



# Butte Countywide Homeless Continuum of Care

## Homeless Management Information System / Coordinated Entry Committee

Monday, December 9, 1:00 p.m. – 3:00 p.m.

### Butte County Employment and Social Services – Teams Virtual Meeting

**Teams Meeting:** Please use the Meeting ID and Passcode to join the meeting.

Phone: (332) 249-0500 Meeting ID: 259 636 021 17 Passcode: nD7Ms3AX

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

Angie Little, HACB	Lisa Torres OSCIA	Karen Ramirez, True North Housing Alliance
Codie McCormack, Caminar	Shelly Watson, Jesus Center	Lynann Pilley, Oroville Rescue Mission
Nancy Jorth, Youth for Change	Tracey Gilliam, Butte 211	Kim Decker, Nation's Finest
Hilary Crosby, Safe Space	TBD, BCDBH	Nick Fashing, DESS APS
Brian Boyer, CAA	Ann Winters, Catalyst	Halle Brown, NCIHA
TBD, CHAT	Debbie Villasenor, Consultant	Josh Indar, BCOE
Cynthia Pesheck, Ampla	Elisa Rawlinson, DESS HHOME	Maisue Thao, Butte College
Cathryn Carkhuff, Home & Heart	Jaymee McLaughlin, CUSDD	
Rayna Bryson, DESS HSP		

**First Chairperson:** Elisa Rawlinson, DESS HH

**Second Chairperson:** Sarah Frohock, BCDBH

## AGENDA

1. Call to Order Elisa
2. Introductions All
3. Approval of Meeting Minutes All
  - a. HMIS/CES Committee Meeting, October 7, 2024
4. Training Elisa
  - a. Eva
5. Sheltered PIT, scheduling trainings - **DISCUSSION** All
6. LSA Update Elisa
7. Project Type and Definition Elisa
8. 2025 Meeting Schedule - **DISCUSSION & APPROVAL** All
9. Agency Announcements All
10. Next Meeting:  
Monday, February 3, 2025; 1:00 – 3:00 p.m.
11. Adjourn



## Butte Countywide Homeless Continuum of Care

### **BUTTE COUNTYWIDE HOMELESS CONTINUUM OF CARE HMIS/CES COMBINED COMMITTEE SPECIAL MEETING MINUTES**

**MONDAY October 7, 2024 at 1pm-3pm  
Teams Meeting**

#### **COMMITTEE MEMBERS PRESENT:**

Tracey Stogsdill, Butte/Glenn 211  
Nick Fashing, DESS APS  
Yesenia Gallegos, CHAT  
Lisa Torres, OSCIA  
Debbie Villasenor, Housing Consultant  
Kim Decker, Nation's Finest  
Elisa Rawlinson, DESS HHome  
Rayna Bryson, DESS  
Maisue Thao, Butte College  
Karen Ramirez, True North Housing  
Lynann Pillay, Oroville Rescue Mission  
Yesenia Gallegos, CHAT

#### **COMMITTEE MEMBERS NOT PRESENT:**

Yoseb Afsharzadeh, BCDBH  
Angie Little, Housing Authority – Butte County  
Jaymee McLaughlin, CUSD  
Tony Shafer, VECTORS  
Halle Brown, NCIHA  
Cynthia Pesheck, Ampla  
Codie McCormack, Caminar  
Susan Wilson, Safe Space  
Shelly Watson, Jesus Center  
Nancy Jorth, Youth For Change  
Ann Winters, Catalyst  
Cathryn Carkhuff, Home and Heart

#### **OTHER ATTENDEES:**

Brittany Emmons-Starmer, DESS  
Javi Pineda, HACB  
Wendy Cumberland, DESS  
Megan Zeller, DESS  
Isabel Alaniz, DESS  
Eduardo Abarca, Ampla MMU  
Kaitlyn Sherrill, DESS

**Recording Secretary: Lisa Angle**

## 1. CALL TO ORDER

Meeting called to order by Elisa Rawlinson, Chairperson at 1:03pm.

## 2. INTRODUCTIONS

Introductions were made by everyone in attendance.

## 3. APPROVAL OF MINUTES – ACTION

- a. HMIS/CES Committee Meeting, July 8, 2024
- b. HMIS/CES Committee Meeting, September 9, 2024
- c. HMIS/CES Special Committee Meeting, September 30, 2024

Minutes were tabled until the next meeting on November 4, 2024.

## 4. TRAINING

### a. Updating Contact & Location

Elisa Rawlinson, Chairperson reviewed and explained updating the contact information and location for clients in the training site of the Homeless Management Information System (HMIS). It is important to have the contact information updated with the correct contact information. Inactivate any contact or location information that is no longer correct.

## 5. PRIVACY & SECURITY PLAN – DISCUSSION and APPROVAL

**Elisa Rawlinson, Chairperson stated all recommended changes to the Privacy & Security Plan have been completed. There was some information added to the informed consent which includes:**

“If you are experiencing domestic violence, dating violence, sexual assault, stalking or human trafficking, you may be eligible for an Emergency Lease Transfer. Please contact Catalyst at 800-895-8476 or Legal Services of Northern California at 800-345-9491.”

“The Continuum of Care (CoC) and its partner agencies must follow all fair housing and civil rights laws. If you feel you’ve been treated unfairly or denied services due to discrimination related to fair housing or civil rights laws, you have options for seeking assistance. You can contact Legal Services of Northern California at 530-345-9491 during business hours or reach their evening intake line at (866)815-5990 anytime.”

Brief discussion held.

**Motion** – to approve the Privacy & Security Plan

Motion: Yesenia Gallegos

Second: Karen Ramirez

Opposed: None

Abstained: None

## **6. HMIS POLICY & PROCEDURE – DISCUSSION and APPROVAL**

Elisa Rawlinson, Chairperson stated all the updates discussed at the last meeting have been completed to the Homeless Management Information System (HMIS) Policy and Procedures. The updates included the authorized representative, the auto exits for night-by-night shelters, adding alerts for clients who have a temporary exit to the night-by-night shelters and the security information from the Privacy & Security Plan was added to the Homeless Management Information System (HMIS) Policy and Procedure for consistency in the process.

**Motion** – to approve the HMIS/CES Committee meeting minutes for July 8, 2024

Motion: Tracey Stogsdill

Second: Karen Ramirez

Opposed: None

Abstained: None

## **7. LSA**

Elisa Rawlinson, Chairperson completed a brief overview of the Longitudinal Systems Analysis (LSA). The Longitudinal Systems Analysis (LSA) identifies all errors and omissions made in the Homeless Management Information System (HMIS) which will need to be corrected. This report comes out in November 2024 and is a 3-month process. Each agency identified in the report will receive the report to make the corrections.

Elisa Rawlinson, Chairperson shared the link to Eva.

Brief discussion held.

## **8. AGENCY ANNOUNCEMENTS**

None

## **9. NEXT MEETING**

Monday, November 4, 2024 1:00 – 3:00pm

## **10. ADJOURN**

Meeting adjourned at 2:09pm.

# Accessing Eva

Website Address: <https://hmis.abtsites.com/eva/>

## What is Eva?

**Eva** is an [open-source](#) project intended for local use by HMIS Administrators in Continuums of Care (CoCs) around the U.S. and its territories. Eva is designed to help you (1) assess the accuracy and completeness of the data within your HMIS, and (2) understand your homeless response system's flow and performance. Using Eva does not result in reporting or sharing data with HUD and use of Eva is not required by HUD.

Eva is a web-based tool built with R Shiny. This means:

- Eva will only access your CoC's data during your session, **no CoC data is being retained or viewed by anyone besides you**. Eva does retain metadata about the upload file itself, such as the name of your software vendor, your export dates, hash status, and data source information. This is collected for troubleshooting and tool planning purposes.
- You can upload a zipped CSV Export of up to 200 MB. The file must be hashed.

## How/What to upload to Eva?

Eva works by uploading a hashed HMIS CSV Export.

Generate a hashed HMIS CSV Export from your local HMIS and store it in a secure location that you can easily find again. It must be a .zip file with 23 csv files in it.

- A hashed export means that the personal identifiers are obscured when the export is generated.
- The HMIS CSV Export has client-level data in it, so it must be stored in a secure location per HUD, state, and local rules and regulations.

Once you have exported the correct file from your HMIS, you are ready to engage with Eva. Navigate to the 'Upload HMIS CSV Export' tab and follow the instructions there.

