

How-To Guide:

Eva: HMIS Data Quality Tool

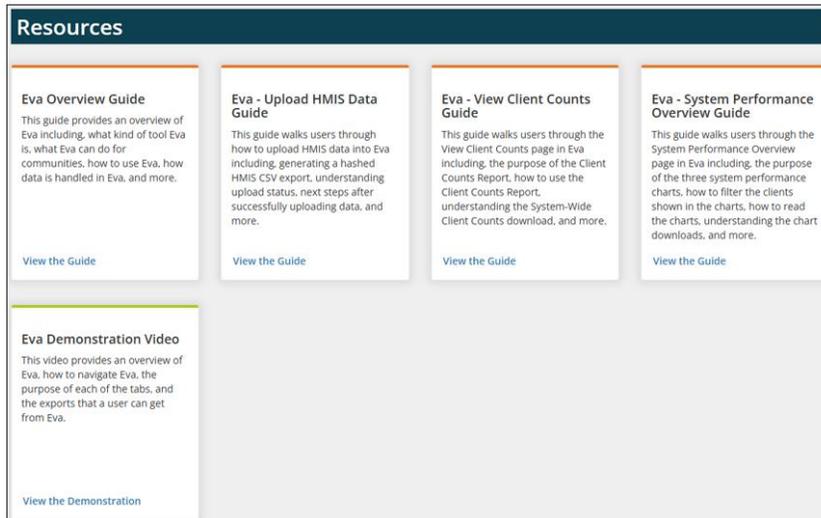
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Overview

The HMIS tool Eva was created in 2022 by the Department of Housing and Urban Development (HUD) and the HUD Technical Assistance (HUD TA) agencies primarily to assist communities in preparation for required federal reporting, such as the LSA (Longitudinal System Analysis) and the SPM (System Performance Measures) – BUT can be used at any time to monitor HMIS data quality.

- HUD Exchange Eva Resources:
 - <https://www.hudexchange.info/programs/hmis/eva/>



- Eva Website:
 - <https://hmis.abtsites.com/eva/>

In 2023, WellSky updated their system to allow all users the ability to pull the report that is essential to be able to utilize Eva. This data quality tool can now be *used by any End User* to check their project and agency data quality at any time.

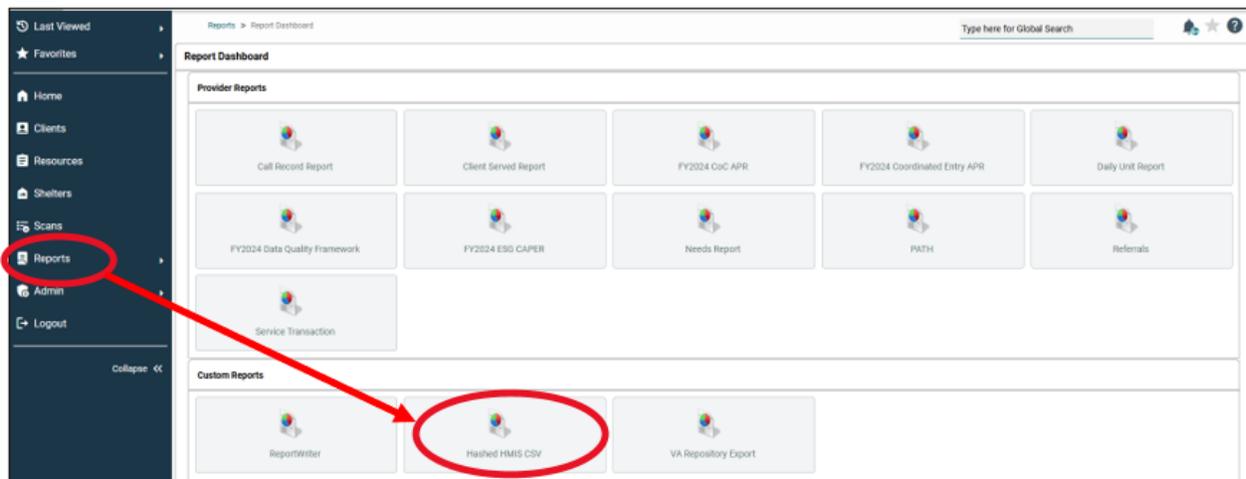
Eva is a tool that exists outside of HMIS and requires uploading the **'Hashed HMIS CSV'** report from HMIS

