

Instructions for Utilizing HUD's EVA Tool with the HMIS Export

Overview of EVA

Eva is an [open-source](#) project intended for local use by HMIS Administrators in Continuums of Care (CoCs) around the U.S. and its territories. Eva is designed to help you (1) assess the accuracy and completeness of the data within your HMIS, and (2) understand your homeless response system's flow and performance. Using Eva does not result in reporting or sharing data with HUD and use of Eva is not required by HUD.

Eva is a web-based tool built with R Shiny. This means:

- Eva will only access your CoC's data during your session, **no CoC data is being retained or viewed by anyone besides you**. Eva does retain metadata about the upload file itself, such as the name of your software vendor, your export dates, hash status, and data source information. This is collected for troubleshooting and tool planning purposes.
- You can upload a zipped CSV Export of up to 200 MB. The file must be hashed.
- You can stay up to date with the new features by visiting the Changelog tab.

Instructions

Eva works by uploading a hashed [HMIS CSV Export](#).

Generate a hashed HMIS CSV Export from your local HMIS and store it in a secure location that you can easily find again. It must be a .zip file with 23 csv files in it.

- A hashed export means that the personal identifiers are obscured when the export is generated.
- The HMIS CSV Export has client-level data in it, so it must be stored in a secure location per HUD, state, and local rules and regulations.
- If you are unsure how to generate your hashed HMIS CSV Export, please contact your vendor.

Once you have exported the correct file from your HMIS, you are ready to engage with Eva. Navigate to the 'Upload HMIS CSV Export' tab and follow the instructions there.

Want to explore Eva without uploading? Use Eva's Demo Mode by clicking the toggle at the top.

Need help?

Trouble-shooting tips:

- Be sure you have generated the correct export. You cannot use an APR or LSA export file for use with this tool.
- Eva is looking for a zip file and will extract the files for you, so unzipping your export is not necessary.
- If your export is a .7z file, you must convert it to a .zip file. If you are not sure about how to do this, please contact your vendor.
- If something is not working, please go to [GitHub](#) to check for known issues and/or enter any new issues or feature enhancement requests. To enter an Issue on GitHub, you must have an account. If you do not already have a GitHub account, you can sign up for one [here](#).

Instructions for Running a Hashed HMIS CSV Export

1. Log In to ServicePoint and Navigate to the Reports Tab
2. Towards the bottom of the Reports Tab is a section labeled Custom Reports find and click the Hashed HMIS CSV
3. To start a new Export click the Start New Export button
4. On the resulting Screen you will set up the Export via the Export Options Screen
 - a. **Name***
 - i. Required
 - ii. Name the Export anything identifiable in accordance with any agency naming convention.
 - iii. HMIS Recommended Naming Convention – Provider or Reporting Group and Date Range of Export
 - b. **Description**
 - i. Optional
 - ii. Text field to enter any additional information.
 - iii. HMIS Recommendation – Leave Blank
 - c. **Entry Data Type***
 - i. Required
 - ii. Check Box of the Entry/Exit Types used by the Provider(s) included in the export.
 1. Most Projects will use the HUD Entry Data Type unless project is funded by RHY or VA (SSVF)
 2. All Options can be selected but are not required.
 - iii. HMIS Recommendation – If you are unsure what Entry Data Type is used by your projects select all Entry Data Types
 - d. **Provider Type***
 - i. Required
 - ii. Allows Export to be run on a single Provider when selecting the Provider option or a pre-created group of providers when selecting Reporting Group option.
 - iii. HMIS Recommendation – Provider should be used if running on a single Provider. Reporting Group should be used for recurring groups of projects being exported to EVA. For assistance in creating a reporting group please contact the help desk.
 - e. **Provider*/Reporting Group***
 - i. Required
 - ii. Select the Provider or Reporting Group to be exported for analysis in EVA.
 - f. **Start Date*/End Date***
 - i. Required
 - ii. Select the Start Date and End Date for the export.
 1. Start Date – Includes Clients with an Exit after the Strat Date or has no Exit
 2. End Date – Includes Clients with an Entry on or before the End Date. End Date is the exact date for the desired reporting period.
 - iii. HMIS Recommendation – A typical reporting period for EVA maybe a single month and could be up to a year or more. A longer reporting period will include more data and take more time to run.
5. With all required Report Options completed click **Run Export**. This will bring you back to the initial landing page from Steps 2 and 3. At this time you can wait on this page or move elsewhere within ServicePoint while the Export runs.

Instructions for Downloading the Hashed HMIS CSV Export

1. Log In to ServicePoint and Navigate to the Reports Tab
2. Towards the bottom of the Reports Tab is a section labeled Custom Reports find and click the Hashed HMIS CSV
3. To download a completed export click the Magnifying Glass of the Export to be downloaded in the **Exports Scheduled in the Last 30 Days** table
4. From the Resulting **Export Details** window click Download Results
 - a. The Download will not be named the same as the Export was in ServicePoint it will come through with an automated title.
 - i. Maricopa – Export will start with Arizona_live_hashedcsv_
 - ii. BOS – Export will start with az_dpt_housing_live_hashedcsv_
 - b. File can be renamed to the name of the Export but is not required and will not affect ability to use the export in EVA.

Instructions for Uploading Hashed HMIS CSV Export to EVA

1. Access EVA via <https://hmis.abtsites.com/eva/>
2. From the EVA Home Page click the orange “Click here to get started” button or Select Upload HMIS CSV Export from the left menu
3. From the resulting page click the orange “Browse...” button
4. From the File Explorer Select the Hashed HMIS CSV Export to upload
 - a. EVA will begin processing the Export file
 - b. If successful a pop-up will appear that states Upload successful. Click ok and continue to Instructions for Utilizing EVA
 - c. If unsuccessful follow instructions on screen and if unable to resolve submit a ticket to the [HMIS Help Desk](#) for assistance.

Instructions for Utilizing EVA

EVA is a tool to evaluate program performance and assess accuracy and completeness of data. There is no one way to utilize the EVA tool however the HMIS Team does recommend using the Data Quality information for SSVF and RHY projects required to submit exports as part of their funding. EVA has detailed instructions on each tab that should be used to get the most out of this tool.