

# Housekeeping

- A recording of the training and the slides will be posted to the Runaway and Homeless Youth Training and Technical Assistance Center (RHYTTAC) website.
- You should be hearing audio by now! Let us know in the Q&A box if you cannot and someone will help you.
- Audio is available through your computer speakers.
- To join the webinar via the phone, please call in using:

Phone Number: 1-855-797-9485

Access code: 185 704 7705

The Ask box should be set to All Panelists to submit a question.

Q&A

All (0)

Host  
Presenter  
Host & Presenter

All Panelists

Jeanne Goodman

Ask: All Panelists

Select a panelist in the Ask menu first  
and then type your question here.

Send

If Q&A isn't  
available it can be  
opened from the  
Q&A button





# Runaway & Homeless Youth: Homeless Management Information System

## Grantee User Training

March 2021



# Participant Information

- 50 minutes of presentation & 10 minutes of Q&A at the end
- Lines are muted
- Q&A box is active & will be answered throughout presentation
- We will pause and escalate questions verbally for clarity
- Any technical issues, please let us know

# Welcome & Introductions

Introduction & message from Sanzanna Dean, Director, Division of Runaway and Homeless Youth, Family and Youth Services Bureau

- Today's team
  - Presenter: Mary Schwartz, Abt Associates
  - Presenter: Thuan Huynh, Abt Associates
  - Technical Support: Lauren Phillips-Thyron, Abt Associates

# Agenda

- RHY-HMIS Overview
- User Roles & Account Management
- Security & Privacy Protocols
- Grants & Repository Slots
- Uploading Data
- Understanding Data Quality
- RHY Reporting
- Accessing Technical Assistance





# RHY-HMIS



# RHY-HMIS

- Legislatively mandated to collect and report data
- Data are used to:
  - Measure the effectiveness of RHY programs
  - Inform design of future changes
  - Inform funding decisions
  - Provide data to FYSB Federal Project Officers for monitoring
  - Provide data to Congress
- Available to Grantees for their use via the RHY-HMIS Dashboard
- Data are uploaded twice yearly

# HMIS Participation Planning

- Reach out to your HMIS Lead/CoC Lead
- Sign up for and attend HMIS Training to obtain HMIS access
- Review your CoC's Privacy Policy and HMIS Policies and Procedures
- What does HMIS participation mean?
  - Entering all RHY client data directly into local HMIS
  - Both for RHY client shelter and supportive services; and
  - Generating CSV file uploaded to repository

# Data Collection and Consent

- RHY Grantees must safeguard youth's privacy and confidentiality
- NO CONSENT NEEDED FOR:
  - Data entry (use)
  - Data submission to FYSB (use)
- CONSENT:
  - Required for sharing (disclosure) with any other entity (besides FYSB)
  - Should be obtained from parents (if minor) or youth themselves
  - Method of consent is determined locally
- USES and DISCLOSURES for RHY should be outlined in CoC's Privacy Policy and available widely

# Creating an Upload File (\*Technical Stuff\*)

- **Format**: HMIS CSV FY 2020 v1.8 – 256 Hashed
- Extract the data into separate files according to the HMIS Project Types you are funded to serve
  - Report Period for submissions: October 01, 2020– March 31, 2021
- Save locally using the following file naming convention:

File Name Part 1	File Name Part 2	File Name Part 3	File Name Part 4	File Name Part 5
Grantee ID	RHY Program Name	HMIS Project Type	Report Period	User

For example: 100\_TLP\_TH\_SpringFY21\_MaryS



# RHY-HMIS Repository

# Dates to Remember


- **Spring 2021 Data Upload Period:**
  - April 12 – April 16 – First Upload Due
  - April 19 – April 30 – Final Upload Due
- **Reporting Period for Data Upload:**
  - October 01, 2020 – March 31, 2021 (6 months)



# RHY-HMIS Roles + Permissions

	Grantee Manager	Grantee User	Federal Project Officer (FPO)
Upload data	X	X	
View Reports (Data Quality + Status Summary)	X	X	X
Add or Remove Grantee Users within agency	X		
Add Project-specific information to Grant	X	X	

# Requesting a RHY-HMIS Account



Welcome to the Runaway and Homeless Youth – Homeless Management Information System (RHY-HMIS) Repository. This Repository is the web-based portal used by RHY grant-funded organizations to upload de-identified client data extracted from HMIS.

Login

Request Account

## Steps to Request a RHY-HMIS Account

The Runaway and Homeless Youth – Homeless Management Information System (RHY-HMIS) is a system created in 2020. Due to the new system and security requirements, all users are required to submit a 'User Access Request Form' and take a security awareness training and submit the certificate of completion to gain access to the system.

### 1. User Access Request Form



- There are two roles in the RHY-HMIS Data Collection system: the (1) **Grantee User** and the (2) **Grantee Manager**. Both roles can upload data and view reports within the system. The difference between these roles is that the Grantee Manager has privileged permission to add/remove Grantee User accounts for their agency.
- All users - download and complete the **User Access Request Form**
- Who approves Part D on my form?
  - If you request a **Grantee User** account → your agency's designated Grantee Manager or the Grantee Administrative Official (GAO)/Grantee Authorizing Representative (ADO) in Grant Solutions will sign and approve.
  - If you request a **Grantee Manager** account → your regional Federal Project Officer (FPO) will sign and approve.
- *\*\*If you are not sure of who your Grantee Manager or FPO is, please reach out to the RHY-HMIS Service Desk to inquire.*
- Please ensure your entire application is complete when submitting your form.

### 2. Security Training/Certificate



- Obtaining an account with the RHY-HMIS requires you to take the HHS Cybersecurity Training and submit a certificate upon completion. If your grantee organization offers a different security training, you can also complete and submit that certificate.

### 3. Submit Documents



- For users requesting a **Grantee User** account:
  - If there is a Grantee Manager account holder in your organization, submit your documents to them. They will approve, upload your documents and create a Grantee User account for you.
    - If there is not a Grantee Manager account holder in your organization, submit both documents for review and approval to the RHY-HMIS Service Desk.
- For users requesting a **Grantee Manager** account:
  - Submit both documents for review and approval to the RHY-HMIS Service Desk.

