# LIHEAP Performance Management Webinar: Main Heating Expenditures Data Reliability Tool

August 12, 2020 – 3:00 PM ET

Call-in Number (Audio): (562) 247-8422

Access Code: 126-656-701

#### Note:

Today's webinar will feature a hands-on activity. To participate in it, you will need to **log in** to the LIHEAP Performance Management Website using your username and password: <a href="https://liheappm.acf.hhs.gov/user#login">https://liheappm.acf.hhs.gov/user#login</a>

To streamline your experience, please log in to the LIHEAP Performance Management Website in advance and keep it open in a separate tab of your browser.

If you don't have an account yet, please create one by going to: <a href="https://liheappm.acf.hhs.gov/register">https://liheappm.acf.hhs.gov/register</a>

# LIHEAP Performance Management: Main Heating Expenditures Data Reliability Tool

LIHEAP Webinar hosted by the Office of Community Services (OCS), the Administration for Children and Families (ACF) presented by APPRISE under contract to OCS

August 12, 2020

Welcome: Holly Ravesloot, OCS

David Carroll, (APPRISE)
Connor Priest, (APPRISE)
Lorraine Portis (PMIWG, Mississippi)
Sheri Shepherd (PMIWG, Montana)
Casey Letran (PMIWG, Oklahoma)
Kinisha Floyd (PMIWG, Tennessee)
Jenni Sullivan (PMIWG, Montana)
Mark Reichard (iData Technologies)





### Welcome

### **Purpose of This Webinar**

- To inform LIHEAP program coordinators about the new Data Reliability Tool for Main Heating Expenditures.
- To demonstrate the functionality of the Data Reliability Tool and to train attendees on its use.

### **Audience for This Webinar**

- LIHEAP state grantees and their support staff who are responsible for collecting, reporting, and using LIHEAP Performance Measures Data. This includes:
  - ✓ LIHEAP coordinators
  - ✓ LIHEAP program staff
  - ✓ LIHEAP information technology support

# **PMIWG PM Data Reliability Team Overview**

Members of the Performance Management Implementation Work Group (PMIWG) are working with the APPRISE team to develop the LIHEAP Data Reliability Tools.

Members of the PMIWG Data Reliability team include:

- Lorraine Portis, Mississippi Department of Human Services, (MS)
- Casey Letran, Oklahoma Department of Human Services, (OK)
- Kinisha Floyd, Tennessee Housing Development Agency, (TN)
- Sheri Shepherd, Department of Public Health and Human Services, (MT)
- Jenni Sullivan, IT Support for Department of Public Health & Human Services (MT)
- Peter Edelman, Division of Energy Assistance, Office of Community Services

The above team members developed the tool covered in this webinar

### **Webinar Overview**

### Webinar Agenda

- Understanding the Data Reliability Tools Kinisha Floyd, TN
- Main Heat Expenditure Tool Navigation Connor Priest, APPRISE
- Live Demonstration #1 Overall Data Reliability Assessment Prior Year
   Assessment Sheri Shepherd and Jenni Sullivan, MT
- Live Demonstration #2 Overall Data Reliability Assessment Current Year Assessment – Lorraine Portis, MS
- Live Demonstration #3 Assessment #1 Defining Data Requirements Prior Year Assessment – Casey Letran, OK
- Next Steps David Carroll, APPRISE
- Note: Slides available for download under "Handouts" in the GoToWebinar Sidebar.

## Main Heat Data Reliability Tool: Introduction

# Introduction Understanding the Data Reliability Tools

**Requirement:** Grantees are required to collect and report LIHEAP Performance Measures data each year.

**Purpose:** Grantees are expected to use the Performance Measures data to assess the performance of their program.

**Question:** As Grantees start to use their Performance Measures data, they ask "How do I know that my Performance Data are reliable enough to support making changes in my program design or policies?"

Framework: PMIWG grantees worked with Melissa Torgerson (Verve) to develop a comprehensive assessment framework that includes ...

