Butte Countywide Homeless Continuum of Care

**Homeless Management Information System / Coordinated Entry Committee Monday
November 6, 2023 1:00 p.m. – 3:00 p.m.
Butte County Employment and Social Services – Zoom Virtual Meeting**
Zoom Link: https://us02web.zoom.us/j/89028318828?pwd=SVF3bzUwTTZFdEZHc211bkNiYzd1Zz09
Phone: (669) 900-9128   Meeting ID: 890 2831 8828   Passcode: 087994

HMIS/CE COMMITTEE MEMBERS (CHO Administrator, or designee):

Angie Little, HACB	Keesha Hills, OSCIA	Karen Ramirez, True North Housing Alliance
Codie McCormack, Caminar	Shelly Watson, Jesus Center	Lynann Pillay, Oroville Rescue Mission
Nancy Jorth, Youth for Change	Tracey Gilliham, Butte 211	Kim Decker, Nation's Finest
Susan Wilson, Safe Space	Rocio Nakao, BCDBH	Nick Fashing, DESS APS
Stephan Spirk, CAA	Ann Winters, Catalyst	Meagan Smith, Northern Circle Indian Housing Authority
Yesenia Gallgos, CHAT	Debbie Villasenor, Consultant	
Cynthia Pesheck, Ampla	Elisa Rawlinson, DESS HHOME	Tony Shafer, VECTORS
Cathryn Carhuff, Home & Heart	Jaymee McLaughlin, CUSD	Maisue Thao, Butte College
Trish Pittman, Health Net	Kristopher Kuntz, Anthem Blue Cross	
Rayna Bryson, DESS HSP		

First Chairperson: Elisa Rawlinson, DESS HH   **Second Chairperson:**   Sarah Frohock, BCDBH

AGENDA

1. Call to Order   Elisa

2. Approval of Minutes **- *ACTION***   All
    a. HMIS/CES Committee Meeting, October 9, 2023
    b. HMIS/CES Special Committee Meeting, October 23, 2023

3. 2024 HMIS/CES Meeting Schedule **- *ACTION***   Elisa

4. LSA   Elisa

5. Sheltered PIT/HIC   Elisa

6. Next Meeting: (December meeting canceled)
    Monday, January 8, 2024; 1:00 – 3:00 p.m. (tentative)

7. Adjourn

Butte Countywide Homeless Continuum of Care

BUTTE COUNTYWIDE HOMELESS CONTINUUM OF CARE
HMIS/CES COMBINED COMMITTEE MEETING MINUTES
MONDAY October 9, 2023 at 1pm-3pm
Zoom Meeting

COMMITTEE MEMBERS PRESENT:
Angie Little, Housing Authority – Butte County
Jaymee McLaughlin, CUSD
Elisa Rawlinson, DESS HHome
Rayna Bryson, DESS
Nancy Jorth YFC
Shelly Watson, Jesus Center
Sarah Frohock, BCDBH

OTHER ATTENDEES:
Lorena Reed, BCDBH
Laura Smith, DESS HHome
Dee Price, DESS HHome
Shelly Storkan, BCDBH
Troy McClanahan, DESS HHome
Erin Spasbo, DESS HHome

COMMITTEE MEMBERS NOT PRESENT:
Maisue Thao, Butte College
Stephan Spirk, CAA
Keesha Hills, OSCIA
Nick Fashing, DESS APS
Tracey Gilliham, Butte/Glenn 211
Meagan Smith, Northern Circle IHA
Sara Sweaney, Nation's Finest
Rocio Nakae, BCDBH
Lynann Pilley, Oroville Rescue Mission
Tony Shafer, VECTORS
Cynthia Pesheck, Ampla
Cathryn Carkhuff, Home and Heart
Karen Ramirez, True North Housing
Kristopher Kuntz, Anthem
Codie McCormack, Caminar
Susan Wilson, Safe Space
Ann Winters, Catalyst
Trish Pittman, Health Net
Debbie Villasenor, Housing Consultant
Yesenia Gallegos, CHAT

Recording Secretary: Lisa Angle

1. **CALL TO ORDER:**

   Meeting called to order by Elisa Rawlinson, Chairperson at 1:07pm.