*\*\*If you have not used the RHY-HMIS Service Desk, you will need to create a username and password the first time you visit. This username and password will be different than your RHY-HMIS username and password.*

### 4. Receive Approval to RHY-HMIS!



# Requesting a RHY-HMIS Account

- All new users:
  - Complete the User Access Request Form with approver's signature
  - Complete required HHS Cybersecurity Awareness Training
    - Submit certificate upon completion with User Access Request Form
    - If your organization offers a different security training, you can also complete and submit that certificate.

# Requesting a RHY-HMIS Account

- Requesting a Grantee User account:
  - If there is a Grantee Manager account holder in your organization, submit documents to your Grantee Manager.
    - They will approve, upload your documents, and create a Grantee User account for you.
  - If there is not a Grantee Manager account holder in your organization, submit both documents for review and approval to the RHY-HMIS Service Desk. [www.RHYMISServiceDesk.net](http://www.RHYMISServiceDesk.net)

# Requesting a RHY-HMIS Account

- Requesting a Grantee Manager account:
  - Submit both documents for review and approval to the RHY-HMIS Service Desk
  - Your regional Federal Project Officer (FPO) will need to sign and approve User Access Request Form

# Creating a RHY-HMIS Account

- Grantee Manager account holders can create Grantee User accounts:
  - In the Users tab, click ‘Create New’

The screenshot displays the 'Users' management page. On the left, a sidebar contains links for 'Create New Upload', 'Past Uploads', 'Reports', and 'Users' (the active tab). The main content area features the heading 'Users' and a 'Create New' button. Below this, there is a 'Show 10 entries' selector and a search bar. A table with the following columns is shown: Name, Username, E-mail, Role, Locked, Enabled, and Tools. The first four columns have sorting arrows (up and down arrows) next to them.



# Creating a RHY-HMIS Account

- Complete the requested information
- Upload required documents
- Create new account!

Create New Upload
Past Uploads
Reports
**Users**
Projects
Grants
About
Help & Resources
Report Dashboard

## Users » Create New

Name
Username
E-mail
Phone
2FA Method
Role
Organizations

☐ E-mail
☐ Call
☐ SMS (mobile only)

Do you confirm the user has completed the required annual security awareness training?  
Security Awareness Training is a RHY-HMIS user requirement prior to account creation.

☐ No
☐ Yes: Completion Date

Do you confirm the user completed (with all necessary signatures) the required user access request form and RHY-HMIS rules of behavior?  
A complete user access request form and rules of behavior with signatures is a requirement prior to account creation.

☐ No
☐ Yes

☐ Locked
☒ Enabled
☒ Send a Welcome Email

# Security & Privacy Protocols

- Two-Factor Authentication (2FA)
  - Each user can choose email, SMS text message or phone call to access
  - Once the RHY-HMIS user account has your contact information, you will be sent a validation code via an SMS text message
  - A 6-digit code can be sent to your email, text or phone call; the code will last approximately 10 minutes from being sent

# Project Dropdown Slot Management

## Uploads » Create New

### Step 1: Upload ZIP File



Drag and drop a file

Select a file

Select a grant

Select a grant

Organization: Avenues for Homeless Youth  
Grant Number: 90CX7084  
Grant Program: CX - Transitional Living Program  
Project: Emergency Shelter Project

Organization: Project Oz  
Grant Number: 90CX7086  
Grant Program: CX - Transitional Living Program  
Project: Transitional Housing Project

- Users are **required** to set up correct project dropdown option slots in order to upload HMIS files
- Data **cannot** be uploaded *until* project information has been added to the grant. Both Grantee Managers and Grantee Users can add this information
- Users who upload data → choose the correct information from the dropdown

# How to Add Project Attributes for Project Dropdown

## Projects

Show  entries

Organization	Grant	Project Name	Tools
Avenues for Homeless Youth	90CX7084 CX - Transitional Living Program	Emergency Shelter Project	
Project Oz	90CX7086 CX - Transitional Living Program	Transitional Housing Project	

Showing 1 to 2 of 2 entries

[Create New](#) [Export](#)

Search:

## Projects » Create New

Project Name

Project Type

Organization

Grant

[Cancel](#) [Create](#)

- One slot per project type
- Each upload should contain only that project type's client data

- The name of the “Project” in the RHY-HMIS Repository should help a grantee user remember what file to upload to that slot – matching it to the HMIS Project that you extract from is the best choice to ensure data quality

# Privileged User (Grantee Manager) Security Training

- A Privileged User is a person who, by virtue of function, and/or seniority, has been allocated powers within the computer system, which are significantly greater than those available to the majority of “users.”
- RHY-HMIS Grantee Managers are considered Privileged Users because they have the ability to execute the following privileged functions that a regular user cannot execute:
  - ✓ Create new Grantee user accounts
  - ✓ View, Edit, and Lock or Unlock Grantee user accounts
  - ✓ Remove Grantee users from their organization

# Security Best Practices

- RHY-HMIS privileged user accounts must only be used for authorized purposes.
- Before approving Grantee users and creating new accounts, the Grantee Manager must:
  - ✓ Confirm the identity of the Grantee users
  - ✓ Confirm that Grantee users are using a work email address and not a personal one
  - ✓ Confirm that the Grantee users completed and signed the User Access Request Form and the Rules of Behavior
  - ✓ Confirm that the Grantee users completed their General Security Awareness Training within the last 12 months, and make sure that users take the training annually



# Security Best Practices

- When creating a new Grantee user account, it is important to set a username that is easy to remember, does not contain any sensitive information such as the user's Social Security Number, does not contain any common names such as Admin or User, and avoid punctuation.
- Only add Grantee users that need access to the information system. Never create user accounts that are not needed.
- New users should and will only be given the level of access they need to perform their functions.
- Immediately notify the RHY-HMIS Service Desk when a user is leaving or no longer needs access to RHY-HMIS.
- Never share information from RHY-HMIS with unapproved parties.
- If you suspect that any data within the system was lost, changed, or disclosed to unauthorized parties, or something is not working as it should, contact the RHY-HMIS Service Desk.