- Defining Making sure that you are clear about the data that need to be collected.
- Collecting Assessing whether you are collecting enough data to meet the requirements.
- Recording and Processing Ensuring that your procedures are designed to maximize data quality.
- Checking Including a set of checking procedures that furnish feedback on data quality and consistency.

 For more information on the Assessment Framework, see the Data Reliability Webinar from 9/19/2019.

https://www.youtube.com/watch?v=Xqd7 hq6ssg

 Slides available now for downloaded from the GoToWebinar "handouts" section.

**Tools:** PMIWG grantees worked with APPRISE to develop a set of tools that ...

- Prioritize Help you to prioritize your review and assessment of data reliability.
- Benchmarks Furnish benchmarks that alert you to data reliability issues.
- Identification Show you how to identify the source(s)
  of your data reliability problem(s).
- Action Plan Help you to develop an action plan for improving the reliability of your data.

### Main Heat Data Reliability Tool: Development

Tools: Reliability Assessment Tools Round #1

 Spreadsheet Format – The APPRISE team initially developed a series of spreadsheet tools like the training tools that were used at the LIHEAP national training in Washington, DC in 2018 and Denver, Colorado in 2019.

Alpha testing by Data Reliability team found that the tool(s) might be OK for in-person training, but that they would not be an effective way for grantees to work toward the longer-term goal of data reliability.

### Main Heat Data Reliability Tool: Development

Tools: Reliability Assessment Tools Round #2

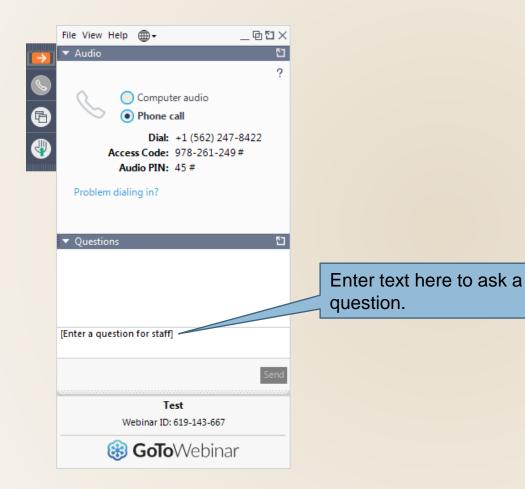
 Web-Based Training Format — The APPRISE team went back to the drawing board and worked to develop a webbased system that accesses data from the Data Warehouse, guides the grantee through the training process, and saves the grantee action plan directly on the Performance Management Website.

Alpha testing by Data Reliability team found that the webbased tool(s) was a big improvement and that it is time for beta testing by grantees.

### Main Heat Data Reliability Tool: Questions

## Questions

### **Q&A: GoToWebinar Question Box**



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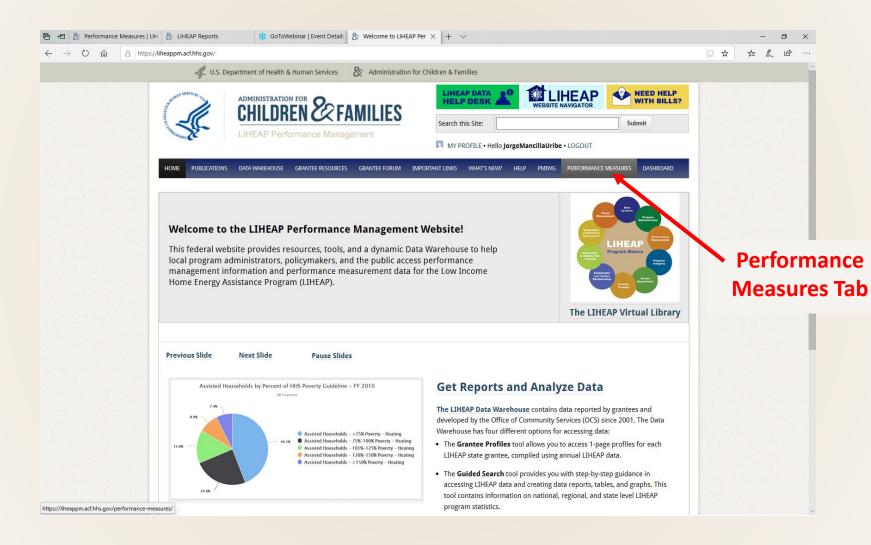
Data Reliability Tools