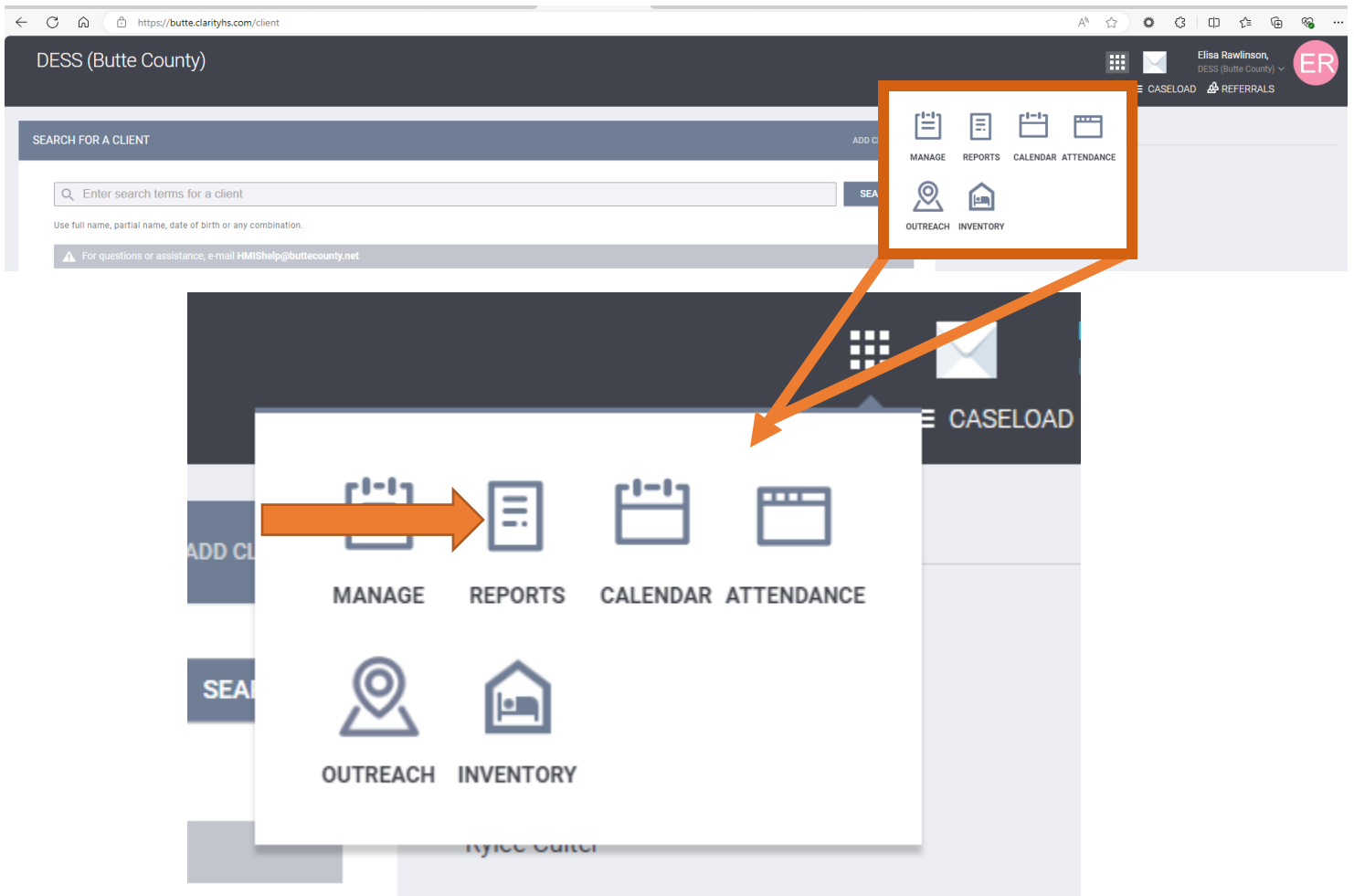
## What HMIS Report Do I Run?

1. Open HMIS Live Site and navigate to the "Reports" page.
2. Under the report section entitled "HUD Reports" choose report [HUDX-111] HUD CSV / XML Program data export [FY 2024] and click the "Run" button.

### **Report Parameters**

1. Switch Access Agency(-ies): Choose your agency
2. CoC Filter Category: Program CoC
3. CoC(s): CA-510

4. Project Type(s): All
5. Program Status: All Programs
6. Program(s): All
7. Apply enrollment CoC Filter: No
8. Client ID Selection: Clarity Unique Identifier
9. PIT Date: Use the most recent PIT date
10. Report Date Range: 10/01/2023 – 09/30/2024
11. Source Type: Continuum-operated HMIS
12. Encrypt Identifying Data: Yes
13. Include Deleted Data: No
14. Include Service Item ID: No
15. Include Assessment Screen ID: No
16. Include Custom services: No
17. Report Output Format: CSV



## REPORT LIBRARY

Favorite Reports	2 report(s) ▾
Data Quality Reports	6 report(s) ▾
Administrator Reports	6 report(s) ▾
Service Based Reports	13 report(s) ▾
Program Based Reports	23 report(s) ▾
Assessment Based Reports	4 report(s) ▾
Profile Screen Reports	1 report(s) ▾
Housing	5 report(s) ▾
HUD Reports	7 report(s) ▾
Community and Referrals	9 report(s) ▾
Agency Management	4 report(s) ▾

### HUD Reports

7 report(s) ^

[HUDX-111] HUD CSV / XML Program Data Export [FY 2024]	★   ⏮ RUN   📅 SCHEDULE   MORE INFO ▾
[HUDX-224] PATH Annual Report [FY 2024]	★   ⏮ RUN   📅 SCHEDULE   MORE INFO ▾
[HUDX-225] HMIS Data Quality Report [FY 2024]	★   ⏮ RUN   📅 SCHEDULE   MORE INFO ▾
[HUDX-227] Annual Performance Report [FY 2024]	★   ⏮ RUN   📅 SCHEDULE   MORE INFO ▾
[HUDX-228] ESG CAPER [FY 2024]	★   ⏮ RUN   📅 SCHEDULE   MORE INFO ▾
[HUDX-235] CE APR [FY 2024]	★   ⏮ RUN   📅 SCHEDULE   MORE INFO ▾
[HUDX-236] LSA - Project Descriptor HDX Upload Test [FY 2023]	★   ⏮ RUN   📅 SCHEDULE   MORE INFO ▾

### HUD Reports

7 report(s) ^

[HUDX-111] HUD CSV / XML Program Data Export [FY 2024]	★   ⏮ RUN   📅 SCHEDULE   MORE INFO ▾
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HUD Reports > [HUDX-111] HUD CSV / XML Program Data Export [FY 2024]

Switch Access Agency(-ies)

Choose...

All

DESS (Butte County)

2 - 1 - 1

AMPLA Health

CoC Filter Category

Program CoC

CoC(s)

Choose...

CA-519

Project Type(s)

Choose...

All

Emergency Shelter – Entry Exit

Emergency Shelter – Night-by-Night

Transitional Housing

Program Status

All Programs

Program(s)

Choose...

All

Bringing Families Home, RRH - DESS (CA-CDSS-BFH)

City of Oroville Outreach, Street Outreach - DESS (No Federal Funding)

ERF-2-R Church in the Barn, ES - DESS(ERF)

Apply Enrollment CoC Filter

No

Client ID Selection ⓘ

Clarity Unique Identifier

PIT Date

\_\_/\_\_/\_\_

25

Report Date Range

\_\_/\_\_/\_\_

25

-

\_\_/\_\_/\_\_

25

Version

☒ 2024

Source Type

Continuum-operated HMIS



- Encrypt Identifying Data ☐ No ☒ Yes
- Include Deleted Data ☒ No ☐ Yes
- Include Service Item ID ☒ No ☐ Yes
- Include Assessment Screen ID ☒ No ☐ Yes
- Include Custom Services ☒ No ☐ Yes
- Report Output Format ☒ CSV ☐ XML

SUBMIT



# Eva - Quick Start Guide Upload HMIS Data

Version 1.0 | February 2024

## Overview

The purpose of this guide is to walk users through how to upload your HMIS data into **Eva**, a web-based tool that can help you assess the accuracy and completeness of the data collected within your Homeless Management Information System (HMIS), also known as data quality. Specifically, this guide will walk you through:

- Generating a hashed [HMIS CSV](#) export and storing it in a secure location.
- Launching **Eva**.
- Uploading your hashed HMIS CSV export to **Eva**.
- Understanding your upload status.
- Next steps after you've successfully uploaded data to **Eva**.

