



## Napa County HMIS News

October 2024

Welcome to the Napa County HMIS October 2024 newsletter!

**In this edition you'll find the following:**

- Upcoming Events
- Napa 2025 PIT Count Planning
- 2024 LSA How to Guide
- Report Spotlight: Housing Move-In Date
- We Welcome Your Ideas



### Upcoming Events

#### Napa CoC General Meeting

Thursday, November 7, 2:30-4:00 p.m. | Register [here](#)

Monthly CoC meeting run by Napa County on the first Thursday of every month. After registering, you will receive a confirmation email containing information about joining the meeting.



## News

### Napa 2025 PIT Count Planning

It is that time of year again to begin PIT Count planning. Brandee Freitas sent out a calendar invite to those of you that participated in planning last year, but she would also like to send out a CoC-wide invite for anyone else that would like to participate. Please note, the planning group is different than signing up to volunteer (more info to come on that later).

#### Join the Planning Team:

If you would like more information on joining the planning team, please email Brandee ([Brandee.Freitas@countyofnapa.org](mailto:Brandee.Freitas@countyofnapa.org)) and Jesus ([jesus.tijero@countyofnapa.org](mailto:jesus.tijero@countyofnapa.org)).



## How-to

### 2024 LSA How to Guide

Check out this helpful visual, The 2024 LSA How to Guide! It's packed with valuable information, including an overview of:

- What is the LSA
- 2024 LSA Timeline & Reporting Period
- LSA Flag Types
- LSA Resources

[Check out the PDF](#)

# FEDERAL REPORTING: LSA

## A How-To Guide



### WHAT IS THE LSA?



The Longitudinal Systems Analysis (LSA) is a report that provides HUD and CoCs with information about how people experiencing homelessness use their system of care.



The LSA is a large CSV data file pulled from Clarity and uploaded to the HUD HDX, HUD's data submission site.

#### THE LSA FOCUSES ON THREE KEY PERFORMANCE MEASURES:

1. Returns to Homelessness
2. Exits to Permanent Destinations
3. Cumulative Days Homeless

#### WHAT IS THE LSA USED FOR?

Communities earn points based on their effectiveness in addressing homelessness, often measured through the LSA report, influencing the allocation of funds according to their ranking in the system.

### THE LSA TIMELINE

**30 SEPT 2024**  
Reporting Year Ends

**4 NOV 2024**  
LSA Data Collection Opens

TIME TO ADDRESS FLAGS

**9 JAN 2025**  
LSA Final Deadline

**2024 LSA REPORTING PERIOD**  
10/1/23 - 9/30/24

#### COMMON DATA QUALITY ERRORS CAUGHT BY THE LSA:

HOUSEHOLD DATA

INVENTORY

OVERLAPPING ENROLLMENTS

**\$ BETTER LSA DATA = MORE FUNDING OPPORTUNITIES \$**

**Please Note:** Hyperlinks are not available in the actual PDF, so please see below for direct links to the resources.

- [2024 LSA Toolkit](#)
- [LSA Tools - HUD Exchange](#)
- [Intro to submitting LSA](#)
- [LSA Common Flags](#)
- [Bitfocus Help Center](#)



## Report Spotlight

### Housing Move-In Date

One of the most important and complex HUD HMIS data elements is *Housing Move-in Date* (3.20). This article will explain some of the fine points and nuances regarding the usage of this element in HUD and Federal Partner reporting. **Some of the reports where *Housing Move-in Date* calculations are relevant include:**

- Annual Performance Report [HUDX-227]
- ESG CAPER [HUDX-228]
- System Performance Measures [HUDX-223-AD]
- Longitudinal System Analysis [HUDX-231-AD]\*
  - *LSA has additional logic outside of this overview for adjusted move-in dates per the specifications.*
- Housing Inventory Count [HUDX-123-AD]
- Shelter Count PIT [HUDX-230-AD]

Additionally, Bitfocus has implemented the same logic into other "canned" reports requiring *Housing Move-in Date* as part of the report logic.

#### The Basics

The following is an overview of the minimal requirements for counting an enrollment as having a *Housing Move-in Date*. Additional rules and guidance for handling Housing Move-in Dates are outlined in the [HMIS Standard Reporting Terminology Glossary](#) and worked into move-in date calculations.

#### Screen Type

The *Housing Move-in Date* is only taken from *Program Enrollment Screens* of the enrollment's *Head of Household*. If a program captures *Housing Move-in Date* on a different screen, it will not be included in reporting on Housing Move-ins.

### Project Type Code

The enrollment must be in one of the following project types:

- PH - Permanent Supportive Housing (3)
- PH - Housing Only (9)
- PH - Housing with Services (10)
- PH - Rapid Re-Housing (13)

Pay for Success Programs: Due to the nature of some Pay for Success programs, Move-in Date is collected and utilized for reporting in the APR, CAPER, CSV/XML Export, and Program Roster.

### Head of Household

- The enrollment must have one and only one *Head of Household* designated.
- The HoH entered the project on or before the date, all other household members entered.
- A *Move-in Date* is required for the HoH.

### Housing Move-in Date in Relation to Other Dates

- The *Move-in Date* must be on or between the HoH's Project Start Date and Project Exit Date.
- The *Move-in Date* must be before the reporting period end date.
- The *Move-in Date* that is prior to the HoH's Project Start Date, should be disregarded entirely and handled as null.
- The *Move-in Date* that is after the Reporting End Date should also be disregarded and handled as null.

