Federal Reporting:
LSA (Longitudinal Systems Analysis)

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Agenda

- What is the LSA?
- How to Prepare for the LSA – Best Practices
- What to Expect?
- Helpful Reports
- How to Correct Data
- Resources

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Longitudinal Systems Analysis (LSA) and what to Expect?

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What is the LSA?

<u>The Longitudinal Systems Analysis (LSA)</u> report is a required HUD report that our community is required to 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.

Universe of HMIS Data that will be submitted:

- Five project types (ES, SH, TH, RRH, PSH, PH)

- Exits two years prior to the reporting period

- Exits one year prior to the reporting period

- Exits in the first six months of the reporting period

- Client demographic and household data for all program enrollments

- Exit Destination, length of time homeless and returns to homelessness

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When do we get started?

Timeline for LSA Review

Agency Independent Reviews (see 2023 LSA Toolkit)

Outreach that will be coming from the Alameda HMIS Team in November 2023.

- **Outreach #1**

  Date of Birth Errors

  Abandoned Enrollments

  Household Errors

- **Outreach #2**

  Overlapping Enrollments & utilization percentage outliers

- **Outreach #3**

  Outstanding Overlapping Enrollments

Follow up review date: First week of December 2023

Ongoing Individual outreach from System Administration for agency-specific issues.

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HOW TO PREPARE

HELPFUL REPORTS

Overlapping Enrollments

HUD Guidance:
Overlapping stays in a housing (tracked by move-in date) or emergency services (tracked by bed night for night by night, enrollment/exit for Entry/Exit) program cannot overlap by the same day.

How this could appear in the database scenarios:

An agency enrolls a client into a shelter, and there is an existing enrollment in another shelter or program.
- Contact Agency/Staff to exit. The agency must exit a day before the enrollment date into the new shelter.

Move-in Date for the Housing Program is during a stay in a shelter
- Contact Shelter/Staff to exit. Cannot have move-in dates that fall within another program.

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HELPFUL REPORTS

Program Roster Report

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
Program: BDC Case Management												
Squarepants, Spongebob	23D7CEE4A	02/12/1987	30	36	12/06/2017	-	2,125		0	0	0	C. Moore*
McTester1, Tester	5A9BA83BF	02/06/1954	64	69	02/06/2018	-	2,063		0	0	0	K. Canataro
Pierce, Teddie Test	78AD02649	11/12/1949	68	73	02/08/2018	-	2,061		0	0	0	K. Canataro
Checkov, Pavel	102F5E3E5	12/15/1974	43	48	05/22/2018	-	1,958		0	1	0	J. Noe
Test, Test	18AB48A28	01/01/1975	45	48	05/29/2020	-	1,220		0	0	0	T. Pierce
Woman, Wonder	AA1027535	01/01/1990	33	33	08/29/2023	-	33		0	2	0	K. Main
Baby, Bitfocus	32851F4BC	01/01/2020	2	3	07/01/2022	-	457		0	0	0	R. Abadajos

GNRL-106] Program Roster

Review your Active Clients for the period of October 1, 2022, to September 30, 2023.

✓ DOB – Are there any Issues with Group Enrollments, (i.e., baby in the program) or incorrect date of birth.

✓ Check Length of Stay – Is anyone that should be exited?

✓ Missing Annual Assessments? Enter those 30 days before or after the client's anniversary date.

[DQXX-102] Program Data Review

- ✓ Review for missing data, making sure that there is less that

- ✓ Missing = "Data not Collected, "Client Refused", "Client prefers not to answer"

- ✓ Also, collect this data

Program Data Review

Name	U... Ide...
Path To Home, Client Example	878...
Snow, Winter	D41...
Totter, Teeter	6C1...
Peach, Princess	FE7...
Porcupine, Hedgehog	944...
Hua, Mulan	3A4...
Test, Anna	74D...
Fabrics, Joann	AF7...
Runner, Starr	076...
King, Cub	771...
Greatsign, Shelia	ADD...
Greatsign, Allen	602...

Name	UID	Date				
Smith, Janet	2AD0466FD	05/01/2020	-	508	1	-
Forest, Baby	0EA068103	05/04/2020	-	505	0	-
O'Neal, Donny	2003F5F44	09/30/2020	-	356	14	-
Traveler, World	58CEA3DFE	12/11/2020	-	284	1	-
Pea, Sweet	DABAE0F39	03/22/2021	-	183	0	-
James, Lebron	704744DF7	05/14/2021	-	130	0	-
Tree, Apple	D007471F6	06/28/2021	-	85	0	-

Program Data Review - Details

Missing Entry Data

Unique Identifier	2003F5F44
Program Date	valid
Client Location	valid
Has the individual/client experienced a past or current relationship of any type that broke down or was unhealthy, controlling and/or abusive? (This includes domestic violence, dating violence, sexual assault, and stalking)	need corrections
Relationship to Head of Household	valid
What was the individual/client's type of residence immediately prior to program enrollment?	valid
Is the individual/client currently living in a vehicle?	valid
Select the City of the Prior Residence	valid
Length of Stay in Prior Living Situation	need corrections
Approximate Date Homelessness Started	valid
Number of times on the streets, in emergency shelter, or safe haven in the past three years	need corrections
Total number of months homeless on the streets, in emergency shelter, or safe haven in the past three years	need corrections
What city did the individual/client live in the last time they had a stable place to live like an apartment or house?	need corrections

[Exit-101] Potential Exits

Run for the cut-off date of [date] for those who haven't been potentially active in your program for the last six months.

✓ Review for missing data:

  ✓ Missing Data = Data Not Collected, Client Refused, Client prefers not to answer

✓ Review potential exits

Potential Exits	**Alameda County CE Agency (Test)** Cut off Date: 01/01/2023

Clients below are active in the program and do not have a qualifying activity since the cut-off date.

The following program-level activities are qualifying activities: Unit Connections, Services, CE Events/Results, Case Notes, and Program-Level Assessments (Annual, Status, and Current Living Situation).

Unique ID	Client Name	SSN	Project Name	Most Recent Activity	Most Recent Activity Date	Assigned Staff	Enroll Type
32851F4BC	Baby, Bitfocus	xxx-xx-4654	BDC Case Management				Individual
102F5E3E5	Checkov, Pavel	xxx-xx-0003	BDC Case Management	Job Placement: Job Placement	05/27/2018	Noe, John	Individual
5A9BA83BF	McTester1, Tester	xxx-xx-0000	BDC Case Management				Individual
78AD02649	Pierce, Teddie Test	xxx-xx-5048	BDC Case Management				Individual
23D7CEE4A	Squarepants, Spongebob	xxx-xx-8768	BDC Case Management				Individual
18AB48A28	Test, Test	xxx-xx-1111	BDC Case Management				Individual

QUESTIONS?