

Shallow Subsidy Data Collection for SSVF Grantees – A supplemental resource

The purpose of this document is to remind Supportive Services for Veteran Families (SSVF) grantees of the data collection requirements for correctly recording in homeless management information systems (HMIS) the shallow subsidy assistance provided to veteran families with SSVF funding. For further information on SSVF funding see the [Program Guide](#). For further information about data collection information for SSVF funding see the [Data Guide](#). Links are provided below to the HMIS Data Dictionary to help HMIS Leads communicate these requirements to HMIS software providers in their communities.

RECORDING SHALLOW SUBSIDY DATA IN HMIS

CASE MANAGEMENT

- Record at least one entry monthly
- Record for all Veterans/Heads of Household
- [HMIS Data Dictionary](#) equivalent
 - **Until September 30, 2023:** “V2 Service Provided #7 – Extended Shallow Subsidy”
 - **Starting October 1, 2023:** “V2 Service Provided #7 – Shallow Subsidy”

TEMPORARY FINANCIAL ASSISTANCE (RENT OR OTHER FINANCIAL SHALLOW SUBSIDY ASSISTANCE)

- Record at least one entry monthly
- Record for all Veterans/Heads of Household
- [HMIS Data Dictionary](#) equivalent
 - **Until September 30, 2023:** “V3 Financial Assistance #15 – Extended Shallow Subsidy Rental Assistance”
 - **Starting October 1, 2023:** “V3 Financial Assistance #15 – Shallow Subsidy Financial Assistance”

INCOME ASSESSMENT

- Record at least one update every quarter
- Record for all Veterans/Heads of Household and all Adults
- [HMIS Data Dictionary](#) equivalent: 4.02 Income and Sources

ENSURING SHALLOW SUBSIDY DATA IS UPLOADED TO THE HMIS REPOSITORY

Check your SSVF Monthly Report at the end of each upload period (emailed from vaphcsqlhmi200@va.gov on the 12th calendar day) for Tables 6,1, 7.1, 8.1 and 8.2 to have dollar amounts and Veteran counts. If those tables show zeros ('0') or 'NULL,' then your organization has not been recording its shallow subsidy data correctly in HMIS. See the following rows on the SSVF Monthly Report:

- Row #156: HP Shallow Subsidy Financial Assistance (shows \$\$ totals for Grant to Date (GTD) and each month)
- Row #187: RRH Shallow Subsidy Financial Assistance (shows \$\$ totals for GTD and each month)
- Row #213: HP Shallow Subsidy Case Management (shows Veteran totals for GTD and each month)
- Row #228: RRH Shallow Subsidy Case Management (shows Veteran totals for GTD and each month)

If what you observe on the monthly report does not align to your HMIS data records, then you will need to follow up on those differences with your HMIS Lead. You can also reach out to ssvfhmis@abtassoc.com for more information.