

Special NOFO Start up Session: Data Systems

OCTOBER 18, 2023



Logistics

The Start Up Sessions will all be recorded and shared with communities

Please use the chat to ask questions throughout the session

There will be time to ask questions orally at the end of the session

Agenda

Questions from the Last Session

Homeless Management Information Systems (HMIS) Setup

Reporting

Using Data to Inform Strategic Changes

eLOCCS

Questions From Last Session

Homeless Management Information System (HMIS) Setup

Lead with People with Lived Experience

The data tells an important story about who is being served

Work with people with lived homeless experience to regularly analyze data

They will bring critical insights about what the data says (or doesn't say)

Ensure you have equitable representation when reviewing and analyzing data

What is HMIS?

What is Homeless Management Information System (HMIS)?

A local information technology system used to collect client-level data and data on the provision of housing and services to individuals and families at risk of and experiencing homelessness.

Who owns the HMIS?

Each Continuum of Care (CoC) is responsible for selecting an HMIS software solution that complies with HUD's data collection, management, and reporting standards.

What is HUD's Role in HMIS?

HUD establishes the data and technical standards, including what elements must be collected and rules around governance, data quality, privacy, and security.

What is a Comparable Database?

A comparable database is a database that is comparable to an HMIS in data collection and functionality.

The core difference – comparable databases must be unique to each provider and the data in that database can only be shared via aggregate data sharing (no personally-identifiable information – PII – can be shared).

Who uses a comparable database: Primarily victim service providers but could also include other organizations that are prohibited from using HMIS due to the Violence Against Women Act (VAWA).

For more details on who should use a comparable database refer to HUD's [When to Use a Comparable Database](#) resource.

Basics of HMIS Project Setup

Correct project setup is critical.

Your HMIS System Administrator will be a crucial resource to ensure you setup your projects correctly in HMIS.

Look to your grant agreement to see what project types you should select in HMIS.

Determine whether to create a new project or expand the data collection for an existing project.

Rely on the [CoC Supplemental to Address Unsheltered and Rural Homelessness \(Special NOFO\) HMIS Project Setup Guidance](#) when setting up projects.

Reporting

The recipient will be responsible for reporting (they should work with their HMIS Lead but the recipient will be responsible for submitting the reports).

Recipients will report quarterly. This report will include narratives and aggregate data on clients. Every 4th quarter (i.e., annually) the recipient will submit financial information.

HMIS, CES, CoC Planning, and UFA Costs grants will only report annually.

Reporting will occur after each fiscal quarter (January, April, July, October), beginning the first quarter after your project begins.

Recipients will have 30 days to submit the report.

Reporting

Recipients will report in HUD's [Sage HMIS Reporting Repository](#).

Reporting on the aggregate data on clients will be the same as the Continuum of Care (CoC) Program Annual Performance Report.

See the [CoC Full APR template](#).

There will be a separate training on reporting in Sage.

Impact on Other HUD Reports

Projects associated with the Special NOFO will participate on all other HUD reports based on project type, including

- Housing Inventory Count (HIC),
- Point-in-Time (PIT) count,
- System Performance Measures (SPMs), and
- Longitudinal System Analysis (LSA) data.

The intent is to see the impact that this effort has on your CoC's larger homeless response system.

Interactions with Other Partners

Stability Vouchers are an important permanent housing resource in your CoCs' homeless response efforts.

- We expect you to enter data on your stability vouchers in HMIS, similar to the expectation for HUD-VASH.

There are a lot of people interested to see the lessons learned from your efforts and the data that tells the story.

CoCs should be discussing what data they plan on sharing and with whom. We encourage you to work with local researchers as well as national research efforts, like the efforts by the National Alliance to End Homelessness.

Determine what data you can share with other critical partners, like healthcare partners

- Consider whether data sharing is needed for strategic planning or service delivery, or both.

Privacy Considerations

Privacy considerations outlined in the [CES Notice](#) apply here, including:

- Written policies and procedures for obtaining consent to share and store client data, including information about specific disabilities.
- Client choice regarding what information they share.
- Client's not being denied housing or services for not providing data or for not consenting to share their data.

CoCs should ensure there is a grievance policy if there is a violation of their privacy or confidentiality.

CoCs should be evaluating their privacy notices to determine what changes are needed to align with their overall data strategy

For more information about implementing effective privacy practices, see the [Coordinated Entry Management and Data Guide](#).

