Submitting End of Year Reporting DQ Reports:

Due Date: October 20, 2022

NC COALITION to end HOMELESSNESS

Does My Project Have to Submit Reports to NCCEH?

Your project **IS required** to participate in the clean-up process, *regardless of fund source*, if you answer YES to the following:

1. **Is your project one of the required types?** *If yes, continue on…*
    - Street Outreach (SO)
    - Emergency shelter (ES)
    - Transitional Housing (TH)
    - Rapid Re-Housing (RRH)
    - Permanent Supportive Housing (PSH)
    - Other Permanent Housing (OPH, PH-S, PH-H)
2. **Is this project included on the Housing Inventory Chart – or will be this year?** *If yes, continue on…*
3. **Operational after Oct 2020 (orange) or Oct 2021 (Bos/Durham):** *If yes, continue on…*
    - Was this project operational at all during after October 2020?
    - Was your Balance of State or Durham CoC project operational at all after October 2021?

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How To Submit LSA Clean-Up Reports

- **Submissions will be done via a SmartSheet Form**
  - Use this link: FY22 LSA Submissions
- **Separate submission for *every* individual project**
  - i.e., Agencies with 3 projects, will have 3 separate submissions

Information Entered on the FY22 LSA Submission Form ***Must Match*** the HMIS Report For:

FY22 LSA Submission Form	HMIS Report
❑ Agency Name ⟷ ❑	Select Provider(s) – (match the Agency listed in this name)
❑ Project Name ⟷ ❑	Select Provider(s) – (match the Project listed in this name)
❑ HMIS Project ID ⟷ ❑	HMIS Project ID – (match the number listed at the end of ‘Select Provider(s) name)

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How To Submit LSA Clean-Up Reports

Demo of a FY22 LSA Clean-Up Project Submission

- ❑ **Project Type** (select 1 per submission)
  - ❑ Emergency Shelter (ES)
  - ❑ Permanent Supportive Housing (PSH)
  - ❑ Rapid Re-Housing (RRH)
  - ❑ Other – Permanent Housing (OPH)
  - ❑ Transitional Housing (TH)
  - ❑ Street Outreach (SO)
- ❑ **Submitter Name & Email**
  - ❑ This will be the person NCCEH/HMIS team contacts as needed

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How’s Your Data?

- ❑ **For each required report ran, submitter will select one response to verify:**
  - ❑ Submission: Is Error Free
  - ❑ Submission: Contains Errors - Verified Accurate by Agency Admin
  - ❑ Submission: Contains Errors - Agency Admin Received NCCEH Permission to Submit
  - ❑ Submission: Contains Errors - Agency Admin Did NOT Receive NCCEH Permission to Submit
  - ❑ Agency Admin Confirms NO CLIENTS SERVED During Report Period

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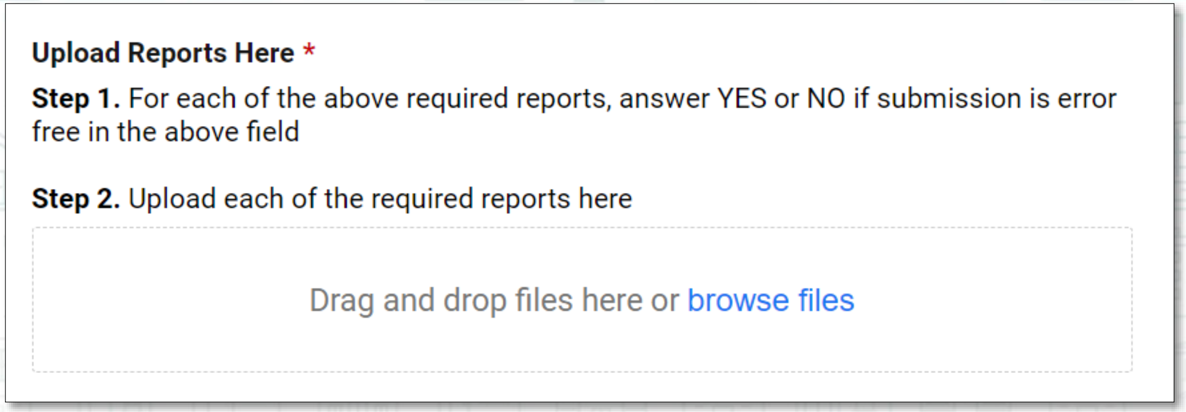
Upload Your Reports!

