



HMIS Data Standards Updates for CSV-Import Users

Presenter: [Kelly Pickell](#), Senior Program Manager

INTRODUCTIONS



- **What's your Name?** (Kelly Pickell)
- **What agency do you work for?** (Foothold Technology)
- **What do you do there?** (I work on the Client Services Team as a Senior Program Manager for our HMIS customers.)

AGENDA

- Overview of HUD's Process
- The Data Standards Changes
 - Project Setup Changes
 - Intake/Admission Changes
 - Annual Update Changes
 - Coordinated Entry Data Elements
 - Discharge/Exit Changes
 - Other Changes
- APR/CAPER Changes
- The new CSV format
- Data Quality Review

THIS AGAIN?

Yep, the HGIS Data Standards have changed again.

But did you hear HUD say this:

“We promise never to change the HGIS Data Standards ever again. We finally got everything right this time.” – HUD Secretary, Ben Carson, 9/4/2019

Probably not, because I made that up. Sorry. HUD never said that.

And HUD probably never will say that.

HUD is always tweaking the Data Standards based on the latest research and information about solving homelessness.

BUT WHY???

There are a few reasons why they're changing things again this year.

1. They're preparing for Coordinated Entry reporting.
2. They want to catch clients on the brink of homelessness. (and find out what interventions work for those clients)
3. A few new programs came on board like YHDP and more VA programs.
4. Because you complain that you don't have enough work to do already and want as many changes as possible.

FINE. BUT WHEN?



Tuesday, Tuesday, Tuesday,
October 1st, 2019

You know how HUD loves 10/1.
It's the start of their **Fiscal Year**.

USER CONFERENCE FAST PASS

Did you attend my session at the User Conference?

- The good news is that some of this will be a refresher for you and you can sleep through a few parts.
- The bad news is that HUD changed their mind about some of the stuff they're releasing and you should just delete the powerpoint from that session and forget all that.
- Because... HUD updated the Data Standards on 9/4.
 - Yeah, last week.
 - We're on Version 1.4 of the new Data Standards now.
 - FY2020 HMIS Data Standards Version 1.4.

SO WHAT IS NEW?

- First, not a whole lot is changing.
- Second, there is *very little* back data entry required.
- And some of the changes will make your job easier, like fewer follow-up questions.
 - (Unless you're a PATH project, Street Outreach, or Coordinated Entry project in which case I'm sorry.)
- Some of it has already been released, like the Household Changes we'll discuss.
- The most drastic changes are in how the CSV files are put together.

The Fine Print: All of this is still in development and subject to change. Demonstrations on test environments always never go flawless.

pROJECT DeSCRIPtOR dATA eLeMENTS

These are the behind-the-scenes questions your SysAdmin answers when they're setting up your projects.

Areas we're talking about:

- Agency-Level Information
- Project-Level Information
- Bed/Unit Inventory Information

Psst: HUD says you're supposed to review Project Setup stuff every October. (Especially Bed Inventory.)

PROJECT INFORMATION

What's **NOT** changing:

- Project ID, Project Name, Operating Start Date, Operating End Date, Continuum Project, Housing Type*, Target Population*, CoC Code, Site Information (GeoCode, Address, and Geography Type).

*Note: At the User's Conference it was mentioned that Housing Type and Target Population were moving to the Bed Level. HUD changed their mind on this.

PROJECT INFORMATION

What **IS** changing:

- Label Change: “Coordinated Assessment” Project Type is now relabeled “Coordinated Entry”.
- “Federal Funding Source” has been renamed to “Funding Source” and it has some new options:
 - Added - HUD: CoC – Joint Component TH/RRH
 - Added - VA: Grant Per Diem - Case Management/Housing Retention
 - Added - Local or other Funding Sources (with an “If other specify” text box).
 - Removed - VA:Compensated Work Therapy Transitional Residence

HMIS PARTICIPATING PROJECT

What [else] **IS** changing:

- New Field: “HMIS Participating Project”
 - This needs to be set to “Yes” for any program that is uploading to the NYC COC HMIS.
 - NOTE: You are no longer permitted to have projects that only partially upload to the HMIS. If you serve homeless and non-homeless clients your project needs to be split into two projects.

AGENCY INFORMATION

“Victim Service Provider” was moved from the program level to the agency level. Thankfully, you do not need to worry about this field unless you are a Domestic Violence agency.

