



Uploading Youth Data:

How To Collect & Upload
RHY Data in HMIS



RHY Grantee Webinar
October 26, 2017

Today's Webinar

- Webinar will last under 60 minutes and is pre-recorded.
- Submit questions to RHYMIS@acf.hhs.gov.

Presenters

- **Resa Matthew**, Family & Youth Services Bureau
- **Candice Wiseman-Hacker**, Mediware Information Systems
- **John McGah**, American Institutes for Research

Welcome

Resa F. Matthew, Ph.D.

Director, Division of Adolescent Development and Support
Family and Youth Services Bureau (FYSB)
Administration for Children and Families (ACF)
U.S. Department of Health and Human Services (HHS)

Agenda

- Why Collect Data?
- How to Collect Data?
- What Data to Collect?
- Grantee Expectations
- How to Upload Data
- How to Read Data Quality Report
- Getting Support

Why Collect Data?

- Count the Number of Youth
- Share Data at the Community Level to Better Assist Youth
- Understand the Demographics of the Population
- Document the Needs of the Youth You Are Serving
- Collect Outcomes on Exits, Health, School, Employment
- Find Insights About the Strengths, Challenges, and Opportunities for Your Program
- Report Data for Funding Announcements, Advocacy Purposes, Required Reports, etc.

How Do we Collect Data?

- In your CoC's Homeless Management Information System (HMIS).
- If your program stretches more than one CoC, please tell us at rhymis@acf.hhs.gov.
- Each HMIS package is created by a private vendor.
- RHY grantees must pay licensing fees. Please tell us if the fee is unreasonable at rhymis@acf.hhs.gov
- Each HMIS product must meet Federal (HUD) Data Standards Specifications: Data Standards 1.2 and CSV Specs 6.11, effective October 1, 2017.
- The role of your HMIS Lead is to set-up your projects and to train you to collect data in HMIS and generate reports.

BCPs Should Have Two Projects Set-up – Prevention and Emergency Shelter

- **BCP-prevention:** Services only.
- **BCP-emergency shelter:** Shelter stays. Exit date should be last date of stay (and may go beyond FYSB-funded portion of 21 days).
- **Make sure you use both projects as appropriate.**
- **If you do not have a prevention project, please ask your HMIS Lead to set it up in your HMIS to track services-only youth.**

SOP Contact vs. Engagement

- A **contact** (data element 4.12) is an interaction between an outreach worker and an individual youth. Record every time a youth is encountered by grantee.
- The **date of engagement** (data element 4.13) is the date when a deliberate client assessment or the beginning of a case plan occurs. Record only up to one time per enrollment.
- The date of engagement might be on or after project entry date and before project exit or report end date.
- The date of engagement can be left blank if worker did not engage youth.

What Data Do We Collect?

- Read the HMIS Data Standards Version 1.2 (released July 2017):
<https://www.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual-2017.pdf>

Mark Your Calendars – Fall Data Upload!

- **Upload Period:**

November 1, 2017 – November 22, 2017

All FY 2017 Grantees Must Participate!

- **Reporting Period:**

October 1, 2016 – September 30, 2017 (FY 2017)

