Verona - GF</b>												
Test, Charlee	<b>6D73A5732</b>	01/01/1995	27	28	12/12/2022	-	293	undefined	0	0	0	R. Abadajos
Brady, Johny	<b>0938658E4</b>	10/16/1965	57	57	01/18/2023	-	256	undefined	0	0	0	V. Damle
Doe, Jane	<b>D01CE8CF0</b>	11/01/1994	28	28	03/15/2023	-	200	undefined	0	0	0	V. Damle
Test, Samuel	<b>4485EF021</b>	05/05/1995	27	28	04/05/2023	04/05/2023	0	04/05/2023	0	0	0	H. Aversano
Fish, Goldie (She/her)	<b>95B71C2BA</b>	01/01/2002	21	21	04/13/2023	04/13/2023	0	04/13/2023	0	0	0	H. Aversano
Fish, Goldie (She/her)	<b>95B71C2BA</b>	01/01/2002	21	21	04/13/2023	-	171	undefined	0	0	0	H. Aversano
Tree, Olive	<b>A83AC0DF8</b>	09/09/1999	23	23	04/01/2023	-	183	04/01/2023	0	0	0	V. Damle

# Helpful Reports

## [DQXX - 102] Program Data Review

- Review for missing data
- Missing data = “Data Not Collected”, “Client Refused”, “Client Doesn’t Know”
- You can drill down on what information is missing by clicking on the “Missing Entry Data” number.

### Program Data Review

#### [TRAINING] Abode Services

Program: Verona - GF

Project Type: PH - Housing with Services (no disability required for entry)

Status: Active

Name	Unique Identifier	Entry Date	Exit Date	Days active in program	Missing Entry Data	Missing Exit Data
Test, Sp	EB97408C7	01/01/2021	-	966	1	-
West Coast, Ginny	0276CF56B	01/02/2021	-	965	0	-
Simpsons, Lisa	A5907A8A8	03/01/2021	-	907	0	-
Solving1, Problem	18F8FAA61	05/01/2021	-	846	0	-
Tree, Peach	068E09294	12/01/2020	-	997	0	-
Jenny Test, Jenny	062A5A85B	02/01/2022	-	570	0	-
Cattikins, Belles	D028D613E	10/01/2021	-	693	2	-
Furball, P.	835976ED9	12/01/2021	-	632	0	-
Ponylove, Reebea	127298CE1	11/30/1982	-	14,878	10	-
Test, Charlee	6D73A5732	12/12/2022	-	256	0	-
Appa, Kalea	04214DC4A	12/13/2021	-	620	0	-
Brady, Johny	0938658E4	01/18/2022	-	310	0	-
Doe, Jane	D01CE8CF0	03/15/2021	-	310	0	-
Fish, Goldie	95B71C2BA	04/13/2021	-	310	0	-
Tree, Olive	A83AC0DF8	04/01/2021	-	310	0	-

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#### Program Data Review - Details

##### Missing Entry Data

Unique Identifier	EB97408C7
Program Date	valid
Relationship to Head of Household	valid
Client Location	valid
Type of Residence	valid
Length of Stay in Prior Living Situation	need corrections

## Other Helpful Reports



- [HUD-227] Annual Performance Report
- [HUD-225] HMIS Data Quality Report
- [GNRL-240] Program Household Served

# Overlapping Enrollments

## HUD Guidance

- Overlapping stays in a housing program (tracked by move in date) or emergency services program (tracked by bed night or by enrollment/exit date) cannot overlap by the same night.

Examples of overlaps:

Project Type 1	Tracking Method 1	Dates	Project Type 2	Tracking Method 2	Dates	Overlap	Potential Data Quality Issue
Emergency Shelter	Entry/Exit	Entry: 1/1/2021 Exit: 1/7/2021	Emergency Shelter	Entry/Exit	Entry: 1/5/2021 Exit: 1/15/2021	1/5/2021 - 1/7/2021	Yes
Emergency Shelter	Entry/Exit	Entry: 1/1/2021 Exit: 1/7/2021	Emergency Shelter	Entry/Exit	Entry: 1/7/2021 Exit: 1/15/2021	No overlapping nights	No
Emergency Shelter	Entry/Exit	Entry: 1/1/2021 Exit: 1/7/2021	Emergency Shelter	Night-by-Night	Bed nights: 1/4/2021 - 1/4/2021	1/4/2021 - 1/5/2021	Yes
Emergency Shelter	Entry/Exit	Entry: 1/1/2021 Exit: 1/7/2021	Transitional Housing	N/A	Entry: 1/5/2021 Exit: Still Active	1/5/2021 - 1/7/2021	Yes

Always review a client's history before enrolling, communicate with the relevant agencies if you notice an overlapping enrollment!