This document walks through:

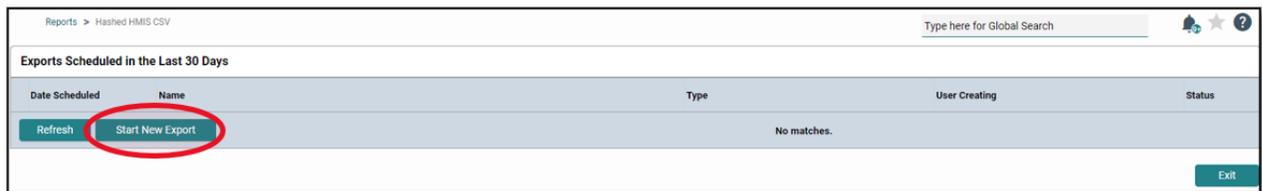
- How to Run the **'Hashed HMIS CSV'**
- Downloading the report from Community Services
- How to upload the export to Eva
- How to utilize the results from Eva to complete data corrections in HMIS

How to Run the Hashed HMIS CSV Export

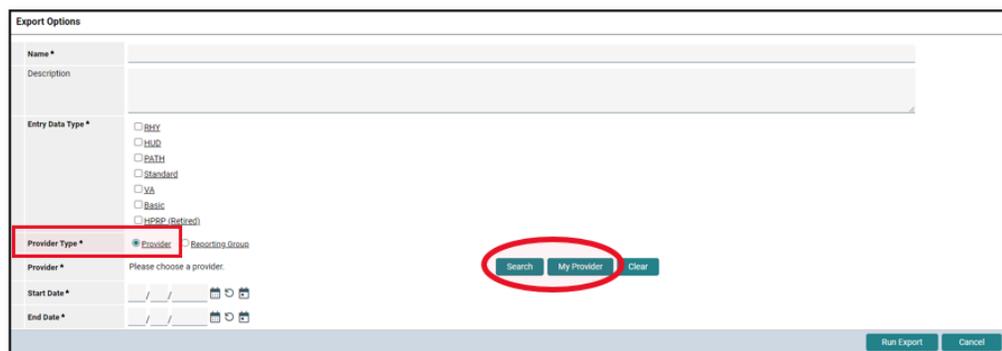
- The '*Hashed HMIS CSV*' is found on the Reports tab



- Click '**Start New Export**'



- **Name:** *TIP!* – Assigning a unique name will help to quickly ID between different exports
- **Entry Data Type:** This must match the '*Project Type*' used when creating a client enrollment
 - Pulling a single '*Hashed HMIS CSV*' for Multiple Projects:
 - If you are pulling a single export for multiple projects, a '**Reporting Group**' must first be created
****Please contact the MD BoS MD BoS HMIS Team to request a 'Reporting Group' be created for you****
 - Make sure to select **all** the '*Entry Data Types*' used by those projects!!
- **Provider Type:** Select either '*Provider*' or '*Reporting Group*' and follow the prompts
 - Provider:
 - *My Provider* – will pull report for the project currently selected for '**Enter Data As**'
 - *Search* – will allow you to select a specific HMIS project that you have '**Enter Data As**' access for



- **Reporting Group:** To use this option a '*Reporting Group*' must first be created by the MD BoS HMIS Team

****Please contact the MD BoS MD BoS HMIS Team to request a '*Reporting Group*' be created for you****

- Make sure to select **all** the '*Entry Data Types*' used by those projects!!