2. **APPROVAL OF MINUTES - ACTION**
   a. HMIS/CES Committee Meeting September 11, 2023

   Motion to approve the minutes for HMIS/CES Committee Meeting September 11, 2023

   Motion: Angie Little
   Second: Sarah Frohock
   Opposed: None
   Abstained: None

3. **INTRODUCTIONS/AGENCY UPDATES:**

   *Elisa Rawlinson announced the HMIS live site is being updated to the 2024 HUD Data Standards and the 2024 new data standards is effective as of October 1, 2023.
   *Jaymee McLaughlin announced they are currently working on onboarding to HMIS. They have identified 528 students who meet the McKinney-Vento Act definition of homelessness.
   *Angie Little announced still working on project based vouchers with Project View coming on in December.
    *Nancy Jorth announced new staff for Youth for Change.
   *Shelly Watson announced 13 out of 14 families rooms full at the renewal center with the 14th family filling the room today. Senior side to the renewal center should be open in a few weeks. Senior age is 55 years of age and older.

4. **TRAINING:**
   a. 2024 HMIS Data Standards

   Elisa Rawlinson, Chairperson reviewed and explained the new 2024 HMIS Data Standards for Gender, Race and Ethnicity, Space Force Branch of Military.

   Additional Program enrollment 2024 HMIS Data Standards were reviewed and explained which included Translation Assistance Needed, Preferred Language, Type of Residence, Approximate date of homelessness, Survivor of Domestic Violence and Veteran's Health Administration name change. Also, Sexual Orientation will be at the bottom of every enrollment page.

5. NEW POLICY AND PROCEDURE - ACTION

Elisa Rawlinson, Chairperson asked the committee if anyone was able to review the draft HMIS Policies and Procedures. There were a few committee members who had reviewed but not everyone had the time to review them. Elisa Rawlinson, Chairperson reviewed a few changes that were made to the draft HMIS Policy and Procedures.

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Background

In accordance with Congressional requirements, the U.S. Department of Housing and Urban Development (HUD) requires the development and maintenance of a local Homeless Management and Information System (HMIS) for all communities receiving Homeless Assistance Grants and organized as a Continuum of Care (CoC).

HMIS is an electronic data collection system designed to store longitudinal consumer-level data about the people accessing homeless services in a CoC. With the ability to integrate and de-duplicate data from all homeless assistance and homelessness prevention programs in a community, it can provide the means to understand the size, characteristics, and needs of a community's homeless population who are engaged in services.

HUD uses HMIS data is used by HUD to inform homeless policy at the federal, state, and local levels. The HEARTH Act, enacted in 2009, requires that all recipients and sub-recipients of the CoC Program and Emergency Solutions Grant ("ESG") funds participate in their CoC's HMIS. The State of California Assembly Bill 977, additionally states all state funded homeless service grants must participate in HMIS. The CoC Interim Rule (24 CFR 578) defines CoC HMIS responsibilities, including:

1) Selecting an HMIS software solution
2) Designating an eligible applicant to manage HMIS (the HMIS Lead Agency)
3) Providing oversight for key HMIS policies
4) Working with the HMIS Lead Agency to ensure consistent provider participation
5) Ensuring the quality of HMIS data

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HMIS Lead Agency who uses or enters data into HMIS or another administrative database from which data are periodically uploaded to HMIS.

Homeless Data Integration System (HDIS): HDIS compiles and processes data from all 44 California CoCs, regional homelessness services coordination and planning bodies, into a statewide data warehouse. Each CoC collects data about the people it serves through its programs, such as homelessness prevention services, street outreach services, permanent housing interventions and a range of other strategies aligned with California's Housing First objectives.

Homeless Management Information System (HMIS): The information system designated by a CoC to process Protected Personal Information (PPI) and other data in order to create an unduplicated accounting of homelessness within the CoC. An HMIS may provide other functions beyond unduplicated accounting.

HMIS/CES Committee: Committee established by the Butte CoC Council to provide support and recommendations to the Butte CoC Council regarding HMIS policies and procedures, processes and system; composed of staff representing the Butte CoC, the HMIS Lead Agency, and all CHO HMIS Administrators.

HMIS Software System: A HMIS data management software program developed and serviced by a HMIS

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Longitudinal System Analysis (LSA): The LSA report, produced from a CoC's HMIS and submitted annually to HUD, and provides HUD and Continuums of Care (CoCs) with critical information about how people experiencing homelessness use the system of care.

Notice of Funding Opportunity (NOFO): Each year the U.S. Department of Housing and Urban Development (HUD) releases a NOFA signifying the beginning of a funding competition among approximately 450 Continuums of Care (CoCs). HUD also releases a NOFA for the CDBG and HOME programs.