How this could appear in the database scenarios:

- Agency enrolls a client into a shelter, and there is an existing enrollment in another shelter or program.
  - Contact Agency/Staff to exit. Agency must exit a day before the enrollment date into the new shelter.
- Move in Date for Housing Program is during a stay in a shelter
  - Contact Shelter/Staff to exit. Cannot have move in dates that fall within another program.



## LSA Resources

- HUD Website
  - <https://www.hudexchange.info/homelessness-assistance/lsa/>
- Guidance on Common Data Quality Issues:
  - <https://www.hudexchange.info/resource/6546/preparing-for-the-lsa-guidance-on-common-data-quality-issues/>
- Bitfocus HelpCenter
  - <https://help.bitfocus.com/>

# 2024 Data Standards Refresher

# 2024 HUD Data Standards Update



- 2024 HUD data standards will go live October 1, 2023
- System Wide Updates:
  - Domestic Violence Victims → **Domestic Violence Survivors**
  - Client Refused → **Client prefers not to answer**
  - VA Medical Services → **Veteran's Health Administration**
  - Approximate Date Homelessness Started → **Approximate date this episode of homelessness started.**

## Race and Ethnicity

### Previously:

- Race:
  - American Indian, Alaska Native, or Indigenous
  - Asian or Asian American
  - Black, African American, or African
  - Native Hawaiian or Pacific Islander
  - White
- Ethnicity
  - Non-Hispanic/Non-Latin(a)(o)(x)
  - Hispanic/Latin(a)(o)(x)

### New Race & Ethnicity Field:

- American Indian, Alaska Native, or Indigenous
- Asian or Asian American
- Black, African American, or African
- Hispanic/Latina/e/o
- Middle Eastern or North African
- Native Hawaiian or Pacific Islander
- White



Race previously was multi-select and the new field will be as well.

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## Gender

### Prior options:

- Female
- Male
- A gender other than singularly female or male (e.g., non-binary, genderfluid, agender, culturally specific gender)
- Transgender
- Questioning

### New options:

- Woman (Girl, if child)
- Man (Boy, if child)
- Culturally Specific Identity (e.g., Two-Spirit)
- Transgender
- Non-Binary
- Questioning
- Different Identity (*prompts an open-text field*)



Gender previously was multi-select and the new version will be as well.

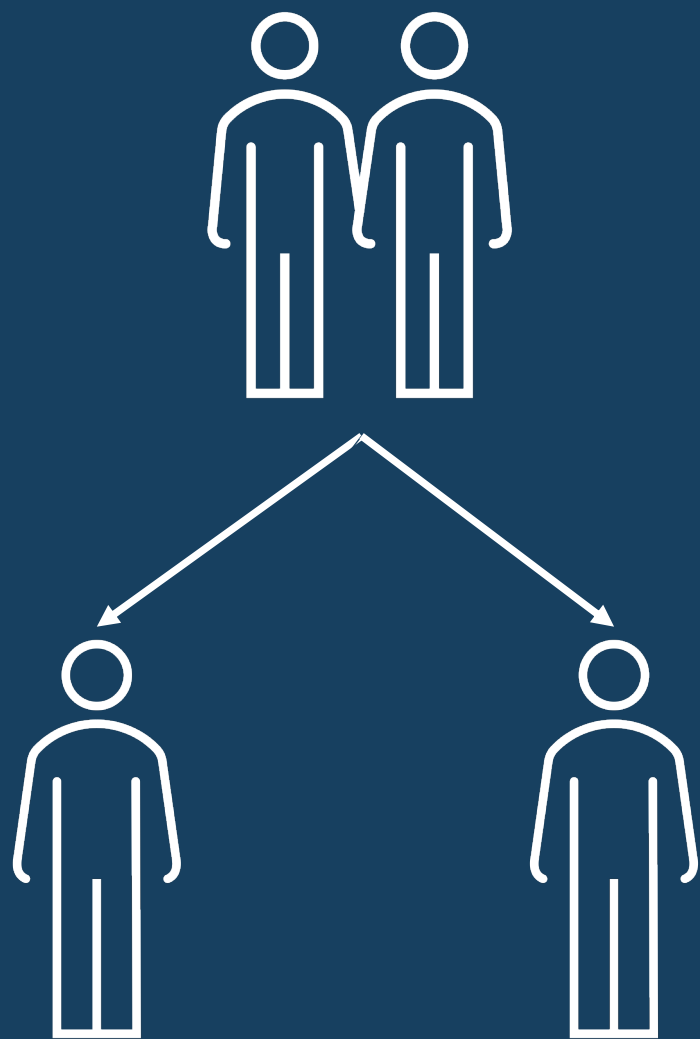
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# Fields Effected