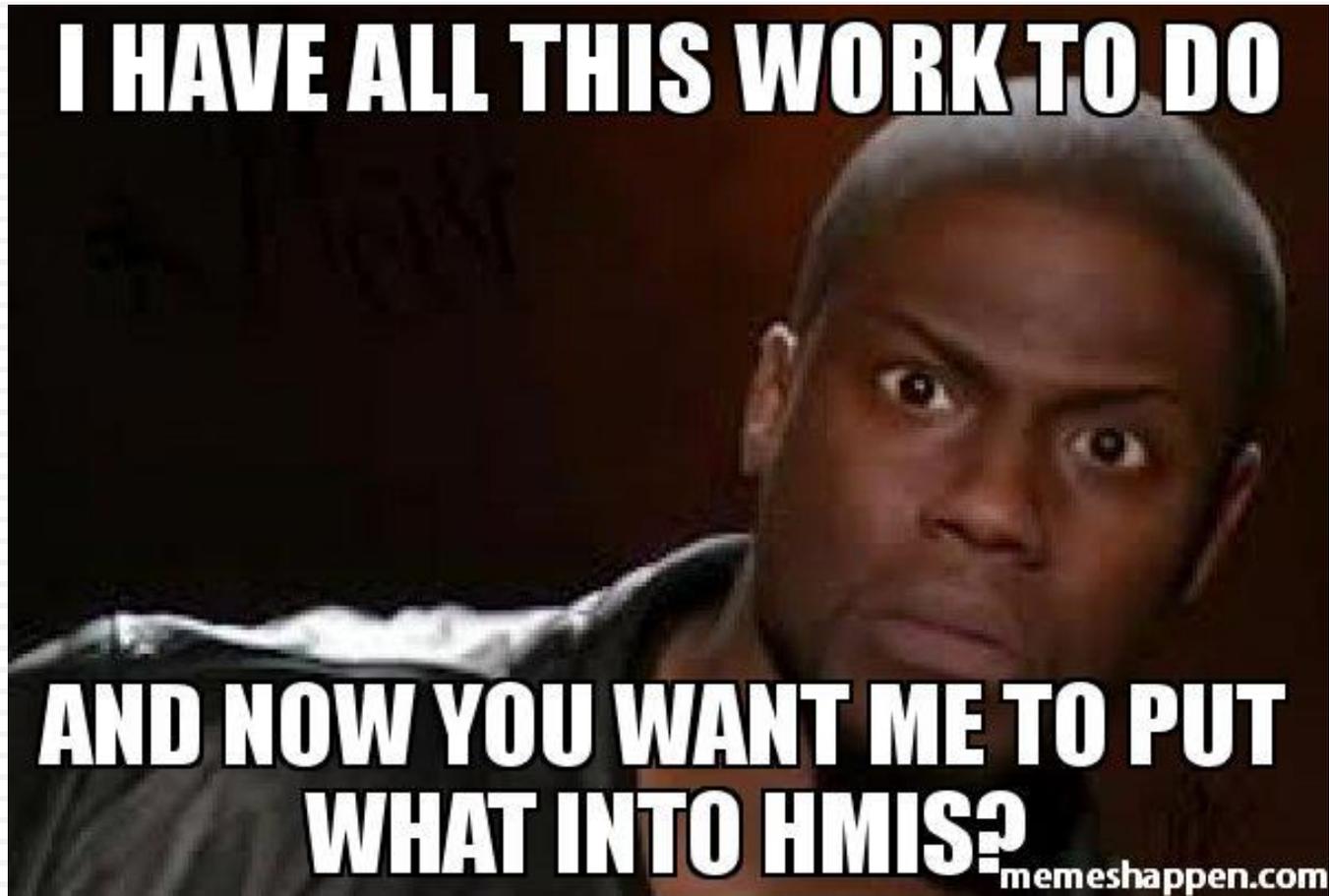
- DSS is probably the one who will update this information.
- Mapping instructions are available from HUD.

BED/UNIT INVENTORY

So what is changing here?

- “Information Date” is being removed!!
- The special populations of “Chronically Homeless Beds”, “Veteran Beds”, and “Youth Beds” have been changed to:
 - Beds dedicated to chronically homeless veterans
 - Beds dedicated to youth-veterans
 - Beds dedicated to any other veteran
 - Beds dedicated to chronically homeless youth
 - Beds dedicated to any other youth
 - Beds dedicated to any other CH
 - Non-dedicated beds
- “Bed Inventory” has been renamed “Total Bed Inventory” and is the sum of those 7 options.

NOW FOR THE FUN STUFF



INTAKE/ADMISSION DATA ELEMENTS

These are the “Universal Data Elements” and “Program Specific Data Elements” that are changing on the Intake/Admission form.