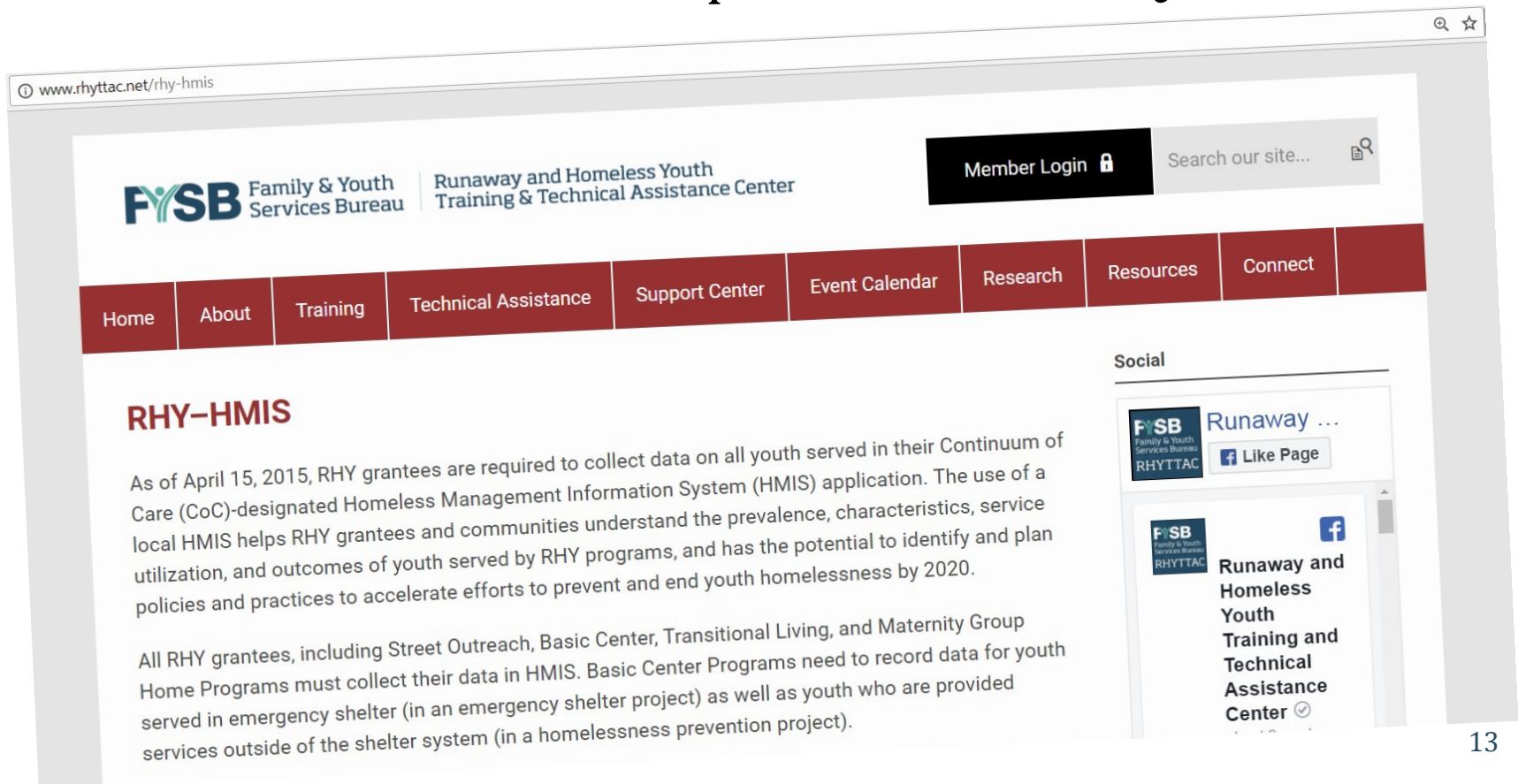
Grantee Responsibilities

Now

- Make sure you have entered data for all the youth that you have served between October 1, 2016 – September 30, 2017 in HMIS.
- Make sure your HMIS Lead has properly set up your RHY projects in HMIS, to include BCP-prevention and BCP-emergency shelter as two project types.
- Make sure via your HMIS Lead that your HMIS is updated to the new HMIS Data Standards (v1.2)
- Watch out for guidance, training, notices from RHYTTAC and AIR.

RHYTTAC RHY-HMIS Webpage

- **Featuring new instructional video shorts!**
- RHY-HMIS webinars, tip sheets, PPTs, FAQ document



Grantee Responsibilities (continued)

