



Supportive Services for Veteran Families (SSVF) Data

HMIS Lead and Vendor Training

Updated 3/16

Learning Goals

- Learn about SSVF HMIS participation
- Learn how to set up SSVF in HMIS
- Learn SSVF data collection requirements
- Learn HMIS export requirements
- Learn about SSVF reporting requirements through the VA Repository

SSVF and HMIS

- SSVF Requirements:
 - Participation in the HMIS implementations of each CoC in which services are provided, either by direct data entry or by providing an export of client-level data
 - Required to export SSVF HMIS data monthly and upload into VA Repository

SSVF HMIS Technical Assistance (TA)

- TA is available for HMIS-related issues
- TA Team will refer grantees to the HMIS Lead for issues specific to the HMIS implementation / software
 - HMIS participation fees
 - Access to HMIS
 - HMIS software training / data entry process
 - Export process
- TA is also available to HMIS Lead / HMIS Vendors for questions about SSVF. Contact:
ssvfhmis@abtassoc.com

Grantee Roles and Responsibilities:

- The SSVF Grantee is responsible for complying with all local HMIS policies and procedures:
 - CoC Participation
 - HMIS Participation and Governance Compliance
 - Privacy and Security Compliance
 - Data Quality Compliance
 - Community Planning/Use of Data
- SSVF grantees are responsible for ensuring that subcontractors participate in HMIS and comply with local HMIS policies and procedures as well.
- Responsible for ensuring data is uploaded to the Repository on a monthly basis

SSVF Data Requirements

- Must ask every required data element for every client (household members are clients)
- Must enter the data into HMIS accurately
- Must make every effort to enter and update client records in HMIS within 24 hours of data collection
- Must ensure that data is exported from HMIS and uploaded to the VA's Repository during first three business days of each month

Revised HMIS Data Standards

- On May 1st, 2014, federal partners (HUD, VA and HHS) released an updated version of HMIS Data Standards in form of:
 - 2014 HMIS Data Manual (intended as reference for community members)
 - 2014 HMIS Data Dictionary (intended for HMIS vendors and system administrators)
- Effective date of 2014 HMIS Data Standards is 10/1/14
- Revised HMIS Data Standards Manual released 9/15
- HUD releases small updates periodically; HUD Exchange will always have most current version.

SSVF Project Descriptor Data Elements

1. Organization Identifiers

2. Project Identifiers

3. Continuum of Care Code:

- If an SSVF project serves more than one CoC, should be associated with all of the CoC codes in which the project provides services and will be entering client-level data into the HMIS.

4. Project Type

- HMIS Administrators must set up SSVF projects using the following project types:
 - “Homelessness Prevention”
 - “PH - Rapid Re-Housing”
 - *Optional*: “Services only” - to track individuals with whom they are engaged in outreach services only.

SSVF Project Descriptor Data Elements

5. Federal Partner Funding Sources:

- ‘VA: Supportive Services for Veteran Families’ should be selected for all SSVF projects

6. Bed and Unit Inventory Information

7. Site Information – Optional

8. Target Population – Optional

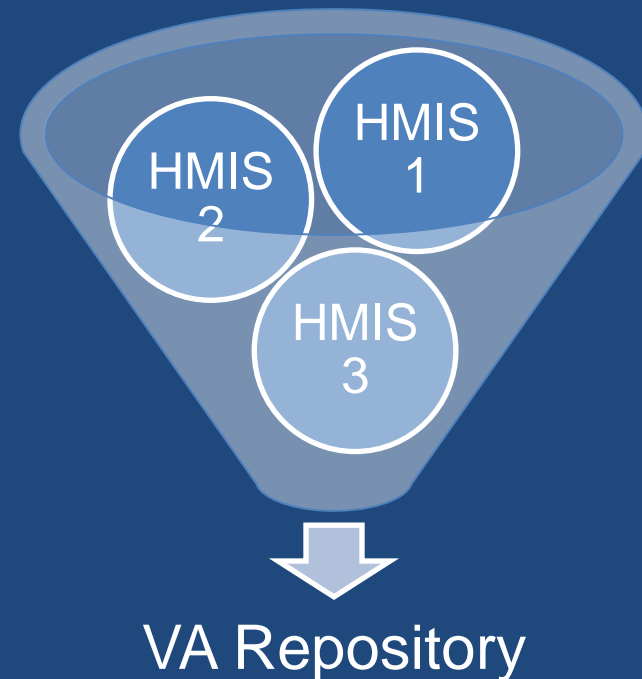
**Reference VA Data Guide for more information on each of these elements.*