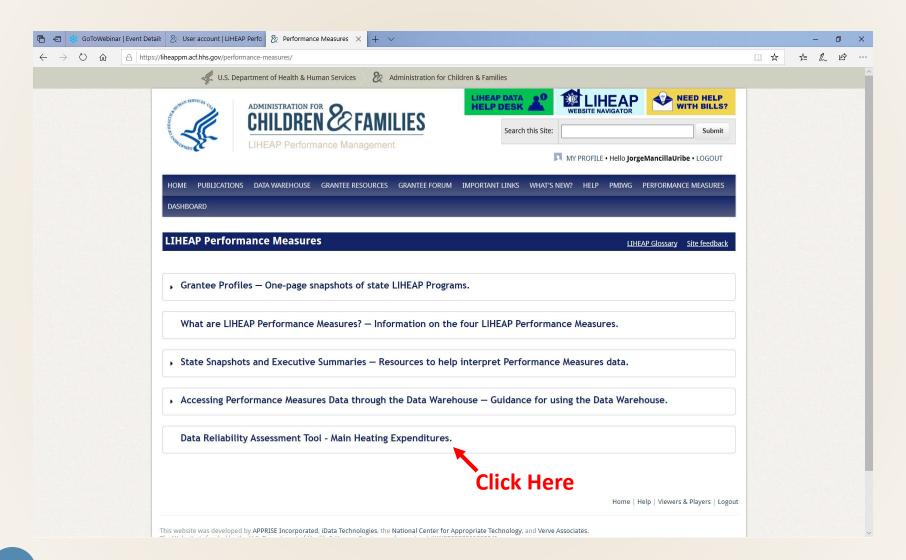
Navigation and "Before You Begin"

# The Data Reliability Tool for Main Heating Expenditures is available at:

https://liheappm.acf.hhs.gov/data\_warehouse/index.php?report=d\_atareliability\_react\_

**Note:** The Data Reliability Tools are designed for grantees and support staff and are not accessible to the general public.





GRANTEE RESOURCES GRANTEE FORUM PERFORMANCE MEASURES LIHEAP Data Reliability Assessment Tool - Main Heating Expenditures Overview PURPOSE OF THIS TOOL: This tool is designed to help you assess the reliability of your main heating fuel expenditures data collected in Section V of the LIHEAP Performance Measures Form. To begin, click Start New Assessment below. TOOL LAYOUT: The Data Reliability Assessment Tool for Main Heating Expenditures consists of the Overall Reliability Assessment and four in-depth assessments (one for each step of the data reliability framework). This web application is designed to guide you through each assessment, helping you identify common data reliability issues and their potential causes. The first step in the process is to complete the Overall Reliability Assessment, which is designed to conduct a preliminary screening of your data and alert you to where your data look reliable and where you might want to dig deeper into potential issues using one of the other assessments. After completing the Overall Assessment, the tool will direct you to focus your attention on the in-depth assessments where data reliability issues are most likely to be present. When potential data issues are identified, the tool will prompt you to address plans to remedy those issues in the Data Reliability Action Plan. When you have finished working through the tool, you will be able to print your results along with an aggregated Action Plan. Your progress will be saved as you work through each assessment. After completing the assessments, you can view or print a summary of your results and your aggregated Data Reliability Action Plan. To begin an assessment, click the Start New Assessment button. To view or edit a previous assessment, select it from the list below. START A NEW ASSESSMENT: Click Here Start New Assessment VIEW/PRINT PREVIOUS ASSESSMENT RESULTS:

No saved assessments

#### LIHEAP Data Reliability Assessment Tool - Main Heating Expenditures

#### Start a New Assessment

#### CHOOSING AN ASSESMENT:

This is the screen from which you can start a new assessment.

**Before you begin** an assessment, you will need to click the corresponding **Before You Begin** button for that assessment in the table below to download a PDF of the data items you will need. These PDFs can be given directly to your database programmers so that they can pull the data you will need to complete the assessment.