October - November

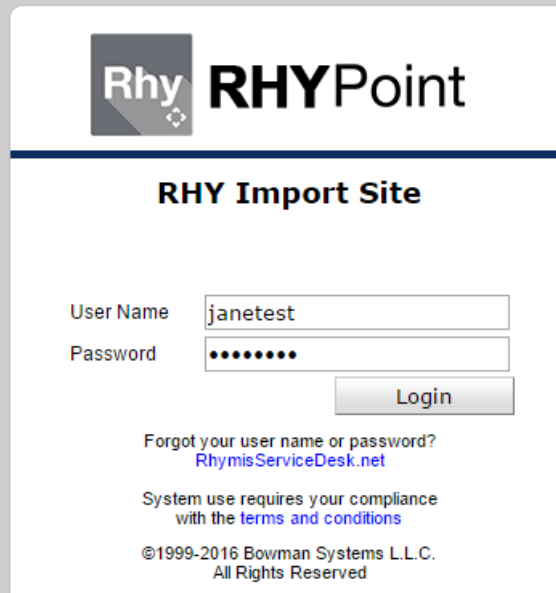
- Generate a CSV 6.11 report (a ZIP file with CSV files inside) hashed for RHY in HMIS.
- Submit data file into RHYPoint (<https://rhymis.net/>) between November 1 – November 22, 2017.
- Submit early!!!

Grantee Responsibilities (continued)

October - November

- Receive and Review Data Quality Report .
- Make changes to data as needed.
- Submit file again to RHYPoint (not required, but strongly encouraged for strong data completeness/quality scores).
- Submit any questions through the RHY-HMIS On-Line Service Desk (JIRA).

STEP 1: LOGIN



The screenshot shows a login interface for 'RHYPoint'. At the top, there is a logo with 'Rhy' in a grey square and 'RHYPoint' in bold black text. Below the logo is a horizontal line, followed by the title 'RHY Import Site'. The login form consists of two input fields: 'User Name' with the text 'janetest' and 'Password' with masked characters '.....'. To the right of the password field is a 'Login' button. Below the login fields, there is a link for 'Forgot your user name or password?' pointing to 'RhymisServiceDesk.net'. A disclaimer states 'System use requires your compliance with the terms and conditions'. At the bottom, the copyright notice reads '©1999-2016 Bowman Systems L.L.C. All Rights Reserved'.

Rhy RHYPoint

RHY Import Site

User Name

Password


Login


Forgot your user name or password?
RhymisServiceDesk.net

System use requires your compliance
with the [terms and conditions](#)

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All Rights Reserved

STEP 1: LOGIN



RHY Import Site
Password has expired!
 Please enter a new password in both spaces with at least 8 characters and a minimum of two numbers or symbols.