Using Data to Inform Strategic Changes

Create a regular time and place to review the data from your efforts.

These meetings should include people with lived homeless experience among, front line staff, and others who offer a broad perspective.

Make time to hear a qualitative analysis as part of this review.

Determine what changes you may need to make to your overall unsheltered strategy based on what you learn.

Use other visualization and data quality tools to evaluate your data, including [Stella P](#) and [Eva](#).

Evaluate Whether Grant Changes are Needed

Determine based on your regular community analysis if you will need to make changes to specific grants.

If so, determine what changes are needed and why you need them.

Work with your HUD Field Office to determine what is possible and to make the appropriate changes to your grants.

eLOCCS & Secure Systems

How to Obtain eLOCCS Access

Internal Planning

1. Identify "Coordinator"/"Approving Official"

2. Identify "User(s)" who will complete drawdowns



Secure Systems Registration

3. "Coordinator"/"Approving Official" verifies Business is registered in Secure Systems

4. "Coordinator" registers in Secure Systems

5. "User" registers in Secure Systems



Secure Systems Role Assignment

6. "Coordinator" assigns self roles

7. "Coordinator" assigns "User" roles



HUD 27054E eLOCCS Access Form

6. "User" works with "Approving Official" to complete eLOCCS Access Form for "User"

7. Completed, notarized eLOCCS Access Form for "User" is emailed to HUD CPD Representative

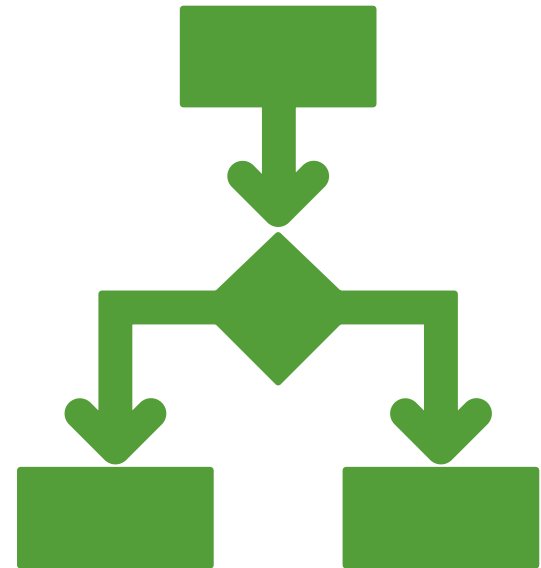


Complete Direct Deposit Information

Internal Planning: Staffing eLOCCS

Internal Planning

- Identify who the "Coordinator" (Secure Systems) and "Approving Official" (eLOCCS) is:
 - Must be above "User" in organizational chart
 - Final sign off on voucher and backup documentation review
- Identify who the "User(s)" of both Secure Systems and eLOCCS will be
 - Multiple "User(s)" in both systems is recommended
 - Drawdown access is enabled via eLOCCS



Secure Systems

Secure Systems is the "security check" to be able to get into eLOCCS

- NOT THE SAME THING AS ELOCCS

M-ID will come via post mail for both "Coordinator" and "User"

- If "Coordinator" already has their M-ID and login information, the "User" doesn't have to wait for mailer- use "User Maintenance" function to look-up M-ID.

Assigning Roles:

- "Coordinator" must assign the roles to both themselves and the "User(s)" before proceeding to the next step of completing the eLOCCS form. Use page 21 of the [eLOCCS registration guide](#) to assign roles.

Secure Systems

Secure Systems Registration

MULTIFAMILY Coordinator and User Registration

To apply for a **System Coordinator ID**, check the "Coordinator" radio button, fill out the form below, and click Send Application when you are through. Upon verification of the information below, an ID will be assigned and mailed to the CEO of the HUD-registered entity specified below. The password will not be disclosed, so make sure you remember it!!!

To apply for a regular **User ID**, check the "User" radio button, fill out the form below and click Send Application when you are through. Upon verification of the information below, a user ID will be assigned, and the System Coordinator of the HUD-registered entity specified below will retrieve the user ID. The password will not be disclosed, so make sure you remember it!!!

And remember:

Warning! Misuse of Federal Information at this Web site falls under the provisions of Title 18, United States Code, section 1030. This law specifies penalties for exceeding authorized access, alteration, damage or destruction of information residing on Federal Computers.