(okay, so my definition of “fun stuff”
might need tweaked a bit)

ISN'T THAT SPECIAL

- The **Special Needs** questions are being changed slightly.
- The follow-up questions for “**HIV/AIDS**” and “**Developmental Disability**” are being removed.
- You no longer have to answer whether those are of a long-term nature because....
 - Because it was a dumb question. These are life-long conditions so of course they're long-term.
- And if you have those conditions you are automatically considered to have a **Disabling Condition**.

WHERE DID YOU COME FROM?

- The section called “Living Situation” is being renamed to “**Prior Living Situation**”.
 - (Because, as you will soon see, there’s a new “**Current Living Situation**” field being added to some types of projects).
- There are three new options:
 - Host Home (non-crisis)
 - Rental by client, with HCV voucher (tenant or project based)
 - Rental by client in a public housing unit
- And one option is being removed: “Interim Housing”
 - If any clients previously selected “Interim Housing”, you must change that answer. This is your one homework assignment.

WHERE ARE YOU NOW?

➤ Current Living Situation

- This is a new section that shows up for Street Outreach, Coordinated Entry, PATH projects, and Night-by-Night shelters.
- It is collected for Heads of Households and Adults.
- It is collected at Intake/Admission, as well as every time you have an encounter with a client. The encounters are recorded on either the Outreach Encounter form (for Street Outreach projects), or on the Update form (for all other types of projects).

CURRENT LIVING SITUATION

- The section starts with a “Currently Living Situation” drop-down that has the same options as “Previous Living Situation”, but with two additional options: “Other” and “Worker Unable to Determine”.
- A “Location Details” text box is available also.
- If the client is NOT currently homeless, then a follow-up question is asked: “Is the client going to have to leave their current living situation within 14 days?”
- If the answer to that follow-up question is “Yes” then...

DANGER: AT RISK OF HOMELESSNESS

- If the answer to that follow-up question was “Yes” then you have to ask four additional questions:
 1. Has a subsequent residence been identified?
 2. Does individual or family have resources or support networks to obtain other permanent housing?
 3. Has the client had a lease or ownership interest in a permanent housing unit in the last 60 days?
 4. Has the client moved 2 or more times in the last 60 days?

HUD is thirsty for that “At Risk of Homelessness” data.

SOME OTHER THINGS

Data Element changes that don't apply to most programs:

- **Sexual Orientation** – This field is now being asked in YHDP projects in addition to RHY projects. A new “Other” option has been added with a “Please Specify” text box.
- **Employment Status** is now also required in VA: GPD – Low Demand and GPD – Case Management/Housing Retention (previously just RHY, VASH, and SSVF)
- **VAMC Station Number** is now also required in VA: GPD, VA: CRS Contract Residential Services, and VA: Community Contract Safe Haven Program
- **PATH Status** – For PATH projects only. Under “Reason not enrolled” (for clients not enrolled) one new option has been added: “Unable to locate client”.

UPDATES and ANNUAL UPDATES

Very little is changing about the Update assessments.

- **Special Needs** – Same changes as Intake/Admission
- **Current Living Situation** – For CE/SO/Path

COORDINATED ENTRY data elements

Two new Coordinated Entry data elements are being added. These are (obviously?) only applicable to Coordinated Entry projects.

- Coordinated Entry Assessment
- Coordinated Entry Event
- The CCoC is still determining how they will be used so for now the related CSV files will contain only headers.

DISCHARGE

Only two changes for Discharge/Exit:

- **Special Needs** – Same changes as Intake/Admission
- **Destination** - The list has been reordered with headers for Homeless Destinations, Temporary Destinations, Permanent Destinations, and Other.

And there are three new options:

- Host Home (non-crisis)
- Rental by client, with HCV voucher (tenant or project based)
- Rental by client in a public housing unit

SERVICES RECEIVED

For **SSVF Projects Only**:

Four new service types have been added:

- SSVF - Rapid Resolution
- SSVF - Extended Shallow Subsidy
- SSVF - Returning Home
- SSVF - *Financial Assistance* - Extended Shallow Subsidy – Rental Assistance

A note about HOUSEHOLDS

- The way AWARDS handles households was changed last week.
- During import AWARDS now assigns two Household IDs -- a Global Household ID and a Program Specific Household ID.
- The Program Specific Household ID is the real “HMIS Household ID” and it’s unique for each program episode. You can have different household compositions and relationships for different program episodes.
- AWARDS now enforces Head of Household rules.
 - The HoH must be the earliest household member to be admitted.
 - If there are adults and children, the HoH must be an adult.

and now for REPORT CHANGES



APR and CAPER changes 1 / 2

- Q4 (Project Info): Table Transposed in order to accommodate multiple projects run together on one APR/CAPER
- Q7a and Q8a (Persons/Households Served): Added row for total persons served who moved into housing for PSH/RRH.
- Q7b and Q8b (PIT Counts): For Permanent Housing (RRH, PH, PSH) the chart is limited to persons who have moved into housing.
- Q13x (Disabling Conditions): Households with Children split into two columns: one for the adults and one for children.