Password

Password

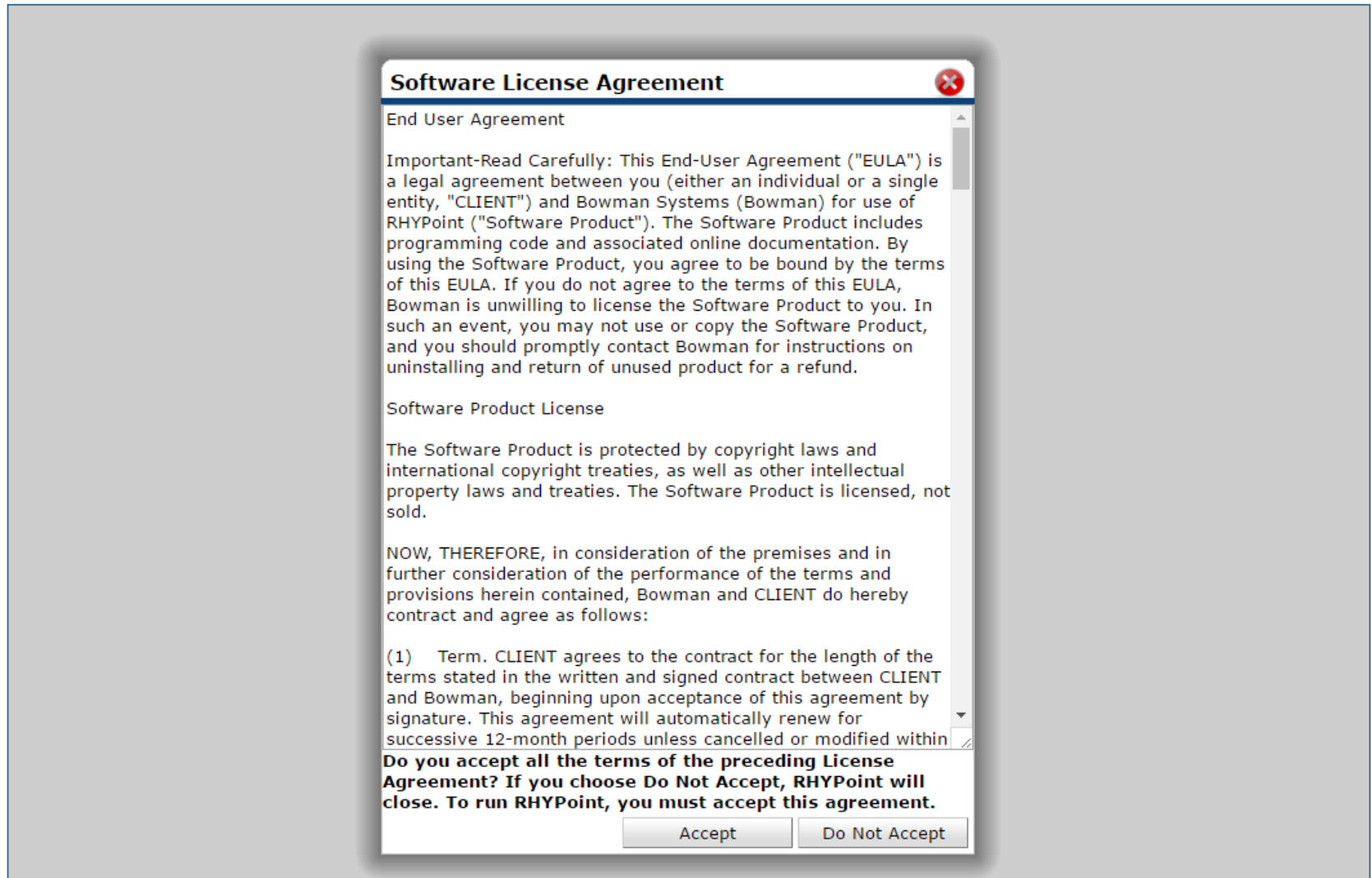
Login

Forgot your user name or password?
RhymisServiceDesk.net

System use requires your compliance with the [terms and conditions](#)

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STEP 1: LOGIN



STEP 2: ARRIVE AT THE RHYPOINT HOME PAGE



Jane Tester
Import User

RHY Import Site

Health and Human Services

March 16, 2016



Home > Main Dashboard

Home

Imports

Logout

Recent Import Activity

Grant *

-Select-

User Importing

Legal Notices

STEP 3: SELECT GRANT FROM DROP-DOWN MENU

Imports

Recent Upload Activity

Imports

Help

Logout

Import Management

Upload File(s) for Import

Grant: *

-Select-
-Select-
MyGranteeName_SOP_90YO0000_2017
MyGranteeName_TLP_90CX0000_2016


File Name 1: *

Clear Upload

Upload File(s)


Successfully Uploaded Files

STEP 4: SELECT CHOOSE FILE & CLICK UPLOAD FILE

 **RHYPoint**

Jane Tester
Import User

RHY Import Site
Health and Human Services
March 16, 2016

 **Imports > Imports**

Home

Imports

Logout

Import Management

Upload File(s) for Import

Grant: *

MyGranteeName_TLP_90CX0000 ▾

File Name 1: *

Choose File

Clear Upload


1

Upload File(s)

Successfully Uploaded Files


Legal Notices

UPLOAD IN PROGRESS

 **RHYPoint**

Jane Tester
Import User

RHY Import Site
Health and Human Services
March 16, 2016

 **Imports > Imports**



Home
Imports
Logout

Import Management

Upload File(s) for Import

Grant: * -Select-

File Name 1: *

Uploading 
Uploading...


Successfully Uploaded Files

Legal Notices

STEP 5: FILE SUCCESSFULLY UPLOADED

Rhy RHYPoint

 Imports

Recent Upload Activity

Imports

Help

Logout

Success

Thank you for submitting to RHYPoint. We have received your submission which contains the following approximate counts.

