

Federal Reporting:

**LSA (Longitudinal Systems
Analysis)
and System Performance
Measures (SPM)**



Agenda

- What are LSA and SPMs?
- How to Prepare for the LSA and SPMs – Best Practices
 - Helpful Reports
 - Resources



What are the LSA and SPMs?

What is the LSA?

The Longitudinal Systems Analysis (LSA) report is a required HUD report that our community is required to submit annually to HUD across key projects participating in the Continuum of Care (CoC). It provides HUD and our CoC with critical information about people experiencing homelessness and their use of the system of care.

Universe of HMIS Data that will be submitted:

- Five project types (ES, SH, TH, RRH, PSH, PH)
- Exits two years prior to the reporting period
- Exits one year prior to the reporting period
- Exits in the first six months of the reporting period
- Client demographic and household data for all program enrollments
- Exit Destination, length of time homeless and returns to homelessness



What is the LSA used for?

Better Compete for HUD Notice of Funding Opportunities (NOFO)

- Your community's data is competitively ranked by a point structure. The more a community can demonstrate effectiveness within their homelessness response system, the more points they can be awarded.
- The LSA report process is a part of this point structure. Funds are often distributed based on community ranking.

Great LSA Data =
More Funding
Opportunities



What are System Performance Measures?

Viewing the local homeless response system as a coordinated system of homeless assistance options instead of programs operating independently in a community

Allows Continuums of Care (CoCs) to regularly measure progress in meeting the needs of people experiencing homelessness in their community and to report progress to HUD

October 1 - September 30 reporting period. Plus, looking back two years.

7 Measures

Destination data quality



Data Included in the SPMs

THE SEVEN MEASURES

MEASURE 1

Length of time persons remain homeless

MEASURE 2

Extent to which persons who exit homelessness to permanent destinations return to homelessness within 6, 12, and 24 months

MEASURE 3

Number of homeless persons

MEASURE 4

Employment and income growth for homeless persons in CoC-funded projects

MEASURE 5

Number of persons who become homeless for the first time

MEASURE 6

Homeless prevention & housing placement of persons defined by Category 3 of HUD's homeless definition in CoC-funded projects

MEASURE 7

Successful placement from SO and successful placement in or retention of permanent housing

Measure 1:

Length of Time (LOT) person remains homeless



Average & median LOT homeless for persons in ES & SH



Average & median LOT homeless for persons in ES, SH, & TH



Average & median LOT homeless for persons in ES, SH, & PH (prior to housing move-in)



Average & median LOT homeless for persons in ES, SH, TH, & PH (prior to housing move-in)

Project Start & Exit Dates

Prior Living Situation fields
(including Approximate Date Homelessness Started)

**Relevant in
HMIS**

Bed night (for ES night-by-night projects)

Housing Move-in Date
(applicable to PH projects only)

MEASURE 2:

The extent to which persons who exit homelessness to permanent destinations return to homelessness within 6, 12, & 24 months

- Clients who exited from SO, ES, TH, & PH to a permanent destination 2 years prior to the report start date (October 1)
- Of those clients, the number who returned to homelessness within:
 - 6 months
 - 12 months
 - 24 months

RELEVANT IN HMIS



MEASURE 3:



MEASURE 4:

Employment and income growth for homeless persons in CoC-funded projects

- Reported for adults
- Stayers (with at least 365 days in a project) and leavers
- Increased earned income
- Increased non-employment cash income
- Increased total income

Relevant Data in HMIS:

- Project Start & Exit Dates
- Date of Birth
- Income and sources at entry, annual assessment, and exit

Measure 5:

Number of persons who become homeless for the first time

- Clients entering ES, SH, TH, or PH
- Of those clients, the number who were not active in ES or any housing project within 24 months prior

*Project
Start Date*

**RELEVANT DATA IN
HMIS**

*Project
Exit Date*

Measure 7:

Successful placement from Street Outreach and successful placement in or retention of permanent housing

Persons who exit Street Outreach

- Exits to temporary & some institutional destinations
- Exits to permanent destinations

Persons in ES, SH, TH, & RRH who exited, plus persons in other PH projects who exited w/out moving into housing

- Exits to permanent destinations

Persons in all PH projects (except RRH) who exited after moving into housing, or who moved into housing & remained in the PH project

- Persons who remained in PH
- Exits to permanent housing



Relevant Data in HMIS:

- Project Start & Exit Dates
- Destination
- Housing Move-in Date

Destination

Persons served in ES & SH

- Leavers
- Exits to Don't Know/Refused/Missing

Persons served in TH

- Leavers
- Exits to Don't Know/Refused/Missing

Persons in PSH & OPH

- Leavers
- Exits to Don't Know/Refused/Missing

Persons in RRH

- Leavers
- Exits to Don't Know/Refused/Missing

Persons in SO

- Leavers
- Exits to Don't Know/Refused/Missing



HOW TO PREPARE

HELPFUL REPORTS & DATA ERRORS

COMMON MISSING DATA ELEMENTS IN THE LSA

Data Element
Health Insurance (at entry & exit)
Income (at entry & exit)
Non-Cash Benefits (at entry)
Disabling Condition
Months or Times Homeless
Length of Stay
SSN
Race & Ethnicity
Inventory
Households
Overlapping Enrollments



These are important to look out for when cleaning up your data!

