



## NYC HMIS - Data Upload for Non-AWARDS Users

### AWARDS Instruction Sheet

The New York City Coalition on the Continuum of Care (NYC CCoC) has determined that non-AWARDS subscribers will be uploading data to the NYC CCoC through the AWARDS Report Server Database's Web-based interface. NYC CCoC has selected the HUD CSV File Standard as the file format for these data uploads (file specifications can be found at: <http://hmis.info/ClassicAsp/documents/HUD-HMIS-CSV-Format-2.7-Final.pdf>). Data should be uploaded for all programs required to report to the New York City Homeless Management Information System (NYC HMIS).

This instruction sheet provides step-by-step instructions on how to upload your CSV file to the NYC CCoC AWARDS Report Server.

### Logging into the Database

The first step in the upload process is to gain access to the NYC CCoC AWARDS Report Server Database. NYC CCoC will provide you with a unique Login ID and Password for a designated staff member at your agency. Once this information has been received, the following steps can be followed:

1. Open any Internet Browser window and type <https://nychmis.footholdtechnology.com> into the address bar. This will open the AWARDS Login Screen.
2. Type your login ID (provided by NYC CCoC) into the Login ID field.
3. Type your password (provided by NYC CCoC) into the Password field.
4. Click the LOGIN to AWARDS button.

The screenshot shows a login interface with two input fields: 'Login ID' and 'Password'. Below the fields is a blue button with the text 'LOGIN to AWARDS'.

The database will then open to the HMIS Menu Screen.

### Setting up Program(s) to Report to the NYC CCoC Report Server Database

Before an upload file can be generated, your agency programs required to report to the NYC CCoC HMIS must be added to the NYC CCoC AWARDS Report Server Database. This data entry, which need only be completed once, must be done for each program included in the initial and all subsequent CSV upload files.

To designate programs as reporting to NYC HMIS, complete the following steps:

1. From the *HMIS Menu* page, click **Add New Program**. The *Program Information* page is displayed.
2. In the New Program field, type the name of the program being added.
3. Click the **Program Type** drop-down arrow and select the program type to which the program belongs.
4. As necessary, configure the information fields on this page as follows:

The screenshot shows the 'HMIS Menu' interface. It features a top row of three buttons: 'Messages', 'Add New Program', and 'Upload Data'. Below this is a second row of three buttons: 'Opening Menu', 'Help Menu', and 'Log Out'.

5. # of Beds - In this field type the number of beds the program is contracted to provide.
6. # of Apts/Units - In this field type the number of apartments/units in the program.
7. Operational Calendar - Click the drop-down arrow and select either Seasonal or Full Year.
8. Target Population - Click the drop-down arrow and select the appropriate option.
9. HUD Contract # - In this field type the HUD Contract # for the program
10. Geocode - In this field, type the Geocode for the program. (Note: one Geocode covers all of the NYCCOC - 364436.)
11. FIPS Code - In this field, enter the program's FIPS Code. The FIPS Code may be derived from information found at [http://geonames.usgs.gov/pls/gnisarchive/web\\_fips55.gnis\\_web\\_fips55\\_form](http://geonames.usgs.gov/pls/gnisarchive/web_fips55.gnis_web_fips55_form).
12. Program's Projected Level of Service - This section includes four text boxes; simply enter in the projected level of service, as per the program's contract, for each option: Number of Singles Not in Families, Number of Adults in Families, Number of Children in Families, Number of Families.
13. Click **UPDATE**. A read-only report version of the information is displayed.
14. The process of adding a new program in AWARDS is now complete. To add additional programs, click **Program Information** and repeat steps 2-14 as needed.

Program Information			
Division	Program Name	Program Type	
PMR Agency One	<input type="text"/> New Program: <input type="text"/>	Benefits Advocacy <input type="text"/>	
# of Beds	# of Apts/Units		
<input type="text"/>	<input type="text"/>		
Operational Calendar	Target Population	HUD Contract #	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Geocode	FIPS Code		
<input type="text"/>	<input type="text"/>		
Program's Projected Level of Service			
Number of Singles Not in Families	Number of Adults in Families	Number of Children in Families	Number of Families
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="UPDATE"/> <input type="button" value="Jump Back"/> <input type="button" value="Opening Menu"/> <input type="button" value="Help Menu"/> <input type="button" value="Log Out"/>			

## Uploading Data to the NYC CCOC Report Server

To upload data to the NYC CCOC Report Server, complete the following steps:

1. From the *HMIS Menu* page, click **Upload Data**. The *HUD HMIS CSV format* page is displayed. For each of the eight files making up the CSV upload, users will see a "Browse" button that will allow them to locate and select the corresponding file on the user's local machine.

## HUD HMIS CSV format

### Import

Uploaded files will be first Validated to check for obvious errors, then Imported into the database.

<b>Program</b>	Required. The name of the program must exactly match an existing AWARDS program.	<input type="text"/>	<input type="button" value="Browse..."/>
<b>Client</b>	Required. The PersonID string must be unique and consistent.	<input type="text"/>	<input type="button" value="Browse..."/>
<b>Program Participation</b>	Required. Without a "ProgramEntryDate" in this file, a household record will be created, but the client will not appear in the program roster. Household members for the AHAR can be entered this way.	<input type="text"/>	<input type="button" value="Browse..."/>
<b>Client Historical</b>	Each client should have 2 records here: one with a date equal the Program Entry Date, and if possible, another with a date equal to the Program Exit Date. The first has everything but the discharge data, the second has only the discharge data.	<input type="text"/>	<input type="button" value="Browse..."/>
<b>Income and Sources</b>	Not required.	<input type="text"/>	<input type="button" value="Browse..."/>
<b>Service Event</b>	Not required.	<input type="text"/>	<input type="button" value="Browse..."/>
<b>Veteran Info</b>		<input type="text"/>	<input type="button" value="Browse..."/>
<b>Export</b>	Required. In order to ensure that unique number does not conflict with other databases, the database name in this file is used to separate them. Please use the name of your company.	<input type="text"/>	<input type="button" value="Browse..."/>

Validate means the files will be uploaded and checked, so that you can see if there is any data that the system can not import.

2. Once all files have been located, Click **Validate**. The *Status* page is displayed.
3. The *Status* page provides information regarding the number of valid records found in each component of the CSV file. To move forward with the upload, click the **Import** button.
4. The *Status* page will refresh showing the total number of records imported to the Report Server, and noting that the Import is complete.

The process of uploading data to the NYC CCOC Report Server is now complete.

Note that each time an upload is completed, the full data file will be overwritten in the NYC CCOC Report Server to account for any data corrections, additions or deletions made to the source data.

NYC CCoC will determine the frequency with which files must be uploaded.