Monthly Agency Leads Meeting

San Francisco

TODAY'S AGENDA

Welcome!

What is the LSA? What role can you expect to play as the Agency Lead?

Data Quality and Helpful Reports when Preparing for the LSA

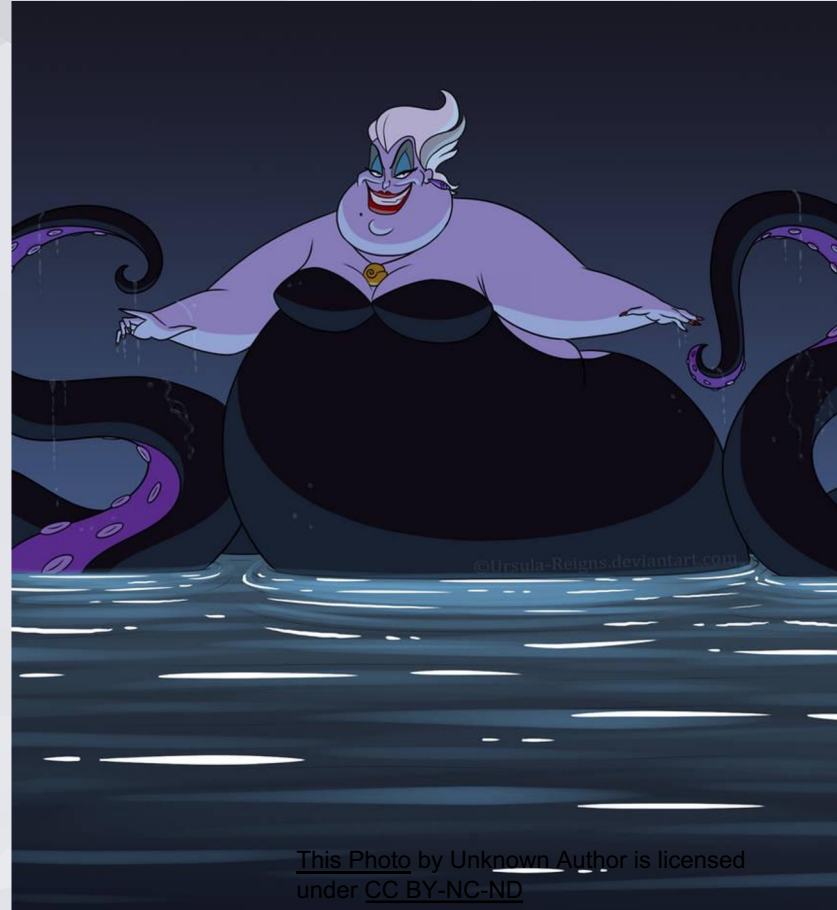Unit Level Inventory (ULI) Updates

Website Updates

Announcements

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WELCOME!

Icebreaker!

Who is your favorite movie villain?

Please share name, pronouns, and agency when responding.

What is the LSA?

What is the LSA?

The Longitudinal Systems Analysis (LSA) 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.

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PROGRAMS THAT WILL BE SUBMITTED FOR THE LSA

Transitional Housing

Emergency Housing

Safe Haven

Permanent Supportive Housing

Permanent Housing

Rapid Rehousing

Data that will be submitted:

- 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
- Returns to Homelessness

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What this means for you as an Agency Lead?

Everyone has a role to play in submitting the LSA!

At a community level, data must be reviewed Universe of Data that will be submitted, incorrect data will not be accepted by HUD upon report submittal.

HMIS Leads will be receiving data clean up requests from the **System Administrators** and will be expected to also be reviewing & correcting their own data

HMIS Leads will follow up with **Program Managers and agency staff** to make corrections to client level data.
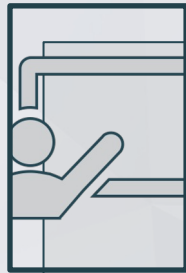
System Administrators will review and ensure corrections have been made

WHAT YOU SHOULD DO TO PREPARE...

Prepare Data: Review Program Data Starting October 1st, get your team/agency involved.

Expect to hear from your HMIS System Administrators a few times over the course of the next few months, please respond to requests, and ask questions.

