



Bitfocus



Federal Reporting: LSA

Agenda

- > Timeline
- > Introduction to the LSA
- > Flags
- > Common Data Quality Issues
- > Discussion
- > LSA Resources






What is your Bitfocus Community Admin Team up to?

Reporting Year Ends	LSA Data Collection Opens	LSA Interim Benchmark – First Successful Upload	LSA Interim Benchmark – Initial Notes Submitted to HUD	Time to Address Flags	LSA Final Deadline
30 SEPT 2024	4 NOV 2024	13 NOV 2024	12 DEC 2024	4 NOV 2024 – 9 JAN 2025	9 JAN 2025

What is your Bitfocus Community Admin Team up to?

Preliminary LSA Timeline

Reporting Year Ends	LSA Data Collection Opens	LSA Interim Benchmark – First Successful Upload	LSA Interim Benchmark – Initial Notes Submitted to HUD	 Time to Address Flags We are here	LSA Final Deadline
✓ 30 SEPT 2024	✓ 4 NOV 2024	✓ 13 NOV 2024	 12 DEC 2024	 4 NOV 2024 – 9 JAN 2025	9 JAN 2025

Introduction to the LSA



Poll time!

**How familiar are you with
the LSA report?**



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 is pulled from Clarity and is uploaded to HUD HDX, HUD's data submission site.
- **Current LSA reporting period: 10/1/23 – 9/30/24**

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Current LSA reporting period: 10/1/23 – 9/30/24

The report includes a detailed analysis of:

- Demographics
- Patterns of System Use
- Destinations
- Recidivism
- Program Details
- And More

A report of people served across five project types:

1. Emergency Shelter
2. Transitional Housing
3. Safe Haven
4. Rapid Rehousing
5. Permanent Supportive Housing

What is the LSA used for?

Homelessness Reporting across the Nation

- LSA is one of a few federal reports that feeds into a larger HUD report called the Annual Homeless Assessment Report (AHAR), which is the primary source of data on homelessness nationwide
- AHAR is used by Congress, local communities, homeless service organizations, philanthropies, and many others to measure homelessness nationally. This information is used to determine where to dedicate resources, see trends, and set priorities and goals related 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.



LSA Flags

What are they, and why does it matter to you as an Agency Lead?



Warning Flags



- Data is outside of the norm
- Should be resolved when possible
- Often reflect data quality issues, which require program data corrections in the HMIS
- If the data is accurate, an explanation note must be entered in HDX to explain the issue
 - Notes must be reviewed and accepted by HUD liaison

Error Flags!



→ Data is impossible in reality

→ Must be resolved

→ Explanation notes not accepted



Error Flag Examples:

- Project has client exit dates that are after the project end date
- There are more recorded households than people or more recorded units than beds
- Project has active client enrollments during the reporting period but has no active bed inventory records

Warning Flag Examples:



- Project with unusually high/low utilization rates
- Population served by a project does not reflect the inventory reported
- Number of people served in LSA (one year) is less than the number of people reported on sheltered PIT (one night)
- Discrepancies between LSA and Housing Inventory Count (HIC)

Example of Error Flag

System

OVERVIEW SERVICES FUNDING **PROGRAMS** ACCOUNTS ASSESSMENTS SITES STAFF SHARING

MODIFY PROGRAM BITFOCUS TEST PROGRAM

Program Name Bitfocus Test Program

Alias

Program Description

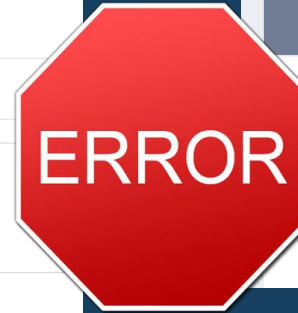
Program Template [2024] CoC Project [Standard]

Operating Start 10/01/2024

Operating End 11/01/2024

Bulk Exit Active Clients ☐

Status Inactive



Bit Focus Person

PROFILE **PROGRAMS** SERVICES ASSESSMENTS REFERRALS HISTORY NOTES FILES CONTACT LOCATION

PROGRAM HISTORY

Program Name	Start Date	End Date	Type
Bitfocus Test Program Transitional Housing System	11/14/2024	11/14/2024	Individual

But somehow client was exited on 11/14/2024 almost two weeks after project ended.