Client.csv: 69
Disabilities.csv: 19
Employmenteducation.csv: 16
Enrollment.csv: 69
Enrollmentcoc.csv: 14
Exit.csv: 35
Funder.csv: 34
Healthanddv.csv: 12
Incomebenefits.csv: 12
Project.csv: 50
Projectcoc.csv: 14
Services.csv: 131

OK

Jane Tester

ear Upload

Legal Notices

STEP 6: FILE SUCCESSFULLY UPLOADED

Imports

Recent Upload Activity

Imports

Help

Logout

Import Management

Upload File(s) for Import

Grant: *

File Name 1: * No file chosen

Successfully Uploaded Files

File Order	File Name
<input type="text" value="1"/>	rhy_data_2016.zip

Showing 1-1 of 1

Legal Notices

HOME PAGE AFTER SUCCESSFUL UPLOAD

Recent Upload Activity

Recent Upload Activity

Imports

Help

Logout

Recent Upload Activity

Grant* MyGranteeName_SOP_90YO0000_2017 ▼
User Importing Jane Tester

Recently Uploaded Files

File Name	Date/Time Uploaded
rhy_data_2016.zip	Mon Aug 29 2016 2:39:16 PM

Showing 1-1 of 1

Recently Completed Imports

Import ID	File Name	Import Scheduled	Import Started	Import Completed
No matches.				

Legal Notices

HOME PAGE AFTER SUCCESSFUL IMPORT (NEXT DAY)

Recent Upload Activity

Recent Upload Activity

Imports

Help

Logout

Recent Upload Activity

Grant *

MyGranteeName_SOP_90YO0000_2017 ▼

User Importing

Jane Tester

Recently Uploaded Files

File Name

Date/Time Uploaded

No matches.

Recently Completed Imports


Import ID	File Name	Import Scheduled	Import Started	Import Completed
164	rhy_data_2016.zip	Mon Aug 29 2016 2:39:16 PM	Mon Aug 29 2016 2:42:18 PM	Mon Aug 29 2016 2:44:10 PM

Showing 1-1 of 1

EXAMPLE OF A STRUCTURAL ERROR DURING FILE UPLOAD




UPLOAD IN PROGRESS

 **RHYPoint**

Jane Tester
Import User

RHY Import Site
Health and Human Services
March 16, 2016

 **Imports > Imports**


Home
Imports
Logout

Import Management

Upload File(s) for Import

Grant: *

File Name 1: *,


Uploading
Uploading...


Successfully Uploaded Files

Legal Notices

STRUCTURAL PROBLEM ERROR MESSAGE

Rhy RHYPoint

 Imports

Recent Upload Activity

Imports

Help

Logout

Jane Tester

Error



Thank you for submitting to RHYPoint. The uploaded file contains the following problems and cannot be accepted into the RHYMIS repository. Please review the error list and submit a corrected file.

Client.csv contains improperly hashed client data.


OK

Clear Upload

Legal Notices

STRUCTURAL PROBLEM ERROR MESSAGE

Rhy RHYPoint

 Imports

Recent Upload Activity

Imports

Help

Logout

Jane Tester

Error



Thank you for submitting to RHYPoint. Your submission contains critical errors that must be corrected before the submission can be accepted into the repository.

Critical Errors

The following fields have invalid or missing values.

- * In Enrollment.csv: entrydate
- * In Project.csv: projecttype

Please see email for error details.

OK

Clear Upload

Legal Notices

STRUCTURAL PROBLEM ERROR MESSAGE

Rhy RHYPPoint

Jane Tester

Imports

Recent Upload Activity

Imports

Help

Logout

Success

Thank you for submitting to RHYPPoint. We have received your submission which contains the following approximate counts.

Client.csv: 69
Disabilities.csv: 19
Employmenteducation.csv: 16
Enrollment.csv: 69
Enrollmentcoc.csv: 14
Exit.csv: 35
Funder.csv: 34
Healthanddv.csv: 12
Incomebenefits.csv: 12
Project.csv: 50
Projectcoc.csv: 14
Services.csv: 131

Your submission contains non-critical errors that do not prevent file acceptance, but may result in lower than expected Data Quality/Data Completeness scores. The following fields have invalid or missing values.

- * In Client.csv: dobdataquality, gender
- * In Funder.csv: funder

Please see email for error details.