Attend training opportunities that are available to you and your workflow.

GROUP DISCUSSION

What are some helpful tools, tips, or methods you use to QA/Data Quality for your programs?

Helpful Reports

Group Enrollment Errors, Date of Birth Errors Missing Annual Assessments

GNRL-106] Program Roster

- DOB – Are there any Issues with Group Enrollments, (i.e. baby in program) or incorrect date of births.
- Check Length of Stay – anyone that should be exited?
- Missing Annual Assessments? Enter those in 30 days prior to due date and after due date.

Program Roster Report | [KC] Home Agency
Active within 10/01/2020 thru 09/30/2021

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

Client	Unique Identifier	Birth Date	Age At Entry	Current Age	Enroll Date	Exit Date	LOS	Housing Move-In	A	S	CN	Assigned Staff
Program: Home Agency Front Door Program												
Path To Home, Client Example	878B27D31	01/01/2000	20	21	02/06/2020	-	0		0	0	0	J. Rothfolk
Snow, Winter	D418F7FE5	01/01/1985	35	36	01/01/2020	-	0		0	3	0	S. Holmes
Totter, Teeter	6C1F2A264	09/18/2001	18	20	02/11/2020	-	0		0	1	0	M. Shaw
Peach, Princess	FE7A42F4A	02/28/2001	18	20	02/13/2020	-	0		0	0	0	V. Ewing
Porcupine, Hedgehog	944B8404E	01/01/1980	40	41	02/14/2020	-	0		0	2	0	V. Ewing
Hua, Mulan	3A4652271	10/01/1990	29	30	02/19/2020	-	0		0	0	0	V. Ewing
Test, Anna	74D3C6EA5	01/01/2013	7	8	02/25/2020	-	0		0	1	0	A. Hung*
Fabrics, Joann	AF752B848	01/01/1980	40	41	02/28/2020	-	0		0	0	0	A. Hung*
Runner, Starr	076359433	01/01/2002	18	19	03/02/2020	-	0		0	1	0	J. Rothfolk
King, Cub	7714A7EE1	10/26/1976	43	44	03/12/2020	-	0		0	2	0	S. Bailey*
Greatsign, Shelia	ADD1EF0BC	12/23/1984	35	36	03/25/2020	-	0		0	0	0	J. Hairston*
Greatsign, Allen	6029AF2FD	09/10/1983	36	38	03/25/2020	-	0		0	5	0	J. Hairston*
Smith, Janet	2AD0466FD	05/01/1955	65	66	05/01/2020	-	0		1	1	0	R. Clinger-Prince*
Forest, Baby	0EA068103	11/05/2018	1	2	05/04/2020	-	0		0	0	0	S. Holmes
O'Neal, Donny	2003E5E44	06/06/1966	54	55	09/30/2020	-	0		2	0	0	M. Edwards
Tree, Apple	D007471F6	07/01/1970	50	51	11/13/2020	11/13/2020	0		0	1	0	G. Braga
Tree, Pear	36A1C2807	09/10/2010	10	11	11/13/2020	11/13/2020	0		0	0	0	G. Braga
Traveler, World	58CEA3DFE	12/12/2000	19	20	12/11/2020	-	0		0	0	1	A. Assessor 1* J. Rothfolk
Pea, Sweet	DABAE0F39	01/01/2000	21	21	03/22/2021	-	1		0	1	0	J. Rothfolk

Helpful Reports

Excessive Missing Program Enrollment and Program Exit Screen Data

[DQXX-102] Program Data Review

- Review for missing data, making sure that there is less that
- Missing = "Data not Collected, "Client Refused", "Client doesn't Know"
- Also, collect this data for de-identified clients

Helpful Reports

Abandoned Enrollments or Clients no longer engaged

[Exit-101] Potential Exits

- Review for missing data, making sure that there is less that
- Missing = "Data not Collected, "Client Refused", "Client doesn't Know"
- Also, collect this data for de-identified clients

[KC] Home Agency

REPORT LIBRARY   EXPLORE   DATA ANALYSIS

Potential Exits | | **[KC] Home Agency**
Cut off Date: 04/01/2021

Clients who are active in the program and have not received services since the cut off date