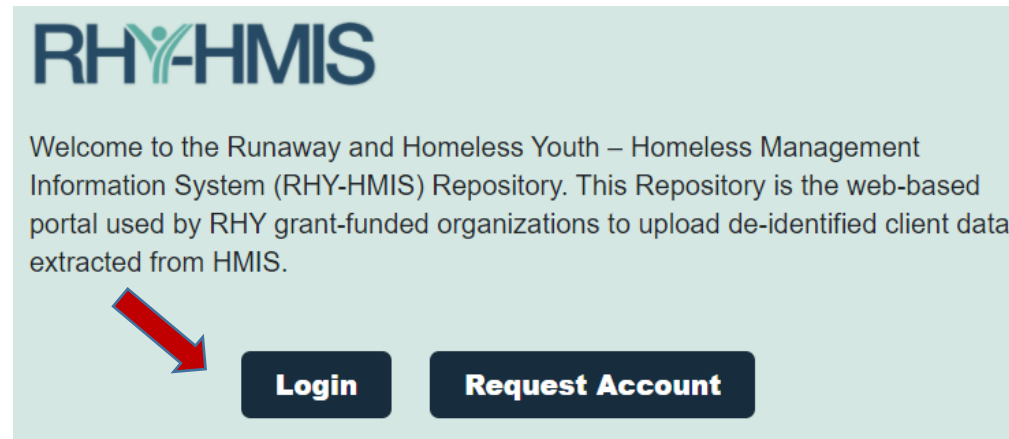
# Uploading Data

# Recap

- Collected data in HMIS;
- Exported data to a CSV file;
- Users have access to the Repository
- The right upload slots have been added to the Repository
- **YOU'RE READY TO UPLOAD!**

# Login

- In a web browser (Chrome, IE, FireFox):  
<https://rhy-hmis.acf.hhs.gov>
- Click “Login”



# Username/Password at Login

## Login

**Username**

**Password**

Login

[Forgot Your Password?](#)

This warning provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this Government system, which includes (1) this computer network, (2) all computers connected to this network, and (3) all devices and storage media attached to this network or to a computer on this network.

This system is provided for Government-authorized use only.

Unauthorized or improper use of this system is prohibited and may result in disciplinary action and/or civil and criminal penalties.

Personal use of social media and networking sites on this system is limited as to not interfere with official work duties and is subject to monitoring.

By using this system, you understand and consent to the following:

- The Government may monitor, record, and audit your system usage, including usage of personal devices and email systems for official duties or to conduct HHS business. Therefore, you have no reasonable expectation of privacy regarding any communication or data transiting or stored on this system. At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this system.
- Any communication or data transiting or stored on this system may be disclosed or used for any lawful Government purpose.

# 2FA at Login

- Two-Factor Authentication (2FA)

## Identity Verification

A message with a verification code has been sent to (XXX) XXX-XX35.

**Verify**

[Resend the code](#)

If you wish to update your phone number (different from what you originally provided when onboarding through the Service Desk), you can change your phone number in your user profile upon logging in. If you have any issues with two-factor authentication (2FA), please raise an issue request at the RHY-HMIS Service Desk or for immediate assistance, please dial 1-800-883-3179.



Home

Create New Upload

Past Uploads

Reports

Projects

Grants

About

Help & Resources

Report Dashboard



Create New Upload



Past Uploads



Reports



Projects



Grants



About



Help & Resources



Report Dashboard

# Uploading Files

- Click “Create New Upload”



- Either “Drag and Drop a File” OR click “Select a File”
- Choose the correct file from your local computer (matched to the project type you’ll upload to)
- Choose the correct “Grant” option from the drop down (by project type, matched to the file you’ve chosen) to upload file into

# Uploading Files

Click “Upload”

Create New Upload

Past Uploads

Reports

Users

Organizations

Projects

Grants

Reporting Periods

Messages

Activities


About

Help & Resources

Report Dashboard

Uploads » Create New

Step 1: Upload ZIP File



Drag and drop a file


Select a file

Select a project ▼


If you want to add an additional or different project for the grant(s) of your organization, please click the 'Add Project' button below which will take you to the 'Projects' page. This is where you can add the necessary projects in order to select an additional or different option from the dropdown. Please do not add any project that will not have data uploaded to it. Once you have added a project, navigate back to the 'Create New Upload' page and the dropdown option will populate. If you require immediate assistance, please open a ticket at the **RHY-HMIS Service Desk**.

Add Project

Step 2: Data Processing



Step 3: Completion



# Uploading Files

“Spinning Circles” as upload process occurs:

- From the file being uploaded to the correct slot...
- To processing the data in the file...
- To either accepting or rejecting the file.

Home > Uploads > ES.zip > View

Create New Upload

**Past Uploads**

Reports


About

Help

Report Dashboard

## Uploads » View


Step 1: Upload ZIP File



**ES.zip**

- Uploaded By: Mary Schwartz
- Uploaded At: 2020-06-23 11:28:43
- Organization: 123 MFS Organization
- Grant Number: 12345
- Grant Program: MFS Granting
- Project: 1-MFS-ES


Step 2: Data Processing



**In Progress**

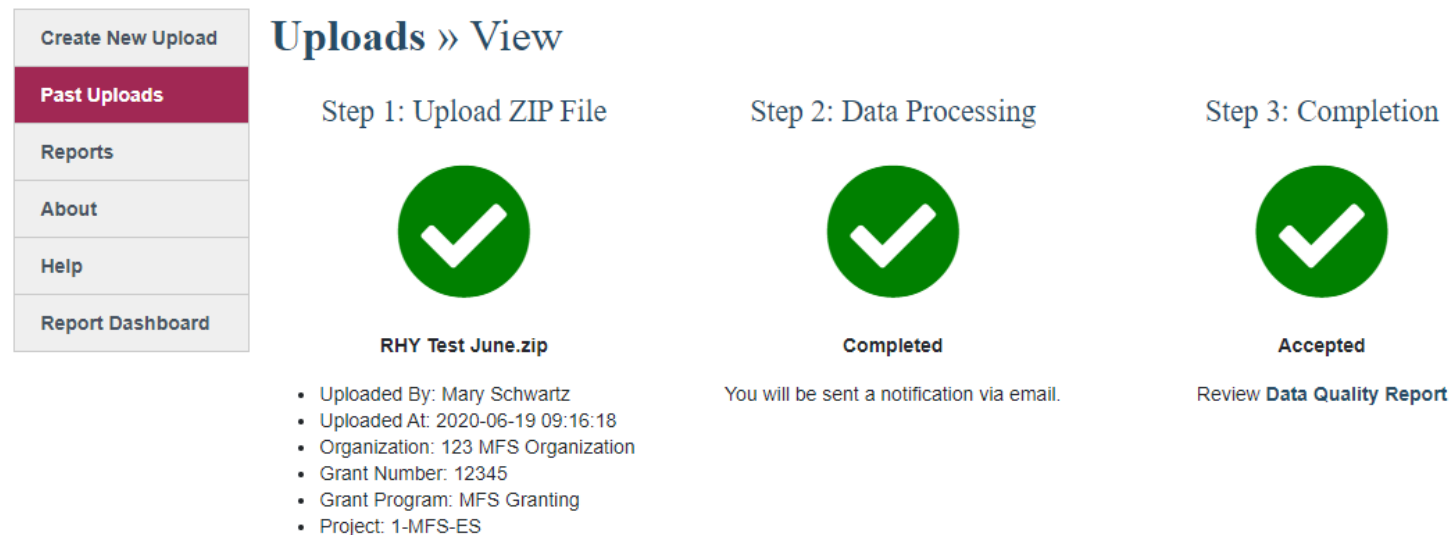
Once the data processing is complete, you will be sent a notification via email.