For more general information on **Eva**, and why you should use **Eva** to review your HMIS data quality and export file structure, please refer to the [Eva Quick Start Guide](#).

## Generating a hashed HMIS CSV export and storing it in a secure location

In your local HMIS system, generate and export a hashed HMIS CSV .zip file (also referred to as the HMIS CSV export) and store it securely on your computer per federal, state, and local rules and regulations, including the [2004 HMIS Data and Technical Standards](#).

If you are unsure of how to generate a hashed HMIS CSV export, contact your HMIS vendor.

### What is a hashed HMIS CSV file?

A "hashed" file means personal identifiers (i.e., First Name, Middle Name, Last Name, SSN) are obscured in the Client.csv file when the export is generated.

**HUD requires HMIS software to generate .csv files that can be used for applications like **Eva**.** The HMIS CSV export is different from other exports such as the Longitudinal System Analysis (LSA) or the Annual Performance Report (APR), which are both at the aggregate level and do not contain the necessary Client.csv file.

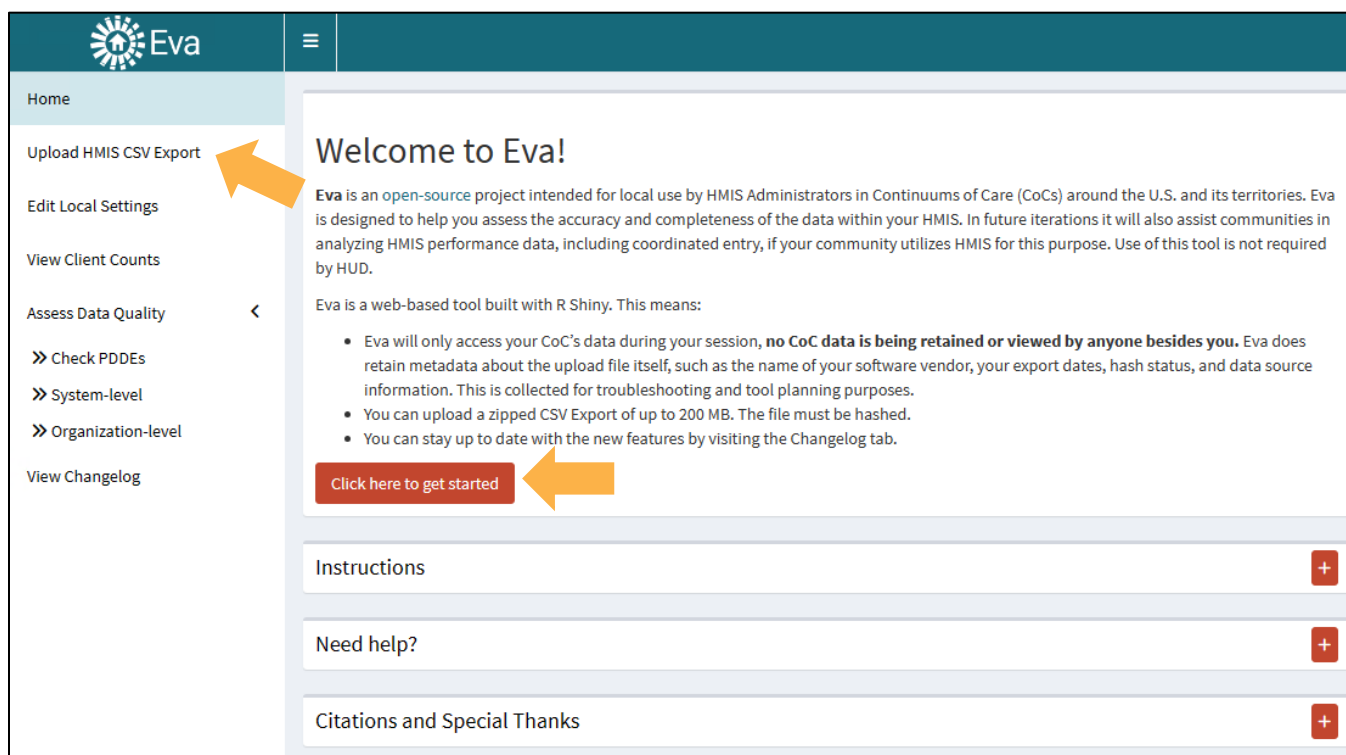
Click [here](#) for more about comma-separated values (CSV) files.

## Launching Eva

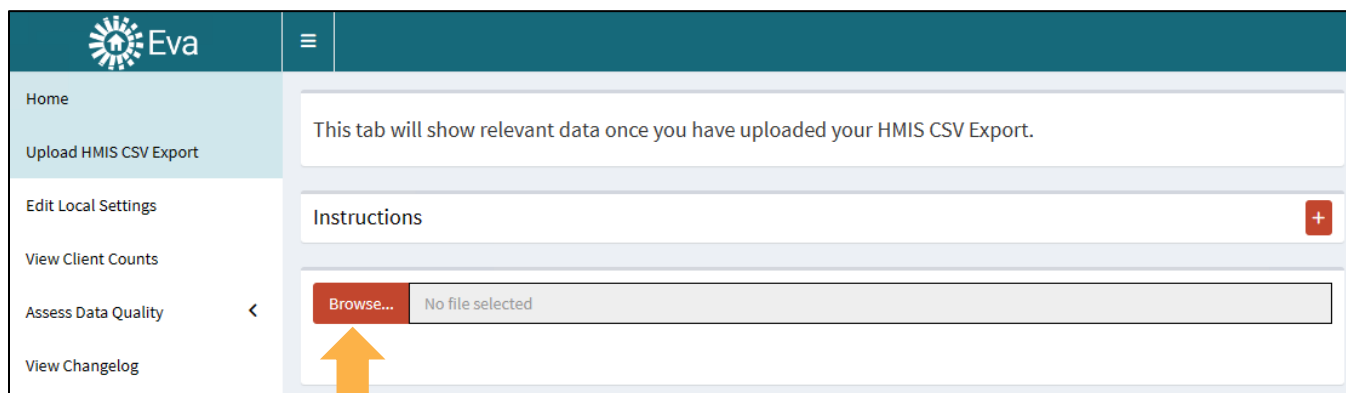
Navigate to <https://hmis.abtsites.com/eva/> in your web browser to launch **Eva**. Launching **Eva** opens its Home page ("Welcome to Eva!").

## Uploading your hashed HMIS CSV export to Eva

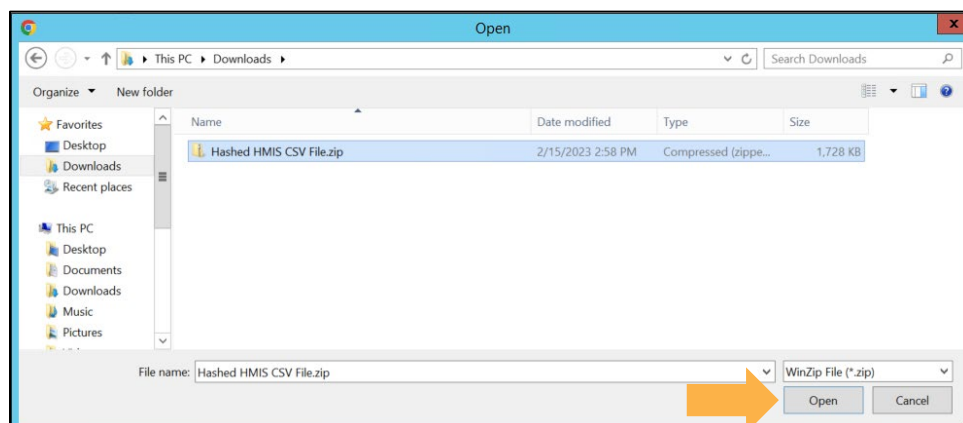
You need to navigate to the Upload HMIS CSV Export page to upload your HMIS CSV export. The red-orange "Click here to get started" button will take you to directly the Upload HMIS CSV Export page. Alternatively, you can directly click on the "Upload HMIS CSV Export" menu option on Navigation Menu.



