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# HMIS Agency Admin Eblast



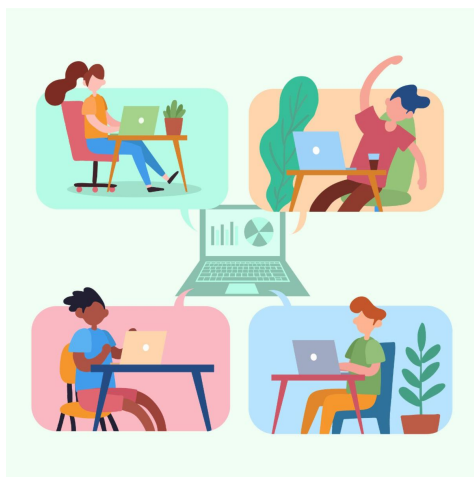
**Good Afternoon Everyone,**

We are providing this HMIS Agency Admin Eblast in lieu of this month's Agency Admin meeting which had been canceled. In terms of getting credit for attendance, we will use the distribution of today's eblast as your proof of participation. In other words, you will all be marked down as 'attending' the October 2021 meeting by way of this eblast.

As you are all aware, the *2022 HUD Data Standards took effect on Friday, October 1, 2021*. The HMIS Team is actively working on addressing several items relating to that roll out. You can keep abreast of ongoing announcements, resources, training, etc. through our Data Standards Web page at:

<https://www.handetroit.org/data-standards>

## System Update & Paper Assessments



*ServicePoint* was upgraded to version 5.14, which includes access to the new [2022 HUD HMIS Data Standards](#).

### Known Issues:

**Guidance on Selecting Multiple Options in the Gender Dropdown** - We would like to pass along some guidance we have received from WellSky regarding how to select multiple options when selecting a client's gender in an assessment. You may select multiple options by holding down the Ctrl button (Windows) or Command button (Mac).

**Data Errors with Gender in the APR and CAPER** - We are aware that there is currently an issue with the APR and CAPER that results in all clients pulling into the report as gender non-conforming. Per previous instructions from WellSky warning us of this

All *paper assessments* are being updated to reflect the new data elements and the labeling changes to existing data elements (i.e. Gender, Race, Ethnicity, Disability). Although we still have a few that are in development, all others can be found on our website [here](#).

issue, they plan on updating the reports as soon as possible. We will send out further communication once the reports are working correctly again.

## REPORTS



- Now that the system has been upgraded, all **ART** reports need to be reconfigured to reflect changes from the Data Standard elements. These will be upgraded over the coming weeks.
- The ESG-CV Caper deadline is being moved to *October 20*, as agencies won't have access until the week of *October 11th*.
- All requests for Data & Reporting are on HOLD until the system has been updated. We will be sending out a COC-wide Notice to inform all interested parties when reporting capabilities have resumed.

## Test a CSV CAPER

*Sage does not collect client-level data. DO NOT submit full HMIS CSV files or any other type of files with Personally Identifying Information to Sage.*

*ONLY files that the HMIS has indicated are in the CSV - CAPER REPORT format may be uploaded.*

*NOTE: Testing a CAPER on this page DOES NOT attach the CSV-CAPER to a CAPER submission. In order to submit the CAPER, you must follow the instructions from your funder.*



Sage requires a CSV-CAPER generated by your HMIS (or comparable database for DV providers) in a .zip file, to be uploaded to the system. Follow the steps below to test your CSV-CAPER file and/or to create a printable version of your CSV-CAPER.

1. **Download** the CSV-CAPER from your HMIS or comparable database and save it to your computer. Remember where you place it – so you can find it.
2. **Click** the browse button below. Your computer's file directory will appear. Find the CSV-CAPER Report you saved and double click on it.
3. **Check** the box next to "I am not a Robot" and complete the verification steps if necessary.
4. **Click** on "Upload and Test" button to upload the file from your computer to Sage.
5. **A results message will show:**
  - *If there are no errors in the file Sage will tell you the CSV passed. Click the "Create Report" button and Sage will produce a printable version of your CAPER.*
  - *If there are errors, you will need fix the problem(s) in your HMIS or comparable database and download a new CSV-CAPER.*
  - *You can enter your email address and click "Go" if you want a copy of the errors sent to you. Refer to the Sage guidebook in the Resources tab for additional instructions.*
6. If you want to test another CSV, **repeat** the process outlined above.

## City of Detroit – ESG-CV CAPER 2021



The City of Detroit will be submitting the ESG-CV CAPER to HUD **October 30**.

The CAPER applies to the following ESG-CV funded programs:

### CAPER<sup>®</sup> Reporting Timeframe: 7/1/2021 - 9/30/2021

Requirements for ESG-CV CAPER 2021:

#### **STEP ONE:**

Run your individual agency CAPER report for the timeframe above.

- Review the FINDINGS & FIX ERRORS. Clean up any data that is identified in sections 6 (a-f); Please check items in Section 7, 8, 9, 22, 23, & 24.

#### **STEP TWO:**

Run your Corrected CAPER and upload CSV file to the SAGE TEST site <https://www.sagehmis.info>; IF not accepted by SAGE, go back to STEP ONE to make corrections.

- Temporary Shelter
- Emergency Shelter (including Warming Centers)
- Prevention
- Rapid Rehousing
- Street Outreach

**STEP THREE:**

Submit your Corrected CAPER reports (PDF not CSV) OR Proof of Accepted SAGE Test to HAND by Friday *October 20th* to [kiana@handetroit.org](mailto:kiana@handetroit.org).

**STEP FOUR (NEW FOR ESG-CV ONLY):**

HAND runs ALL FINAL ESG-CV reports and uploads your corrected CAPER CSV files in a bundle by program type to the CITY OF DETROIT'S portal.

*If you have a special program funded under any of the above program types you will also need to submit a CAPER report.*

## Housekeeping

- **Several End Users Expiration Dates are coming up.** When your End User reports that they cannot log into ServicePoint, please check their Expiration Date before attempting to reset their password because a password reset will not give them access. The Expiration Date was established to alleviate my having to email reminders. An email was sent a few months ago listing all Users at your agency with their Expiration Dates. IF you need an updated list, just email Anita at [anita@handetroit.org](mailto:anita@handetroit.org). Please have your End Users submit their Annual Recertification certificates to the [HelpDesk](#).
- **When submitting SSN updates or Merge Requests, please make certain your document (Word or Excel Spreadsheet) is password protected if it contains sensitive client information.** By no means is anyone to enter any sensitive client data in the Explanation Box under where you enter your name, email address, etc.
- **When submitting a Merge Request, please make certain that the Name Spelling, SSN, Veteran Status and DOB match on all profiles.** If there is a difference, you can enter the correct information on the Merge Request Spreadsheet (which can be found on the HAND website [here](#)).

### HMIS Site

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Detroit, MI 48201

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