June 11, 2024

To Vendors participating in the NYC HMIS Warehouse:

The NYC CoC operates the HMIS uniquely as a Data Warehouse. This requires all participating providers to use their own HMIS-compliant systems, which can produce HUD-specified exports and reports. To gain access to the NYC HMIS Warehouse, all providers signed agreements stating they were using HMIS-compliant systems and would rectify any non-compliant issue in a timely manner.

The NYC HMIS Warehouse recently transitioned to a new HMIS vendor. The current vendor does not support full refreshed data uploads and instead relies on incremental changes or updates identified in the date fields in the .csv fileset. Currently. several of our providers' vendors do not have functioning date deleted or date updated fields in their CSV files (if the field exists at all), causing data quality issues once uploaded into the NYC HMIS Data Warehouse. According to the FY24 HMIS CSV Specifications (p15)[1], "**DateDeleted**" fields are required in every CSV file "for any system participating in data exchange that updates instead of completely replaces previously transmitted data."

Therefore, all NYC CoC providers' HMIS vendors must update their programming specifications to include date deleted and date updated as functioning fields, as mandated by HUD in its HMIS specifications. For vendors without this functionality, **we expect this update to be made by July 12, 2024**. If you cannot meet this deadline, please reply to this letter with an explanation and reasonable completion date (dsshmis@dss.nyc.gov; Jayme Day, HMIS Director dayja@dss.nyc.gov).

Sincerely,

Members of the NYC HMIS Data Management Committee

NYC HMIS Lead, NYC Continuum of Care

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[1] https://files.hudexchange.info/resources/documents/HMIS-CSV-Format-Specifications-2024.pdf