Step 3: Completion



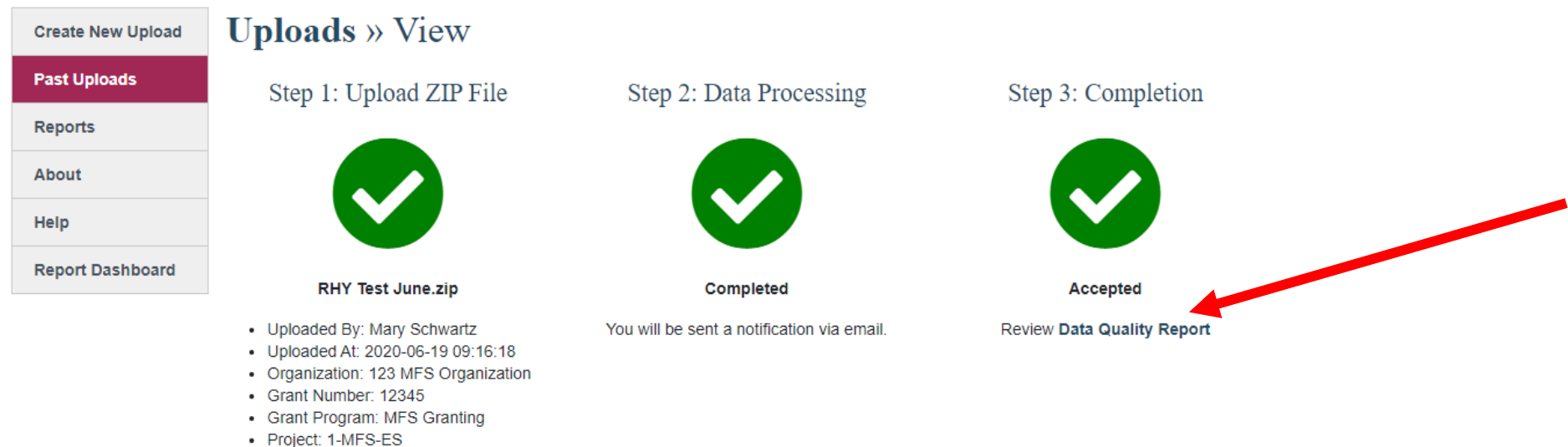
# Uploading Files

- If you pass all three steps, your data is uploaded successfully and 3 green checkmarks will appear on the screen.



# Uploading Files

- “Accepted” is great – but you still need to check your data quality. You can view the Data Quality Report under the third green checkmark:



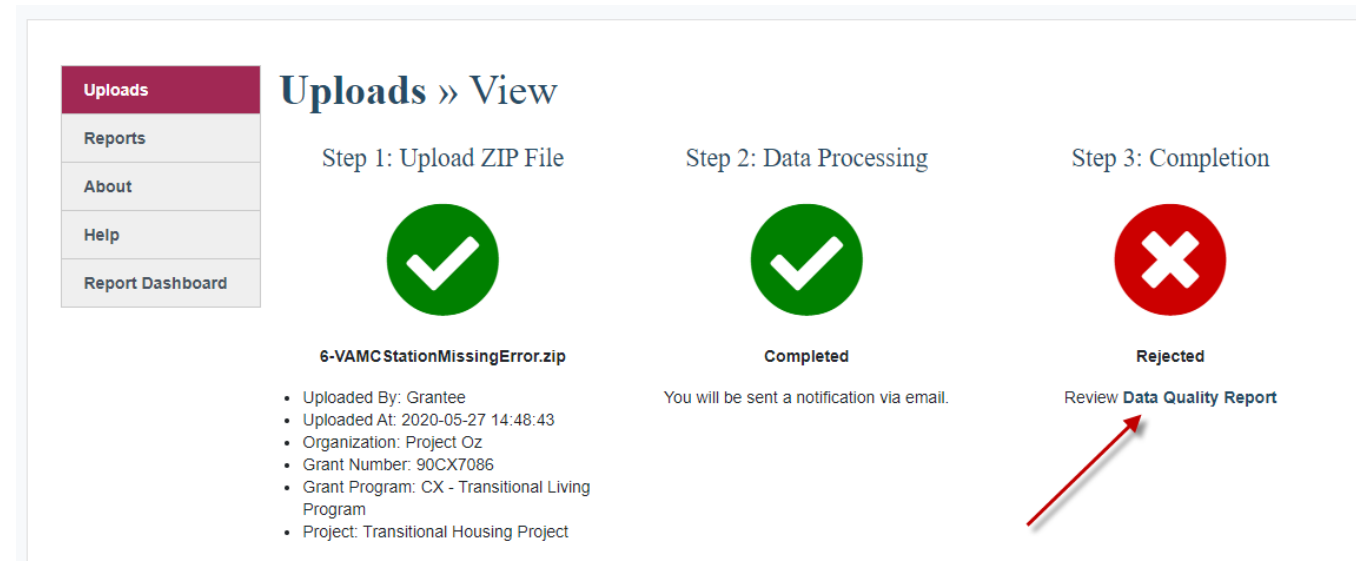
# Accepted Files

- “Data Quality” looks at the overall completeness of the data elements and provides a score (up to 100%) for complete data.

