# Data Import / Export Tools in PA HMIS

The following guide provides an overview of the import and export tools available in the PA HMIS system.   These tools allow for the import and export of data into and out of the system using the HUD CSV 5.1 specifications.

All data import/export tools are available to users that have either Agency Manager or Assistant Agency Manager access in the system and is based on your assigned workgroups and are located within the HOME workspace/tab within either the Agency Manager Functions or Assistant Manager Functions folder on the bottom left-hand corner of the screen

Within both these managerial function folders is the **Data Import/Export Tools** folder which contains 2 sub-folders, one for Imports which holds the data import functions and one for Exports which holds the data export functions, which is shown below.
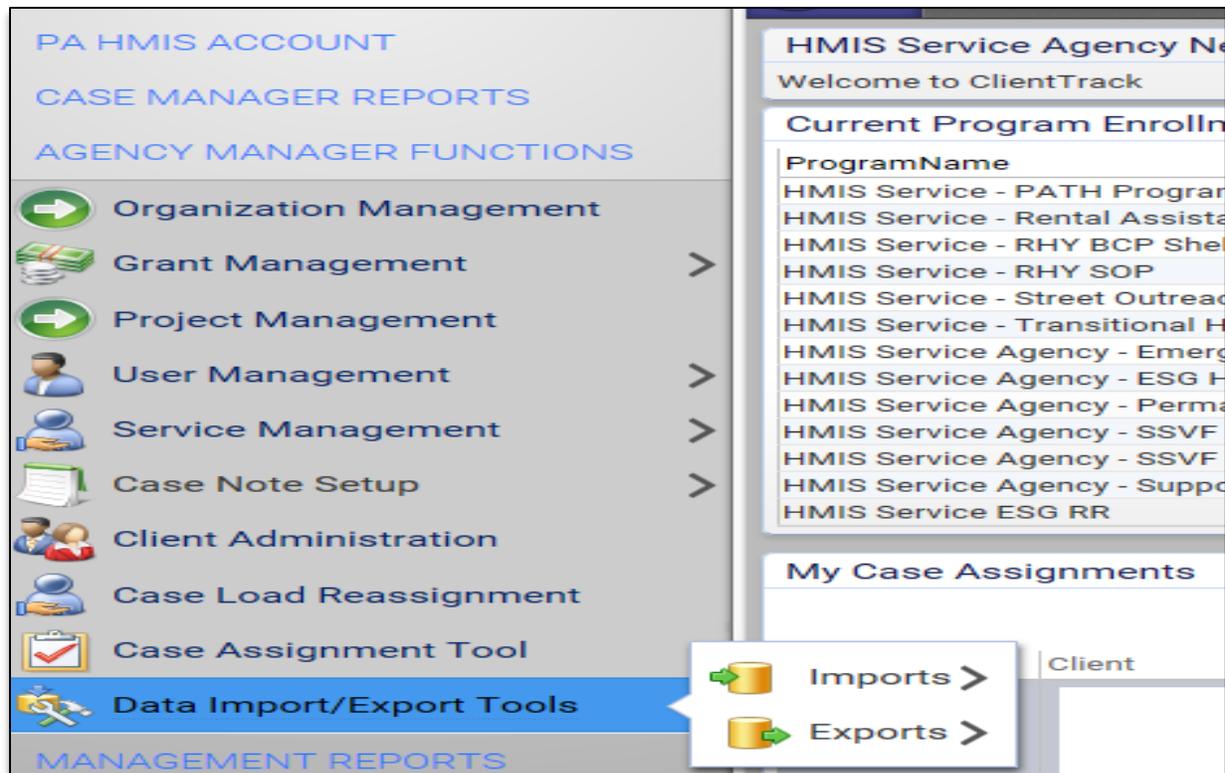

These import and export functions can be used by any managerial user at any time and each of the available functions are summarized below.   For those functions that require more in-depth information please refer to stand-alone guides highlighted within the summary for those tools.

Data Exports:

The system contains a number of data export tools available for all agencies contains 4 specific data export forms which allow you to filter the program / grant data, much like standard reports, you would like to export out of the system in standard HUD CSV file structures.   These include an SSVF, RHY, ESG CAPER and a general purpose HMIS data export tools.

The Files on Server function serves as a repository in which all generated data exports are placed once they have been created by the system to allow users to download the exported files for their specific need.
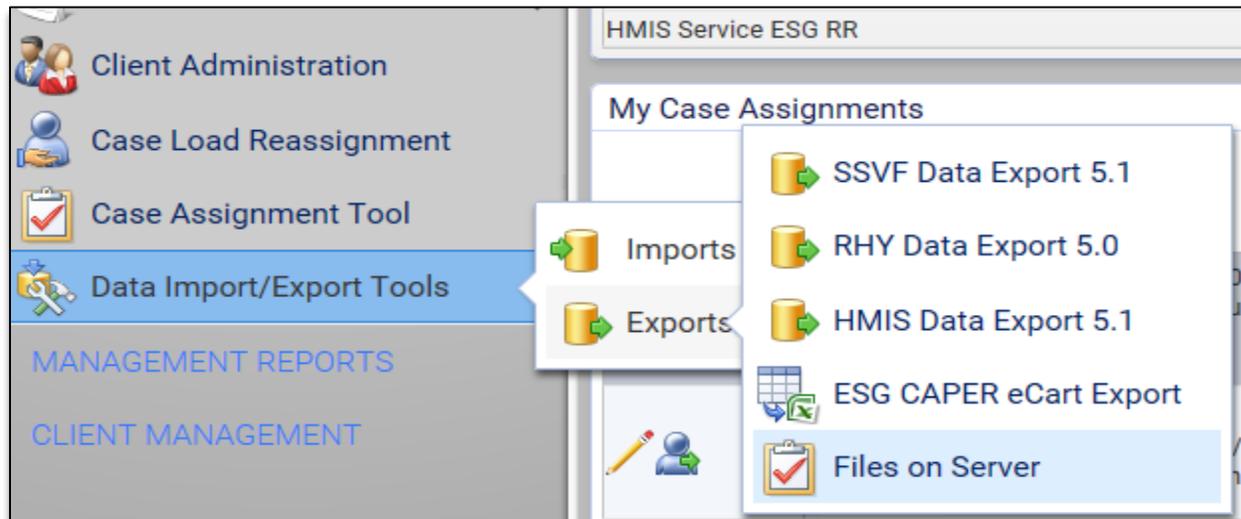
SSVF Data Export 5.1 – this data export tool can be used to for all VA funded SSVF programs to create their monthly data exports required to be generated and uploaded to the VA Repository.   Each SSVF data export contains 10 CSV files which are compiled into a single zip archive file.