Households

Potential Issues	Potential Fixes
No HoH	Add HoH if adult has enrolled alone Select HoH if multi-person HH
Child Only HoH	Merge enrollment with their other household members and set HoH
Clients born after Enrollment Start Date	Update enrollment start date
HoH with move-in dates outside of enrollment	Update to correct move-in date or update to correct enrollment date

Overlapping Enrollments

Potential Issues	Potential Fixes
Duplicate enrollments	Review and delete duplicate enrollment
Missing exits	Input correct exit dates for enrollments
Incorrect exit dates	Correct exit dates for enrollments

Inventory

Potential Issues	Potential Fixes
Projects with low (less than 65%) or high (more than 105%) utilization rate during reporting period	Correct client enrollment data and/or exit data Update inventory
Clients with unusually long Lengths of Stay in a project	Correct client exit data
Dedicated beds does not reflect clients being served	Update dedicated beds
Incorrect inventory start date/ end date	Update inventory start/end dates
Bed inventory on the night of the 2023 PIT doesn't match the number of beds for that project during the LSA reporting period	Update beds/units

OVERLAPPING ENROLLMENTS

What is an overlapping enrollment?

A client's record in HMIS shows the client is a household in more than one shelter or housing program at the same time.

HOW THIS COULD APPEAR IN THE DATABASE SCENARIOS:

An agency enrolls a client into a shelter, and there is an existing enrollment in another shelter or program.

- Contact Agency/Staff to exit. The agency must exit a day before the enrollment date into the new shelter.

Move-in Date for the Housing Program is during a stay in a shelter

- Contact Shelter/Staff to exit. Cannot have move-in dates that fall within another program.

HUD Guidance:

Overlapping stays in a housing (tracked by move-in date) or emergency services (tracked by bed night for night by night, enrollment/exit for Entry/Exit) program cannot overlap by the same day.



CHECKING FOR OVERLAPPING ENROLLMENTS

To check for overlapping enrollments, you can use the client History tab and the [\[GNRL-106\] Program Roster report](#) to do a regular audit of enrollments.

Potential Issues	Potential Fixes
Duplicate enrollments	Review and delete duplicate enrollment
Missing exits	Input correct exit dates for enrollments
Incorrect exit dates	Correct exit dates for enrollments

REMINDER: HUDs definition of “Housing Move-in Date” is the date that the client **PHYSICALLY** moves in (becomes housed).



OVERLAPPING ENROLLMENTS BY PROJECT TYPE:

- An example of an overlapping enrollment by program type is:
 - *The client was in the New Beginning Center ES from 3/1/20 to 6/1/20. They entered MHA Mainstream for PH on 5/1/20, but their move-in date was either 5/1/20 or 6/1/20.*
 - This counts as overlapping enrollment because they were in the shelter while also being scheduled for permanent housing at MHA Mainstream.

HELPFUL REPORTS



Program Roster Report

CASA

Active within 10/21/2024 thru 10/21/2024

Housing Move-in: Undefined = Unknown HoH or adjusted Move-in is Null, = Non PH Project, **A:** Assessments, **S:** Services, **CN:** Case Notes

You can find more information about adjusted Move-In Date at the [Help Center Article](#)

Head of Household (HoH) Unique Identifiers are listed in bold text. Household members are grouped together with the HoH.

Client	Unique Identifier	Birth Date	Age At Entry	Current Age	Enroll Date	Exit Date	LOS	Housing Move-in	A	S	CN	Assigned Staff	Unit Assignment	Bed Assignment	Occupancy Start Date	Occupancy End Date
Program: Carlton																
King, Burger	4FA53CD68	05/05/1991	31	33	07/12/2022	-	833	undefined	0	0	1	W. Bussey* G. Scott* E. Doll				
Holmes, Sherlock	A78645709	05/05/1950	72	74	01/06/2023	-	655	undefined	0	0	0	D. Gore*				

Number of Enrollments: 2

Number of Unique Clients: 2

Number of Households: 2

Total Number of Enrollments: 2

Total Number of Unique Clients: 2

Total Number of Households: 2

[GNRL-106] Program Roster

Review your Active Clients for the period of October 1, 2022, to September 30, 2023.