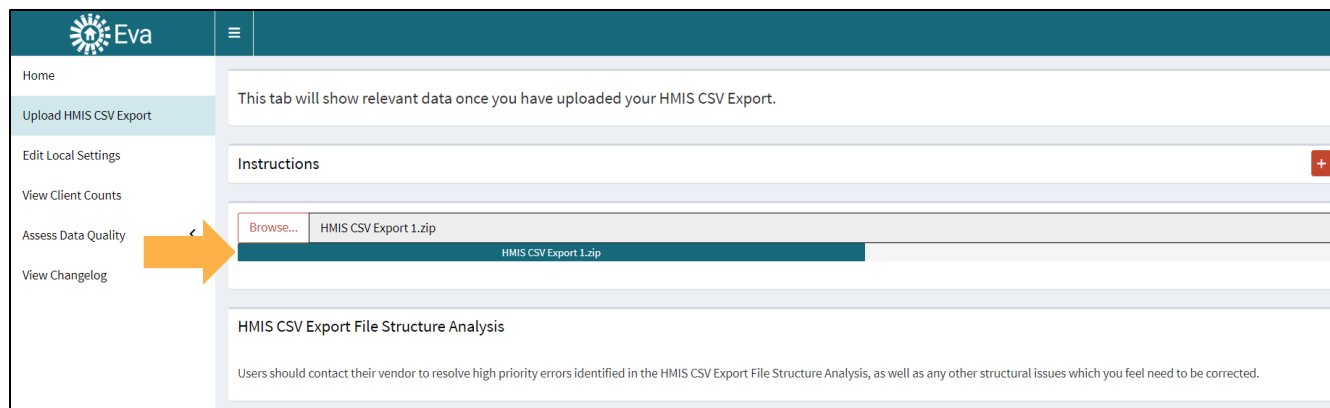
On the Upload HMIS CSV Export page, use the red-orange “Browse” button to navigate to the hashed HMIS CSV .zip file you generated and downloaded from your HMIS.



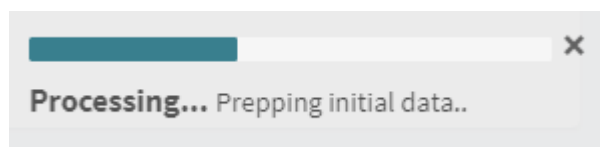
Once you have navigated to your file, click on it to select it, then click “Open” to begin the upload. During a session, **Eva** can access only one .zip file at a time.



**Eva** might take a few moments to process your selected file. The upload progress bar below the browser button represents the progress on **Eva**'s check that your HMIS CSV Export file is hashed. If it is not, **Eva** will reject the file with an error message, and clear **Eva**'s memory until you upload a hashed HMIS CSV Export.



After confirming your export is hashed, **Eva** will review and process the file structure and data quality of your upload. A window depicting **Eva**'s progress processing your HMIS CSV Export file will pop-up at the bottom right-hand corner of your screen.



While processing your upload, **Eva** goes through multiple stages, including reading your files, checking file structure, prepping initial data, assessing your data quality, and checking your Project Descriptor Data Elements (PDDEs).

After processing your upload, **Eva** will notify the user with a pop-up indicating the official upload status stating whether the upload was successful or not.

## Understanding your upload status

When users upload an HMIS CSV export to **Eva**, the .zip file goes through the File Structure Analysis. The File Structure Analysis assesses the structural components of the uploaded .zip file and determines if it meets **Eva**'s file structure requirements.

Once your upload is processed and **Eva** has finished assessing the file structure integrity of your upload, **Eva** will provide a pop-up message alerting you of your upload status. You can have either a successful upload or an unsuccessful upload based on the structural integrity of your HMIS CSV export. The key difference between a successful upload and an unsuccessful upload is if the upload has any High Priority File Structure Errors.

While any error identified during the File Structure Analysis represent components in the uploaded HMIS CSV export file that do not meet the most recent [HMIS CSV Format Specifications](#), there are some file structural errors that are more relevant to the functionality of **Eva**.

- **High Priority File Structure Errors** are file structure issues that will cause **Eva** to not work.
- **General File Structure Errors** are file structure issues that will *not* impact **Eva**'s ability to work, but do not meet HMIS CSV format specifications.

High Priority File Structure Errors impact **Eva**'s ability to read the uploaded .zip file and result in an unsuccessful upload. **Eva** relies on certain column names and value formats etc. to be accurate so the analysis can be run. When these important, or high priority, structural factors of the HMIS CSV Export are not met, **Eva** cannot successfully run its analysis.

Upload Status	Description	Action
Unsuccessful Upload: Missing Files	The uploaded .zip file does not contain all of the required files to do an analysis of your HMIS data. Thus, <b>Eva</b> cannot read the .zip file.	If you receive this message, please check that you uploaded a <i>hashed</i> HMIS CSV export. If you did not, please upload again with the hashed .zip file. If you did upload the correct file—a hashed HMIS CSV export—and received this error, please contact your HMIS vendor and inform them of all the files listed in your upload status message that are missing in your .zip file.
Unsuccessful Upload: Your HMIS CSV export is not structurally valid	The uploaded .zip file, though it is not missing any files, has at least one High Priority File Structure Error that your HMIS vendor needs to resolve in order for <b>Eva</b> to read the .zip file.	If you receive this message, please download your file structure analysis and share it with your HMIS vendor to work out the listed file structure errors.  The High Priority File Structure Errors must be fixed before users can utilize <b>Eva</b> to assess their HMIS data quality.
Successful Upload: No High Priority File Structure Errors	The uploaded .zip file has file structure errors, but none are High Priority File Structure Errors, and thus <b>Eva</b> can read the .zip file.	If you receive this message, please download your file structure analysis detail and share it with your HMIS vendor to work out the listed General File Structure Errors.  Additionally, you can now navigate to the other tabs in <b>Eva</b> and assess your HMIS data quality.
Successful Upload: No file structure errors	The uploaded .zip file has no file structure errors that <b>Eva</b> checks for and thus <b>Eva</b> can read the .zip file.	If you receive this message, you can now navigate to the other tabs in <b>Eva</b> and assess your HMIS data quality.  There are no file structure issues that <b>Eva</b> checks for that need to be resolved.


However, while **Eva** requires successful HMIS CSV export uploads to have no *High Priority* File Structure Errors, this does not mean the uploaded .zip file has no file structure errors at all. Both successful and unsuccessful uploads may have General File Structure Errors to address, they are just less disruptive to **Eva**'s analysis process than High Priority File Structure Errors.

Additionally, please note that the fields on the View Client Counts page and the Assess Data Quality pages will be blank until you have successfully uploaded a .zip file containing your hashed HMIS data.

**For more information on what file structure errors **Eva** checks for**, please refer to the [EvaChecks](#) files published on the Public Resources folder on **Eva**'s GitHub.

## Review the File Structure Analysis Results

The results of the File Structure Analysis—or the identification of all High Priority File Structure Errors and General File Structure Errors in your uploaded HMIS CSV export—are available to review for both successful and unsuccessful uploads that are *not* missing files. The errors are listed in the File Structure Analysis Panel on the Upload HMIS CSV Export page and can be downloaded by clicking on the red-orange “Download Structure Analysis Detail” button.

HMIS CSV Export File Structure Analysis			
Type	Issue		Count
High Priority	Incorrect Date Format		2
High Priority	Incorrect Columns		1
High Priority	Nulls not allowed or incorrect data type		1
Error	Nulls not allowed or incorrect data type		2
Error	Incorrect Columns		1
Error	Incorrect Date Format		1
Error	Invalid value in Client file		1
Users should contact their vendor to resolve high priority errors identified in the HMIS CSV Export File Structure Analysis, as well as any other structural issues which you feel need to be corrected.			
<a href="#">Download Structure Analysis Detail</a> 			

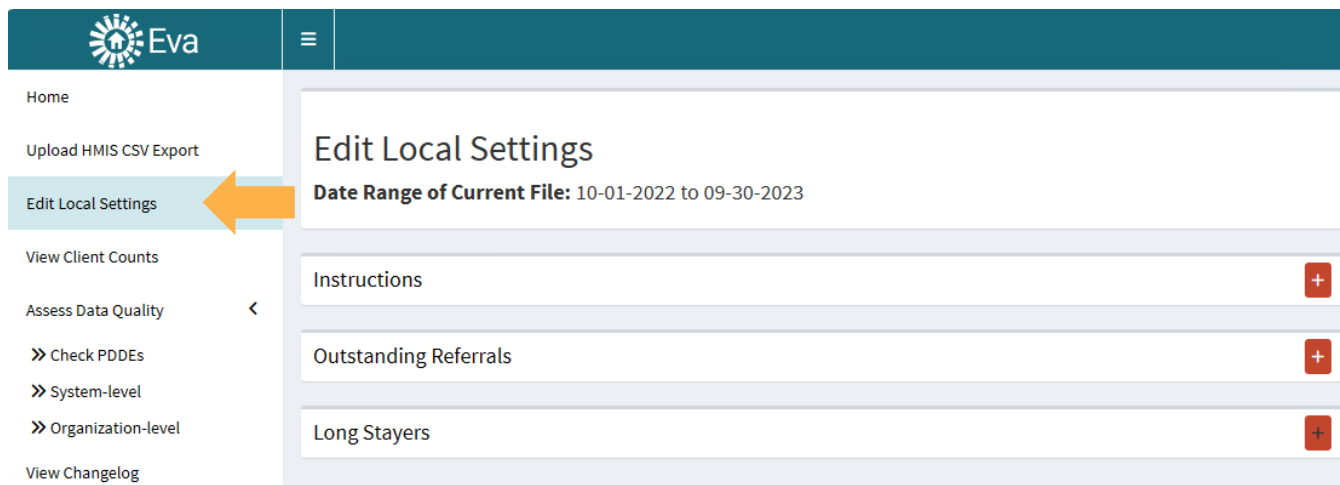
The Structure Analysis Detail and the File Structure Analysis Panel will show no data if there are no *structural* issues with the .zip file. However, this does not mean that there are no *data quality* issues.

