

Grant and Per Diem (GPD)  
Case Management Grant  
FY 2024 GPD CM HMIS Guide

*A supplement to the FY 2024 [VA Data Guide](#)*

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## Introduction and Overview

This Grant and Per Diem (GPD) Homeless Management Information System (HMIS) Guide is intended to serve as a supplement to the United States (US) Department of Veteran Affairs (VA) [Data Guide](#) which provides an in-depth explanation of HMIS Participation, Data Elements, Reporting Requirements, Repository Use, and Data Quality Management for all VA programs subject to the requirements of HMIS data collection and reporting in local Continuums of Care (CoC).

Please take a moment to familiarize yourself with the [VA Data Guide](#) and its contents. References to specific pages of the [VA Data Guide](#) are provided in this GPD HMIS Guide to ensure consistency and clarity for GPD Program Staff and Grantees. If there is conflict, the [VA Data Guide](#) takes precedence, and the conflict will be resolved in future iterations of the [VA Data Guide](#) and this guide. Please note, GPD specific webinars and training materials (such as this guide) will be added to the list of resources when they become available.

This guide covers the following sections to provide additional information for use by GPD Program Staff, GPD Grantees, HMIS administrators, HMIS Leads, and their CoC partners:

[Participation](#) – Includes specific HMIS participation requirements for GPD Grantees.

[Project Setup](#) – Clarifies which GPD projects are required to participate in HMIS.

[Data Collection](#) – Clarifies which HMIS Data Elements are required to be collected by GPD Grantees and reported to the VA Repository monthly.

[Reporting](#) – Clarifies the reporting requirements for GPD Grantees for monthly reporting to the VA Repository.

[Repository Management](#) – Adds context for GPD Program Staff on the uses/functions of the HMIS VA Repository (this section is unique to this guide).

[Data Quality Requirements](#) – Clarifies the data quality requirements for GPD Grantees during the monthly upload process.

[Help Desk Support and Other Resources](#)

## HMIS Participation for GPD Grantees

The GPD Office funds several models of service delivery to ensure Veterans experiencing homelessness are supported along the path to permanent housing. Not every GPD model requires HMIS participation, but all VA Homeless Programs, including GPD, **are strongly recommended** to participate in HMIS.

More explanation can be found on pages 5 through 8 of the [VA Data Guide](#) for how to determine into which CoC's HMIS the GPD CM data should go.

One of the GPD models, the GPD Case Management (CM) grant provides grant funding for time-limited case management services. The goal of this funding is to improve the retention of housing by Veterans who were previously homeless and are transitioning to permanent housing from programs such as other GPD models or VA's Healthcare for Homeless Veterans (HCHV) Contracted Residential Services (CRS)

Program. As of October 1, 2023, GPD CM grants must participate in HMIS. A list of all VA Homeless Programs and whether they are **required** or **recommended** to participate in HMIS is listed below:

VA Homeless Program	Participation in HMIS: Required or Recommended
GPD Case Management	Required
GPD Bridge Housing	Recommended
GPD Special Need	Recommended
GPD Low Demand	Recommended
GPD Service Intensive Transitional Housing	Recommended
GPD Hospital to Housing	Recommended
GPD Clinical Treatment	Recommended
GPD Transition in Place	Recommended
HCHV CRS Emergency Housing	Recommended
HCHV Low Demand Safe Haven	Recommended
Supportive Services for Veteran Families (SSVF)	Required

In general, there are several ways to participate in HMIS locally. These include by directly entering data (data entry) into the CoC’s HMIS software by GPD CM staff, or by providing the data in an upload format defined and approved by the CoC’s HMIS Lead and provided at least monthly to coincide with monthly VA reporting requirements.

### Project Setup for GPD CM Projects

The US Department of Housing and Urban Development (HUD) publishes guides for HMIS Leads, HMIS System Administrators, HMIS Software Providers, and other CoC staff to ensure proper programming and project set up across all the Federal Partners that require or recommend HMIS Participation. For more information, see [HUD Exchange HMIS Data Standards](#). Specifically for HMIS Lead/System Admin staff, the [VA Programs HMIS Manual](#) provides the most comprehensive instructions for correct project setup for VA funded programs.

GPD CM projects should be established in HMIS for all GPD CM grantees, and all project set up instructions provided in the [VA Data Guide](#) and [HMIS Data Standards](#) should be followed, including using project type ‘6’ Services Only. If the GPD CM project is affiliated with a residential project, select “Yes”, and provide the Residential Project Name or Project ID in HMIS to which it is affiliated.