Unique ID	Client Name	SSN	Project Name	Most Recent Update/Service/Case Note	Most Recent Update/Service/ CaseNoteDate	Assigned Staff	Enroll Type
8FBA4A86C	Advocate, Community	xxx-xx-1111	Path to Home RAP Program				Individual
8FBA4A86C	Advocate, Community	xxx-xx-1111	Project HOME				Individual
292F014C5	Attorney, Tax	xxx-xx-1111	Project HOME				Individual
902955CFF	Bear, Mouse	xxx-xx-6789	Path to Home RAP Program	[DIV] Attempted: [DIV] Diversion Attempted	11/05/2020	Minor, Charlotte	Individual
227B1D42E	Brady, Greg	xxx-xx-4321	Streets to Home/Job Connect				Individual
624CF8DC3	Cat, Tom	xxx-xx-5555	Path to Home RAP Program				Individual
39C3CD7EF	Ccs, Test	xxx-xx-0000	Path to Home RAP Program	[DIV] Attempted: [DIV] Diversion Attempted	02/14/2020	Martinez, Carlos	Family
50FD27883	Child, Flower	xxx-xx-4345	Path to Home RAP Program	Status Assessment	02/25/2020	Hung, Anna	Family
F620FA237	Chip, Bbq	xxx-xx-0192	Home Agency Front Door Program				Family
F620FA237	Chip, Bbq	xxx-xx-0192	Path to Home RAP Program				Family
2483A7D83	Chip, Potato	xxx-xx-0982	Home Agency Front Door Program				Family
2483A7D83	Chip, Potato	xxx-xx-0982	Path to Home RAP Program				Family

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.

Always, Review History before enrolling clients, communicate with agencies if noticing 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.

UNIT LEVEL INVENTORY (ULI) UPDATES!

PROGRAMS EXPECTING TO GO LIVE IN NOVEMBER:

- You will be working with HSH to match existing tenant/clients with the current unit numbers.

- Continue to work to clean up data so you are ready to go live.

ULI Project expected to go live in early 2023!

Agency	Program Name	Unit Count
Abode Services	Hotel Verona	65
Community Forward SF	Coronado Hotel	65
Conard House	Aranda Hotel	110
Conard House	McAllister Hotel	80
Episcopal Community Services	Alder Hotel	118
Episcopal Community Services	Crosby Hotel	122
Episcopal Community Services	Elm Hotel	79
Episcopal Community Services	Henry Hotel	121
Episcopal Community Services	Hillsdale Hotel	75
Episcopal Community Services	Mentone Hotel	68
Mary Elizabeth Inn	Mary Elizabeth Inn	58
Tenderloin Housing Clinic	Allstar Hotel	84
Tenderloin Housing Clinic	Boyd Hotel	79
Tenderloin Housing Clinic	Elk Hotel	86
Tenderloin Housing Clinic	Graystone Hotel	73
Tenderloin Housing Clinic	Hartland Hotel	134
Tenderloin Housing Clinic	Mission Hotel	241
Tenderloin Housing Clinic	Pierre Hotel	85
Tenderloin Housing Clinic	Raman Hotel	84
Tenderloin Housing Clinic	Royan Hotel	68
Tenderloin Housing Clinic	Seneca Hotel	197
Tenderloin Housing Clinic	Union Hotel	60
Tenderloin Housing Clinic	Vincent Hotel	98

Website Updates

ANNOUNCEMENTS

We're looking for Presenters for the next Agency Leads to talk about their programs!

Please reach out to Holly or Regina if you'd like to present.

OFFICE HOURS:
- Tuesday August 30 @ 2p
- Tuesday September 27 @ 2p

NEXT AGENCY LEADS MEETING:
- Monday September 26 @ 10:30a

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Helpful Resources

ONESF Help Center Website

https://onesf.bitfocus.com

Bitfocus Helpdesk

onesf@bitfocus.com

415.429.4211

Thank You From Your SF Team!

Holly Aversano
Senior Project
Administrator
hollya@bitfocus.com

Regina Abadajos
Deputy Project
Administrator
rabadajos@bitfocus.com

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