<div> Data Files Data Validation Data Quality </div>				
<p>Message display above the table: “The Data Quality view displays the overall quality of the data submitted. To view the issue details, reference the Data Validation view. For more information about this view, please refer to the <a href="#">RHY-HMIS User Guide</a>.</p>				
Field	Demographics	Total	Match	Score
Name	All Clients	10	10	100%
Social Security Number (SSN)	All Clients	10	10	100%
Date of Birth	All Clients	10	10	100%
Race	All Clients	10	10	100%

# Uploading Files

- If you don't pass the validation/data quality thresholds for the file you are uploading, you'll get a red "X" at Step 3 and a "Data Quality Report" link to help you understand why the file was rejected:





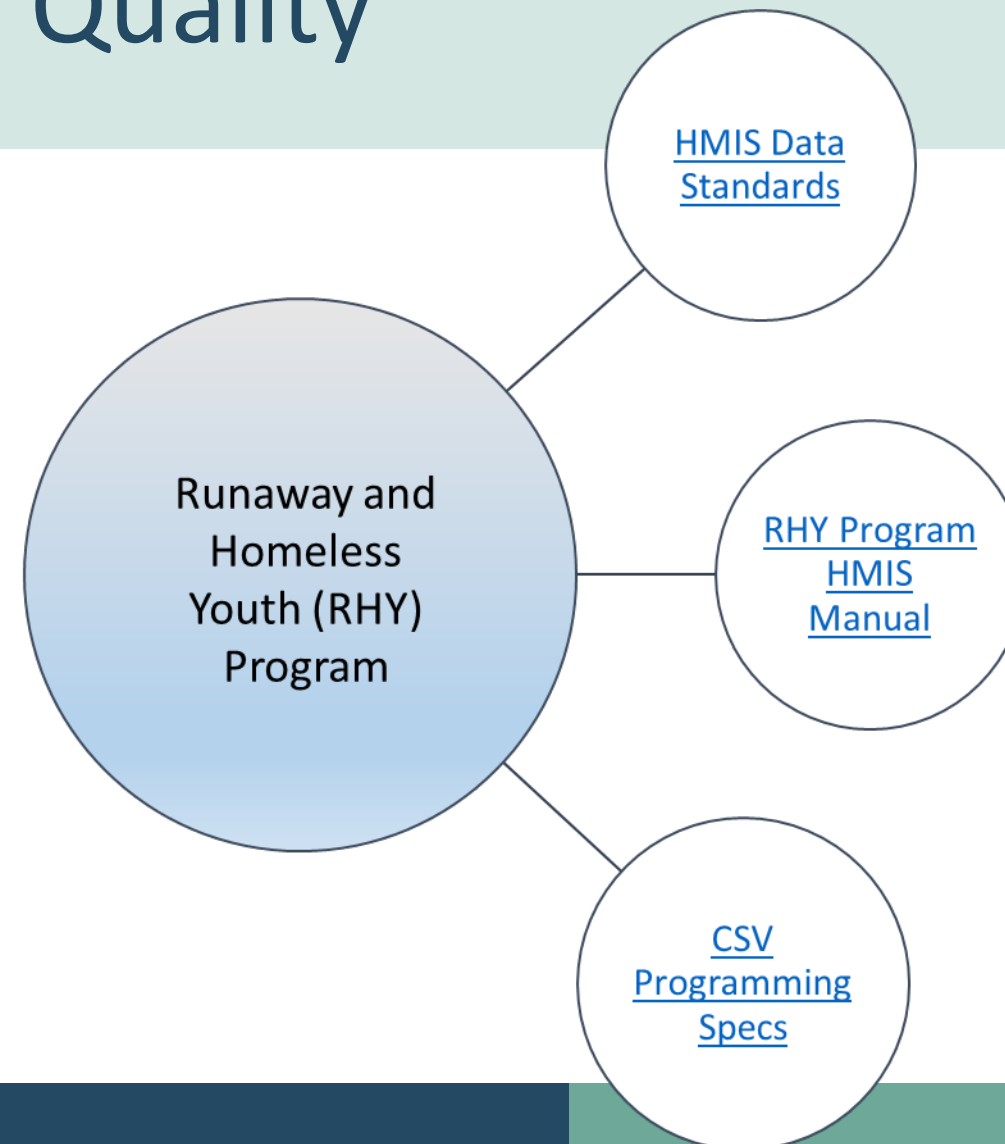


# Understanding Data Quality of Upload

# Understanding Data Quality

## Defining Expectations

FYSB and RHY program office staff define reporting expectations & data element requirements for RHY Grantees. Along with other Federal Partners like the VA and PATH, US Dept. of Housing and Urban Development (HUD) staff determine HMIS Data Standards and CSV Programming Specifications, taking into consideration RHY's specific grant requirements. The RHY Program HMIS Manual explains HMIS Project Setup to ensure reporting success.



# Understanding Data Quality

- RHY sets the data element requirements from the list of available options in HMIS Data Standards
- HMIS Data Standards define the data collection point, applicable projects, definitions, and programming of the data elements in HMIS implementations locally
- CSV Specifications dictate how the HMIS Data Standards are pulled into the uploads based on the RHY data element requirements

# Universal Data Elements (UDE)

\* Required for all RHY Programs

- Universal Identifier Elements (One and Only One per Client Record)
  - 3.01 Name
  - 3.02 Social Security Number
  - 3.03 Date of Birth
  - 3.04 Race
  - 3.05 Ethnicity
  - 3.06 Gender
  - 3.07 Veteran Status

# Universal Data Elements (UDE)

\* Required for all RHY Programs

- One or More Value(s) Per Client or Household Project Stay
  - 3.08 Disabling Condition
  - 3.10 Project Start Date
  - 3.11 Project Exit Date
  - 3.12 Destination
  - 3.15 Relationship to Head of Household
  - 3.16 Client Location
  - 3.917 Living Situation

# Universal Data Elements (UDEs)

## Relationship to Household

- Each unaccompanied youth is a Head of Household (“Self”)
- Youth with child(ren): The youth is a Head of Household (“Self”) and the child(ren) is “Head of Household’s Child”
- Youth presenting together (such as siblings or partners) would each be considered their own Head of Household