Since the file structure of your HMIS CSV export file is determined and created by your HMIS vendor, **it is important to note that only your HMIS vendor can fix these file structure issues.** To fix file structure issues identified during the File Structure Analysis, please download the Structure Analysis Detail and share or review the errors with your HMIS vendor, prioritizing the High Priority File Structure Errors. If your upload resulted in any High Priority File Structure Errors, your HMIS vendor must resolve the problem(s) for you to be able to successfully upload your HMIS CSV export file to **Eva** and thus be able to review your HMIS data quality.

## Next steps after you’ve successfully uploaded data to Eva

### Edit Local Settings

Once you have successfully uploaded an HMIS CSV export file, you can make **Eva** reporting more useful at the local level by adjusting a couple local settings to better analyze your data in a way that is meaningful to your CoC. To edit these, click on the “Edit Local Settings” menu option on the Navigation Menu. This will take you to the Edit Local Settings page.



There are two key local settings you can adjust on the Edit Local Settings page based on your communities' data trends.

- 1) **Outstanding Referrals:** The maximum number of days a referral can stay open according to the CoC's Coordinated Entry Referral process.
  - a. The default for the maximum days for an outstanding referral is 14 days, but users can update this to a value that more reflects their community. Please note this default does not imply any HUD recommendations.
- 2) **Long Stayers:** The expected maximum period of assistance envisioned for the project type, meaning the timeframe after which you would want an organization to confirm the client is still active in the project.
  - a. The default for the maximum period of assistance for a variety of project types (Emergency Shelter (NbN only), Street Outreach, Day Shelter, Services Only, Coordinated Entry, and Other) is 90 days. Users can update these default values to more reflect their community. Please note this default does not imply any HUD recommendations.

The Edit Local Settings page also explains **Eva's** long stayers flag logic for other project types where the user *cannot* specify or change the expected maximum period of assistance:

- For permanent housing and Permanent Supportive Housing projects, **Eva** will identify and flag the projects with the top 1% longest enrollments.
- For all other project types (Emergency Shelter – Entry/Exit, Safe Haven, Transitional Housing, Rapid Rehousing, and Homeless Prevention), **Eva** will identify and flag the projects with the top 2% longest enrollments.

## Review your HMIS data quality

Navigate to the "View Client Counts" and "Assess Data Quality" menu options on the Navigation Menu to 1) check that your project-level client counts are accurate and 2) check for data quality issues at the project, system, and organization levels. For more information on these pages, please refer to their individual quick start guides:

- [Eva Quick Start Guide- View Client Counts](#)
- [Eva Quick Start Guide- Assess Data Quality: Check Project Data](#)
- [Eva Quick Start Guide- Assess Data Quality: System-level & Organization-level](#)

# Eva - Quick Start Guide

Version 1.2 | June 2023

## Overview

- **Eva** is a web-based tool that can help you assess the accuracy and completeness of the data collected within your Homeless Management Information System (HMIS). (Use of **Eva** is not required by HUD.)
- **Eva** is built with a free and open-source R package called Shiny, meaning:
  - It is faster than the [HMIS CSV Data Quality Tool](#), especially for Continuums of Care (CoCs) with large CSV files.
  - CoCs are always accessing the most up-to-date versions of the tool, instead of having to download updated versions as they are released.
  - The code within the app is transparent (e.g., users can look at the code and see how data quality checks are being done/calculated on [GitHub](#)).
- **Eva** accesses your CoC's data only during your session; **no CoC data is retained or viewed by anyone besides you.**
- In future iterations, **Eva** will also help communities analyze their HMIS performance data, including coordinated entry, if your community uses HMIS for coordinated entry.

## What can Eva do for you?

- **Eva** was created for HMIS Leads and System Administrators to help assess data quality in their local HMIS system. The tool can assess data quality for all project types. It is not limited to the project types included in the Longitudinal System Analysis (LSA) or System Performance Measures (SPM) Reports.
  - **Visuals:** **Eva** highlights the most common data quality issues system-wide *and* within a single, user-selected organization. Gives HMIS Leads insight into which organizations and/or projects might benefit from additional data entry training and support.
  - **Exports:** Results from data quality (DQ) checks can be exported at the system or organization level. HMIS Leads can examine DQ issues across the system or for a particular organization, to make data quality fixes as needed.
- **Eva** lets HMIS Leads work on most of their DQ issues from a single tool. To support successful reporting and HMIS administration, **Eva** incorporates the logical data checks of its predecessor, the [HMIS CSV Data Quality Tool](#); many of the data completion checks described in the [HMIS Reporting Glossary](#); and new Project Data Descriptor Element checks.

## What you'll need to do to use Eva

1. Generate a hashed HMIS CSV Export and store it in a secure location you can find again.
  - A "hashed" export means the personal identifiers are obscured when the export file is generated. [\[Click here for more about comma-separated values \(CSV\) files.\]](#)
  - This type of export file is different from other types such as the Longitudinal System Analysis (LSA) or the Annual Performance Report (APR).
  - Because the HMIS CSV file has client-level data in it, you must store it in a secure location, per federal, state, and local rules and regulations, including the [2004 HMIS Data and Technical Standards](#).
2. Once you have exported your hashed HMIS CSV .zip file and stored it in a secure location, navigate to [hmis.abtsites.com/eva](https://hmis.abtsites.com/eva) in your web browser to launch **Eva**.
3. Launch **Eva** and upload your export file.



# Eva - Quick Start Guide

Version 1.2 | June 2023

4. If you are unsure how to generate a hashed HMIS CSV Export, contact your HMIS Vendor.

## How is data handled in Eva?

- **Eva** ensures your CoC's hashed data is handled securely. **Eva** will access your CoC's data only during your session; **no CoC data is retained or viewed by anyone besides you.**
- **Eva** does retain metadata about the upload file itself, such as the name of your software vendor, your export dates, hash status, and data source information. This metadata is collected for tool planning and troubleshooting purposes.
- **Eva** handles data in specific phases, as outlined below:

What's Happening	Phase
You have not yet navigated to <b>Eva</b> in your browser, and the app has no data to work with.	Idle
You have navigated to <b>Eva</b> in your browser and clicked the "Click here to get started" button, but tabs in the app remain empty because you have not yet uploaded data to <b>Eva</b> .	Session Start
You have clicked the "Browse" button and uploaded a hashed HMIS CSV file, and <b>Eva</b> begins processing your data. A successful upload allows you to download reports, sort and search data tables generated by <b>Eva</b> , and view data visualizations. In this phase, Eva writes some metadata (not client, enrollment, or project data) from your upload to a log file that helps the <b>Eva</b> team with tool planning and troubleshooting.	Active Session
<p>You have closed out <b>Eva</b> in your browser.</p> <p><u>The CoC data you uploaded in the Active Session phase is deleted from the server at this time</u>, regardless of how many hashed HMIS CSV Exports you uploaded during the Active Session.</p> <p>The logged metadata from the Active Session phase remains available to the <b>Eva</b> team for tool planning and troubleshooting purposes.</p> <p>The app goes back to Idle phase. No data is stored in <b>Eva</b>, aside from the logged metadata described above</p>	Session End

## Additional resources and interactive Eva support

- Additional resources can be found on the [HMIS Eva](#) page of the HUD Exchange.
- For more information on data quality, the [Data Quality Management Program \(DQMP\)](#) product outlines the core components of a data quality management program, including communication strategies, decision-making structures, and monitoring and reporting processes. This product is part of the [HMIS Lead Series](#).
- For more information on the data standards, including the most recent HMIS CSV specifications, visit the [HMIS Data Standards](#) page on the HUD Exchange.
- For more information on **Eva** and its code, including a list of all data quality checks, visit the [Code tab on the Abt Eva Github](#).
- To provide feedback or report issues regarding **Eva**, visit the [Issue tab on the Abt Eva GitHub](#). To add a new issue, click the "New issue" button at the right-hand side of the page.
- Users can stay up to date with the status of **Eva** by receiving notifications from Github. To manage your notifications:

# Eva - Quick Start Guide

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- Create an account on Github.
- Under profile settings, click “Notifications” to update your settings. This will let you set up how you would like to receive the notifications.
- Navigate to **Eva**’s Github site at [Abt Eva Github](#).
- Click the “Watch” dropdown at the top right of the screen.
- Choose “Custom” to change which kind of notifications you would like to receive:
  - *Issues* will alert you to crashes or other issues users need to be aware of.
  - *Releases* will let you know if there are new versions of the tool being pushed.