One you have all of the necessary data you can click on the Start Assessment button to begin working through the assessment.

**Important Note:** The Overall Reliability Assessment is designed to conduct a preliminary screening of your data and alert you to where your data look reliable and where you might want to dig deeper into potential issues using one of the assessments. Therefore, you should always complete the Overall Reliability Assessment first whenever you are beginning to use the tool for a program year that you have not analyzed before.

#### Select an Assessment:

Assessment #	Assessment Name	Action	
Overall	Overall Reliability Assessment	Before You Begin Begin Assessment	
1	Defining Data Requirements	Before You Begin Begin Assessment	
2	Data Collection	Before You Begin Begin Assessment	
3	Recording & Processing Data	Before You Begin Begin Assessment	
4	Data Checking Routines	Before You Begin Begin Assessment	

Assessments: PMIWG grantees worked with APPRISE to develop a series of Assessments, each with a specific purpose. The previous page gave you access to each type of Assessment.

- Overall Assessment Helps you complete a quick assessment of your data to prioritize what you should look at first.
- Assessment #1 Furnishes energy expenditures benchmarks to assess whether your values are in the expected range.
- Assessment #2 Checks on whether you are meeting the vendor data collection requirements.
- Assessment #3 Allows you to compare your success rate for collecting data to the average among all states.
- Assessment #4 Asks you to consider whether you have a comprehensive set of data checking routines in place.

Before You Begin: The Data Reliability Tool automates the assessments where possible. But you will have to input certain data and it is best to get that done "before you begin" the assessment.

#### LIHEAP Data Reliability Assessment Tool - Main Heating Expenditures

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#### Data Reliability Assessment Tool: Main Heating Expenditures

#### What Do I Need?

#### **Overall Assessment of Data Reliability**

You are about to start using the LHEAP Performance Management Data Reliability Tool to look at the quality of your Main Heating Expenditure Data. **Before you start**, you will need to develop some performance statistics that you will need as you work through the assessment.

The first step in the process is to complete the four screeners included in the Overall Assessment of Data Reliability. These screeners will give you some important indicators as to where It looks like your data are reliable and where you might want to dig deeper using one of the other assessments. Therefore, we recommend that you collect the data and complete the Overall Assessment first before moving on to the other assessments.

#### Screener #1 - Comparing your LIHEAP Household Expenditures to Data from EIA

Screener #1 compares the average main heating fuel expenditures for your LIHEAP households to the average main heating fuel expenditures for all low-income households in your state that are developed by APPRISE with data from the Energy Information Administration (EIA).

#### Main Heating Expenditure Estimates for Low-Income Households:

The Data Reliability Tool will automatically load the main heating expenditure estimates prepared by APPRISE using EIA State Energy Data System (SEDS) data. So, you do not have to figure how to get that information.

#### LIHEAP Household Energy Expenditure Data:

If you are looking at the data for 2017 or 2018, the information from your Performance Data Form will be automatically loaded into the application from the Performance Management Website Data Warehouse. However, if you want to look at data for 2019 or later, you will need to get a copy of your Performance Data Form Report. The required data are found in Section V, Part B, Line 4.

#### Screener #2 - Do You Have Enough Heating Fuel Vendors Supplying Data?

Screener #2 looks at whether you are collecting data from the required number of main heating fuel vendors. The Performance Data Form specifications require you to obtain data from at least five electric vendors, five natural gas vendors, five fuel oil vendors, and five propane vendors. Of course, if you have fewer than five electric or natural gas vendors in your state, or fewer than ten fuel oil or propane vendors in your state, that will limit the number of vendors you contact.

#### Number of Vendors Serving LIHEAP Households:

Before you start, you will need to get a count of the number of vendors that receive LIHEAP benefits for your households for each type of main heating fuel.