OK

Clear Upload

Legal Notices

Data Quality Report

- Once you have successfully uploaded a file, your data will be imported overnight and reviewed for a data quality check.
- **You will receive the Data Quality Report via email the morning after you successfully upload your data file using RHYPoint early in the day.**
- The Data Quality report will be returned to the person who uploaded the data. Other key person(s) can be added to this list to receive the report by sending to www.RHYMISServiceDesk.net.

Data Completeness from Last Upload

- **Data Completeness Rates from April/May Upload for RHY Grantees:**

Highest Data Completion Fields:

- Destination at Exit: 83%
- Gender: 75%
- Residence Prior: 73%
- Race: 72%
- Ethnicity: 72%

Lowest Data Completion Fields:

- Domestic Violence: 39%
- SSN: 36%
- Employment Status: 6%
- Sexual Exploitation: <1%
- Labor Exploitation (in the Past Three Months): <1%

DQ: Required UDEs 75% Threshold

Date of Birth/Date of Birth Type	Entry	All Project Types	All Clients
Race	Entry	All Project Types	All Clients
Ethnicity	Entry	All Project Types	All Clients
Gender	Entry	All Project Types	All Clients
Disabling Condition	Entry	All Project Types	All Adults
Residence Prior to Project Entry	Entry	All Project Types	HoH and Adults
Length of Stay In Previous Place	Entry	All Project Types	HoH and Adults
Destination	Exit	All Project Types	HoH and Adults
Relationship to Head of Household	Entry	All Project Types	All Clients
Length of Time on Streets, in ES, or SH	Entry	All Project Types	HoH and Adults

DQ: Required PSDEs 75% Threshold

Physical Disability	Entry	All Project Types	All Clients
Developmental Disability	Entry	All Project Types	All Clients
Chronic Health Condition	Entry	All Project Types	All Clients
Substance Abuse	Entry	All Project Types	All Clients
Date of Engagement	Entry, Update	SOP	HoH and Adults
Sexual Orientation	Entry	All Project Types	HoH and Youth
Last Grade Completed	Entry	All but SOP	HoH and Youth
School Status	Entry	All but SOP	HoH and Youth
Employment Status	Entry, Exit	All but SOP	HoH and Youth
Pregnancy Status	Entry, Update	All Project Types	Females
Formerly a Ward of Child Welfare/Foster Care	Entry, Update	All but SOP	HoH and Youth
Formerly a Ward of Juvenile Justice System	Entry, Update	All but SOP	HoH and Youth

Data Quality Report – Sample 1st Page

RHY Data Completeness-Quality Report Project Descriptor Summary Reporting Period 10/1/2015 - 9/30/2016

Provider Name	Program Type Code	ID	Federal Partner Program	Grant Identifier	Grant Start Date	Grant End Date
Susie's TH Project	Transitional housing (HUD)	11000 0045	HHS:RHY - Transitional Living Program	90CX7013	5/1/13	4/30/18

Data Quality Report – Sample Summary

RHY Data Completeness-Quality Report

Entry Summary

Reporting Period 10/1/2015 - 9/30/2016

Transitional Housing

Overall Percentage: 94.90% +

Data Element	Clients Included	Completeness Percentage	Indicator
Date of Birth	All	100.00%	+
Race	All	100.00%	+
Ethnicity	All	100.00%	+
Gender	All	100.00%	+
Disabling Condition (Y/N)	Adults	93.33%	+
Residence Prior to Project Entry	Adults/HoH	86.67%	+
Length of Stay in Previous Place	Adults/HoH	80.00%	+
Relationship to Head of Household	All	100.00%	+
Client Location	HoH ONLY	100.00%	+
Client Entering from the streets, ES, or SH	Adults/HoH	86.67%	+
Approximate Date Started (if Yes for above)	Adults/HoH & Entering=Y	100.00%	+
Number of Times on Streets/ES/SH in Past 3 Years	Adults/HoH	86.67%	+
Total Number of Months Homeless in Past 3 Years	Adults/HoH 1+Times	100.00%	+

RHYMIS/HMIS Support:
E-Mail: rhymis@acf.hhs.gov

or

Online Service Desk:
www.RHYMISServiceDesk.net