

September 2025 - HMIS Report Office Hours

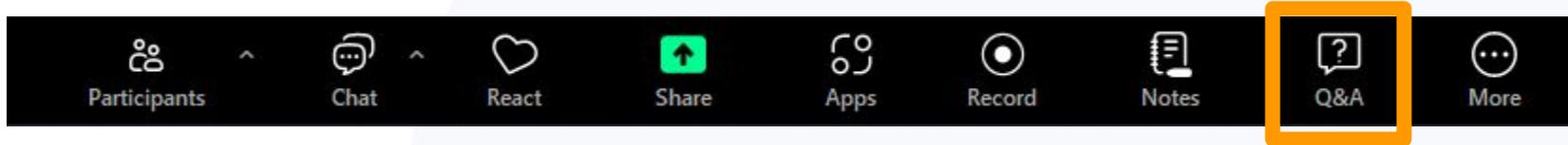
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Q&A



To better organize questions the HMIS Help Desk receives during the meeting, our Team recommends that you submit your questions through the Q&A option.

We request that you keep your questions general and related to the topics discussed in the meeting.

Agency specific questions is best supported through a HMIS Help Desk ticket submission, so our Team is able to further investigate and provide assistance for your request.

Agenda

- Overview of Federal Reports: LSA and SPMs
- Overlapping Enrollments
- Project Descriptor Information
- Length of Stay/Unit Utilization
- Q&A

Meeting materials and recording will be available on the [OC HMIS website](#)

HMIS Data Entry & Performance Impact

HMIS Data provides information about characteristics of people experiencing homelessness and how effectively they are being served in our Orange County System of Care.



Federal and State Reports: Performance outcomes are used to determine the amount of funding our CoC will receive from these entities.



Data Quality Best Practices: Accurate and complete data entry into HMIS is critical to ensure that your agency, and our CoC as a whole, continues to receive the funding needed to address homelessness in our community.

- Run data quality and performance reports quarterly
- Review data quality and performance correction files sent from the HMIS team
- Review data element collection requirements using knowledge base articles and training materials

Overview of Federal Reports: LSA and SPMs

What are they?

Longitudinal System Analysis (LSA):

An annual report which includes demographic, performance, and household composition information, as well as patterns of system use. The LSA from each CoC is consolidated to create the AHAR that is submitted to Congress.

System Performance Measures (SPMs):

Measures the performance of a Continuum of Care (CoC) as a whole in meeting the needs of people experiencing homelessness. Six measures comprise the SPMs, which are used as competitive elements in annual CoC Program Competitions.

Reporting Period

10/1/2024 - 9/30/2025



Overview of Federal Reports: System Performance Measures

Measure 1 - Length of Time Persons Remain Homeless

- Review Length of Stay (LOS) within Emergency Shelter 30+ days and Transitional Housing 180+days
- Review length of homelessness and verify the Approximate Date of Homelessness is for the current episode

Measure 2 - Exits to Permanent Housing Destinations Return to Homelessness (Recidivism)

- Review if a client who exited to a permanent housing destination, returned to the system within 2 years

Measure 4 - Employment and Income Growth

- Review CoC Funded program's support to increase client's income during program participation and exit

Measure 7 - Successful Placements

- Review exit destination or PH stabilization in program to determine successful outcomes