### Household Members

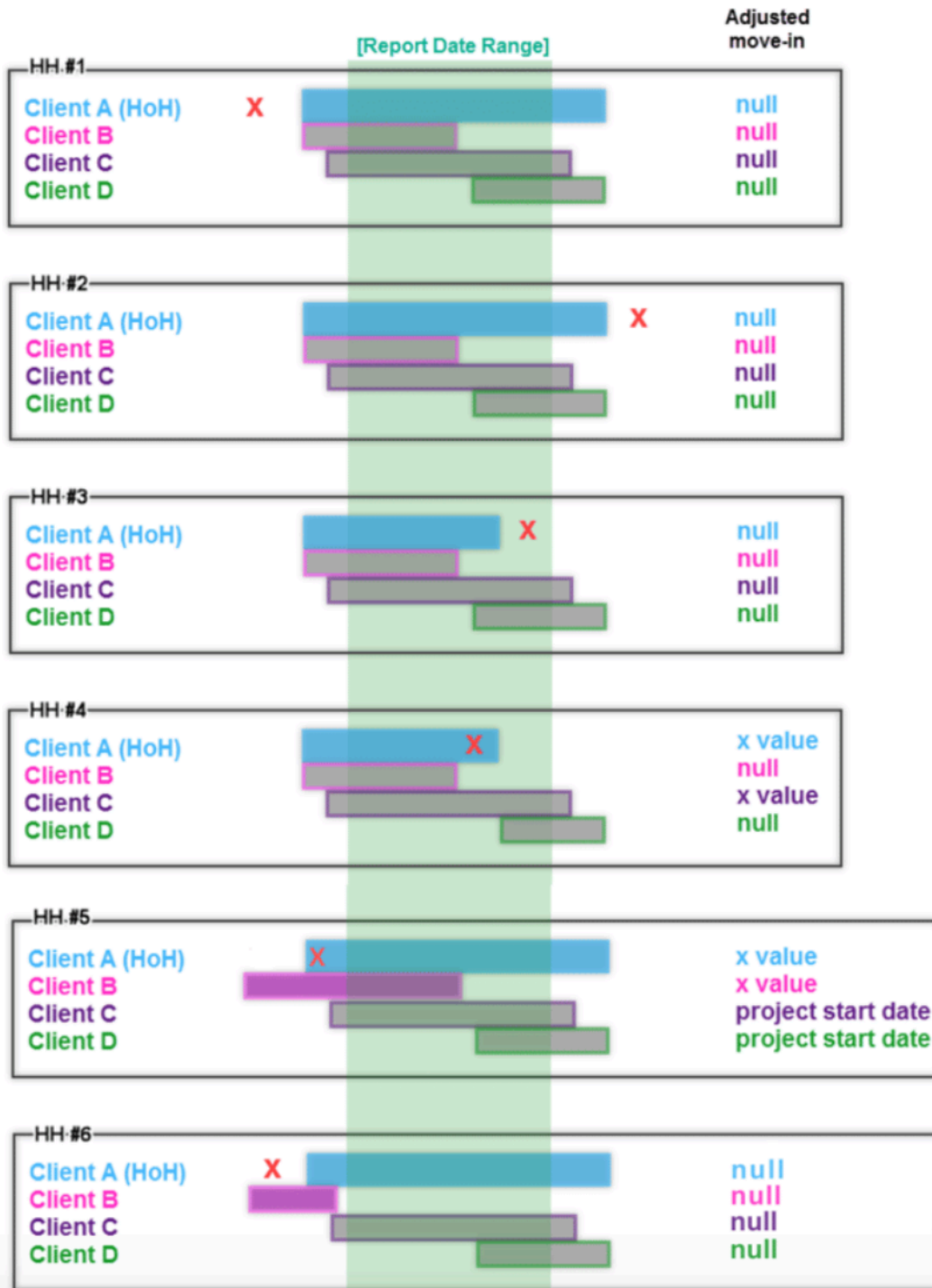
- If a household member's Project Start Date is before or on the HoH's Move-in Date, the HoH's Move-in Date will be applied to the household member for reporting.

- If a household member exits prior to the HoH's Move-in Date, the Move-in Date is not inherited.
- If a household member's Project Start Date is after the HoH's Move-in Date, the household member's Move-in Date will be the same as their Project Start Date.

### **Variations**

Often, reality does not conform to the ideal standards. As a result, some specific alternate situations are visually summarized below:

**x - HoH move-in date on enroll screen**



Have questions or need further assistance? Please get in touch with us at the following:

- Email: [napa@bitfocus.com](mailto:napa@bitfocus.com)
- Phone: 888-505-1832



## Spotlight

### We Welcome Your Ideas

We encourage you to suggest improvements and new features for our products. You can [create feature suggestions](#) or vote, watch, and comment on existing suggestions at [ideas.bitfocus.com](https://ideas.bitfocus.com). Refer to our [Feature Suggestions](#) article for additional details.

Questions? Your HMIS Administrator is happy to help.

Phone: 888-505-1832  
Email: [napa@bitfocus.com](mailto:napa@bitfocus.com)



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