## Additional resources and providing feedback

- Additional resources can be found on the [Eva](#) page of the HUD Exchange.
- For more general information on **Eva**, and why you should use **Eva** to review your HMIS data quality, please refer to the [Eva Quick Start Guide](#).
- For more information on **Eva** and its code, including a list of all data quality checks, visit the [Code tab on the Abt Eva GitHub](#).
- To provide feedback or report issues regarding **Eva**, visit the [Issue tab on the Abt Eva GitHub](#). To add a new issue, click the "New issue" button on the right-hand side of the page.

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# Eva - Quick Start Guide **View Client Counts**

Version 1.0 | February 2024

## Overview

The purpose of this guide is to walk users through the View Client Counts page in **Eva**, which features the Clients Count Report. Specifically, this guide will walk you through:

- The purpose of the Client Counts Report
- How to navigate to the View Client Counts page
- Updating user inputs in the Client Counts Report
- Reviewing the Client Counts Report by project
- Reviewing the System-Wide Client Counts download

For more general information on **Eva**, and why you should use **Eva** to review your HMIS data quality and export file structure, please refer to the [Eva Quick Start Guide](#). For more information on how to upload your HMIS data into **Eva**, please refer to the [Eva Quick Start Guide- Upload HMIS Data](#).

## The purpose of the Client Counts Report

The View Client Counts page in **Eva** features the Client Counts Report. The Client Counts Report identifies each client served in each project—not just Heads of Households (HoHs)—and their enrollment status at the time of the HMIS CSV export generation.

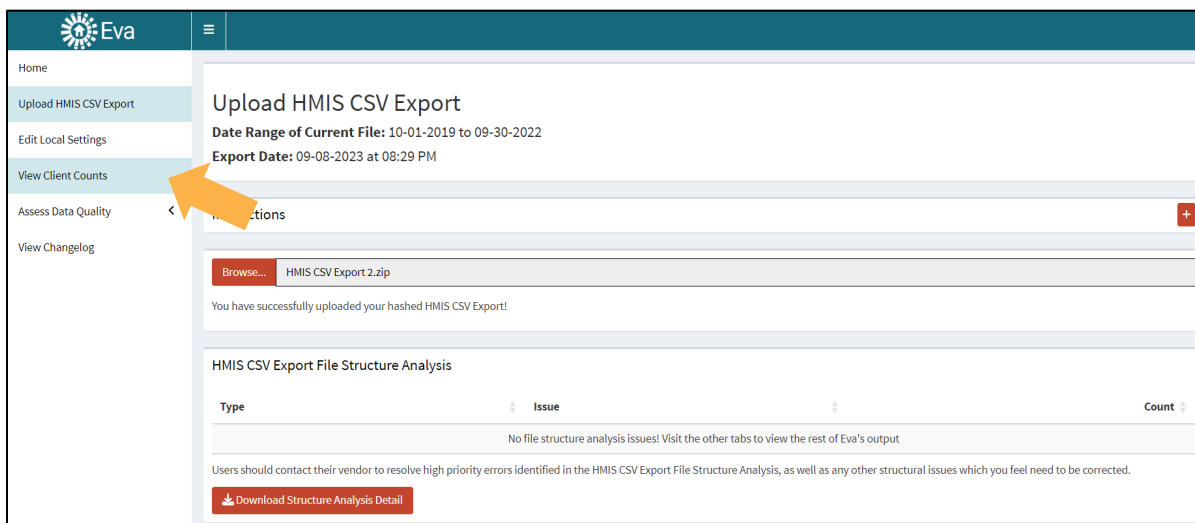
This report can be used to verify that a project is up to date on their HMIS data entry and that all expected clients are enrolled. Users should compare on-the-ground counts reported on the number of households/clients that are known to be served in each project with the client counts documented in their HMIS and uploaded to **Eva**. Users can use the client counts report to confirm that each client's enrollment status is correct and that the individual is not missing an exit date or move-in date (if applicable). It is important to double-check clients and households with older entry dates and confirm with the project that the long enrollment period is accurate or if they should have been exited.

One example of how communities can utilize the Client Counts Report in **Eva** is to isolate their HMIS data to the night of their Point-in-Time (PIT) count and see if the client counts listed in their HMIS for that night match what projects and organizations have reported to the CoC separately.

## Navigating to the View Client Counts page

To use **Eva** and view the Client Counts Report, you will need a successful upload of a [hashed HMIS CSV export file](#). Please note, if your upload has any file structure issues, it is important to download the Structure Analysis Detail and review any file structure errors with your HMIS vendor. For more information on how to upload your HMIS data and how to view the structural issues with your uploaded HMIS CSV export, please refer to the [Eva Quick Start Guide- Upload HMIS Data](#).

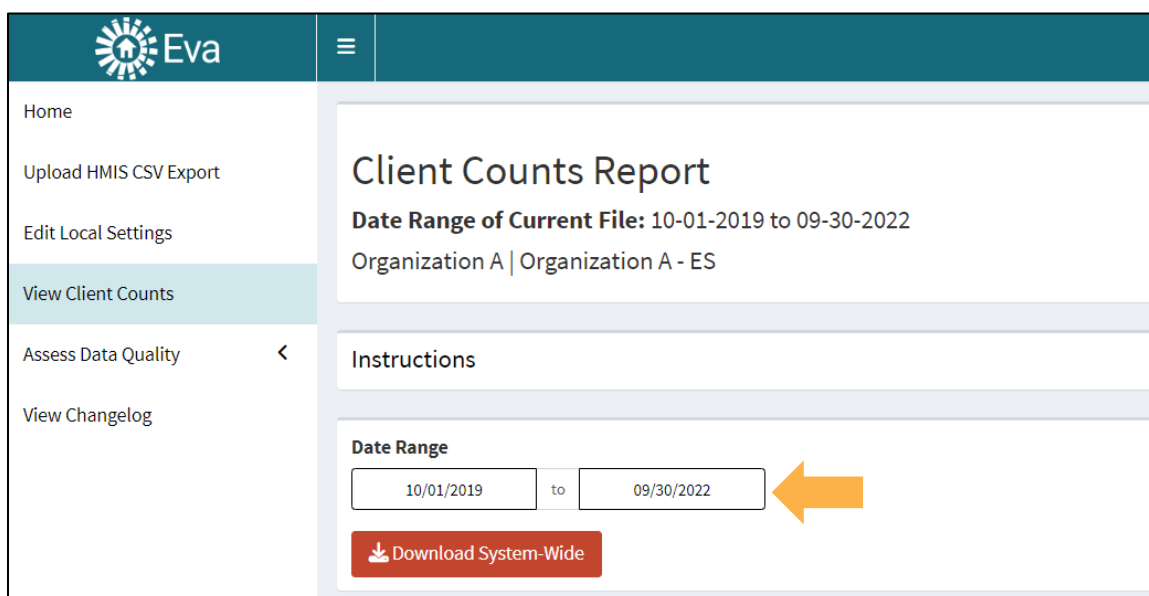
Once you have a successful upload, it's time to explore your data and check your data quality. Click on the "View Client Counts" menu option on the Navigation Menu. This will take you to the View Client Counts Page where you can access the Client Counts Report.