### Data Collection Instructions for GPD CM Grantees

Below is a table defining the specific Universal, Common, and Federal Partner data elements that are required of GPD CM grantees to collect and enter into the local HMIS at least monthly to complete monthly reporting requirements. If any required data elements are not readily available as you begin data entry in HMIS, please contact your local [HMIS Lead contact](#) or CoC contact(s) to obtain the correct elements in your local software. For detailed explanation of each element below, including field number, field name, dependency (if any), response categories, data types, element descriptions, collection information, project type applicability, and collection point instructions please refer to the [HMIS Data Standards](#) and [VA Data Guide](#).

Element #	Element Name	GPD CM Data Collection: Required or Optional
3.01	Name	Required
3.02	Social Security Number	Required
3.03	Date of Birth	Required
3.04	Race/Ethnicity	Required
3.06	Gender	Required
3.07	Veteran Status	Required
3.08	Disabling Condition	Required
3.10	Project Start Date	Required
3.11	Project Exit Date	Required
3.12	Destination	Required
3.15	Relationship to Head of Household	Required
3.16	Client Location	Required
3.917	Prior Living Situation	Required
4.02	Income and Sources	Required
4.03	Non-Cash Benefits	Required
4.04	Health Insurance	Required
4.05	Physical Disability	Required
4.06	Developmental Disability	Required
4.07	Chronic Health Condition	Required
4.08	HIV/AIDS	Required
4.09	Mental Health Disorder	Required
4.10	Substance Use Disorder	Required
4.11	Domestic Violence	Required
V1	Veteran's Information	Required
V2	Services Provided	Optional
V6	VAMC Station Number	Required
P4	Connection to SOAR	Optional
R6	Employment Status	Required

## Reporting Requirements for GPD CM Grantees

GPD CM grantees can find all the instructions for signing up for VA Repository accounts and uploading CSV files of monthly HMIS exports starting on page 60 of the [VA Data Guide](#). Briefly, the reporting requirements are:

1. Enter data into HMIS on whatever frequency the CoC has established for timeliness of data entry.
2. Run data quality reports frequently throughout each month using local tools for assessing data quality. Update data as indicated by the data quality reports.
3. Complete full calendar month of data collection/entry and run CSV export from HMIS no later than the 2<sup>nd</sup> business day of the next month.
4. Upload CSV export to VA Repository no later than the 2<sup>nd</sup> business day of the month.
5. Address final data quality issues in HMIS and upload final improved CSV data file no later than the 7<sup>th</sup> calendar day of the month.
6. Each CSV file contains grant-to-date data, meaning the first file of the fiscal year will contain only one month of data, but the last file of the fiscal year will contain all twelve months of data.

- Each CSV file replaces the one before. Only the latest upload at any point of the fiscal year will be used by the GPD office for reporting purposes and grant compliance.

### Monthly Reporting Calendar

Month in FY 24	First Upload Due	Final Upload Due	Export Start/End
<b>October</b>	Thursday, November 2, 2023	Tuesday, November 7, 2023	October 1, 2023, to date of upload
<b>November</b>	Monday, December 4, 2023	Thursday, December 7, 2023	October 1, 2023, to date of upload
<b>December</b>	Wednesday, January 3, 2024	Sunday, January 7, 2024	October 1, 2023, to date of upload
<b>January</b>	Friday, February 2, 2024	Wednesday, February 7, 2024	October 1, 2023, to date of upload
<b>February</b>	Monday, March 4, 2024	Thursday, March 7, 2024	October 1, 2023, to date of upload
<b>March</b>	Tuesday, April 2, 2024	Sunday, April 7, 2024	October 1, 2023, to date of upload
<b>April</b>	Thursday, May 2, 2024	Tuesday, May 7, 2024	October 1, 2023, to date of upload
<b>May</b>	Monday, June 3, 2024	Friday, June 7, 2024	October 1, 2023, to date of upload
<b>June</b>	Tuesday, July 2, 2024	Sunday, July 7, 2024	October 1, 2023, to date of upload
<b>July</b>	Friday, August 2, 2024	Wednesday, August 7, 2024	October 1, 2023, to date of upload
<b>August</b>	Wednesday, September 4, 2024	Saturday, September 7, 2024	October 1, 2023, to date of upload
<b>September</b>	Wednesday, October 2, 2024	Monday, October 7, 2024	October 1, 2023, to date of upload

## Repository Management & Reporting for GPD Program Staff

### Expectations of the GPD HMIS Technical Assistance Team

The GPD HMIS technical assistance (TA) team will provide monthly reminder emails and respond to all issues emailed to the GPD HMIS help desk ([GPD\\_HMIS@abtassoc.com](mailto:GPD_HMIS@abtassoc.com)). Any issues present in the HMIS Repository that are preventing GPD CM grantees from performing monthly uploads will be logged with the VA Information Technology (IT) team that manages the repository website used by grantees. There will be a monthly end-of-upload dashboard report that contains information about each GPD CM upload and whether it was completed that month or not, and if not, what the reasons for the non-completion were. The dashboard is sent only to GPD Program Staff and not GPD CM grantees.