Permanent Supportive Housing (PSH): Permanent Supportive Housing program provides permanent housing and supportive services to chronically homeless individuals and families. The target population for permanent supportive housing program are chronically homeless individuals with a disability. The program focuses on the population that has high acuity and high costs. The program provides rental subsidy, intensive case management and health care (including behavioral health) to the program participants. There is usually no time limit for the program. PSH has been seen to have a high impact on housing stability.

Personal Identifying Information (PII): Protected Identifying Information.

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HMIS Lead Agency

The HMIS Lead Agency manages HMIS data in compliance with HUD HMIS Standards, collects and organizes HMIS data, and provides HMIS administrative functions at the direction of the Butte CoC Council, and as further described in the HMIS Lead Agency MOU. Other responsibilities include:

Governance, Policy Development and Reporting

1) Draft policies, procedures and standards in accordance with the CoC Interim Rule, Proposed HMIS Rule, and current HUD HMIS Data Standards;
2) Create and submit a security plan, data quality plan, and a privacy policy to the CoC for approval, to be updated as needed;
3) Developing HMIS plans, forms, standards and governance documents in compliance with all applicable regulations,
4) Ensure implementation and compliance of policies, procedures and standards;
5) Schedule and facilitate HMIS/CES Committee meetings;
6) Prepare data reports and analyses to the Butte CoC Council and for submission to HUD and the State of California. Reports include but are not limited to:
   a. PIT Count;
   b. HIC;
   c. LSA;
   d. Unduplicated counts of clients served annually;

Page 17 and will need to have a conversation among the committee.

Termination of CHO Access to HMIS

Voluntary Termination of Participation

1) The CHO shall inform the HMIS Lead Agency in writing of their intention to terminate their participation in HMIS.
2) The HMIS Lead Agency will remove the departing agency from the list of CHOs on the Butte CoC website.
3) The HMIS Lead Agency will revoke access of all CHO staff to HMIS. Note: All CHO information contained in the HMIS system will remain in the HMIS system.
4) The HMIS Lead Agency will keep all termination records on file with the associated MOU.

Termination of Participation for Lack of Compliance

1) When the HMIS Lead Agency determines that a CHO is in violation of the MOU by not fully complying with HMIS plans, forms, standards and/or governance documents, the HMIS Lead Agency will work directly with the CHO's Executive Director to resolve the issue(s) in question.
2) If the HMIS Lead Agency and CHO are unable to resolve issue(s), the HMIS/CES committee will be called upon to resolve the issue(s). If that results in a ruling of termination:
   a. The CHO will be notified in writing by the HMIS Lead Agency of the intention to terminate the CHO's participation in HMIS.
   b. The HMIS Lead Agency will revoke access of all CHO staff to HMIS. Note: All CHO information contained in the HMIS system will remain in the HMIS system.
   c. The HMIS Lead Agency will keep all termination records on file with the associated MOU.
   d. Following the involuntary termination, the CHO may appeal to the HMIS/CES committee for reinstatement to HMIS provided the CHO has corrected the issue(s) resulting in the initial termination ruling. If the HMIS/CES committee approves the appeal and reinstatement, the committee will then take the appeal to the CoC Council for approval and reinstatement.
   e. The Butte CoC is empowered to permanently revoke a CHO's access to HMIS for a serious and/or willful breach of security or confidentiality.

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consistent with the procedures outlined in this policy.

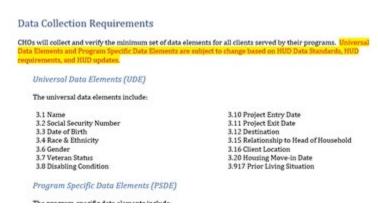#### Reporting Security Incidents

These Security Standards and the associated Butte CoC HMIS Policies and Procedures are intended to prevent, to the greatest degree possible, any security incidents. However, should a security incident occur, the following procedures should be followed in reporting.