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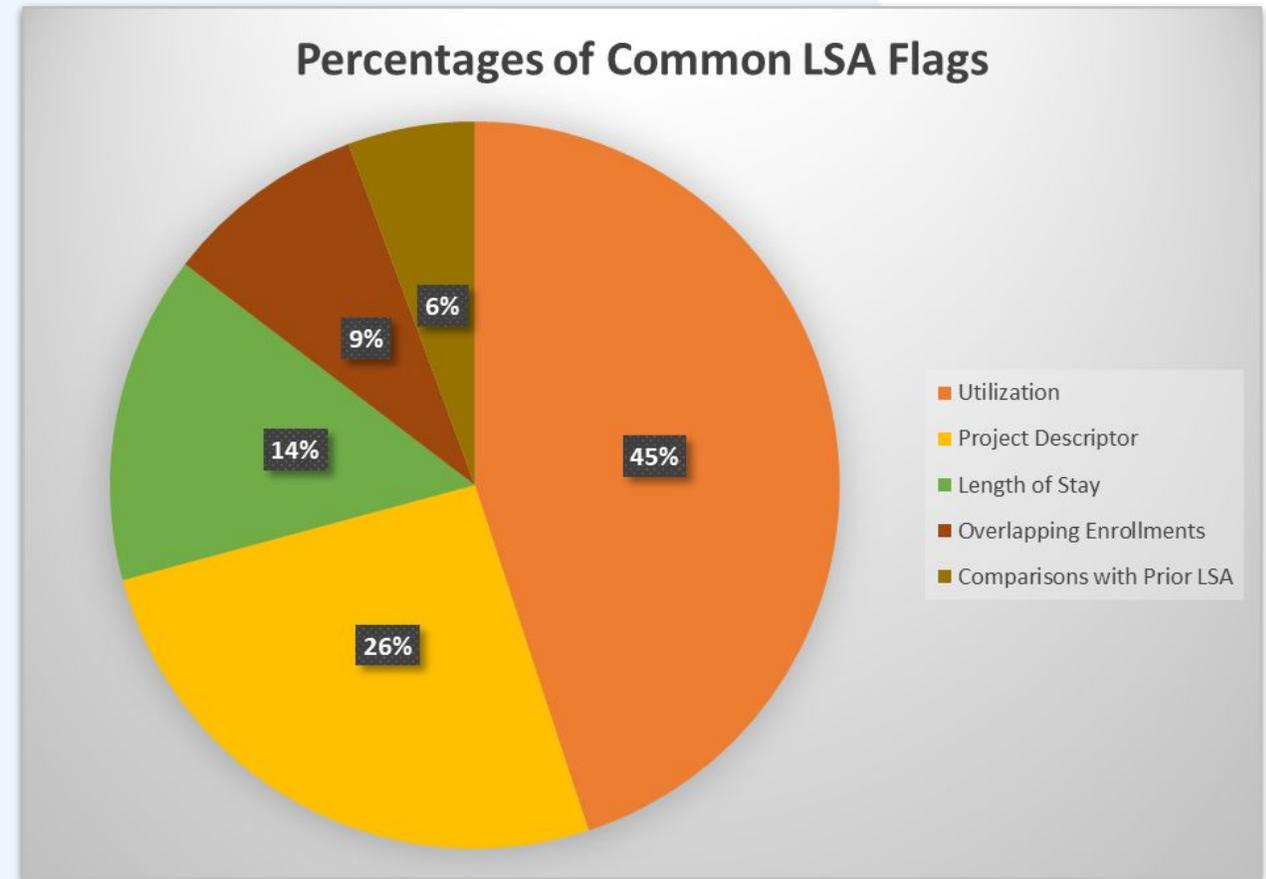
Overview of Federal Reports: Most Common LSA Errors

Agency Level

1. Utilization - 45%
 - a. Zero Active Enrollments
 - b. Low Utilization
2. Project Descriptor Issues - 26%
 - a. Geocode, Bed Inventory, Funding
3. Length of Stay - 14%
 - a. Usually short/long length of stay
4. Overlapping Enrollments - 9%
 - a. Error affects other common LSA error

CoC Level

5. Comparison with Prior LSA - 6%
 - a. Review overall changes of project types



Overview of Federal Reports: The Process



HMIS Data Correction Request



HMIS Data Corrections Completed



HMIS Data Submitted to HUD

The HMIS Team will reach out to agencies with data corrections (flags or potential errors):

- SPMs 1 - 7
- Overlapping Enrollments
- Project Descriptor Issues
- Length of Stay/Unit Utilization Issues

Agencies complete corrections in client records to resolve issues and works with the HMIS Helpdesk to resolve the flags.

The HMIS Team submits HMIS data to HUD.