#### > Number of Vendors Reporting Data for LIHEAP Households:

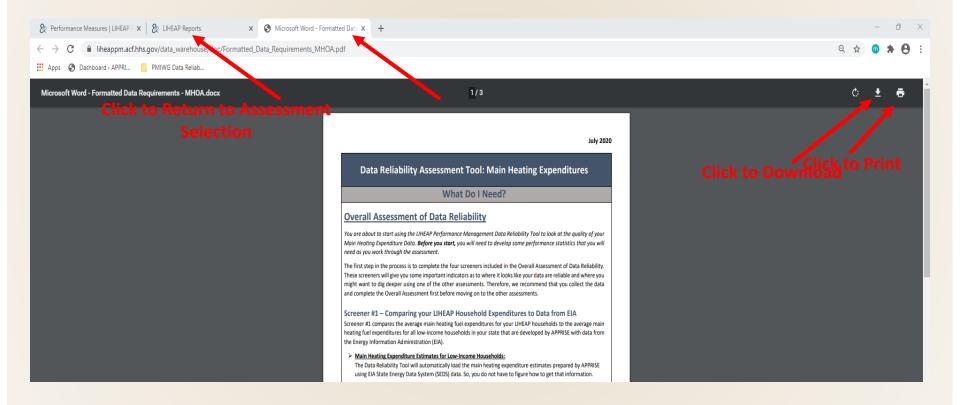
Before you start, you will also need to get a count of the number of vendors that reported data for the Performance Data Form.

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- > Number of Vendors Serving LIHEAP Households by Fuel Type: Must be provided by your IT Department.
- Number of Vendors Reporting Data for LIHEAP Households by Fuel Type: Must be provided by your IT
- Number of Households by Main Heating Fuel: Automatically loaded for 2017 and 2018 assessments. Must be provided from your Performance Data Form for a 2019 assessment.
- > Number of Households with Main Heating Fuel Data Received: Must be provided by your IT Department.
- > Data Checking Procedures for Agencies: Must be provided by your program staff.
- > Data Checking Procedures for Vendors: Must be provided by your IT Department.
- Follow-up Procedures for Agency and Vendor Data: Must be provided by your program staff and IT Department
- > Annual Update of Data Checking Procedures: Must be provided by your program staff and IT Department.

Once you have all of the data resources available, you can make use of the Data Reliability Assessment Tool to conduct the Overall Reliability Assessment for your data.

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#### LIHEAP Data Reliability Assessment Tool - Main Heating Expenditures

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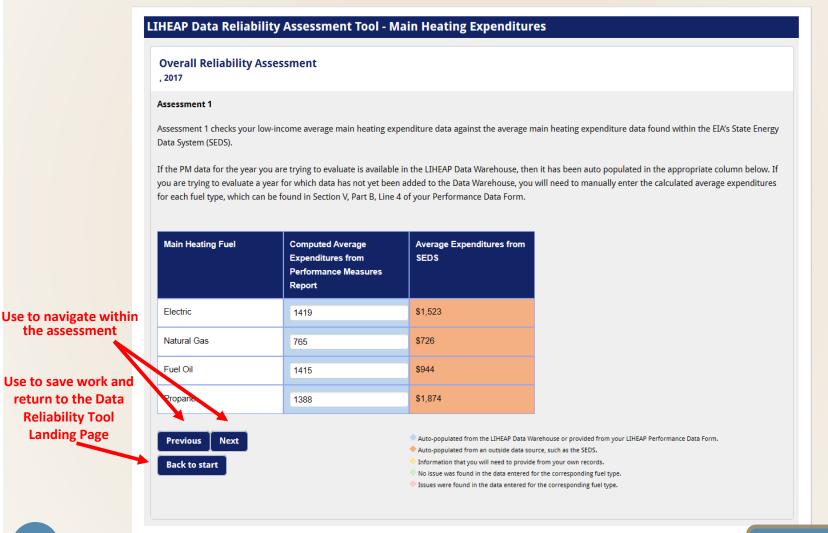
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#### LIHEAP Data Reliability Assessment Tool - Main Heating Expenditures