1) Any HMIS End User who becomes aware of or suspects a breach of HMIS system security and/or client privacy by another end user, they must immediately report that breach to the CHO Administrator. Notification must occur within one (1) hour and in writing.
2) Any HMIS End User who becomes aware of or suspects a breach of HMIS system security and/or client privacy by the CHO Administrator, must immediately notify the HMIS Lead Agency. Notification must occur within one (1) hour and be in writing.
3) In the event of a breach resulting from suspected or demonstrated noncompliance by an End User with the HMIS End User Agreement, the CHO Administrator should immediately contact the HMIS Lead, in writing, and request End User's User ID be deactivated until an internal agency investigation has been completed.
4) Following an internal investigation, the CHO Administrator shall notify the CHO Administrator of any substantiated incidents that may have resulted in a breach of HMIS system security and/or client privacy (whether or not a breach is definitively known to have occurred). If the breach resulted from suspected or demonstrated noncompliance by an End User with the HMIS End User Agreement, the HMIS Lead reserves the right to deactivate the User ID for the End User in question pending further investigation.
5) Within 1 business day after the HMIS Lead receives notice of the breach, the HMIS Lead and CHO Administrator will jointly establish a corrective action plan to analyze the source of the breach and

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Data Collection Requirements

CHOs will collect and verify the minimum set of data elements for all clients served by their programs. Universal Data Elements and Program Specific Data Elements are subject to change based on HUD Data Standards, HUD requirements, and HUD updates.

Universal Data Elements (UDE)

The universal data elements include:

3.1 Name	3.10 Project Entry Date
3.2 Social Security Number	3.11 Project Exit Date
3.3 Date of Birth	3.12 Destination
3.4 Race & Ethnicity	3.15 Relationship to Head of Household
3.6 Gender	3.16 Client Location
3.7 Veteran Status	3.20 Housing Move-in Date
3.8 Disabling Condition	3.917 Prior Living Situation

Program Specific Data Elements (PSDE)

The program specific data elements include:

A Special meeting was scheduled for October 23, 2023 from 9am-11am so the committee will have the ability to review the draft HMIS Policies and Procedures and come back with comments.

6. NEXT MEETING:
SPECIAL MEETING MONDAY OCTOBER 23, 2023 9:00AM - 11:00AM
MONDAY, NOVEMBER 6, 2023 1:00PM - 3:00PM

7. ADJOURN

Meeting adjourned at 1:45pm.

BUTTE COUNTYWIDE HOMELESS CONTINUUM OF CARE
HMIS/CES COMBINED COMMITTEE
SPECIAL MEETING MINUTES
MONDAY October 23, 2023 at 1pm-3pm
Zoom Meeting

COMMITTEE MEMBERS PRESENT:
Angie Little, Housing Authority – Butte County
Stephan Spirk, CAA
Elisa Rawlinson, DESS HHome
Rayna Bryson, DESS
Maisue Thao, Butte College
Yesenia Gallegos, CHAT
Shelly Watson, Jesus Center
Nancy Jorth YFC

COMMITTEE MEMBERS NOT PRESENT:
Jaymee McLaughlin, CUSD
Keesha Hills, OSCIA
Nick Fashing, DESS APS
Tracey Gilliham, Butte/Glenn 211
Meagan Smith, Northern Circle IHA
Sara Sweaney, Nation's Finest
Rocio Nakae, BCDBH
Lynann Pilley, Oroville Rescue Mission
Tony Shafer, VECTORS
Cynthia Pesheck, Ampla
Cathryn Carkhuff, Home and Heart
Karen Ramirez, True North Housing
Kristopher Kuntz, Anthem
Codie McCormack, Caminar
Susan Wilson, Safe Space
Nancy Jorth, Youth For Change
Trish Pittman, Health Net
Debbie Villasenor, Housing Consultant
Ann Winters, Catalyst

OTHER ATTENDEES:
Javi Pineda, HACB
Laura Smith, DESS HHome
Isabel Alaniz, DESS HHome
Gabrielle Beck, DESS HHome
Kenny Huenink, DESS HHome
Pahua Thao, DESS HHome
Shelly Storkan, BCDBH
Annie Terry, Oroville Rescue Mission
Erickson Montes, DESS HHom

Recording Secretary: Lisa Angle

1. **CALL TO ORDER:**

   Meeting called to order by Elisa Rawlinson, Chairperson at 9:06am.

2. **NEW POLICY AND PROCEDURES -ACTION**

   Elisa Rawlinson, Chairperson asked if everyone had an opportunity to review the proposed HMIS Terms and Conditions. The HMIS Terms and Conditions were sent out with this meetings packet and included updates which were highlighted. Elisa Rawlinson asked if anyone had any questions or corrections.

   *All 27 pages of the Draft HMIS Policies and Procedures Manual were reviewed and minor grammatical corrections were made.