APR and CAPER changes 2/2

- Prior Living Situation and Destination questions updated with new options.
- New Question about **Income x Disabling Condition**
- Destination no longer broken down by “Less than 90 Days” and “More than 90 Days”.

APR and CAPER reports submitted on or after 10/1 should be in the new Sage format.

CSV Changes

- In October we will be switching from CSV 6.12 to CSV FY2020.
- The process for doing monthly imports is not changing!
- The exact release date for CSV FY2020 is not yet know. There is always the possibility of a limited upload window in October.
- Once we switch to CSV FY2020, we can no longer (reliably) support CSV 6.12 because of data mapping and response number changes.

CSV VERSION FY2020 V1.5

- CSV Specifications are found at:
<https://hudhdx.info/VendorResources.aspx>
- The specs have been updated multiple times over the summer! The latest version (1.5) was released last week.
- There is a Mapping Document on hudexchange.info
- Make sure your vendor has the latest version and is prepared to release the changes in early October.

THE NEW FILESET

- There are now 22 files in the CSV zip instead of 17
- Added Files:
 - **User.csv**
 - **CurrentLivingSituation.csv**
 - **Assessment.csv**
 - **AssessmentQuestions.csv**
 - **AssessmentResults.csv**
 - **Event.csv**
- Removed Files:
 - **Geography.csv**

FILE CHANGE SPECIFICS 1 / 3

- **Organization.csv** – Added VictimServicesProvider
- **User.csv** – Contains userid and optional name/phone/email categories.
- **Project.csv** - Added HMISParticipatingProject.
Deleted VictimServicesProvider
- **Funder.csv** - Added “Other” Funding Source string
- **ProjectCoC.csv** - Added Geocode, GeographyType, Address, City, State, Zip
- **Inventory.csv** - Added BedInventory, BedType.
Deleted HMISParticipatingProject

FILE CHANGE SPECIFICS 2/3

- **Enrollment.csv** - Added SexualOrientationOther
- **Exit.csv** - Deleted HousingAssessmentDisposition
- **Services.csv** - Types 12 and 13 (Contacts) no longer included in this file. Current and historical data mapped to data in CurrentLivingSituation.csv.
- **CurrentLivingSituation.csv** - Contact events previously included in Services.csv are now recorded in this new file. It is based around new data element “Current Living Situation.”

FILE CHANGE SPECIFICS 3/3

- **Assessment.csv** – Specific to Coordinated Entry projects. Include header rows but leave blank.
- **AssessmentQuestions.csv** – Specific to Coordinated Entry projects. Include header rows but leave blank.
- **AssessmentResults.csv** – Specific to Coordinated Entry projects. Include header rows but leave blank.
- **Event.csv** – Specific to Coordinated Entry projects. Include header rows but leave blank.

attn: CSV PROGRAMMERS

- Pay close attention to the Data Element **Numbers** as many of them have changed.
- Pay close attention to the response values/numbers for **Prior Living Situation** and **Destination** as many of them have changed.
- Pay close attention to the Revision History table in version 1.5 as well as Appendix C.
- Pay close attention to the “NULL” column because AWARDS will validate on that column to look for missing data where null values are not allowed.

Review of Data Quality Pitfalls

- Let's review some of the ways to keep your data in great shape.

YOU WANT MORE?

- The HGIS Data Standards Manual and HGIS Data Dictionary FY2020 v1.4 can be found on [HUDExchange.info](https://www.hudexchange.info). (Just google them).
- The NYC CCoC Website has been completely overhauled. Check it out at www.nychomeless.com

QUESTIONS?

- If you have questions, you can reach me at Kelly@FootholdTechnology.com
- Questions about client-level data in AWARDS should be sent to the [HelpDesk](#) in AWARDS. (Never send PPI through email.)
 - Attach your CSV fileset when sending in a HelpDesk message.
- Questions about the NYCHMIS Data Warehouse should be directed to the DSS HMIS team. Contact information for them can be found at www.nychomeless.com