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

Longitudinal Systems Analysis (LSA) and what to Expect?

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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What is the LSA used for?

Better Compete for HUD Notice of Funding Opportunities (NOFO)

⇢ Your community's data is competitively ranked by a point structure. The more a community can demonstrate effectiveness within their homelessness response system, the more points they can be awarded.

⇢ The LSA report process is a part of this point structure. Funds are often distributed based on community ranking.

Better LSA data = More funding opportunities

When do we get started?

Timeline for LSA Review

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.

HOW TO PREPARE

HELPFUL REPORTS & DATA ERRORS

Error Flags

- Data is impossible in reality.

- Must be resolved.

- Explanation notes are not accepted.

Warning Flags

- Data is outside of the norm.

- This should be resolved when possible.

- Often reflects data quality issues, which require program data corrections in the HMIS.

- If the data is accurate, an explanation note must be entered in HDX to explain the issue.
  - Notes must be reviewed and accepted by LSA liaison.

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Error Flag Examples:

- Project has client exit dates that are after the project end date

- There are more recorded households than people or more recorded units than beds

- Project has active client enrollments during the reporting period but has no active bed inventory records

Warning Flag Examples:

- Project with unusually high/low utilization rates

- Population served by a project does not reflect the inventory reported

- Number of people served in LSA (one year) is less than the number of people reported on sheltered PIT (one night)

- Discrepancies between LSA and HIC

We will reach out to your Agency Lead to correct your program's data if we determine it is the cause for the flag we are receiving.

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COMMON MISSING DATA ELEMENTS IN THE LSA

Data Element
Health Insurance (at entry & exit)
Income (at entry & exit)
Non-Cash Benefits (at entry)
Disabling Condition
Months or Times Homeless
Length of Stay
SSN
Race & Ethnicity
Inventory
Households
Overlapping Enrollments

These are important to look out for when cleaning up your data!

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Households

Potential Issues	Potential Fixes
No HoH	Add HoH if adult has enrolled alone Select HoH if multi-person HH
Child Only HoH	**Merge enrollment with their other household members and set HoH**
Clients born after Enrollment Start Date	Update enrollment start date
HoH with move-in dates outside of enrollment	Update to correct move-in date or update to correct enrollment date

Overlapping Enrollments

Potential Issues	Potential Fixes
Duplicate enrollments	Review and delete duplicate enrollment
Missing exits	Input correct exit dates for enrollments
Incorrect exit dates	**Correct exit dates for enrollments**

Inventory

Potential Issues	Potential Fixes
Projects with low (less than 65%) or high (more than 105%) utilization rate during reporting period	**Correct client enrollment data and/or exit data Update inventory**
Clients with unusually long Lengths of Stay in a project	Correct client exit data
Dedicated beds does not reflect clients being served	Update dedicated beds
Incorrect inventory start date/ end date	Update inventory start/end dates
Bed inventory on the night of the 2023 PIT doesn't match the number of beds for that project during the LSA reporting period	Update beds/units

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OVERLAPPING ENROLLMENTS

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.

What is an overlapping enrollment?

A client's record in HMIS shows the client is a household in more than one shelter or housing program at the same time.

A client can only sleep in one place at a time. HMIS should reflect this.

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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CHECKING FOR OVERLAPPING ENROLLMENTS

To check for overlapping enrollments, you can use the client History tab and the [GNRL-106] Program Roster report to do a regular audit of enrollments.

Potential Issues	Potential Fixes
Duplicate enrollments	Review and delete duplicate enrollment
Missing exits	Input correct exit dates for enrollments
Incorrect exit dates	Correct exit dates for enrollments

REMINDER: HUDs definition of "Housing Move-in Date" is the date that the client **PHYSICALLY** moves in (becomes housed).

OVERLAPPING ENROLLMENTS BY PROJECT TYPE:

- Overlapping enrollments by program type is a very common data quality error.
- An example of an overlapping enrollment by program type is:

  - *The client was in the New Beginning Center **ES** from 3/1/20 to 6/1/20. They entered MHA Mainstream for **PH** on 5/1/20, but their move-in date was either 5/1/20 or 6/1/20.*

  - **This counts as overlapping enrollment because they were in the shelter while also being scheduled for permanent housing at MHA Mainstream.**

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CHECKING FOR OVERLAPPING ENROLLMENTS CONT

TO CORRECT THE DUPLICATE ENROLLMENTS:

- Select the Preferred Enrollment:
  - Pick the enrollment with more detailed information.
- Update Chosen Enrollment:
  - Add missing data from the duplicate enrollment.
  - Transfer any services to the chosen enrollment.
- Confirm and Delete:
  - Review changes made.
  - Contact the Helpdesk to delete the duplicate enrollment.

TO CORRECT THE EXIT DATES:

- Navigate to Client Profile
- Click on "History"
- Select the Program with the incorrect Exit Date
- Click on the "X" at the top right-hand corner of the Programs history page.
- Correct the exit date for the enrollment.
- Scroll down to the bottom of the page and click "Save Changes"
- Make sure to review the changes that you made.

In general, we do not expect overlapping days in the project among and between the following project types: **Emergency shelter, Safe haven, or Transitional housing**

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HELPFUL REPORTS

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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 - 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

Program Data Review

Name	Unique Identifier					
Path To Home, Client Example	878I...					
Snow, Winter	D41...					
Totter, Teeter	6C1...					
Peach, Princess	FE7...					
Porcupine, Hedgehog	944I...					
Hua, Mulan	3A4...					
Test, Anna	74D...					
Fabrics, Joann	AF7...					
Runner, Starr	076...					
King, Cub	771...					
Greatsign, Shelia	ADD...					
Greatsign, Allen	602SAF2FB	03/23/2020		545	0	-
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	-

[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

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HELPFUL RESOURCES!

- [PREPARING FOR THE LSA: GUIDANCE ON COMMON DATA QUALITY ISSUES](#)

- [2023 LSA TOOLKIT](#)

- [LSA FLAG TEMPLATE LIBRARY](#)

- [INTRODUCTORY GUIDE TO SUBMITTING LSA DATA](#)

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QUESTIONS?