✓ DOB – Are there any Issues with Group Enrollments, (i.e., baby in the program) or incorrect date of birth.

✓ Check Length of Stay – Is anyone that should be exited?

✓ Missing Annual Assessments? Enter those 30 days before or after the client’s anniversary date.

[DQXX-102] Program Data Review

- ✓ Review for missing data, making sure that there is less that
- ✓ Missing = "Data not Collected", "Client Refused", "Client prefers not to answer"
- ✓ Also, collect this data

Program Data Review

Name	Unique Identifier
Path To Home, Client Example	8786
Snow, Winter	D41
Totter, Teeter	6C1
Peach, Princess	FE7
Porcupine, Hedgehog	944
Hua, Mulan	3A4
Test, Anna	74D
Fabrics, Joann	AF7
Runner, Starr	076
King, Cub	771
Greatsign, Shelia	ADD

Greatsign, Allen	6025	05/01/2020	-	508	1	-
Smith, Janet	2AD0466FD	05/01/2020	-	508	1	-
Forest, Baby	0EA068103	05/04/2020	-	505	0	-
O'Neal, Donny	2003F5F44	09/30/2020	-	356	14	-
Traveler, World	58CEA3DFE	12/11/2020	-	284	1	-
Pea, Sweet	DABAE0F39	03/22/2021	-	183	0	-
James, Lebron	704744DF7	05/14/2021	-	130	0	-
Tree, Apple	D007471F6	06/28/2021	-	85	0	-

Program Data Review - Details

Missing Entry Data

Unique Identifier	2003F5F44
Program Date	valid
Client Location	valid
Has the individual/client experienced a past or current relationship of any type that broke down or was unhealthy, controlling and/or abusive? (This includes domestic violence, dating violence, sexual assault, and stalking)	need corrections
Relationship to Head of Household	valid
What was the individual/client's type of residence immediately prior to program enrollment?	valid
Is the individual/client currently living in a vehicle?	valid
Select the City of the Prior Residence	valid
Length of Stay in Prior Living Situation	need corrections
Approximate Date Homelessness Started	valid
Number of times on the streets, in emergency shelter, or safe haven in the past three years	need corrections
Total number of months homeless on the streets, in emergency shelter, or safe haven in the past three years	need corrections
What city did the individual/client live in the last time they had a stable place to live like an apartment or house?	need corrections

