



# Monthly Agency Leads Meeting

San Francisco, October 2022

# TODAY'S AGENDA

Welcome!

LSA Overlapping Enrollments

Coordinated Entry Events Revamp

Helpful Reports

# WELCOME!

Icebreaker!

What's one food you  
couldn't live without?

Please share name,  
pronouns, and agency  
when responding.



# LSA Overlapping Enrollments

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# What is the LSA?

- The Longitudinal Systems Analysis (LSA)  
is a 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.
- Errors in data must be corrected before final submission.
- **Final Submission Deadline: January 11, 2023**



# What is an Overlapping Enrollment?

- Overlapping Enrollments occur when clients have multiple housing/shelter enrollments (with a “Housing Move in Date” for PH) **on the same night.**
- Creates a discrepancy because the **client cannot be in two beds at once.**
- Must be corrected by adjusting the program Start or Exit dates **for one of the overlapping programs.**

# Overlapping Enrollment Example Scenarios

- Move in Date for Housing Program is during a stay in a shelter

PROFILE HISTORY SERVICES <b>PROGRAMS</b> NOTES ASSESSMENTS FILES CONTACT LOCATION REFERRALS			
PROGRAM HISTORY			
Program Name	Start Date	End Date	Type
Zion Housing PH - Permanent Supportive Housing (disability required for entry) Demo Agency ⓘ	10/20/2022	Active	Individual
Yellowstone Congregate Shelter Emergency Shelter: Entry/Exit Date Demo Agency ⓘ	08/01/2022	10/28/2022	Individual
PROGRAMS: AVAILABLE			

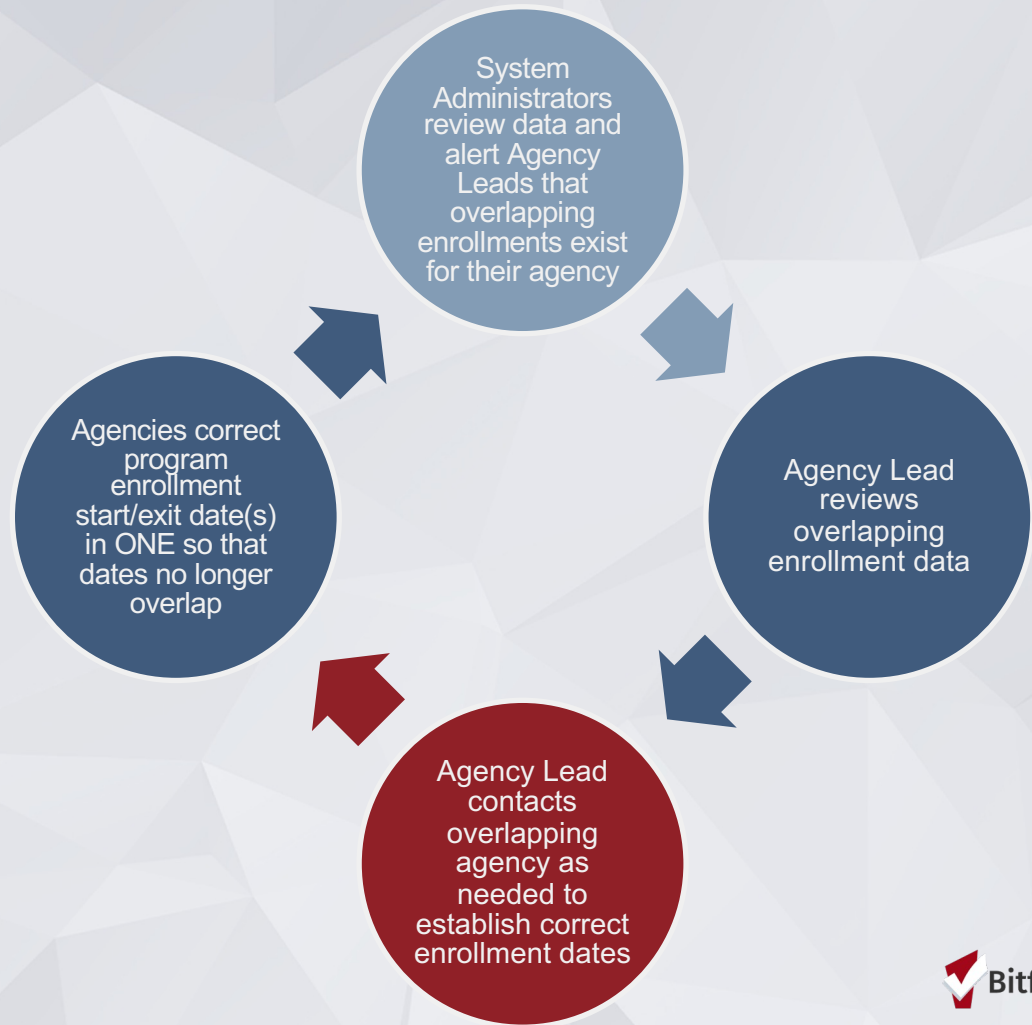
# Overlapping Enrollment Example Scenarios