Overlapping Enrollments



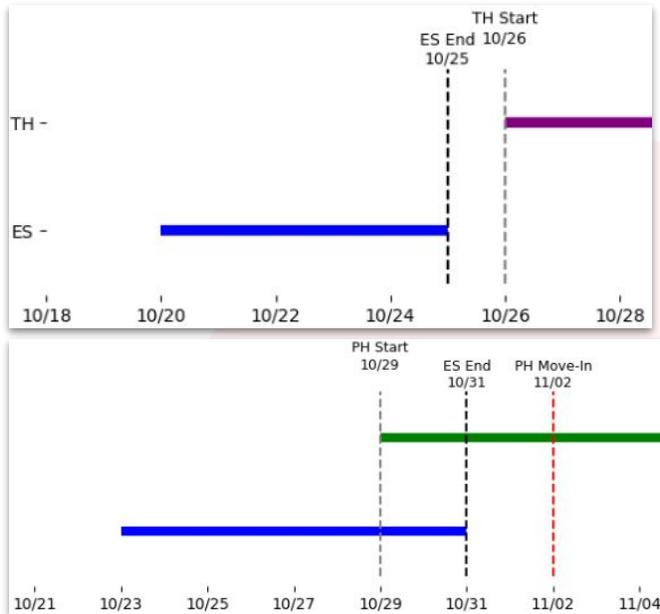
Overlapping Enrollments and Common Errors

Overlapping enrollments occur when a client is enrolled in multiple HMIS projects during the same time period. These overlaps are often caused by data entry errors, such as missing exit dates or duplicate enrollments.

However, **some overlapping enrollments may be valid:**

- **✓ Valid Example:** A client exits an **Emergency Shelter (ES)** after enrolling in a **Permanent Housing (PH)** project, but before the **PH move-in date**.
- **✗ Invalid Example:** A client is enrolled in both **Emergency Shelter (ES)** and **Transitional Housing (TH)** at the same time. This is **not possible**, as both enrollments indicate that a client is occupying a bed.

✓ Proper Enrollments (No Overlap or Valid Overlap)



✗ Improper Enrollments (Invalid Overlap)



Overlapping Enrollments and Common Errors

What Agencies will receive: Agencies will be receiving a file with clients who have an overlapping enrollment with your agency and another.

Client Full Name	Unique Identifier	Overlapped Agency Name	Overlapped Program Name	Overlapped Project Start Date	Overlapped Project Exit Date	Overlapping Agency Name	Overlapping Program Name	Overlapping Start Date	Overlapping Household Move-in Date	Overlapping Project Exit Date
John Smith	2110CXXX	OC Training Agency	Training Emergency Shelter	2023-09-05	2024-01-04	OC Training Agency 2	Training PSH	2024-01-02	2024-01-03	

How to Resolve

1. Run Report: LSA Data Cleanup: Overlapping Enrollments
(Reports → Data Analysis → Built-In Reports → LSA Data Cleanup: Overlapping Enrollments)
2. Review “Overlapped” enrollments listed on the report in HMIS and make corrections to Project Start Date, Project Exit Date, and/or Housing Move-In Date as needed.