This Project ended 11/1/2024

Example of Warning Flag

System

OVERVIEW SERVICES FUNDING PROGRAMS ACCOUNTS ASSESSMENTS SITES STAFF SHARING

BED & UNIT INVENTORY INFORMATION

ADD INVENTORY + CALCULATED INVENTORY HISTORY

Household Type	Coc Code	Availability	Start Date	End Date	Beds	Units	Inventory Type	Show Filters
<div><div></div><div>Households without children</div></div>	Default		10/01/2020		25	25	Manual Entry	

Managed with Clarity Human Services



This Project has Inventory set up to serve Households without children

System

REPORT LIBRARY

Program Roster Report

Housing Move-in: Undefined = Unknown HoH or adjusted Move-in is Null, ☐ = Non PH Project, 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

Client	Unique Identifier	Birth Date	Age At Entry	Current Age	Enroll Date	Exit Date
Program: Bitfocus Test Program						
Focus Person, Bit	4DC41F4AA	05/04/2000	24	24	11/14/2024	11/14/2024
Focus Person 2, Bit	43C82E026	01/15/2000	24	24	11/14/2024	-
Focus Child 1, Bit	08F20748B	02/15/2020	4	4	11/14/2024	-
Focus Child 2, Bit	9C1022B8F	03/01/2018	6	6	11/14/2024	-
Test, Mom	364F9C271	06/22/2000	24	24	11/14/2024	-
Test, Baby (She/Her/Hers)	AB021472B	06/21/2022	2	2	11/14/2024	-
Test, John	FB8CD8D17	11/25/1985	38	38	11/14/2024	-

Program Roster shows there are Households with Children who are being served

Error Flag Examples:

- Project has client exit dates that are after the project end date
- There are more recorded households than people or more recorded units than beds
- Project has active client enrollments during the reporting period but has no active bed inventory records

Why does this matter to you as an Agency Lead?

Warning Flag Examples:

- Project with unusually high/low utilization rates
- Population served by a project does not reflect the inventory reported
- Number of people served in LSA (one year) is less than the number of people reported on sheltered PIT (one night)
- Discrepancies between LSA and HIC

- We will reach out to you with help to correct your program's data if we determine it is the cause for the flag we are receiving.

Common Data Quality Issues Caught by the LSA:

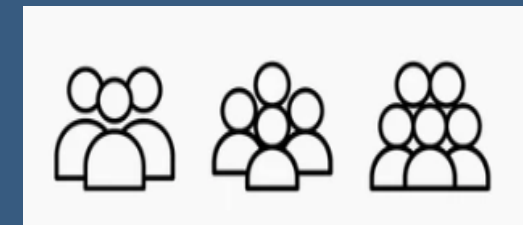
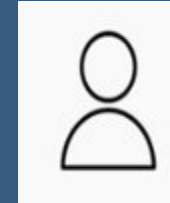
---> **Households**

---> Inventory

---> Overlapping enrollments

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



Common Data Quality Issues Caught by the LSA:

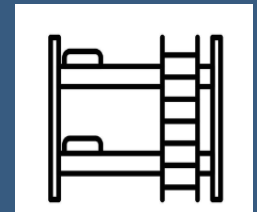
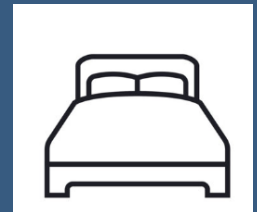
→ Households

→ **Inventory**

→ Overlapping 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 2024 PIT doesn't match the number of beds for that project during the LSA reporting period	Update beds/units



Common Data Quality Issues Caught by the LSA:

---> Households

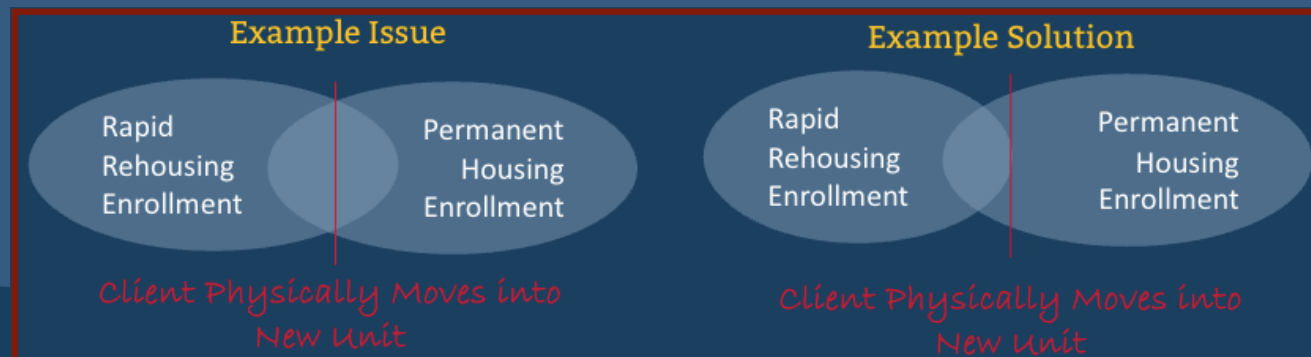
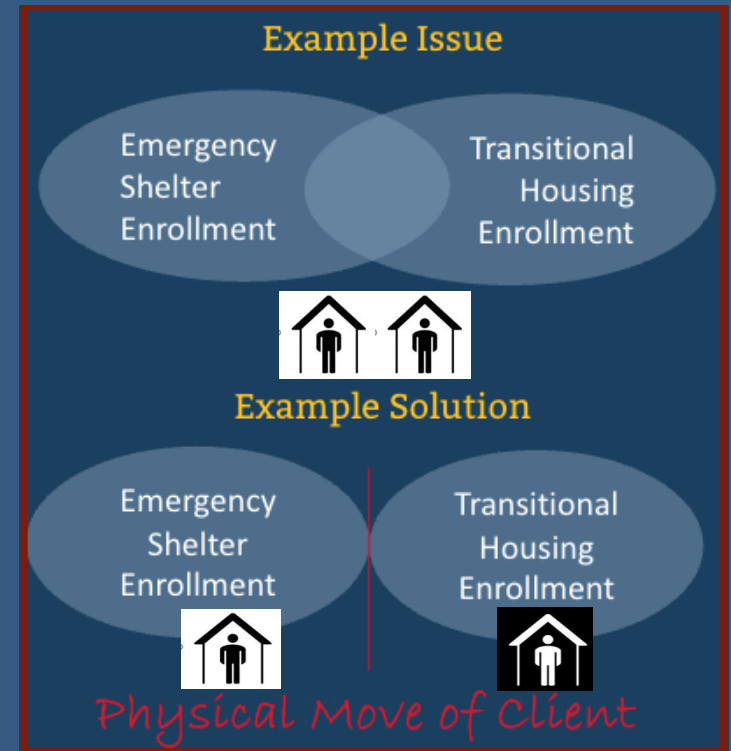
---> Inventory

---> **Overlapping enrollments**

Overlapping Enrollments

Potential Issues	Potential Fixes
Duplicate enrollments	Review and delete duplicate enrollment
Missing exits	Input correct exit dates for enrollments
Incorrect exit dates, program enrollment or housing move-in dates	Correct exit, enrollment, or housing move-in dates for enrollments

Refer to Marin's [Overlapping Enrollment Guidance document](#) we created to help you better understand how to manage overlapping enrollments in your community



Data Quality Workbook for LSA



Discussion

How do you want additional support related to federal reporting (LSA, SPM, PIT/HIC) this year?

- >Email
- >Direct troubleshooting with the Help Desk (via phone, email, or Zoom)
- >Demonstrations (written, live, etc)
- >Office Hours



LSA Resources

- > [Marin HMIS Federal Reporting Training Course](#) (2022 – Bitfocus resource)
- > [2024 LSA Toolkit](#) (Bitfocus Help Center resource)
- > [Preparing for the LSA: Guidance on Common Data Quality Issues](#) (HUD resource)





Questions?