# RHY Program-Specific Data Elements

Data Element Number	Data Element Name	BCP – ES	BCP – P	MGH	SOP	TLP	Demo
4.02	Income & Sources			X		X	X
4.03	Non-Cash Benefits	X	X	X		X	X
4.04	Health Insurance	X	X	X	X	X	X
4.05	Physical Disability	X	X	X	X	X	X
4.06	Developmental Disability	X	X	X	X	X	X
4.07	Chronic Health Condition	X	X	X	X	X	X
4.09	Mental Health Problem	X	X	X	X	X	X
4.10	Substance Abuse	X	X	X	X	X	X
4.12	Current Living Situation				X		
4.13	Date of Engagement				X		

# RHY Program-Specific Data Elements

Data Element Number	Data Element Name	BCP – ES	BCP – P	MGH	SOP	TLP	Demo
R1	Referral Source	X	X	X		X	X
R2	RHY-BCP Status	X	X				
R3	Sexual Orientation	X	X	X	X	X	X
R4	Last Grade Completed	X	X	X		X	X
R5	School Status	X	X	X		X	X
R6	Employment Status	X	X	X		X	X
R7	General Health Status	X	X	X		X	X
R8	Dental Health Status	X	X	X		X	X
R9	Mental Health Status	X	X	X		X	X
R10	Pregnancy Status	X	X	X	X	X	X



# RHY Program-Specific Data Elements

Data Element Number	Data Element Name	BCP – ES	BCP – P	MGH	SOP	TLP	Demo
R11	Formerly a Ward of Child Welfare/Foster Care Agency	X	X	X		X	X
R12	Formerly a Ward of Juvenile Justice System	X	X	X		X	X
R13	Family Critical Issues	X	X	X		X	X
R14	RHY Service Connections	X	X	X		X	X
R15	Commercial Sexual Exploitation/Sex Trafficking	X	X	X	X	X	X
R16	Labor Exploitation/Trafficking	X	X	X	X	X	X
R17	Project Completion Status	X		X		X	X
R18	Counseling	X	X	X		X	X
R19	Safe and Appropriate Exit	X		X		X	X
R20	Aftercare Plans	X	X	X		X	X

# CSV Specifications

## 14 Files Required:

- Export.csv
- Project.csv
- Funder.csv
- ProjectCoC.csv
- Client.csv
- Enrollment.csv
- EnrollmentCoC.csv
- Exit.csv
- IncomeBenefits.csv
- HealthandDV.csv
- EmploymentEducation.csv
- Disabilities.csv
- Services.csv
- CurrentLivingSituation.csv

# Understanding CSV Specifications

HMIS Data  
Element  
Number

Type of data in the field

DE#	Name	Type	List	Null	Notes
5.06.1	<u>EnrollmentID</u>	S32			Unique identifier
	<u>PersonalID</u>	S32			
	<u>ProjectID</u>	S32			Must match a <u>ProjectID</u> in Project.csv
3.10.1	<u>EntryDate</u>	D			
5.09.1	<u>HouseholdID</u>	S32			
3.15.1	<u>RelationshipToHoH</u>	I	3.15.1		
3.917.1	<u>LivingSituation</u>	I	3.12	Y	
3.917.2	<u>LengthOfStay</u>	I	3.917.2	Y	

In the RHY  
Manual,  
anything “grey”  
isn’t a  
requirement for  
RHY

Values allowed in the field

4.13.1	<u>DateOfEngagement</u>	D		Y	
3.20.1	<u>MoveInDate</u>	D		Y	
P3.1	<u>DateOfPATHStatus</u>	D		Y	
P3.2	<u>ClientEnrolledInPATH</u>	I	1.7	Y	
P3.4	<u>ReasonNotEnrolled</u>	I	P3.4	Y	Null unless P3.2 = 0

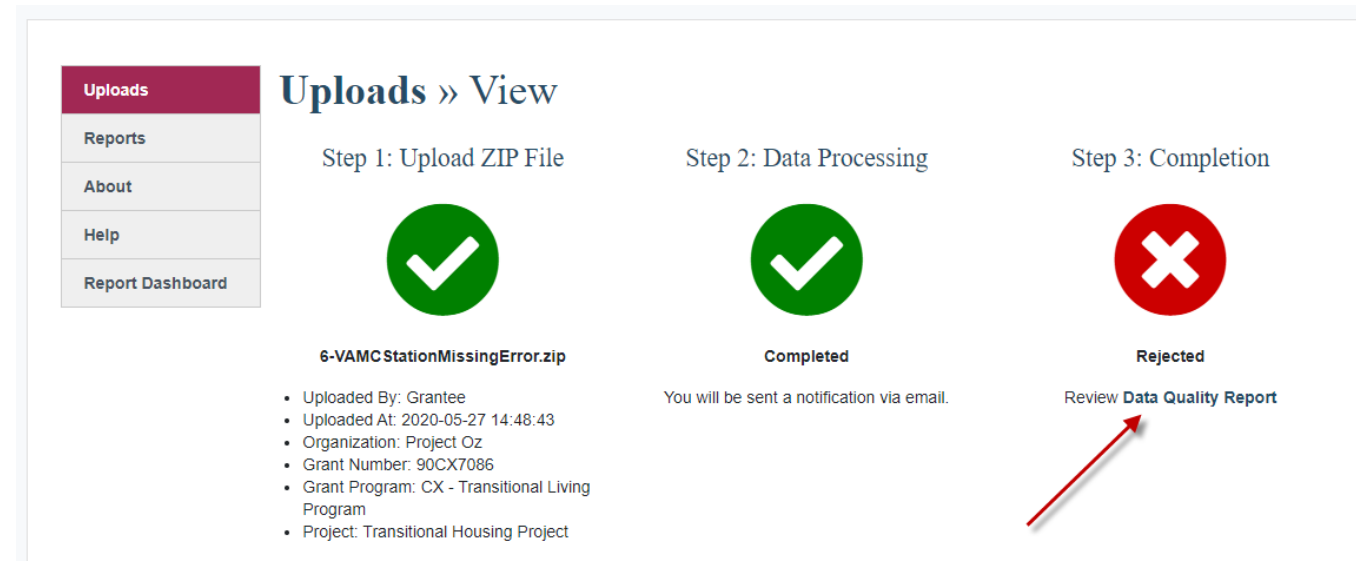
Whether the field can be empty  
or not

# Data Quality Reporting in RHY-HMIS

- Either during the upload process, or by going to the menu item(s) “Past Uploads” or “Reports,” you can view the upload status and data quality reports to help get you to 100% successful data submissions.
- You can “Export” results to excel for easier viewing/tracking, and you can get back to your data quality reports anytime.