- **Start Date and End Date:** Enter the date ranges you want to see client data for

****For the FY24 the date ranges you want to are 10/1/23 – 9/30/24****

- Click '*Run Export*'

- The scheduled report will then show under the scheduled export list, with a '*Status*' showing '*Pending*'. Time for exports to load varies depending on on the date range selected

- Clicking '*Refresh*' can update the '*Status*' prior to the system notifying you that the export has been completed

Exports Scheduled in the Last 30 Days				
Date Scheduled	Name	Type	User Creating	Status
04/23/2024 (5:24 PM)	Example Export	HASHED_CSV	Jessica Jones (1061)	Pending

Showing 1-1 of 1

Buttons: Refresh, Start New Export, Exit

- Once the '*Status*' shows as '*Completed*', click the magnifying glass

- Since exports remain for 30-days, having a unique '*Name*' for each export helps to identify the correct export to download

Exports Scheduled in the Last 30 Days				
Date Scheduled	Name	Type	User Creating	Status
04/23/2024 (5:24 PM)	Example Export	HASHED_CSV	Jessica Jones (1061)	Completed

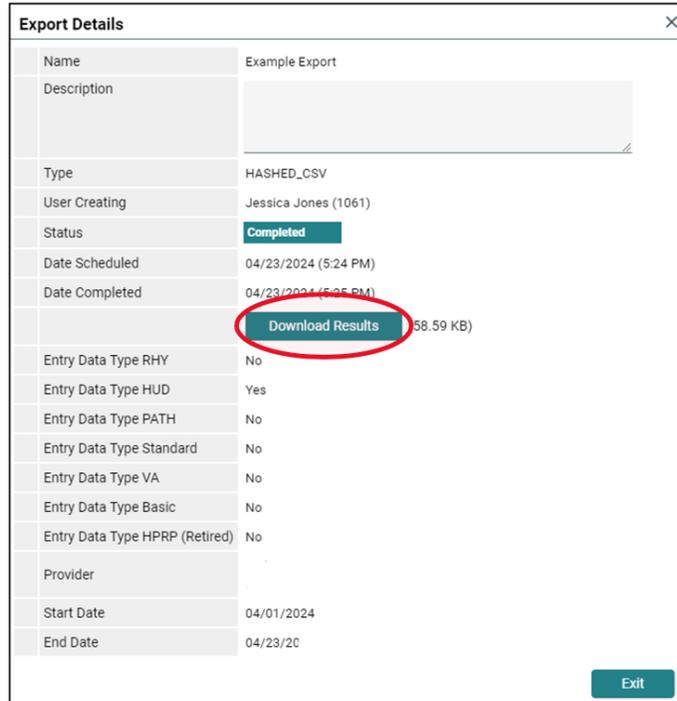
Showing 1-1 of 1

Buttons: Refresh, Start New Export, Exit

- **Download the Export:** After clicking the magnifying glass, a pop-up window will appear showing the report

prompts that were entered

- Click 'Download Results' – this will download a zipped .csv file to your computer



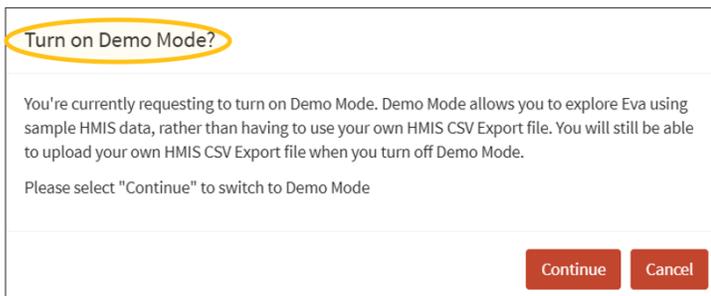
- **Now you are ready for Eva!**

How to Use Eva

- **Helpful Links**
 - HUD Exchange Eva Resources:
 - <https://www.hudexchange.info/programs/hmis/eva/>
 - Eva Website:
 - <https://hmis.abtsites.com/eva/>