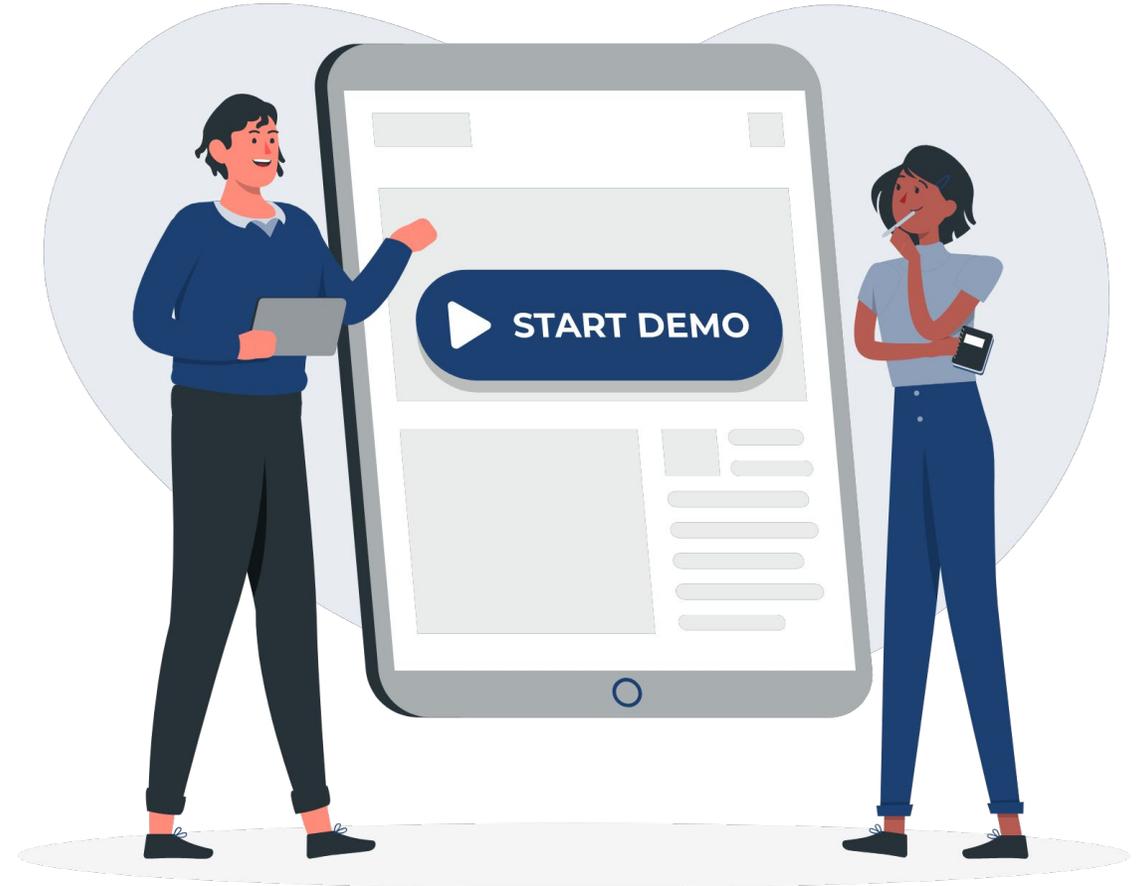




LSA Overlapping Enrollments Demo

Reports → Data Analysis → Built-In Reports → LSA Data Cleanup: Overlapping Enrollments

Analysis Period: 10/1/2024 - 10/1/2025



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Project Descriptor Issues



Project Descriptor Issues

Project Descriptor Issues occur when project operating dates, geocode, funding, or bed inventory have not been updated in HMIS or record reflects incorrect data.

These errors are translated as:

- Project operating date - cause errors with enrollment that falls outside of operation dates
- Geocode - mapping projects/beds in the incorrect cities
- Funding - missing source and project may be excluded in funding specific reporting
- Bed Inventory - cause errors with low/high utilization

Project Descriptor Issues

What Agencies will receive: Agencies will receive a spreadsheet with the following project information:

Program Descriptor Data: Project name, physical location, operating start date, etc.

Program Descriptor Data													
Agency Name	Project Name	Project Type Code	Target Population	Geocode	Site Name	Address	City	ZIP Code	State	Housing Type	Is HMIS Participating Project	Operating Start Date	Operating End Date

Funding Sources: Project name, funding, funding sources, start and end dates, etc.

Funding Sources									
Project Name	Amount	Funding Source	Non Federal Funding Source	Funding Source Start Date	Funding Source End Date	Grant Amount	Grant Identifier	Grant Start Date	Grant End Date

Bed Inventory: Project name, household type, bed and unit counts, dedicated beds, etc.

Bed Inventory													
Agency Name	Project Name	Bed Type	Availability	Household Type	Inventory Start Date	Inventory End Date	Total Bed Inventory	Total Unit Inventory	Non-Dedicated Beds	Veteran Beds	Youth Beds	Youth Veteran Beds	Chronically Homeless Beds