## Updating user inputs in the Client Counts Report

### Updating the Date Range

The Date Range fields—the Start Date and End Date—for the Client Counts Report default to the date range covered by your HMIS CSV export file. You will see the full date range of your current file in the Client Counts Report header. This information is pulled directly from your uploaded file.



Adjusting the Date Range affects which clients **Eva** counts. This adjustment is useful if you want to look at metrics by month or quarter within your export data.

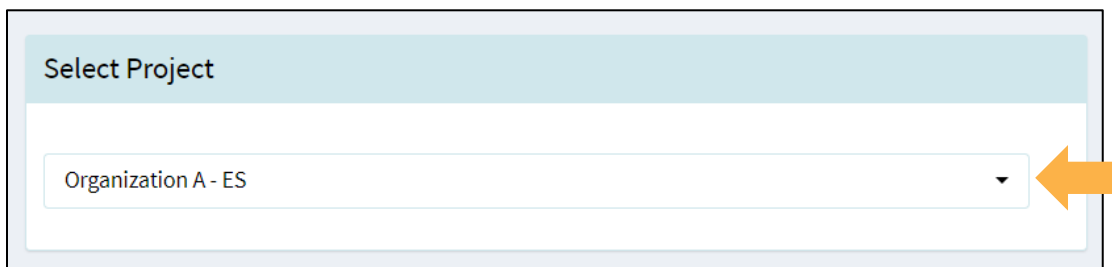
- If you set the start date in the left box to the export end date—meaning the start date and the end date match—then the report will show the status for all enrollments for your project as of the export end date.

### Selecting a Project

While users can download the System-Wide Client Count Report, **Eva** also enables users to view the Client Counts Reports by project in the site. Users can select a specific project from the dropdown list

in the Select Project box; **Eva** will then share the client count information for people enrolled in that selected project.

All projects listed in your export will appear in the dropdown list. Once you change the selected project, the Client Counts Report header will update to show the project you are currently looking at along with the organization that is associated with the project.



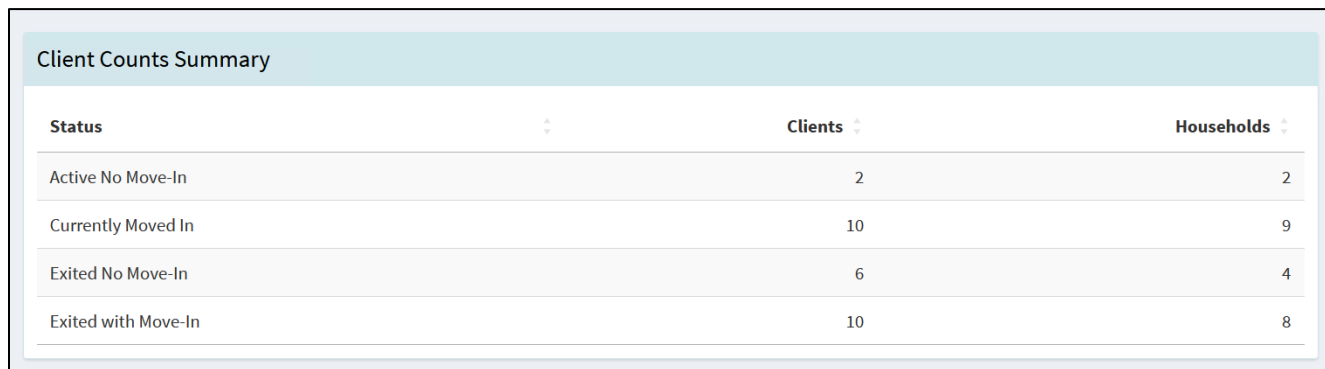
The screenshot shows a light blue header box labeled "Select Project". Below it is a white dropdown menu with a thin grey border. The text "Organization A - ES" is displayed in the menu, followed by a small downward-pointing arrow. An orange arrow points from the right towards the dropdown arrow.

## Reviewing the Client Counts Report by project

The Client Counts Report is broken down into two parts: (1) a summary total of enrollment statuses for the specified project, and (2) a detailed list of all served clients of the specified project within the Date Range.

### Client Counts Summary Panel

The Client Counts Summary Panel provides a count of clients and households by their status within the selected project. *Please note, the screenshot below is an example Client Counts Summary Panel and does not include all possible enrollment statuses.*



The screenshot shows a panel titled "Client Counts Summary" with a light blue header. Below the header is a table with three columns: "Status", "Clients", and "Households". The table contains four rows of data.

Status	Clients	Households
Active No Move-In	2	2
Currently Moved In	10	9
Exited No Move-In	6	4
Exited with Move-In	10	8

The table below defines each status, along with its project types.

Status	What This Means	Project Types
<b>Active no move-in</b>	The client/household is currently enrolled in the project but has not yet moved into permanent housing.	Statuses apply specifically to permanent housing (PH) project types: <ul style="list-style-type: none"><li>• Rapid Re-Housing (RRH)</li><li>• Permanent Supportive Housing (PSH)</li><li>• Permanent Housing with Services (PH-Housing with Services)</li><li>Permanent Housing without Services (PH-Housing Only)</li></ul>
<b>Currently moved in</b>	The client/household is enrolled in the project and has moved into permanent housing, indicated by a Move-In Date.	
<b>Exited no move-in</b>	The client/household has exited the project without moving into permanent housing.	
<b>Exited with move-in</b>	The client/household has exited the project and has moved into permanent housing, indicated by a Move-In Date.	

Status	What This Means	Project Types
<b>Currently in project</b>	The client/household is currently enrolled in the project. This counts all active clients/households, including those in permanent housing projects with or without a Move-In Date (i.e. clients in PH projects that have the status “Active no move-in” and “Currently moved in”).	Statuses include all PH project types as well as: <ul style="list-style-type: none"> <li>• Emergency Shelter (ES)</li> <li>• Transitional Housing (TH)</li> <li>• Homelessness Prevention (HP)</li> <li>• Street Outreach (SO)</li> <li>• Safe Haven (SH)</li> <li>• Day Shelter (DS)</li> <li>• Supportive Services Only (SSO)</li> <li>• Coordinated Entry (CE)</li> <li>• Other</li> </ul>
<b>Exited project</b>	The client/household has exited the project. This counts all exited clients/households, including those in permanent housing projects with or without a Move-In Date (i.e. clients in PH projects that have the status “Exited no move-in” and “Exited with move-in”).	

## Client Counts Detail Panel

For each client served by the selected project within the date range selected, the Client Counts Detail Panel shows client’s Personal ID, Relationship to HoH, Entry Date, Move-In Date, Exit Date, and Status.

All columns are searchable. **Eva** will filter as you type in the Status box.

Client Counts Detail					
Show <input type="text" value="10"/> entries					
Personal ID	Relationship to HoH	Entry Date	Move in Date	Exit Date	Status
<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text" value="All"/>
321	Other relative	2020-08-17	2020-12-21	2021-12-30	Exited with Move-In
300	Head of Household	2020-08-31	2020-12-15	2021-12-30	Exited with Move-In
3	Head of Household	2020-09-04		2020-12-02	Exited No Move-In
204	Head of Household	2020-09-15		2020-11-23	Exited No Move-In
76	Head of Household	2020-09-23	2020-12-10	2021-12-30	Exited with Move-In
22	Head of Household	2020-09-23	2020-12-21	2021-11-15	Exited with Move-In
185	Head of Household	2020-10-05	2020-12-17		Currently Moved In (866 days)
211	Head of Household	2020-11-09	2020-12-21	2021-12-30	Exited with Move-In
95	Head of Household	2020-11-09	2020-12-14	2021-12-22	Exited with Move-In
222	Head of Household	2020-12-09		2021-01-20	Exited No Move-In
				Previous	1 2 3 Next

The rows are ordered by Entry Date (oldest on top), then Household ID (not visible in the Client Counts Detail Panel), and then Personal ID. This enables you to see clients grouped by their household and the oldest household enrollments first.

See the screenshot below for an example of how to interpret the household groupings in the Client Counts Detail Panel.

Client Counts Detail		
Show <input type="text" value="10"/> entries		
Personal ID	Relationship to HoH	Entry Date
<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text" value="All"/>
Household 1	635886	Head of Household
	635887	Spouse or Partner
	635888	Child
Household 2	651605	Head of Household
	651606	Child
	651607	Child
	651608	Child
Household 3	651865	Head of Household
Household 4	653329	Head of Household
Household 5	653543	Head of Household

## Reviewing the System-Wide Client Counts download

### Download the System-Wide Client Counts Report

Users can also download an Excel file of the Client Counts Report for all projects system-wide. To download client count data for all projects in your HMIS CSV export file, click the red-orange “Download System-Wide” button.