Eva's Menu: The menu is located on the left of each page within Eva

- **Demo Mode:** In Demo Mode, you can explore the functionality of Eva with a pre-uploaded HMIS CSV Export file that uses sample HMIS data



Demo Instructions

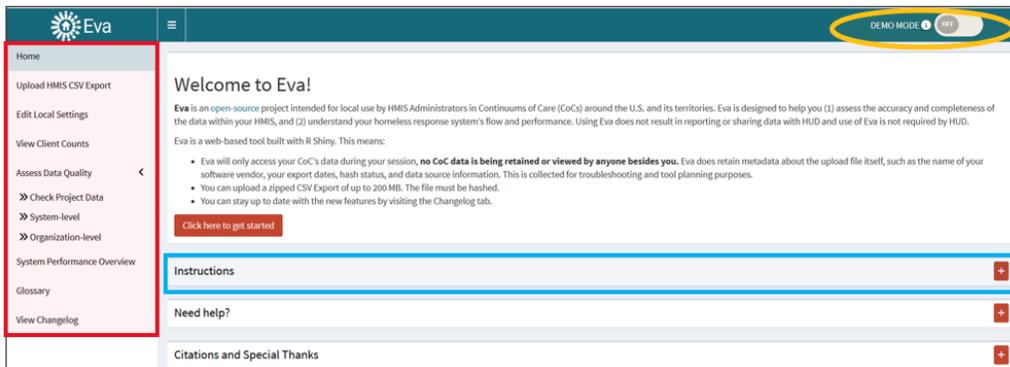
Welcome to Eva's Demo Mode. In Demo Mode, you can explore the functionality of Eva with a pre-uploaded HMIS CSV Export file that uses sample HMIS data. When Demo Mode is on, Eva has the same functionality but uses the sample HMIS data to provide examples of possible File Structure Errors, Data Quality Errors, and Warnings. Select any of Eva's pages from the navigation menu to the left to explore the application.

Turning Demo Mode On & Off

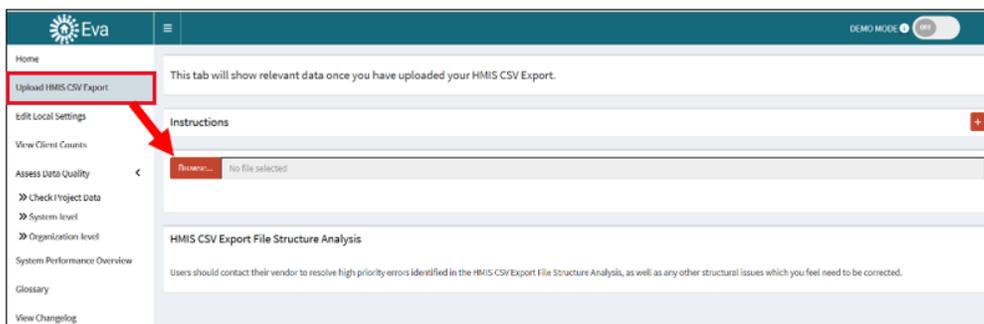
To turn Demo Mode on and off, use the yellow Demo Mode toggle on the top right of the screen. This toggle will be available from every page in Eva. Please note that you can turn Demo Mode off or on at any time, the application will just ask you to confirm your choice.

If you uploaded your own dataset to Eva and then decide to turn on Demo Mode, Eva will (1) clear the application of your HMIS data, ending the session, and (2) replace it with that of the sample dataset. **If you wish to see your results again you will need to re-upload your hashed HMIS CSV Export file.** To do so, you need to turn off Demo Mode. This will clear the sample HMIS data from the application so you can operate Eva as normal and upload your own HMIS data again.