# Uploading Files

- If you don't pass the validation/data quality thresholds for the file you are uploading, you'll get a red "X" at Step 3 and a "Data Quality Report" link to help you understand why the file was rejected:



- Create New Upload
- Past Uploads
- Reports
- About
- Help
- Report Dashboard

# Uploads » View

## Data Quality Report Summary

Export

Organization: 123 MFS Organization  
Grant Number: 12345  
Grant Program: MFS Granting  
Project: 1-MFS-ES  
Project Type: Emergency Shelter

File Name: ES.zip  
Uploaded By: Mary Schwartz  
Uploaded At: 2020-06-23 11:28:43  
Processing Started: 2020-06-23 11:28:47  
Processing Ended: 2020-06-23 11:28:54

Status:  Accepted

- Data Files
- Data Validation
- Data Quality

The Data Files view displays the csv files and record counts contained in your uploaded ZIP file. For more information about this view, please refer to the **RHY-HMIS User Guide**.

File	Message
Client.csv	10 records found in file.
CurrentLivingSituation.csv	10 records found in file.

# Understanding Data Quality

- “Data Files” tells you how many records are contained in each of the CSV files you uploaded – any discrepancy with your expectations for clients included needs to be addressed locally – this means there’s either a data collection, project set up, or export issue
  - **Pro Tip**: Count of Client.csv (minus 1) should roughly match your client counts for that project

# “Data File” Data Quality Example

## Uploads » View

### Data Quality Report Summary

Export

**Organization:** Avenues for Homeless Youth  
**Grant Number:** 90CX7084  
**Grant Program:** CX - Transitional Living Program  
**Project:** Emergency Shelter Project  
**Project Type:** Emergency Shelter

**File Name:** ES.zip  
**Uploaded By:** RHY-HMIS Administrator  
**Uploaded At:** 2020-06-23 10:02:56  
**Processing Started:** 2020-06-23 10:02:59  
**Processing Ended:** 2020-06-23 10:03:06

**Status:**  **Accepted**

Data Files

Data Validation

Data Quality

The Data Files view displays the csv files and record counts contained in your uploaded ZIP file. For more information about this view, please refer to the **RHY-HMIS User Guide**.

File	Message
Client.csv	10 records found in file.
CurrentLivingSituation.csv	10 records found in file.
Disabilities.csv	95 records found in file.
EmploymentEducation.csv	19 records found in file.

If the record number for “Client.csv” doesn’t roughly match your expected number of clients served by this project, you’ll need to examine locally why the export didn’t include all of the clients you expected... don’t proceed until your record count is what you expect it to be for this project.



# “Data File” Data Quality Example

Status: ✖ Rejected
Export Log

Data FilesData ValidationData Quality

The Data Files view displays the .csv files and counts of the numbers of records contained in each .csv file in your uploaded ZIP file. The numbers of records in the "Client.csv" should roughly correspond to the number of clients you served in this project in FY 2020. If it does not, you'll need to find out from your HMIS Lead/HMIS Vendor why your exported file doesn't contain the right dataset for your project upload. For more information about this view, please refer to the [RHY-HMIS User Guide](#).

File	Message
Client.csv	10 records found in file.
CurrentLivingSituation.csv	0 records found in file.
Disabilities.csv	95 records found in file.
EmploymentEducation.csv	19 records found in file.
Enrollment.csv	10 records found in file.
EnrollmentCoC.csv	10 records found in file.
Exit.csv	9 records found in file.
Export.csv	1 record found in file.
Funder.csv	1 record found in file.
HealthAndDV.csv	19 records found in file.
IncomeBenefits.csv	0 records found in file.
<b>* Project.csv</b>	<b>1 record found in file. Found a mismatching project type.</b>
ProjectCoC.csv	1 record found in file.
Services.csv	10 records found in file.

\* denotes a file with critical errors.

Pro-tip: the project type of the CSV file uploaded must match the project type slot selected in the repository. Ex: an ES CSV file will be rejected when uploaded to a TLP project slot in the repository

# Mismatched Project Type

## Step 1: Upload ZIP File



Test 2 - ES Project Only but more  
Clients.zip

Select a file

RHY TLP 90CX717703


Upload

A	B	C	D	E	F	G	H	I
ProjectID	Organizati	ProjectNa	ProjectCo	OperatingSt	Operating	Continu	ProjectTy	Housin
30000	1000	Emergency Shelter		10/1/2019		1	1	

Field 6 & Responses	Project Type
1	Emergency Shelter
2	Transitional Housing
3	PH - Permanent Supportive Housing (disability required for entry)
4	Street Outreach
5	RETIRED
6	Services Only
7	Other
8	Safe Haven
9	PH – Housing Only
10	PH – Housing with Services (no disability required for entry)
11	Day Shelter
12	Homelessness Prevention
13	PH - Rapid Re-Housing
14	Coordinated Entry

# Mismatched Project Type

Step 1: Upload ZIP File



Test 2 - ES Project Only but more Clients.zip

Select a file

RHY TLP 90CX717703


**Upload**

A	B	C	D	E	F	G	H	I
ProjectID	Organizat	ProjectNa	ProjectCo	OperatingSt	Operating	Continu	ProjectTy	Housin
30000	1000	Emergency Shelter		10/1/2019		1	1	

Field 6 & Responses	Project Type
1	Emergency Shelter
2	Transitional Housing
3	PH - Permanent Supportive Housing (disability required for entry)
4	Street Outreach
5	RETIRED
6	Services Only
7	Other
8	Safe Haven
9	PH – Housing Only
10	PH – Housing with Services (no disability required for entry)
11	Day Shelter
12	Homelessness Prevention
13	PH - Rapid Re-Housing
14	Coordinated Entry