BusinessObjects Reports

1. D001 Street Outreach DOE
   - Required for Only for Street Outreach projects
   - Must be corrected & error free before running additional reports
2. D002 LSA Annual Review Audit
   - Required for all projects (SO, ES, TH, RRH, PSH, and other PH)
3. D003 LSA Client Data Clean Up
   - Required for all projects (SO, ES, TH, RRH, PSH, and other PH)



Upload Reports Here *

Step 1. For each of the above required reports, answer YES or NO if submission is error free in the above field

Step 2. Upload each of the required reports here

Drag and drop files here or browse files

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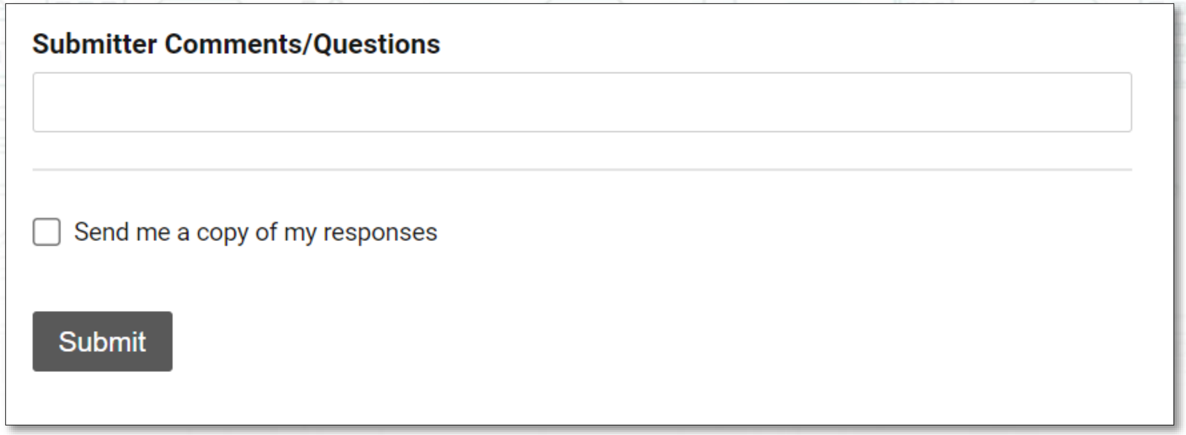
Submit!

- There is a spot to enter any questions or comments you may have about this process
- Recommended to select ‘Send me a copy of my responses’ – this way you have a record of your submissions
- Click ‘Submit’


Submitter Comments/Questions

Send me a copy of my responses

Submit

Have a Question About a Report?

Check out ZenGuide

https://ncceh.zendesk.com/hc/en-us

- The identified Agency Administrator(s) should have received an email from an NCCEH/HMIS team person (Brandy, Daisha, Jessica, Katie, or Nicole) titled 'Action Steps for 2022 Annual Reporting Data Clean Up!'
  - Please respond to that email if further assistance is needed
- To ensure we can offer the best possible support, we recommend the following:
  - Schedule the report, using the Microsoft Excel file format (Microsoft Excel – REPORT)
  - Include the report's name and prompt values in your email
  - Share any client ID numbers of interest

If you choose to attach a copy of the report or include any screenshots, please remove any Personally Identifiable Information (PII) like client names or Social Security Numbers first!

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QUESTION & ANSWER TIME!