### Select State and Year **Overall Reliability Assessment:** INSTRUCTIONS FOR THE OVERALL ASSESSMENT: The Overall Reliability Assessment is the starting place for using this tool. It includes the primary assessment checks for each step of the data reliability framework. For each of these primary data reliability assessment checks, you will be asked to enter specific information from your most recent performance measures data. Once you enter the requested information, this tool will assess the information and will alert you when a potential data reliability issue may be present by instructing you to proceed to one of the full assessments for further investigation. To begin, select the year you would like to assess below. If you select a past year for which you submitted a PM Data Form, certain fields in this tool may auto-populate from the LIHEAP Data Warehouse. If you would like to conduct a reliability check on your FY 2019 data, which is currently being reported and processed, you will be given the opportunity to manually fill in the fields using your current FY 2019 PM Data Form. Choose your state and year Select your state: Choose a state Select your year: Choose a year **Previous**



#### LIHEAP Data Reliability Assessment Tool - Main Heating Expenditures

#### Overview

#### PURPOSE OF THIS TOOL:

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#### TOOL LAYOUT:

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#### START A NEW ASSESSMENT:

Start New Assessment

#### VIEW/PRINT PREVIOUS ASSESSMENT RESULTS:

Date Created	Fiscal Year	Grantee	Assessment	Action	
2020-8-12	2017	New Jersey	Overall	View Action Plan Edit Delete	Saved Assessment

### Main Heat Data Reliability Tool: Navigation – Activity

### **Hands-On Activity #1**

Navigate to the *Before You Begin* page for the *Overall Reliability Assessment* and print or download the document.

### **Access the Data Reliability Assessment Tool:**

https://liheappm.acf.hhs.gov/data\_warehouse/index.php?report=datareliability\_react#

**Note:** If you have problems getting the document to load, send us a comment with your name so that we can contact you for technical assistance.

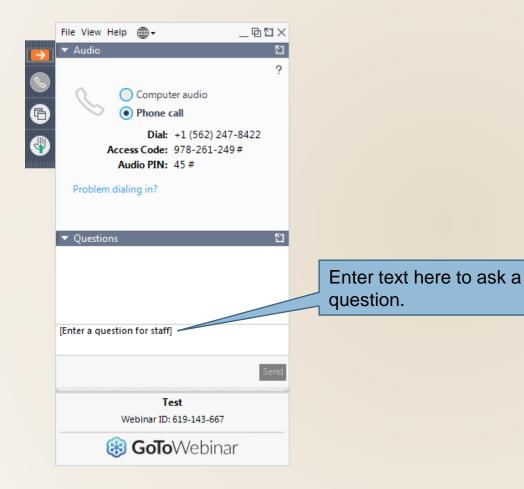
### Hands-On Activity #1—Audience Poll

QUICKPOLL Were you able to successfully print or download the document? Please Select One: Yes, I printed it! No, I couldn't figure it out. No, my browser didn't work / the tool didn't load. Submit

### Main Heating Data Reliability Tool: Questions

# Questions

### **Q&A: GoToWebinar Question Box**



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## Main Heating Data Reliability Tool: Example

Data Reliability Tools

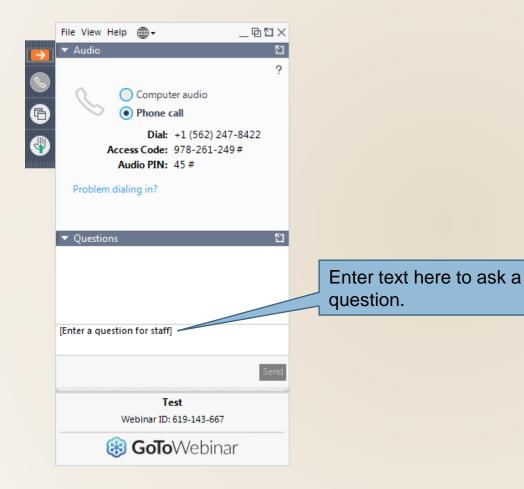
Demonstration of Overall Reliability

Assessment for Montana

### Main Heating Data Reliability Tool: Questions

Questions

### **Q&A: GoToWebinar Question Box**



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## Main Heating Data Reliability Tool: Example