- Home
- Upload HMIS CSV Export
- Edit Local Settings
- View Client Counts
- Assess Data Quality
- View Changelog

### Client Counts Report

**Date Range of Current File:** 10-01-2019 to 09-30-2022

Organization A | Organization A - ES

#### Instructions

**Date Range**

to



## Understanding the System-Wide Client Counts Report

The Excel download contains three tabs. The “Validation - Current” tab is limited to those currently enrolled in each project as of the Export End Date and displays how many clients are still active in each project. For housing projects specifically, you will also see counts of clients that do and do not have move-in dates.

The “Validation - Date Range” tab has the same information found on the “Validation - Current” tab, but also includes counts of clients who exited during the reporting period set in the Date Range inputs shown above. You will see counts of clients who have exited each project and, for housing projects specifically, how many of those exits did or did not have a move-in date. Both tabs contain aggregate data only, meaning there are no Personal IDs for clients displayed.

Finally, the “Validation - Detail” tab contains each client’s Personal ID, Relationship to HOH, Entry Date, Move-In Date (if applicable), Exit Date (if applicable), and Status in the project as of the Export End Date.

## Additional resources and providing feedback

- Additional resources can be found on the [Eva](#) page of the HUD Exchange.
- For more general information on [Eva](#), and why you should use [Eva](#) to review your HMIS data quality, please refer to the [Eva Quick Start Guide](#).
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# Definition of HMIS Project Types

Project Type	Definition
<b>Emergency Shelter (ES)</b>	Emergency shelters are classified in two different project types: either “Entry-Exit” (EE) or “Night-by-Night” (NbN). Reporting and outcomes will differ depending on the shelter type. Utilization of the NbN type does not mean that HMIS must identify a client in a specific bed.
<b>Emergency Shelter Entry-Exit (ES EE)</b>	A project that offers temporary shelter (lodging) for people experiencing homelessness in general or for specific populations of people experiencing homelessness. The EE shelter project type should be used for all shelters that collect Universal Data Elements (UDEs) and certain Program-Specific Data Elements (PSDEs) at project start and project exit, including projects that require or strongly encourage a continuous stay while a client resolves their experience of homelessness. In EE shelters, length of stay is calculated based on the number of nights between project start and project exit, and performance measures will include changes from project start and project exit Data Collection Stages.
<b>Emergency Shelter Night-by-Night (ES NbN)</b>	<p>The NbN emergency shelter type may be used by some high-volume shelters and shelters where a significant proportion of clients spend a night at the shelter as needed on an irregular basis. This project type relies on creating a separate record of each date on which a client is present in the shelter as a means for calculating length of stay and implies that the emergency shelter is generally unable to collect as much client data at project exit as an EE emergency shelter for tracking utilization. In NbN shelter:</p> <ul style="list-style-type: none"> <li>(1) entry information is collected the first time that a client stays at the shelter;</li> <li>(2) the project records every discrete date (or series of dates) that the client resides in the shelter;</li> <li>(3) the HMIS maintains historical data on the nights a client is sheltered;</li> <li>(4) the client may be exited when shelter staff has information that indicates that the client is unlikely to return to the shelter or the system may be designed to automatically generate an exit (dating back to the day after the last bed night) after an extended absence</li> <li>(5) for reporting purposes, a client's length of stay in the project will be based on the actual number of bed nights and not on the period of time from entry to exit.</li> </ul>
<b>Transitional Housing (TH)</b>	A project that provides temporary lodging and is designed to facilitate the movement of homeless individuals and families into permanent housing within a specified period of time, but no longer than 24 months. Requirements and limitations may vary by program and will be specified by the funder.

# Definition of HMIS Project Types

Project Type	Definition
<b>PH: Rapid Re-Housing (RRH)</b>	A permanent housing project that provides housing relocation and stabilization services and short- and/or medium-term rental assistance as necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in that housing. Beginning in the FY 2024 HMIS Data Standards, Rapid Re-Housing (RRH) projects can be classified in one of two subtypes – ‘Services Only’ or ‘Housing with or without services’.
<b>Rapid Re-Housing: Services Only</b>	A RRH project that provides services only and does not provide ongoing rental assistance or support any inventory for participants.
<b>Rapid Re-Housing: Housing with or without services</b>	A RRH project that offers ongoing rental assistance that may or may not be accompanied by financial or other supportive services to participants.
<b>PH: Permanent Supportive Housing (disability requirement for entry) (PSH)</b>	A project that offers permanent housing and supportive services to assist people experiencing homelessness with a disability (individuals with disabilities or families in which one adult or child has a disability) to live independently. (It's important to note that only projects that require a HUD Disabling Condition are considered the PSH project type. Even though Minnesota's DHS Housing Support program requires a MN Disabling Condition for eligibility purposes, projects with that funding source would not be considered "PSH." Instead, those projects would be considered the "PH - Housing with Services (no HUD disability required for entry)" project type.)
<b>PH: Housing with Services (no disability requirement for entry) (PH S)</b>	A project that offers permanent housing and supportive services to assist people experiencing homelessness to live independently but does not limit eligibility to individuals with disabilities or families in which one adult or child has a disability.
<b>PH: Housing Only (PH HO)</b>	A project that offers permanent housing for people experiencing homelessness but does not make supportive services available as part of the project.
<b>Day Shelter (DS)</b>	A project that offers daytime facilities and services (no lodging) for people experiencing homelessness.

# Definition of HMIS Project Types

Project Type	Definition
<b>Street Outreach (SO)</b>	A project that offers services necessary to reach out to people experiencing unsheltered homelessness, connect them with emergency shelter, housing, or critical services, and provide urgent, non-facility-based care to those who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility. Only persons who are residing on streets or other places not meant for habitation should be entered into a street outreach project. Projects assisting persons other than unsheltered persons must have two separate projects to be set up in HMIS, one 'Street Outreach' and the other 'Services Only.'
<b>Services Only (SSO)</b>	A project that offers only Housing Project or Housing Structure Specific or Stand-Alone supportive services (other than Street Outreach or Coordinated Entry) to address the special needs of participants.
<b>Homelessness Prevention (HP)</b>	A project that offers services and/or financial assistance necessary to prevent a person from entering an emergency shelter or place not meant for human habitation.
<b>Coordinated Entry (CE)</b>	A project that administers the CoCs centralized or coordinated process for assessment and referral of individuals and families seeking housing or services, including the use of a comprehensive and standardized assessment tool.
<b>Other</b>	A project that offers services, but does not provide lodging, and cannot otherwise be categorized as another project type.
<b>Safe Haven (SH)*</b>	<p>Safe Haven (SH): (Butte County does not currently have any projects that meet the Safe Haven project type definition.) A project that offers supportive housing that:</p> <ul style="list-style-type: none"> <li>(1) serves hard-to-reach people experiencing homelessness with severe mental illness who have been unsheltered and have been unwilling or unable to participate in supportive services;</li> <li>(2) provides 24-hour residence for eligible persons for an unspecified period;</li> <li>(3) has an overnight capacity limited to 25 or fewer persons; and</li> <li>(4) provides low-demand services and referrals for the residents.</li> </ul> <p><b>*There are currently NO Safe Havens in Butte County</b></p>

## Proposed 2025 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 2025 - no meeting		
February 3, 2025	1:00 p.m. – 3:00 p.m.	TBD
March 10, 2025	1:00 p.m. – 3:00 p.m.	TBD
April 14, 2025	1:00 p.m. – 3:00 p.m.	TBD
May 12, 2025	1:00 p.m. – 3:00 p.m.	TBD
June 9, 2025	1:00 p.m. – 3:00 p.m.	TBD
July 14, 2025	1:00 p.m. – 3:00 p.m.	TBD
August 11, 2025	1:00 p.m. – 3:00 p.m.	TBD
September 8, 2025	1:00 p.m. – 3:00 p.m.	TBD
October 13, 2025	1:00 p.m. – 3:00 p.m.	TBD
November 10, 2054	1:00 p.m. – 3:00 p.m.	TBD
December 8, 2025	1:00 p.m. – 3:00 p.m.	TBD

### 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 2025, locations will alternate between (locations are subject to change:
  - 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

**Note:** All meeting times and locations are subject to change, invites sent monthly. HMIS/CES Committee Chair reserves the right to cancel meetings if needed.