- Each tab also includes an **'Instructions'** section, expand to see details of what that tab contains and how to navigate it



- Home:** This page has information on how to utilize Eva and will walk you through uploading the *'Hashed HMIS CSV'*
 - Clicking the **'Click here to get started'** button will automatically move you to the *'Upload HMIS CSV Export'* tab
- Upload HMIS CSV Export:** This page is where you upload the *Hashed CSV Export*. You can navigate to this page at any time if you want to replace the export with a new export. More information can be found on the [Eva Quick Start Guide – Upload HMIS Data](#)
 - Click *'Browse'* and locate the export on your computer to upload to Eva



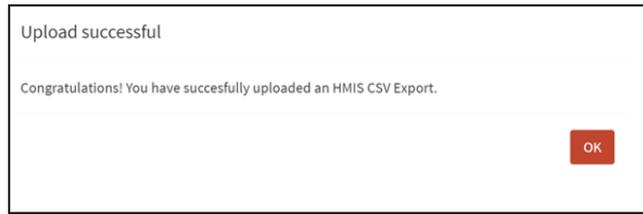
- If your upload is **NOT successful**, Eva will provide you with the below error message. Click **'OK'** to download a report containing information of issues preventing the upload

Unsuccessful Upload: Your HMIS CSV Export is not structurally valid

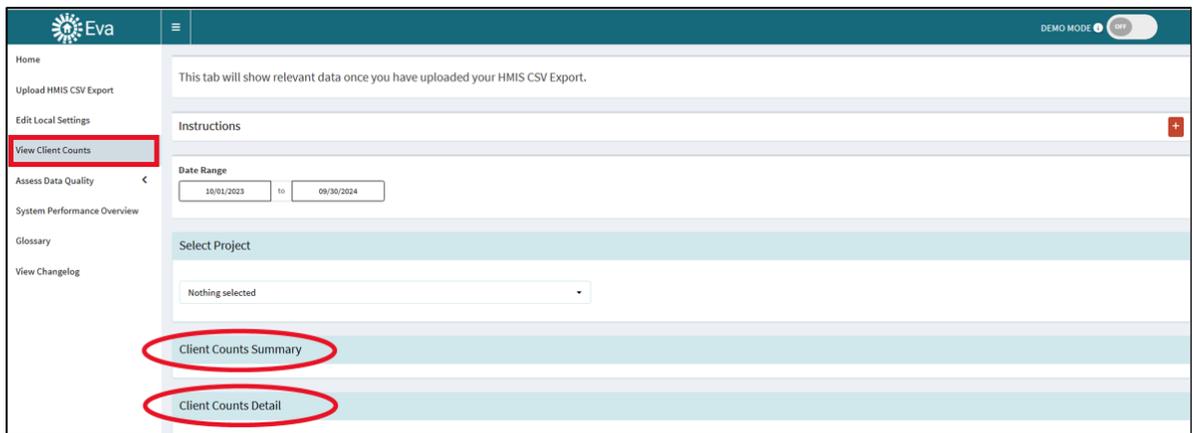
Your HMIS CSV Export has some High Priority issues that must be addressed by your HMIS Vendor. Please download the File Structure Analysis for details.

OK

- Many issues can be resolved by the End User. Read through Eva’s File Structure Analysis and correct any client record issues
- Contact the MD BoS MD BoS HMIS Team for issues relating to **project set-up**
- **If your upload is successful**, you will get an ‘Upload Successful’ message. Click ‘OK’ to proceed



- **Edit Local Settings:** Please refer to the [Eva Quick Start Guide – Upload HMIS Data](#) page for more information
 - **View Client Counts:** This page provides the number of households/clients who have been served in each project and their enrollment status. For additional information on how to use this tab refer to the [Eva Quick Start Guide - View Client Counts](#)
 - This report can be used to verify that a project is up to date on their HMIS data entry by comparing counts reported with the number of households/clients that are known to be served in each project
 - Permanent housing projects can check that the number of households/clients who have not yet moved into housing is correct



- **Assess Data Quality (DQ):** This tab has 3 sub-tabs to view specific area of data quality. Each tab has a **download button**.
 - * **Downloading data as an excel spreadsheet can make it easier to edit/sort/share flags while correcting***
 - * **Data will only appear in the following section if there are data quality issues that need attention***
- **Check Project Data:** While Project Descriptor Data Elements (PDDEs) can only be updated or corrected by the MD BoS HMIS Team.
 - If you have any errors/warnings on this tab please download the report and email it to the MD BoS HMIS Team
- **System-Level:** There are many DQ flags that can be reported on this page – including Duplicate Entries.
 - If the project has Duplicate Entries, downloading the data will provide you with the date & project that are overlapping.