Application Type ☒ Coordinator ☐ User

First Name:

Middle Initial:

Last Name:

Social Security Number:

Organization Information:

- Provide the name of the HUD-registered Organization or Individual you represent
- Provide the Tax Identification Number or Social Security Number of the HUD-registered Organization or Individual you represent. Do not enter dashes.
- Specify whether the HUD-registered entity you represent is an Organization or an Individual

Organization/Individual Name:

TIN/SSN:

☒ Organization ☐ Individual

Provide your e-mail address.

- Include your e-mail user name, the @ sign and [servicename.com/edu/org/net/etc.]. For example: jsmith@aol.com, johndoe@adv.org, hfdb84a@prodigy.com.

E-mail Address:

Choose a Password.

Tips for Completing the eLOCCS Form

eLOCCS Form HUD-

27054E: <https://www.hud.gov/sites/dfiles/OCHCO/documents/27054E.pdf>

- Before starting with **any** form, **always check with your HUD Field Representative or HUD Financial Analyst** to ensure you have the most up to date version of the form!
- Don't forget page 2: Program area is "SNAP" and "Special Needs Assistance Program" - do NOT include an "S" at the end

Please note: Your M-ID is considered sensitive information and thus should be emailed to HUD via encryption service

Tips for Completing the Banking Form

SF-1199A Direct Deposit Sign Up

Form: <https://www.gsa.gov/system/files/SF1199A-20.pdf>

- Before starting with **any** form, **always check with your HUD Field Representative or HUD Financial Analyst** to ensure you have the most up to date version of the form!
- Block F should say "SNAP" (SNOFO/CoC program)

Planning for Draws from LOCCS

Minimum draw requirements:

- Draw down funds at least once per quarter of the operating year after eligible activities commence.
- When applicable, distribute funds to subrecipient **no later than 45 days** after receiving an approvable request for funds from the subrecipient.
- CoC program is a reimbursement grant.
- All draws for costs incurred within the period of performance must be completed/**reconciled no later than 90 days from the date of the end of the project's grant term.**

Internal planning questions/decisions:

- Who needs to be involved to collect the backup documentation for each draw?
- What documentation do I need to collect for the various eligible, allowable and allocable costs I am drawing down for?
- Where do we store the voucher documentation so that its easily produced for HUD's review?

Completing Draws in eLOCCS

Main Menu [faq](#) | [help](#) | [search](#)

Systems

- [Financial Assessment Subsystem - Multifamily Housing](#)
- [Line of Credit Control System \(eLOCCS\)](#)
- [Quality Assurance Subsystem \(QASS\)](#)

System Administration

- [Password Change](#)

Content updated January 6, 2018 [Back to Top](#)

U.S. Department of Housing and Urban Development
451 7th Street S.W., Washington, DC 20410
Telephone: (202) 708-1112 TTY: (202) 708-1455 [Home](#) | [Privacy Statement](#)



Line of Credit Control System (eLOCCS)
LOCCS Authorizations

Authorizations are based upon an approved HUD-27054E on file in the LOCCS Security Office. Under the Business Partner you are representing, select a program area.

Program Area	Tax ID:	Program Area Name
SNAP		Special Needs Assistance

Step 2



Line of Credit Control System (eLOCCS)
Special Needs Assistance (SNAP)

Queries

- [Project Portfolio \(SNAP\)](#)
- [SNAP Program](#)
- [Wire Payments](#)

Updates

- [Payment Voucher Entry](#)
- [Cancel Voucher](#)

Miscellaneous

- [Maintain Email Addresses](#)
- [Maintain Email Assignments](#)

[Back to Top](#) [Privacy Statement](#)

Completing Draws in eLOCCS

eLOCCS
SNAP Special Needs Assistance
Payment Voucher

Office of Community Planning and Development

Please enter number for dollar amount.

OK

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

HUD implemented the Line of Credit Control System (eLOCCS) to process requests for payments to grantees. Grant recipients should fill out a voucher form for the applicable HUD program with all the necessary information prior to the drawdown process. This information is required to obtain benefits under the U.S. Housing Act of 1937, as amended. The information requested does not lend itself to confidentiality.