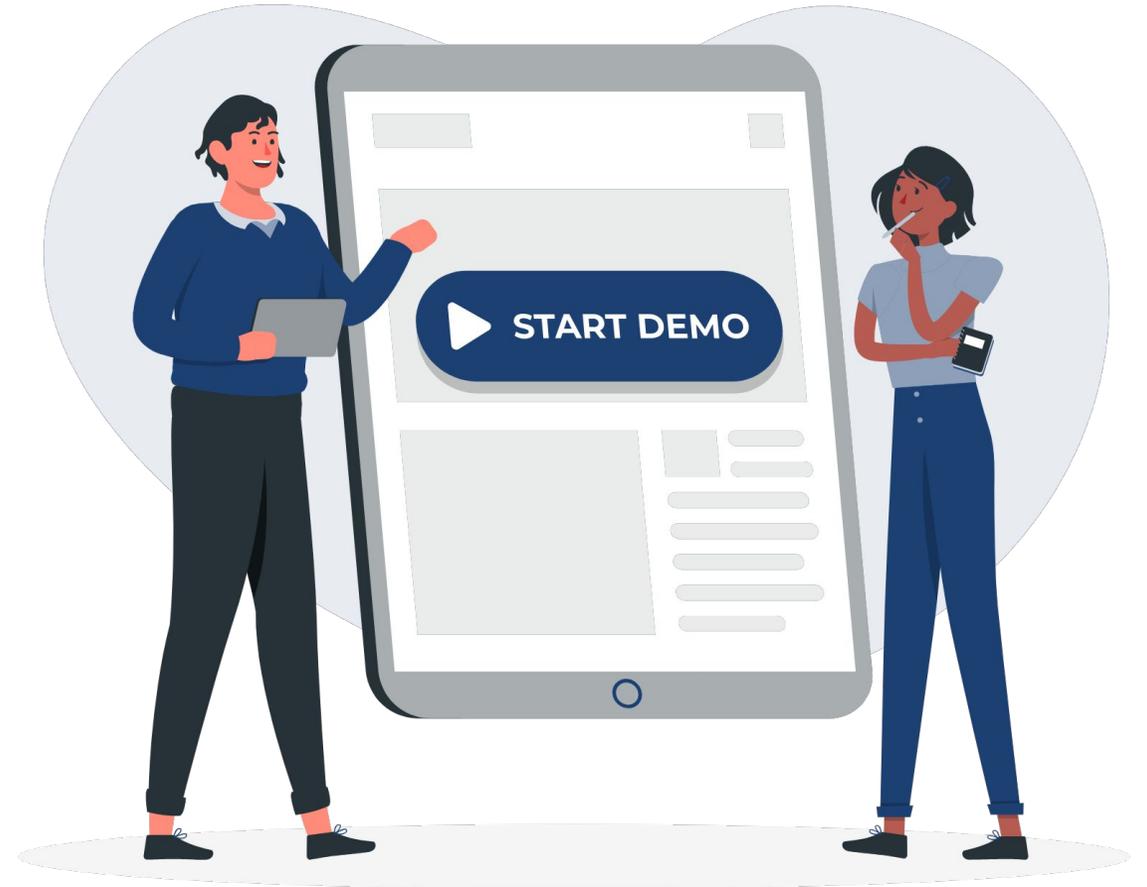
Project Descriptor Issues

How to Resolve:

1. Review the information in the spreadsheet and submit a ticket to the HMIS Helpdesk to update any project information:
 - [Request to Update Bed Inventory Form](#)
 - [Project Close Out Form](#)
 - [Submit a ticket](#) for any other updates
2. Run the Agency Set-Up Review Report to confirm updates.

Project Descriptor Demo

Reports → Data Analysis → Orange
County Clarity System Reports →
Agency Management Agency →
Agency Set-Up Review



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Length of Stay/ Unit Utilization



Length of Stay/Unit Utilization and Common Errors

Length of Stay Errors

What is the error?: Length of stay errors occur when the average length of stay for people in a project are unusually long (over 120 days) or unusually short (less than 5 days).

What agencies will receive: Agencies will be provided the average length of stay for the specific project and household type that is above/below the threshold.

Length of Stay/Unit Utilization and Common Errors

Unit Utilization Errors

What is the error?: Unit Utilization errors occur when no clients have been served by a project, or unit utilization is too low (under 25%) or too high (over 150%)

What agencies will receive: Agencies will be provided the utilization rate for projects that have an unusually low or unusually high utilization rate.

How to Resolve Length of Stay/Unit Utilization Errors

1. Run the **LSA Data Cleanup: Length of Stay and Utilization Overview Report** for reporting period 10/1/2024 - 10/1/2025.
2. After reviewing the report, some potential corrections that can be made depending on the type of error include:
 - a. If the length of stay is too long, check enrollments for accurate exit dates or for proper project closeouts if the project had stopped operating.
 - b. If the project's utilization is zero, check that clients who have moved in have a Housing Move-In Date on the entry screen.
 - c. If the project's utilization rate is too low, check for bed inventory that may need to be closed out.