- Name
  - Preferred name is accepted
- Race and Ethnicity
  - Combined into single field
- Gender
  - Options updated



# Splitting Enrollments



## When to Split an Enrollment

- Enrollments are split when someone in a household leaves the unit they were assigned to and is moved to a new one.
- They could be moved to a new building or to a new unit within the same building.

# Correctly Splitting an Enrollment

- Persons A and B move in together, but person B leaves the household and is moved to a new unit within the same building.
- End person B's original household enrollment and start a new enrollment where they are assigned to their new unit.
- The Project Start Date and Move In Date should reflect the date they moved into their new unit.
- Person A's enrollment remains unchanged.

Household ID	Person	Project Start Date	Housing Move-In Date	Exit Date
1001	Person A	1/1/23	3/1/23	
1001	Person B	1/1/23	3/1/23	7/1/23
1002	Person B	7/2/23	7/2/23	

Service Name	Start Date	End Date
City Gardens - HUD PBV [TRAINING] Abode Services ⓘ	07/02/2023	Active
City Gardens - HUD PBV [TRAINING] Abode Services ⓘ	01/01/2023	07/01/2023

Program  Service  Referral  Reservation  Assessment  Events

# Announcements

Monthly Office Hours:

- September 26 @ 2pm
- October 24 @ 2pm

Next Agency Leads Meetings:

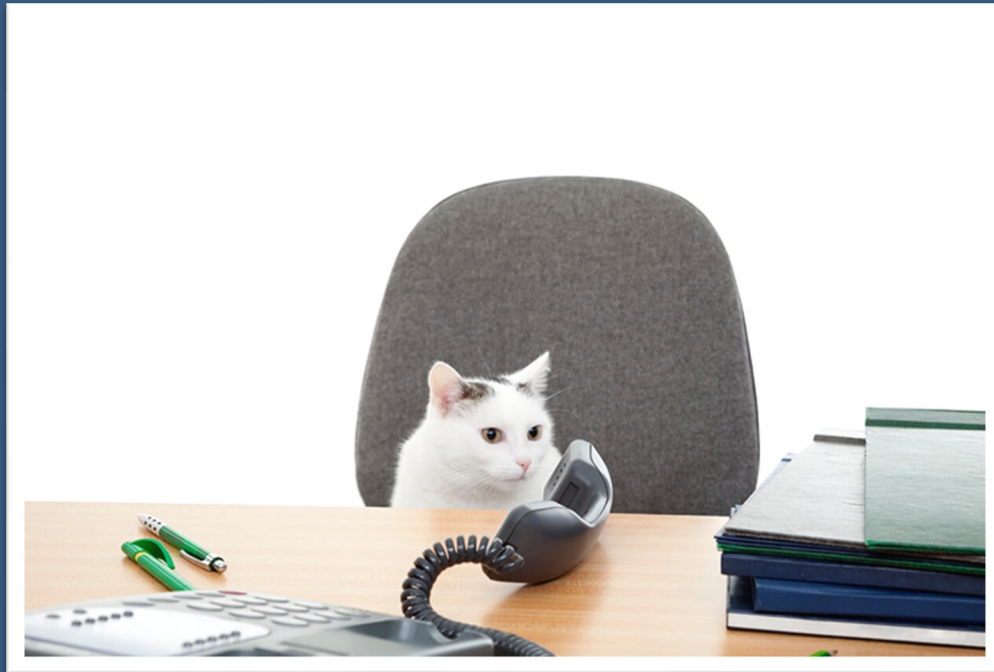
- September 25 @10:30am
- October 23 @ 10:30am

**Presenters are welcome!**

Registration Links: [onesf.bitfocus.com](https://onesf.bitfocus.com)



# Helpful Resources



## ONESF Help Center Website

- [onesf.bitfocus.com](https://onesf.bitfocus.com)

## Bitfocus Help Center

- [help.bitfocus.com](https://help.bitfocus.com)

## Bitfocus Helpdesk

- [onesf@bitfocus.com](mailto:onesf@bitfocus.com)
- 415.429.4211

# Thank You From Your SF Team!



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