   *Changes were made on page 17 under "Termination of Participation for Lack of Compliance" and now reads:

   Termination of Participation for Lack of Compliance

   1) When the HMIS Lead Agency determines that a CHO is in violation of the MOU by not fully complying with HMIS plans, forms, standards and/or governance documents, the HMIS Lead Agency will work directly with the CHO's Executive Director to resolve the issue(s) in question.
   2) If the HMIS Lead Agency and CHO are unable to resolve issue(s), the HMIS/CES committee will be called upon to resolve the issue(s). If that results in a ruling of termination:
       a. The CHO will be notified in writing by the HMIS Lead Agency of the intention to terminate the CHO's participation in HMIS.
       b. The HMIS Lead Agency will revoke access of all CHO staff to HMIS. Note: All CHO information contained in the HMIS system will remain in the HMIS system.
       c. The HMIS Lead Agency will keep all termination records on file with the associated MOU.
       d. Following an involuntary termination, the CHO has 30 calendar days to appeal in writing to the chair and vice-chair of the HMIS/CES committee for reinstatement to HMIS, provided the CHO has corrected the issue(s) resulting in the initial termination ruling.
           i. The chair and vice-chair will add the CHO's termination appeal to the agenda of the next HMIS/CES committee meeting.
           ii. The CHO will present/provide verification to the HMIS/CES committee that the original issue(s) have been corrected and will no longer occur.
           iii. If the HMIS/CES committee unanimously approves the appeal and reinstatement, the committee will then take the appeal to the CoC Council for approval and reinstatement.
       e. The Butte CoC is empowered to permanently revoke a CHO's access to HMIS for a serious and/or willful breach of security or confidentiality.

   *On page 18 the term "Data Quality Checklist" should be defined - a definition for "Data Quality Checklist" will be added to definitions.

   *On page 20 the term "Disaster Recovery Plan" should be defined - a definition for "Disaster Recovery Plan" will be added to definitions.

   *On page 20 under "Background Checks for HMIS Users" the following was added "Background timelines will include the last 7 years" to last paragraph.

*Changes were made on page 21 under "HMIS Password Requirements" and now reads:

HMIS Password Requirements

The HMIS System Administrator will issue a temporary password for each CHO end user. The user will be prompted to create a new password upon first login. Passwords must be no less than eight (8) characters in length, and must meet the following criteria:

- Minimum 8 characters in total length
- Contain upper-case letters (e.g., H)
- Contain lower-case letters (e.g., h)
- Contain Numbers (e.g., 9)
- Cannot contain your first or last name
- Contain special characters (e.g. ~ ! @ # $ % ^ & * ( ) _)
- Not using, or including, the username, the HMIS name, or the HMIS vendor's name
- Not consisting entirely of any word found in the common dictionary or any of the above spelled backwards.

HMIS passwords will expire after ninety (90) calendar days and must be changed. End Users will be prompted to change their password, via an automated email two (2) weeks prior to their password expiring.

Review of the 27 page Draft HMIS Policies and Procedures was completed and Elisa Rawlinson, Chairperson asked if anyone had any other forms they thought should be added to the appendices:

Appendices of Forms

- Appendix A; HMIS Public Notice
- Appendix B; HMIS Privacy Notice
- Appendix C; End User Agreement
- Appendix D; HMIS Informed Consent
- Appendix E; HMIS Participating Agency List
- Appendix F; CES Participating Agency List
- Appendix G; Quarterly Compliance Certification Checklist
- Appendix H; Quarterly Data Quality Checklist

- A motion was made to approve the Draft HMIS Policies and Procedures with the suggested changes which includes:
    1. Updating all "End User" words to be capitalized
    2. All numbers be in word form and number in parentheses ex: three (3)
    3. Adding the definition of "Quarterly Complaints Checklist", "Data Quality Checklist", "Annual Comprehensive Security Audit" and "Disaster Recovery Plan"

Motion: Stefan Spirk
Second: Yesenia Gallegos
Opposed: None
Abstain: None

Elisa Rawlinson, Chairperson stated the HMIS Policies and Procedures will be sent out to the committee and forwarded to the CoC for final approval.

3. **NEXT MEETING:**

Monday November 6, 2023 1:00pm – 3:00pm.

4. **ADJOURN:**

Meeting adjourned at 2:40pm.

Proposed 2024 HMIS/CES Committee Meeting Schedule

Questions:

1) Do we want to continue meetings in a virtual only format?
   a. If we want to meet in person, how often? Once per quarter?
   b. If we want to meet in person, do we want to alternate Chico and Oroville?