### Expectations of the GPD Program Staff

GPD Program Staff will be sent a daily email ‘tracker’ during the active days of each month that uploads are occurring (calendar days 1 through 10). The ‘tracker’ will contain the following information about each upload expected that month:

Field Name	Description
<b>FileID</b>	Auto-generated file number
<b>R</b>	Regional Coordinator (SSVF) or Program Staff (GPD) assigned to Grantee
<b>pID</b>	Auto-generated program number
<b>pName</b>	Program Name (from Repository)
<b>gNumber</b>	Grant Number
<b>UDate</b>	Upload Date (if none, is blank)
<b>p_end_date</b>	Program End Date
<b>Software</b>	HMIS software provider used
<b>AllRecords</b>	Count of clients in upload
<b>NetClient</b>	Unduplicated count of clients in upload
<b>HPClient</b>	Count of clients in Homelessness Prevention (HP) projects (SSVF only)
<b>RRHClient</b>	Count of clients in Rapid Rehousing (RRH) projects (SSVF only)
<b>HPVet</b>	Count of Veterans in HP (SSVF only)
<b>RRHVet</b>	Count of Veterans in RRH (SSVF only)
<b>HPHousehold</b>	Count of Households in HP (SSVF only)
<b>HPExit</b>	Count of Exits from HP (SSVF only)
<b>HPExitPH</b>	Count of Exits from HP that were to Permanent Housing (PH) destinations (SSVF only)
<b>HPPercentPH</b>	Blank to calculate percent (PH exits / Exits) (SSVF only)
<b>HPExitUnk</b>	Count of Exits from HP that were to Unknown destinations (SSVF only)
<b>RRHHousehold</b>	Count of Households in RRH (SSVF only)
<b>RRHExit</b>	Count of Exits from RRH (SSVF only)
<b>RRHExitPH</b>	Count of Exits from RRH that were to PH destinations (SSVF only)
<b>RRHPercentPH</b>	Blank to calculate percent (PH exits / Exits) (SSVF only)
<b>RRHPlace</b>	Count of RRH Veterans with Housing Move-in date (SSVF only)
<b>RRHMoveInDateswPHExit</b>	Count of RRH Veterans placed into housing and exited to PH (SSVF only)
<b>RRHExitUnk</b>	Count of Exits from RRH that were to Unknown destinations (SSVF only)
<b>HPTFA</b>	Sum of HP Temporary Financial Assistance (TFA) (SSVF only)
<b>RRHTFA</b>	Sum of RRH TFA (SSVF only)
<b>GPDCMClient</b>	Count of clients in GPDCM projects (GPD only)
<b>GPDCMVet</b>	Count of Veterans in GPD (GPD only)
<b>GPDCMHousehold</b>	Count of Households in GPDCM (GPD only)
<b>GPDCMExit</b>	Count of Exits from GPDCM (GPD only)
<b>GPDCMExitPH</b>	Count of Exits from GPDCM that were to PH destinations (GPD only)
<b>GPDCMPercentPH</b>	Blank to calculate percent (PH exits / Exits) (GPD only)
<b>GPDCMExitUnk</b>	Count of Exits from GPDCM that were to Unknown destinations (GPD only)
<b>GPDCMTFA</b>	Sum of GPDCM TFA (GPD only)
<b>ExportDate</b>	Date of data export from HMIS
<b>ExportEndDate</b>	Date of data export from HMIS
<b>UserList</b>	List of grantee uploaders with access to the HMIS Repository

Field Name	Description
<b>total_DQissues</b>	Total DQ issues identified in upload

GPD Program Staff are expected to use the tracker to monitor upload progress throughout each monthly cycle, to use the information to remind grantees to provide their data to the VA Repository using the website, and to request any help with the process as needed by emailing [GPD\\_HMIS@abtassoc.com](mailto:GPD_HMIS@abtassoc.com) or their [local HMIS contacts](#) if the issues are with the local HMIS software and not the VA Repository.

### Requesting GPD Data

Data requests can be made using the form attached as Appendix A for requesting information from the uploaded data. Data requests can be made by any GPD Program Staff person unless the GPD Program office determines otherwise and communicates the restriction to GPD HMIS TA. All data requests will be logged and will be provided according to a quality assurance (QA) timeline that is agreeable to all parties.