- **Organization-Level:** This page will be the most helpful to End Users. It provides organization-level and project-level information regarding data quality errors and warnings, as well as a detailed export that provides guidance on addressing these errors and warnings
- **Data Quality issues/flags** are reported out in these categories:
 - **High Priority Errors:** These are errors that ***must*** be addressed to submit federal reports
 - Always indicates a data quality issue that ***can and should*** be fixed in HMIS
 - Aim for 0 High Priority errors
 - These errors affect multiple federal reports in a fundamental way (HoH issues, Duplicate Entries, etc.)
 - Agencies should prioritize addressing these errors first
 - Duplicate &/or Overlapping Project Enrollments:
 - [Click Here](#) to view HMIS Dual Enrollment guidance on the HUD Exchange
 - If the Overlapping Enrollment involves another agencies project, End Users may need to contact the other agencies to resolve
 - **General Errors:**
 - Always indicates a data quality issue that ***can and should be*** fixed in HMIS
 - Aim for 0 General errors
 - These include errors such as identifying clients with missing data, invalid move-in dates, and conflicting HUD Verification and tabular information
 - Agencies should prioritize addressing these errors to achieve accurate data
 - **Warnings:**
 - Could be a data quality issue, but **may also be an *unexpected situation*** that ***reflects reality***
 - Check that any data being flagged as a Warning is accurate in HMIS. If not, then it must be corrected
 - These identify clients who have “Don’t Know/Refused” answers, project overlaps, and clients who may have missed move-in or exit dates
 - Since there can be many warnings per agency, many of which may be accurate, agencies should prioritize addressing these by the type of issue identified
 - **Data Quality Summary:** This summary information can be filtered by the Project Name, High Priority – Error - Warning, the exact Issue, and the number of Clients affected

Project Name	Type	Issue	Clients
All	All	All	All
	High Priority	Duplicate Entries	4
	High Priority	Missing Relationship to Head of Household	1
	High Priority	No Head of Household	1
	Error	Missing Name Data Quality	199
	Error	Missing SSN	188

- **Data Quality Guidance:** This provides guidance on how to address each of the types of High Priority – Error - Warning listed for the agency

Data Quality Guidance		
Type	Issue	Guidance
All	All	All
High Priority	Duplicate Entries	A client cannot have two enrollments with the same entry date into the same project. These are duplicate enrollment records. Please address this issue.
High Priority	Missing Relationship to Head of Household	This household has missing relationships with the designated head of household. According to the HMIS Data Standards Manual, every household member must have a Relationship to Head of Household and one member must be designated as the head of household for the entire duration of the enrollment.
High Priority	No Head of Household	This household does not have a designated head of household. Every household must have exactly one head of household. Please be sure: 1. All members of the household are included in the program stay; 2. Each household member's birthdate is correct; 3. Every household member has a Relationship to Head of Household; 4. Exactly one member is designated as the head of household for the entire duration of the enrollment.
Error	Conflicting Health Insurance yes/no at Entry	There is a discrepancy between the data element indicating that the client is receiving health insurance and the data elements regarding the health insurance sources. Please verify this client's health insurance at Entry to correct this error.

- **View Changelog:** This page contains a record of updates and changes made to Eva



- **Checking the Progress of Data Quality Corrections:**

- As you work through correcting the **High Priority – Error – Warning** listed in Eva, you can re-run the 'Hashed HMIS CSV' and create a new upload in Eva to check the progress of data quality corrections in the HMIS client records