Date	Time	Location
January 8, 2024	1:00 p.m. – 3:00 p.m.	Virtual
February 5, 2024	1:00 p.m. – 3:00 p.m.	Virtual
March 11, 2024	1:00 p.m. – 3:00 p.m.	Virtual
April 8, 2024	1:00 p.m. – 3:00 p.m.	Virtual
May 13, 2024	1:00 p.m. – 3:00 p.m.	Virtual
June 10, 2024	1:00 p.m. – 3:00 p.m.	Virtual
July 8, 2024	1:00 p.m. – 3:00 p.m.	Virtual
August 12, 2024	1:00 p.m. – 3:00 p.m.	Virtual
September 9, 2024	1:00 p.m. – 3:00 p.m.	Virtual
October 7, 2024	1:00 p.m. – 3:00 p.m.	Virtual
November 4, 2024	1:00 p.m. – 3:00 p.m.	Virtual
December 9, 2024	1:00 p.m. – 3:00 p.m.	Virtual

Location(s):

1) Virtual
   a. Hosted by Butte County Department of Employment and Social Services (DESS). Invite sent monthly.

2) If in-person meetings resume in 2024, locations will alternate between:
   a. Oroville DESS Andes Room
      78 Table Mountain Blvd., Oroville

   b. Chico DESS Condor Room (located on the first floor near the main entrance)
      765 East Ave., Chico

Overview of the LSA Submission Cycle and Process

This chapter provides an overview of the LSA submission process for FY2023. This includes the schedule for this year's process, what to expect during the Initial Upload Phase and the various phases of the LSA submission process.

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 *Official HUD Review Files* 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.

Data Cleaning & Review Phase:

The purpose of the Data Cleaning & Review Phase is for CoCs to work with their Review Team to review and address data quality issues. Error and warning flags are immediately generated within HDX 2.0 upon the successful upload of an *Official HUD Review File*. Errors are impossibilities in the data. Warnings are possible, but unlikely. CoCs can clean data in their HMIS system to address error and warning flags or provide notes in the HDX 2.0 to explain warning flags that refer to accurate data (read more on examining a dataset here). When CoCs are ready for their Review Team to review their warning flag notes, they can "Submit for Review." CoCs should continue to upload Off*icial HUD Review Files* throughout this phase until uploads have as few errors and warnings as possible. Over the course of the entire LSA Submission Period (11/13/2023 to 1/17/2024), CoCs should expect to upload and review multiple LSA files in the HDX 2.0, replacing old uploads with new uploads to increase the quality of the data.

Interim Benchmarks:

Two interim benchmarks have been included in this year's calendar to help CoCs mark their progress and time their efforts to successfully address all errors and warnings by the final deadline. By the Successful Upload Interim Benchmark users should have accessed the HDX 2.0 and **uploaded at least one *Official HUD Review File***. Please note that there are two upload types – *Local Use Zip File* and *Official HUD Review File*.

- *Local Use Zip Files* are for testing uploads or for uploading partial HMIS data for Stella P purposes.
- *Official HUD Review Files* are the files that HUD and the Review Team will consider in their review process.

Once an *Official HUD Review File* is successfully uploaded, errors and warnings will be generated. The purpose of this benchmark is to encourage CoCs to have a successful upload with enough time to review and address the flags generated from a successful upload.

By the Initial Review of Warning Flags Interim Benchmark, CoCs should have been cleaning their data, working with their vendor, and reuploading *Official HUD Review Files* to reduce the total number of error flags populating in the HDX 2.0. By this benchmark, CoCs should have started to look at their warning flags and started cleaning data or providing notes explaining the data as appropriate. The purpose of this benchmark is to ensure that CoCs start engaging early enough in the iterative process of submitting warning notes for review since often multiple rounds of review are needed before all warning notes are adequately addressed.

Note: CoCs do not need to wait for these benchmarks to start completing the next stage of the Data Cleaning & Review process. Additionally, if CoCs have not completed the interim benchmarks by the dates in this calendar, there is no penalty. CoCs are encouraged to engage in this process in a way that makes since for their team and schedule and to reach out to their Review Team for assistance when needed. Additionally, CoCs can utilize Eva—a tool that identifies data quality issues in a CoC's local HMIS system—to assess and address the accuracy and completeness of their HMIS data at any time.

LEGEND

	Data Cleaning & Review Phase
	Holiday Break Period
	Interim Benchmarks
	Final Deadline

November, 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December, 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January, 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			