*Please find the **SSVF Data Export Guide** within the System Documents section of the system for more details in this specific export function.*

RHY Data Export 5.1 – this data export tool can be used to for all FYSB funded RHY programs to create their data exports required to be generated and uploaded to the RHY Point Data Repository bi-annually (every 6 months).   Each SSVF data export contains 13 CSV files which are compiled into a single zip archive file.

*Please find the **RHY Data Export Guide** within the System Documents section of the system for more details in this specific export function.*

HMIS Data Export 5.1 – this is a general data export available in the system and can be used whenever the need to generate and export agency / program / grant data is needed for either data analysis or import into another data system.   Each HMIS data export includes the full file set included with the standard HUD CSV 5.1 data export and contains # CSV files which are compiled into a single zip archive file.

The HMIS Data Export can be used as the primary tool for transferring PA HMIS data to other systems (other than the predefined SSVF and RHY Repositories) that support the HUD CSV 5.1 framework for data imports.

ESG CAPER eCart Export – this data export can be used to produce the ESG CAPER for ESG funded programs / grants for placement into the HUD eCart Tool.   This function is available for users to generate their own exports for annual ESG reporting and generates the standard 32 CSV files associated with the ESG eCart export compiled into a single zip archive file.

This function is primarily for federally-funded ESG Grantees / Providers to produce the necessary data files from the system as required for their annual reporting of their ESG CAPERs.   The ESG eCart tool requires each individual ESG program to produce its own eCart file, all of these eCart files are then manually combined using HUD's stand-alone eCart Reporting Tool.

Please note that any state-funded ESG Grant / Provider that uses PA HMIS to record their client data is not required to produce an annual ESG eCart file as DCED as the grantee will produce them internally, however is available to all users for review purposes.

Files on Server – this tool provides a listing of all data export files generated using any of the 4 above listed export tools.   Once a data export has been created and run using one of these tools it usually takes the system 15-20 minutes to produce the files, once they are completed they will be displayed on the Files on Server screen.

Once a data export file is available it can be downloaded to your computer using the download options within this screen.   Please follow your computer's prompts for opening / saving the file on your local computer for future use.

Data Imports:

The system contains a tool that can be used to import data into the system as well as an Import Status function to provide updates on the import process since it is performed in 2 steps.
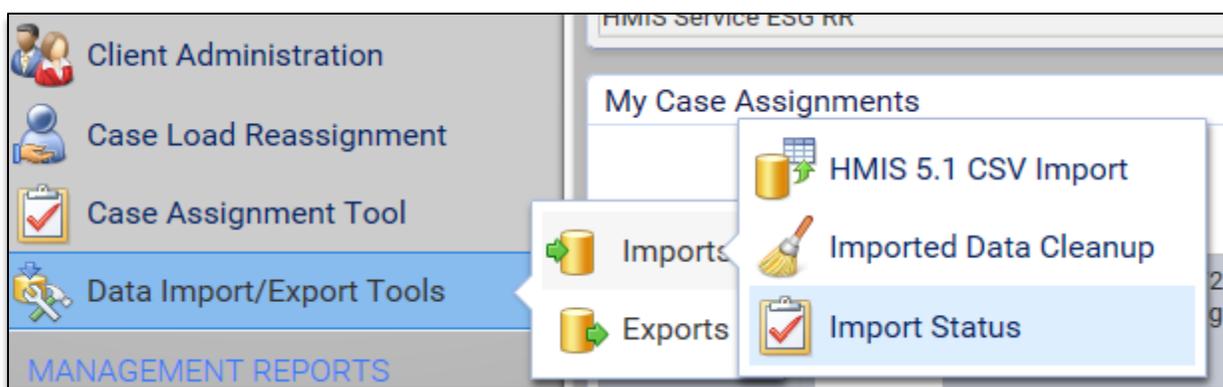
HMIS 5.1 CSV Import: this function can be used to import data from other data systems into the PA HMIS for reporting or direct use purposes and provides a workflow that walks users through the necessary setup and configuration steps. The system is able to import data from other systems that follow the HUD CSV 5.1 data specifications structure.

*Please find the **HMIS Data Import Guide – HUD CSV 5.1** within the System Documents section of the system for more details and specific instructions on using this data import function.*

Import Status: this function provides a listing of all data import tasks generated using the import tool and lets users know when the import is completed.   Once a data import task process is completed, it usually takes the system 20-30 minutes to fully integrate the imported data into the HMIS and this function can be used to view the status and completion of the task(s).