1. Voucher Number 501-	2. LOCCS Pym Area SNAP	3.	4.
5. Voice Response No. n/a	6. Grantee Organization		
7. Grant or Project No. IL LST	8a. Grantee Organization TIN		

BLI	Name	Authorized	Available Drawdown Balance	BLI Drawdown Amount
1030	Operating Costs	12,610.00	9,271.86	
1040	Rental Assistance	133,404.00	47,737.92	0.00
1050	Supportive Services	420,302.00	129,490.17	0.00
1051	HMIS Costs	0.00	0.00	0.00
1060	Administrative	112,410.00	26,020.44	0.00
1100	Leasing	645,444.00	161,364.38	0.00
Total:		1,324,170.00	373,884.77	0.00

Verify the data reported and funds requested on this voucher are correct and the amount requested is not in excess of immediate disbursement needs for this program. In the event the funds provided become more than necessary, such excess will be promptly returned, as directed by HUD.

11. Name & Phone Number of Person completing this form

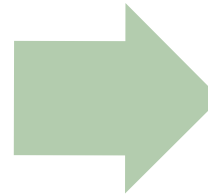
12. Name & Title of Authorized Signatory

13. Signature

14. Date of Request
09-15-2022

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012, 31 U.S.C. 3729, 3802)

form HUD-50080-SNAP-a (4/2020)



CHICAGO HOUSE & SOCIAL SERVICE
Payment Voucher Entry

eLOCCS
SNAP Special Needs Assistance
Payment Voucher

U.S. Department of Housing and Urban Development
Office of Community Planning and Development

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

HUD implemented the Line of Credit Control System (eLOCCS) to process requests for payments to grantees. Grant recipients should fill out a voucher form for the applicable HUD program with all the necessary information prior to the drawdown process. This information is required to obtain benefits under the U.S. Housing Act of 1937, as amended. The information requested does not lend itself to confidentiality.

Voucher Number 501-	2. LOCCS Pym Area SNAP	3.	4.
Voice Response No. n/a	6. Grantee Organization		
Grant or Project No. IL LST	8a. Grantee Organization TIN		

Budget Line Item	Name	Authorized	Disbursed	Available Balance	Voucher Amount
1030	Operating Costs	12,610.00	3,694.14	8,915.86	356.00
1040	Rental Assistance	133,404.00	93,344.08	40,059.92	7,678.00
1050	Supportive Services	420,302.00	326,369.93	93,932.07	35,558.10
1060	Administrative	112,410.00	94,765.27	17,644.73	8,375.71
1100	Leasing	645,444.00	524,244.62	121,199.38	40,185.00
Total:		1,324,170.00	1,042,418.04	281,751.96	92,132.81

Verify the data reported and funds requested on this voucher are correct and the amount requested is not in excess of immediate disbursement needs for this program. In the event the funds provided become more than necessary, such excess will be promptly returned, as directed by HUD.

11. Name & Phone Number of Person completing this form

12. Name & Title of Authorized Signatory

13. Signature

14. Date of Request
09-15-2022

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012, 31 U.S.C. 3729, 3802)

form HUD-50080-SNAP-a (4/2020)

Payment Request was **APPROVED...**

A payment of \$92,132.81 should be deposited in your account on Monday September 19, 2022. Please print this request, and retain for your records.

Please use the **Cancel Voucher** option on the main menu if you need to cancel this voucher prior to payment.

Menu

eLOCCS/Secure Systems Reminders

- Secure Systems is managed by HUD PIH REAC Office.
 - This office requires the **actual user/coordinator** to call to get assistance (verify via SSN, etc.).
- eLOCCS is managed by Fort Worth Accounting Center (FWAC).
 - This office requires **HUD financial staff** to communicate with them on behalf of grantee.
- eLOCCS Getting Started Guide: https://www.hud.gov/sites/dfiles/CFO/documents/eLOCCS_Getting_Started_Guide-Sept_2022.pdf
- Other Guides/Forms/Links: https://www.hud.gov/program_offices/cfo/finsys/eLOCCS_access/quick_reference

Reminder to read the emails received once given access to either system- emails contain important information about timelines to recertify and login.

Resources

HMIS Resources

[When to Use a Comparable Database](#)

[CoC Supplemental to Address Unsheltered and Rural Homelessness \(Special NOFO\) HMIS Project Setup Guidance](#)

[Coordinated Entry Management and Data Guide](#)

[Stella and System Modeling - HUD Exchange](#)

[HMIS Eva - HUD Exchange](#)

eLOCCS and Secure System Resources

[eLOCCS Getting Started Guide](#)

[eLOCCS Resource Page](#)



Questions?