Data Collection Requirements

VA Data Guide contains a complete list and description of all data elements as defined in the May 2014 HMIS Standards that must be collected by SSVF grantees.

VA Repository Data Flow

- SSVF grantees enter project data into HMIS application(s)
- Every month, SSVF data is exported from HMIS and uploaded to VA Repository
- National-level reporting is generated based on uploaded data



Repository Upload Process

1. Export generated by HMIS (CSV format)
2. CSV files packaged in a zip file
3. Login to VA Repository
4. Zip file uploaded to VA Repository
5. Repository validates file structure of export and provides feedback if file structure is not consistent with HUD CSV Format Specifications, v 4.1
6. Data Quality Reports will be generated and e-mailed to all Repository programs within 24 hours of upload during reporting period.
 - Data quality issues must be corrected in HMIS
 - Vendor intervention may be needed to address structural issues

HMIS Data Exchange Formats

- There are new XML and CSV export formats for the new data standards
- For FY15, the Repository will only be able to process CSV uploads
- We do not know yet if this is temporary or permanent

Repository Accounts

Vendors and HMIS Leads are welcome to create a Repository account

- Associate with the ZZ Test Program for testing / validation purposes, and/or
- Associate with the grantee Repository program (with grantee permission) for notification and/or upload purposes

Export Parameters

- All data for clients / enrollments active in current grant year must be uploaded each month
 - All enrollments into SSVF without an exit date and all enrollments with an exit date in the current grant year
 - All associated client demographic data
 - All service data associated with the enrollments, even if it is dated prior to the start of the grant year
- Filtering the export by date range / grant year is not mandatory
 - Exports may be filtered by date but if this is not available, all project data may be uploaded

Reference VA Data Guide- VA Repository Data Upload Criteria for complete information on uploaded data set criteria.

File Validation Report

Contains three main sections:

1. **Successful Upload:** After uploading successfully, will receive a brief data summary review of all records in your upload. Check for accuracy.

[Data Summary]	
Grant year start date	: 2014-10-01
Grant year end date	: 2015-09-30
Participants served	: 112
RRH participants served	: 112
HP participants served	: 0
Veterans served	: 66

2. **Failed Validation:** File does not meet acceptable data quality levels and/or file structure, the upload is rejected. Must be corrected in HMIS, then exported from HMIS and uploaded again. Validation message will contain list of records missing data in critical fields and/or specific file structure errors.

Data Quality Reports

- Generated and e-mailed to all Repository users on the fourth business day of each month for the most recent on-time upload submitted during the first three business days of each month.
- Resemble report cards. 1st page contains an overview of the error rate for all SSVF required fields.
- For any zero tolerance field (fields required for basic eligibility) and other required fields that contain a less than 90% error rate, a list of all Personal ID's containing errors are listed in the report.

Nine CSV Files

- Project.csv
- ProjectCoC.csv
- Client.csv
- Enrollment.csv
- EnrollmentCoC.csv
- Exit.csv
- Export.csv
- IncomeBenefits.csv
- Services.csv

Reference VA Data Guide for more information on each of these files.

Other Resources

- VA Data Guide

http://www.va.gov/homeless/ssvf/index.asp?page=/program_requirements/hmis_and_data

- 2014 HMIS Data Standards Manual (*for CoC's, HMIS Lead Agencies, HMIS System Administrators and users*) & Data Dictionary (*for HMIS Vendors and System Administrators*)

<https://www.hudexchange.info/resource/3826/hmis-data-standards-manual/>

- HUD OneCPD Resource Exchange

<https://www.onecpd.info/>