### Data Quality Requirements

As described in the [VA Data Guide](#) and [Data Quality Summary Report Documentation](#), there are 60 data quality checks performed on each successful upload and fixing data quality issues is a priority with each upload cycle. If an upload does not pass the first validation test, the GPD CM grantee will be required to fix the issue (the Validation Report will provide details for resolution) and resubmit an upload until it is successful. Only after a successful upload will grantees be considered in compliance with GPD CM upload requirements. Grantees can then improve the data quality with subsequent uploads during the upload period as needed.

Starting on page 37 of the [VA Data Guide](#), the four reports that are available to GPD CM grantees to assist them with their uploads are described in detail. They are the Validation report, the DQ Summary report, the DQ Details report, and the Monthly Report. The Monthly Report also has [its own documentation](#) so that Grantees can understand the data they have reported to the HMIS for program outcomes and client success.

### Data Quality Summary Applicability

DQ #	Field Name	Checked for GPD?
1	Social Security Number (SSN)	YES
2	Veteran SSN	YES
3	Date of Birth	YES
4	Gender	YES
5	Race	YES
6	Ethnicity	YES
7	Client Location - CoC Code	YES
9	HP Targeting Criteria	NO
10	DV Status Missing	YES
11	Veteran Status	YES
12	Last Grade Completed	NO
13	Employed	YES
14	Living Situation	YES

DQ #	Field Name	Checked for GPD?
15	Homeless HP	NO
16	Housed RRH	NO
17	Disabling Condition	YES
18	Homeless Date Missing	YES
19	Months Homeless Missing	YES
20	Times Homeless Missing	YES
21	SOAR Entry	NO
22	Missing Income at Entry	YES
23	Missing Income Amount at Entry	YES
24	Incorrect Income Amount at Entry	YES
25	Missing Benefits at Entry	YES
26	Missing Health Insurance at Entry	YES
27	Very High Income at Entry	YES
28	Missing Destination	YES
29	Missing Move in Date	NO
30	SOAR Exit	NO
31	Missing Income at Exit	YES
32	Missing Income Amount at Exit	YES
33	Incorrect Income Amount at Exit	YES
34	Missing Benefits at Exit	YES
35	Missing Health Insurance at Exit	YES
36	Very High Income at Exit	YES
37	OEF	YES
38	OIF	YES
39	OND	YES
40	Military Branch	YES
41	Discharge Status	YES
42	No Vet in HH	YES
43	No Head of Household	YES
44	Multiple Heads of Household	YES
45	Veteran Under 18	YES
46	DuplicateEnrollmentDetected	YES
49	OverOneYearBetweenProjectStartAndHousingMoveIn	NO
50	HousingMoveInAfterProjectExit	NO
51	HousingMoveInBeforeProjectStart	NO
52	ProjectExitBeforeProjectStart	YES
53	SamePersonalIDDifferentDOB	YES
54	OlderThan99	YES
55	ChildOver50	YES
56	CoCCodeNotCorrect	YES
57	HPTFALLOW	NO
58	HPTFAHIGH	NO



DQ #	Field Name	Checked for GPD?
59	RRHTFALLOW	NO
60	RRHTFAHIGH	NO

## Help Desk Support for GPD Grantees

The GPD TA team operates a Service Desk for help during and after uploading CSV files monthly. If there are any issues or questions regarding HMIS for GPD grantees, please submit them to [GPD\\_HMIS@abtassoc.com](mailto:GPD_HMIS@abtassoc.com). Please include the name of the requestor, GPD Grant Number, and reason for the email. You will be responded to as soon as possible and not later than 24 hours after you send the email.

Other resources

[VA Data Guide](#)

[DQ Summary Documentation](#)

[Monthly Report Documentation](#)

[HMIS Data Dictionary](#)

[HMIS Data Manual](#)

[GPD Program Office](#)

Appendix A: Data Request Form

**HMIS Repository Data Request Form**

Version 3, Revised 6/2023

DR #:

Date Received:

**1. Request Information**

<b>Name (First and Last):</b>		<b>Priority Level:</b> (Low, Medium, or High)	
<b>Phone Number:</b>		Has this request been delivered before?	
<b>Email Address:</b>		What are the differences between this request and that one?	
<b>Request Date:</b>		Delivery date for final results:	

**2. Please describe the purpose of this analysis.**

**3. Using the table below:**

- 1) Outline the questions you want to answer with this request.
- 2) Define the date range for your analysis request.
- 3) Describe the business rules/methods (if known). Please include details about data exclusions, combinations, filtering, comparisons, etc.
- 4) Describe how you would like to see the results displayed, including table/graph/visualization/report type and display details.

Question	Date range	Method	Display Type