LSA Data Cleanup: Length of Stay and Utilization Overview

Reporting Period Filter

is from 2024/10/01 until 2025/10/01

Program CoC

is CA-602

Agency Name 

is OC Training Agency

Program Name 

is any value

Continuum Project

is Yes

Victim Service Provider

No

Yes

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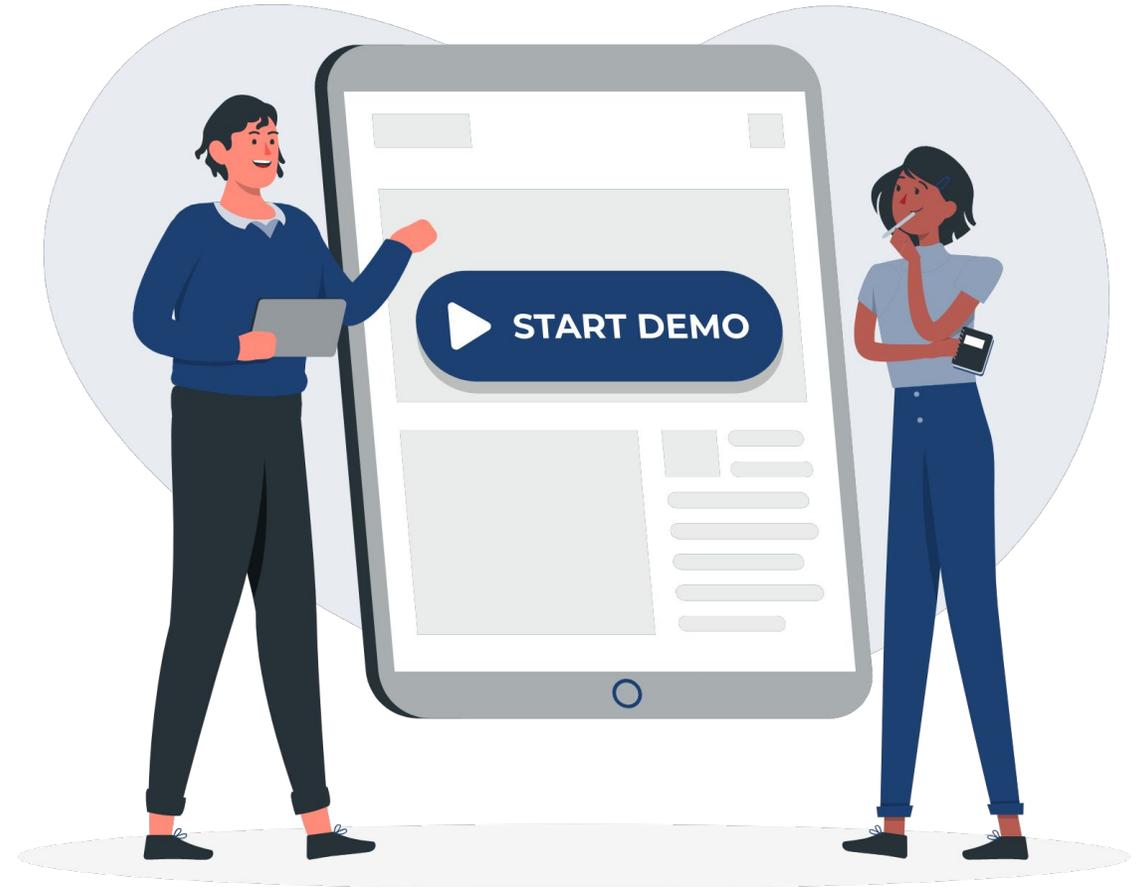




Length of Stay/Unit Utilization Demo

Reports → Data Analysis → Built-In Reports → LSA Data Cleanup: Length of Stay and Utilization Overview Report

Analysis Period: 10/1/2024 - 10/1/2025



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Q&A

Reminder: Please enter your agency name in the chat box for attendance



**Thank you
Have a great day!**





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