- Agency enrolls a client into a shelter, and there is an existing enrollment in another shelter program

PROFILE HISTORY SERVICES <b>PROGRAMS</b> NOTES ASSESSMENTS FILES CONTACT LOCATION REFERRALS				
PROGRAM HISTORY				
Program Name		Start Date	End Date	Type
Yellowstone Congregate Shelter Emergency Shelter: Entry/Exit Date Demo Agency ⓘ		10/24/2022	Active	Individual
Arches Navigation Center Emergency Shelter: Night-by-Night Demo Agency ⓘ		10/01/2022	Active	Individual
PROGRAMS: AVAILABLE				



# Correcting Your Agency's Overlapping Enrollments



# Coordinated Entry Events Revamp

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# Coordinated Entry Events Revamp

- **WHAT:** Overhaul of how ONE handles “Coordinated Entry Events” that get pulled into HUD Annual Performance Report (APR)
- **WHY:**
  - Provides communities more flexibility to track referral events that were previously not tracked in ONE
  - Cleaner database structure simplifies reporting and data analysis
- **WHEN:** New “Events” tab will become live on November 14
- **IMPACTS:** Changes to workflow in providing CE Event services

# Changes to User Workflow



# Coordinated Entry Events Tab

The screenshot displays a web application interface. At the top, a dark red navigation bar contains the following tabs: PROFILE, HISTORY, SERVICES, PROGRAMS, ASSESSMENTS, NOTES, FILES, CONTACT, LOCATION, and REFERRALS. The 'PROGRAMS' tab is currently selected. Below this bar, a grey header indicates 'PROGRAM: PROGRAM COORDINATED EVENT 1'. The main content area features a sub-navigation bar with the options: Enrollment, History, Provide Services, Events, and Units. The 'Events' option is circled in red. To the right of this sub-bar is an 'X Exit' button. Below the sub-bar, the section is titled 'Events'. It contains a list of two items, each with a downward-pointing chevron icon on the right: 'Referral to Prevention Assistance project' and 'Problem Solving/Diversion/Rapid Resolution intervention or service'.

PROFILE HISTORY SERVICES **PROGRAMS** ASSESSMENTS NOTES FILES CONTACT LOCATION REFERRALS

PROGRAM: PROGRAM COORDINATED EVENT 1

Enrollment History Provide Services **Events** Units X Exit

Events

Referral to Prevention Assistance project

Problem Solving/Diversion/Rapid Resolution intervention or service

Trainings to be  
targeted to  
agencies with  
most impacted  
program types:

Program Type
Flex Housing Subsidy Pool
RRH
Problem Solving Housing Location Assistance
Family Transitional Housing
Family Shelters
EHV
Access Points
SSVF

\*Trainings planned for the 1<sup>st</sup> and 2<sup>nd</sup> weeks of November



# Helpful Reports

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# Helpful Reports

## Helpful Reports

- [HUDX-225] HMIS Data Quality
- [GNRL-220] Program Details Report
- [GNRL-106] Program Roster
- [DQXX -102] Program Data Review
- [Exit-101] Potential Exits
- [OUTS-200] Program Outcomes Report
- [DQXX-102] Program Data Review



# Helpful Reports Highlight

## [HUDX-225] HMIS Data Quality

- Reviews data quality across a variety of HMIS data elements
- Highlights errors in data quality, and gives opportunity to drill down by client and household
- Particularly helpful in identifying **Head of Household** errors

### HMIS Data Quality Report [FY 2022]

#### Demo Ag

CoC Category Filter: Ager  
Date Range: 09/01/2022 thru 10/

#### Q1. Report Validation Table

Program Applicability: All Projects

Total number of persons served	4
Number of adults (age 18 or over)	3
Number of children (under age 18)	1
Number of persons with unknown age	0
Number of leavers	0
Number of adult leavers	0

#### Q3. Universal Data Elements

Program Applicability: All Projects

Data Element	Error Count	% of Error Rate
Veteran Status (3.7)	1	33.33%
Project Start Date (3.10)	0	0%
Relationship to Head of Household (3.15)	2	50%
Client Location (3.16)	0	0%
Disabling Condition (3.8)	1	25%

#### Q4. Income and Housing Data Quality

Program Applicability: All Projects

Data Element	Error Count	% of Error Rate
Destination (3.12)	0	0%
Income and Sources (4.2) at Start	4	100%
Income and Sources (4.2) at Annual Assessment	2	100%
Income and Sources (4.2) at Exit	0	0%
Non-Cash Benefits (4.3) at Start	4	100%
Non-Cash Benefits (4.3) at Annual Assessment	2	100%
Non-Cash Benefits (4.3) at Exit	0	0%

# Announcements

**November and December Agency Leads Meetings are Cancelled!!!**

## Monthly Office Hours:

- October 25 @ 2pm
- November 29 @ 2pm



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

# Helpful Resources

ONESF Help Center Website

<https://onesf.bitfocus.com>

Bitfocus Helpdesk

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

415.429.4211

# Thank You From Your SF Team!



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