# Mismatched Project Type

Step 1: Upload ZIP File



Test 2 - ES Project Only but more Clients.zip

Select a file

RHY TLP 90CX717703


Upload

A	B	C	D	E	F	G	H	I
ProjectID	Organizat	ProjectNa	ProjectCo	OperatingSt	Operating	Continuun	ProjectTy	Housin
30000	1000	Emergency Shelter		10/1/2019		1	1	

Field 6 & Responses	Project Type
1	Emergency Shelter
2	Transitional Housing
3	PH - Permanent Supportive Housing (disability required for entry)
4	Street Outreach
5	RETIRED
6	Services Only
7	Other
8	Safe Haven
9	PH – Housing Only
10	PH – Housing with Services (no disability required for entry)
11	Day Shelter
12	Homelessness Prevention
13	PH - Rapid Re-Housing
14	Coordinated Entry

# Mismatched Project Type

Step 1: Upload ZIP File



Test 2 - **ES Project** Only but more  
Clients.zip

Select a file

RHY **TLP** 90CX717703 ▼

**Upload**

A	B	C	D	E	F	G	H	I
ProjectID	Organizat	ProjectNa	ProjectCo	OperatingSt	Operating	Continu	ProjectTy	Housin
30000	1000	Emergency Shelter		10/1/2019		1	1	

Field 6 & Responses	Project Type
1	Emergency Shelter
2	Transitional Housing
3	PH - Permanent Supportive Housing (disability required for entry)
4	Street Outreach
5	RETIRED
6	Services Only
7	Other
8	Safe Haven
9	PH – Housing Only
10	PH – Housing with Services (no disability required for entry)
11	Day Shelter
12	Homelessness Prevention
13	PH - Rapid Re-Housing
14	Coordinated Entry

# Mismatched Project Type

- Try naming the files you pull from HMIS by the naming convention we suggested on slide 12:

File Name Part 1	File Name Part 2	File Name Part 3	File Name Part 4	File Name Part 5
Grantee ID	RHY Program Name	HMIS Project Type	Report Period	User

- Double check the HMIS Project types with your HMIS Lead
- Make sure you have all the right grant slots per slide 24 (so you can choose the right type for your file)

# Understanding Data Quality

- “Data Validation” looks at each element of the upload and compares it to the expectations established in the RHY Program HMIS Manual (and HMIS Data Standards and CSV Programming Specifications)
  - Pro Tip: “PersonalID” should match your HMIS ID locally
- Any issue on “Data Validation” means a standard wasn’t followed (date out of format, data element missing, etc.) and may cause a file to be rejected.

# “Data Validation” Data Quality Example

Diagram illustrating data validation examples with callouts:

- Name of the .csv file in your extract** (points to File)
- Column header of the .csv file in your extract** (points to Column)
- Current “wrong” value** (points to Value)
- Why the value is considered “wrong” for this upload** (points to Message)
- PersonalID should be your HMIS ID, EnrollmentID tells you which project enrollment (in case there’s more than one in HMIS to find)** (points to Enrollment ID)

File	Column	Value	Message	Personal ID	Enrollment ID
Enrollment.csv	DateToStreetESSH	4/1/2017	Value has a wrong date format.	22	22
Enrollment.csv	DateToStreetESSH	4/2/2017	Value has a wrong date format.	24	24
Enrollment.csv	DateToStreetESSH		Value is missing.	22	22



# CSV Specifications

In the CSV Specifications for "Enrollment.csv" I can find "DateToStreetESSH"

The type of data in the field should be "D"

\*On the "Data Validation" error report, "DateToStreetESSH" is currently "4/1/2017" but should be "2017-04-01"

3.917.2C	PreviousStreetESSH	I	1.7	Y	
3.917.3	DateToStreetESSH	D		Y	
3.917.4	TimesHomelessPastThreeYears	I	3.917.4	Y	

Also in the CSV Specifications document you can find the definition of "D": which must be formatted as yyyy-mm-dd

Type	ID	Definition
Date	D	A date in the format yyyy-mm-dd
Datetime	T	A date and time in the format yyyy-mm-dd hh:mm:ss <sup>1</sup>
Integer	I	A non-negative whole number. For fields with a list number in the <i>List</i> column, valid

# Understanding Data Quality

- “Data Quality” looks at the overall completeness of the data elements and provides a score (up to 100%) for complete data.

<a href="#">Data Files</a> <a href="#">Data Validation</a> <a href="#">Data Quality</a>				
Message display above the table: “The Data Quality view displays the overall quality of the data submitted. To view the issue details, reference the Data Validation view. For more information about this view, please refer to the <a href="#">RHY-HMIS User Guide</a> .				
Field	Demographics	Total	Match	Score
Name	All Clients	10	10	100%
Social Security Number (SSN)	All Clients	10	10	100%
Date of Birth	All Clients	10	10	100%
Race	All Clients	10	10	100%



# Accessing Resources and Assistance

# RHY-HMIS Dashboard

- Allows grantees and RHY federal project officers (FPO) to visualize their data, compare their data against other programs and targets, share data, and easily insert specific data fields into reports
- Can see grant-level data as well as state, regional, and national RHY-HMIS data



RHY-HMIS Dashboard

# Available Resources

- RHY-HMIS Data Collection Guide
- RHY-HMIS Data FAQs
- RHY Program HMIS Manual

<https://www.rhyttac.net/rhy-hmis>

<https://www.hudexchange.info/resource/4448/rhy-program-hmis-manual/>

# Accessing Technical Assistance

Online Service Desk:

[www.RHYMISServiceDesk.net](http://www.RHYMISServiceDesk.net)

*1-800-883-3179*

RHYTTAC's RHY-HMIS page of resources

<https://www.rhyttac.net/rhy-hmis>

# RHY-HMIS Contacts

**Mary Schwartz**, TA Provider: [Mary\\_Schwartz@abtassoc.com](mailto:Mary_Schwartz@abtassoc.com)

**Thuan Huynh**, TA Provider: [Thuan\\_Huynh@abtassoc.com](mailto:Thuan_Huynh@abtassoc.com)

**Gloria Watkins**

Family and Youth Services Bureau

RHY-HMIS Coordinator

[gloria.Watkins@acf.hhs.gov](mailto:gloria.Watkins@acf.hhs.gov)





# Q & A