

Federal reporting and presenting data to the SNHCoC Board

In September the SNHCoC Board and Membership was advised we are entering federal reporting period. Federal reporting supports the congressionally mandated Annual Homeless Assessment Report (AHAR). The AHAR includes of point in time data and year-round data. The point in time data is from a single period, specifically within the last 10 days of January. The Point in Time (PIT) Count and Housing Inventory Count (HIC) are the federal reports that support this portion of the AHAR. The SNHCoC PIT and HIC were submitted in May 2024 and approved by HUD in August 2024.

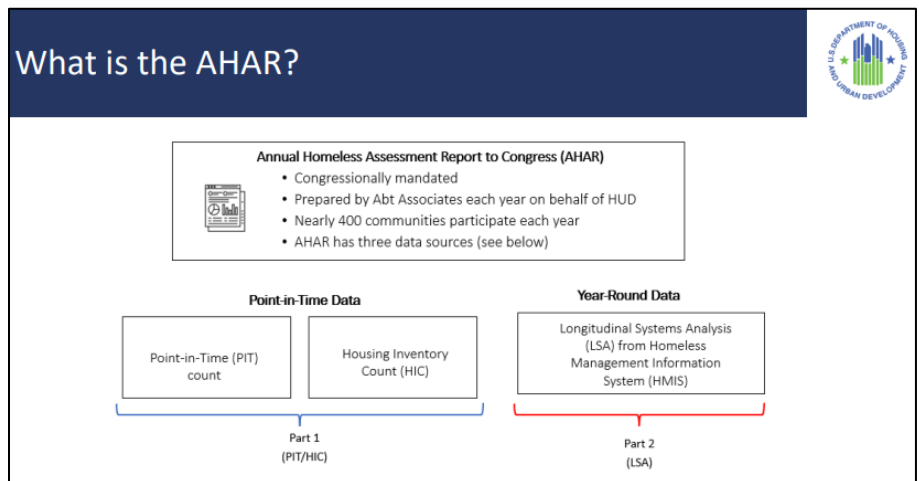
The year-round data is collected on the federal calendar year from October 1st to September 30th.

The Longitudinal System Analysis (LSA) is the federal report for the year-round data. This report is designed to review individuals served across five project types: Emergency Shelter, Transitional Housing, Safe Haven (not a program in Nevada), Rapid Rehousing, and Permanent Housing.

Community organizations prepare LSA data by exporting the data from the HMIS system per HUD's specifications and uploading to the federal reporting system HDX. Once in the reporting system, the data is reviewed to ensure quality and flags or warnings are issued. Flags indicate something about the data is not possible where warnings indicate the data is unexpected but possible. In 2023 there were 1700 data flags and warnings just surrounding overlapping enrollments. The HMIS Lead, HMIS Vendor, and community organizations must work together to review and respond to each individual flag or warning. The process is rigorous for community organizations who must be responsive to address the flag or warning. Clearing a flag or warning requires a review of the flag or warning and response by the community organization. Once responded to locally, the HUD Review Team checks the data and indicates the flag or warning has cleared or needs further review. This cycle continues until the data element is noted as sufficient by HUD.

For the data to be usable in the AHAR there must be confidence in the data quality. In 2022 the SNHCoC data was determined to be "unusable" as all the data flags and warnings were not cleared, this improved in 2023 when some data was determined "usable." A data quality plan was created focusing on overlapping enrollments and head of household data elements to ensure "usable" data for the AHAR. Quarterly reports were sent to agencies to review and correct these data elements. Trainings were provided to the community on how to enter, review, and correct these data elements. Additionally, communication to community organizations was provided about how to prepare for the LSA, reports to pull, how to understand the data, and correct identified concerns. The Southern Nevada community is to be commended for their data quality efforts as the last quarterly Overlapping Enrollment Report reflected only 26 concerns across the entire CoC.

Even with the data quality measures in place this last year, it is possible for the SNHCoC to still faces significant data flags and warnings to review and respond to for the LSA submission. As a result, there is concern about the request to present data to the Board before submitting to HUD as this limits the time for community organizations to respond to flags and warnings. The requirement to submit data to the SNHCoC, while a best practice, is not



required by the federal regulation or SNHCoC Charter. As such it is recommended the data be presented to the SNHCoC after the report is submitted to HUD to maximize time available to community organizations to resolve their individual data flags and warnings.

HUD sets the timeline, which is pending as of this writing, for when data is uploaded, responded to, and final submissions is made. Using [2023's calendar](#) demonstrates the potential impact to community organizations in requiring presentation of the report prior to the submission to HUD.

Requiring Board review of the LSA report 30 days prior to the submission deadline results in the review of the data to occur at the December 9th SNHCoC Board meeting. Using 2023's calendar as a guide, this is before HUD's Review Team begins to review any flags and warnings. Review of the LSA report by the SNHCoC Board at this time will likely be a report containing significant flags and warnings. Review of the LSA report at the January SNHCoC will still likely be before the submission day.

Additionally, requiring a complete LSA report in December requires community organizations to ensure all their data flags and warnings be cleared. This is during a period when community organizations are focused on efforts to support individuals experiencing homelessness during the cold winter months as well as drives and distribution of goods.

To meet SNHCoC Board goals of being informed and aware of data, it is recommended that during the FY2024 LSA Submission Cycle the Board is updated on the progress of the upload of the data and resolving the flags and warnings. This maximizes the available time community organizations can devote to this process. It is further recommended that final reporting occur after final submission by the SNHCoC and acceptance of the data from HUD.

3.1 The FY2023 LSA Submission Cycle

The timeline for the FY2023 LSA submission process is subject to change at HUD's discretion. Specific dates and deadlines will be announced via the HUD Exchange listserv, as well as posted on the HDX 2.0 homepage. Always check these resources for the most up-to-date information. The dates for the FY2023 LSA submission process are:

	Date(s)	Description
Data Cleaning & Review	November 13, 2023, to January 17, 2024	CoCs work with their Review Team to review and address data quality issues. When CoCs are ready for their Review Team to review their warning flag notes, they can "Submit for Review." CoCs should continue to upload <i>Official HUD Review Files</i> throughout this phase until uploads have as few errors and warnings as possible. By the end of the phase, all remaining warnings should be addressed with comprehensive notes.
Successful Upload Interim Benchmark	November 29, 2023	By this date, CoCs should have logged into the HDX 2.0 and had at least one successful upload of an "Official HUD Review File" for the FY2023 reporting period (10/1/2022 – 9/30/2023). If an upload fails, CoCs should work with vendors to resolve formatting and programming errors in the file.

	Date(s)	Description
Thanksgiving Holiday Break Period	November 20, 2023, to November 24, 2023	During this time, Review Teams will not be available for support. CoCs are encouraged to continue uploading and cleaning their data.
Initial Review of Warning Flags Interim Benchmark	December 15, 2023	By this date, CoCs should have at least one successful upload and have submitted notes related to warnings. Since this process is iterative, it is expected that CoCs will go back and forth with the Review Team to resolve any issues in the datasets before the end of the Data Cleaning & Review period.
Winter Holiday Break Period	December 25, 2023, to January 1, 2024	During this time, Review Teams will not be available for support. CoCs are encouraged to continue uploading and cleaning their data.
Martin Luther King Jr. Holiday	January 15, 2024	During this time, Review Teams will not be available for support. CoCs are encouraged to continue uploading and cleaning their data.
Final Submission Deadline	Wednesday, January 17, 2024, at 11:59pm Pacific Time	By this time, data errors should have been eliminated from uploads (to the extent possible) and all warnings should be addressed with comprehensive notes.