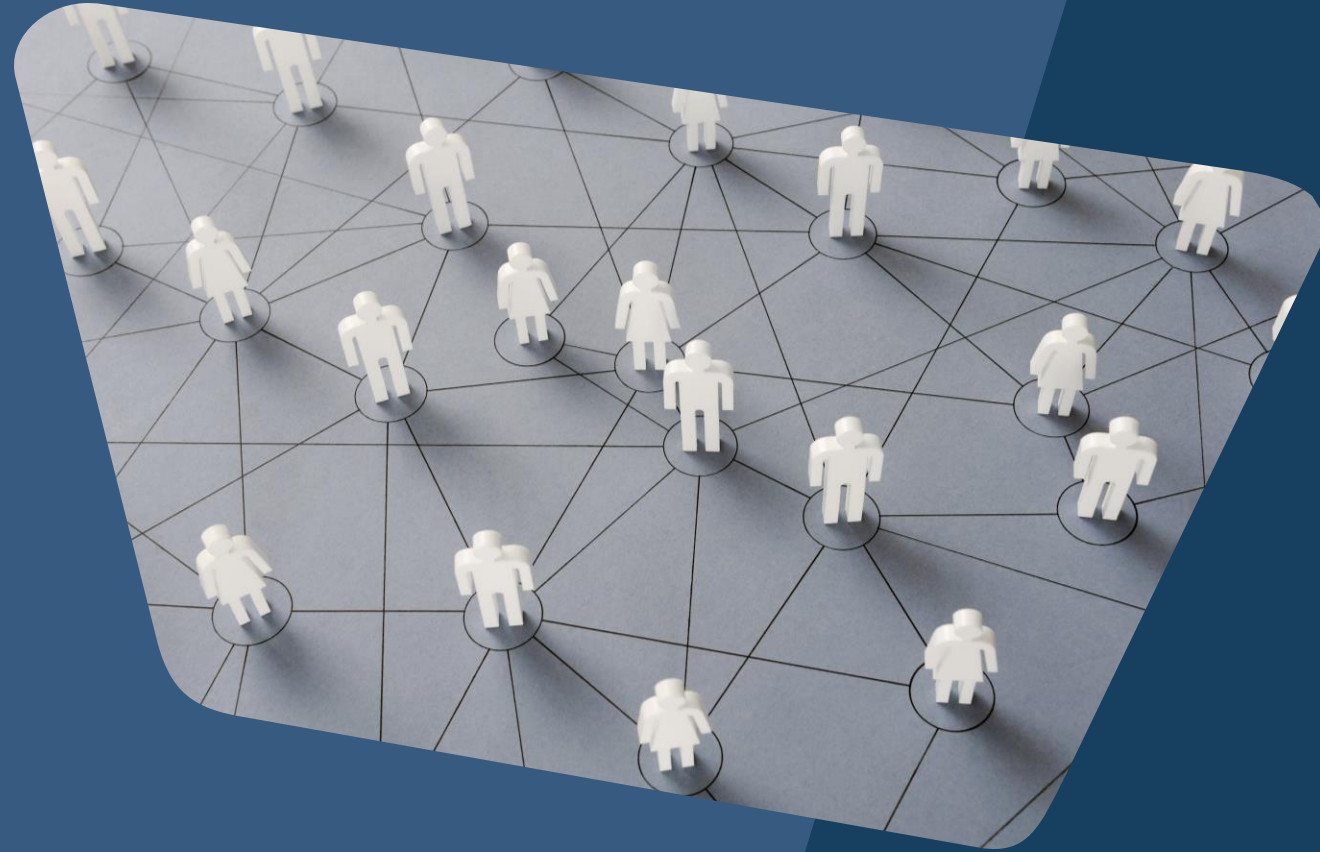
[Exit-101] Potential Exits

Run for the cut-off date of [date] for those who haven't been potentially active in your program for the last six months.

- ✓ Review for missing data:
 - ✓ Missing Data = Data Not Collected, Client Refused, Client prefers not to answer
- ✓ Review potential exits

Potential Exits		Bitfocus System (Training)					
		Cut off Date: 05/01/2023					
<p>Clients below are active in the program and do not have a qualifying activity since the cut-off date.</p> <p>The following program-level activities are qualifying activities: Unit Connections, Services, CE Events/Results, Case Notes, and Program-Level Assessments (Annual, Status, and Current Living Situation).</p>							
Unique ID	Client Name	SSN	Project Name	Most Recent Activity	Most Recent Activity Date	Assigned Staff	Enroll Type
00000000	MTS, Chad	000-0000	Project MTS	Business Emergency Shelter - Initial	09/11/2017	Admin, Admin	Individual
00000000	MTS, Chad	000-0000	Project MTS_2	Annual Assessment	07/12/2018	Admin, Admin	Individual
00000000	Admin, John	000-0000	Program for MTS MTS	Hot Meal - Hot Meal Group	09/02/2015	OT/Support, Jim	Family
00000000	Admin, John	000-0000	Program for MTS MTS	Hot Meal - Hot Meal Group	09/02/2015	OT/Support, Jim	Family
00000000	Admin, Sam	000-0000	Program for MTS MTS	Hot Meal - Hot Meal Group	09/02/2015	OT/Support, Jim	Family
00000000	Res, Ashleigh	000-0000	Res 1780	Police and services Police & Services Unit	09/06/2022	Admin, Admin	Family
00000000	Res, Ashleigh	000-0000	Res/ResProgram100				Individual
00000000	Res, Res	000-0000	Res 1780				Family
00000000	Res, Res	000-0000	Res/ResP				Individual
00000000	Res, Res	000-0000	Res/ResProgram100	Status Assessment	05/04/2020	Admin, Admin	Individual

What to Expect



At a community level, data must be reviewed Universe of Data that will be submitted, incorrect data will not be accepted by HUD upon report submittal.

The Bitfocus Team will review and ensure corrections have been made

Agency Administrators will be receiving data clean-up requests from the Bitfocus Team and will be expected also to be reviewing & correcting their data

What does this mean for you?

Everyone has a role to play in submitting the LSA

Program Managers will review and make corrections to data

Agency Administrators will follow up with Program Managers and Agency Staff to make corrections to client-level data.

When do we get started?

Timeline for LSA Review

Outreach that will be coming from the Bitfocus HMIS Team in **November 2024**.

- Outreach #1
 - Date of Birth Errors
 - Abandoned Enrollments
 - Household Errors
- Outreach #2
 - Overlapping Enrollments & utilization percentage outliers
- Outreach #3
 - Outstanding Overlapping Enrollments

Follow up review date: **First week of December 2024**

Ongoing Individual outreach from System Administration for agency-specific issues.



HELPFUL RESOURCES!

- [2024 LSA Toolkit](#)
- [HUD Exchange: CoC System Performance Measures](#)
- [Clarity HMIS: The Report Library](#)



QUESTIONS?