Data Reliability Tools

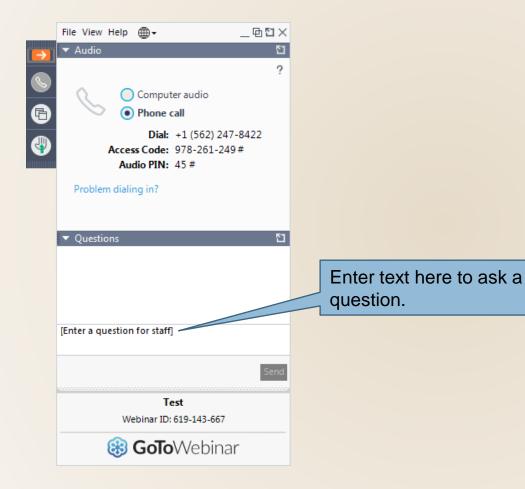
Demonstration of Overall Reliability

Assessment for Mississippi

#### Main Heating Data Reliability Tool: Questions

Questions

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## Main Heating Data Reliability Tool: Example

Data Reliability Tools

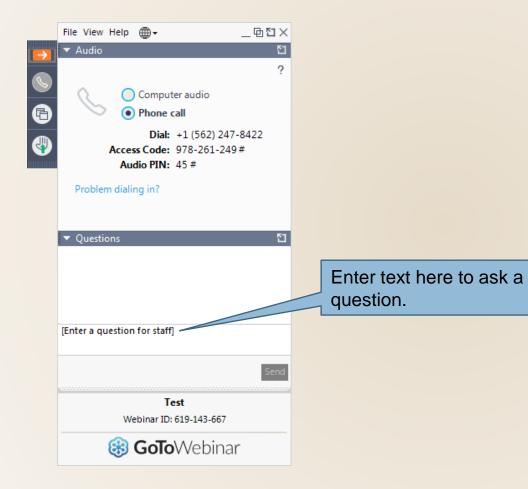
Demonstration of Assessment #1 for

Oklahoma

#### Main Heating Data Reliability Tool: Questions

## Questions

## **Q&A: GoToWebinar Question Box**



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#### Main Heating Data Reliability Tool: Next Steps

# Data Reliability Tools Next Steps

## Main Heat Data Reliability Tool: Next Steps

**Beta Testing:** APPRISE will work with PMIWG grantees and any other interested grantee on the Beta Testing ...

- Browsers/Systems Make sure that the tool works effectively with all types of browsers and systems
- Language Updates Work to clarify the language associated with each part of the tool.
- Functionality Work to ensure that the tool is functioning properly and guides the grantee to the "right" conclusions.

# Main Heat Data Reliability Tool: Next Steps

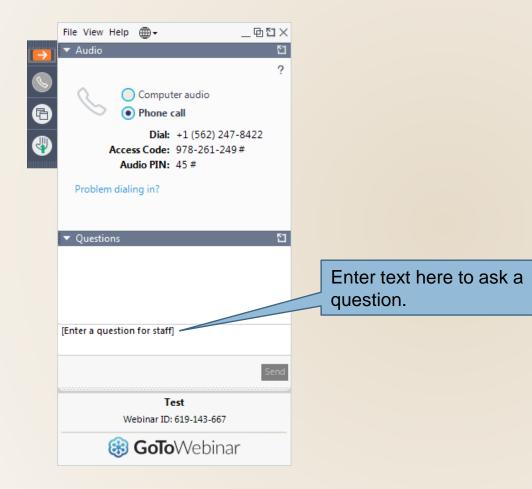
Other Modules: APPRISE will work with PMIWG Data Reliability Team to develop modules for other important data elements ...

- Baseload Electric Work on data reliability related to collecting electric expenditures for households that use nonelectric main heating fuels
- Income Develop a tool to examine the data reliability of income data used for development of the report.
- **Energy Assistance Grants** Ensure that the energy assistance reported on the Performance Data Form matches the expected information.
- Coding of Main Heating Fuel Work on the challenges associated with defining the main heating fuel for all clients.

#### Data Reliability Tool: Questions

## Questions

#### **Q&A: GoToWebinar Question Box**

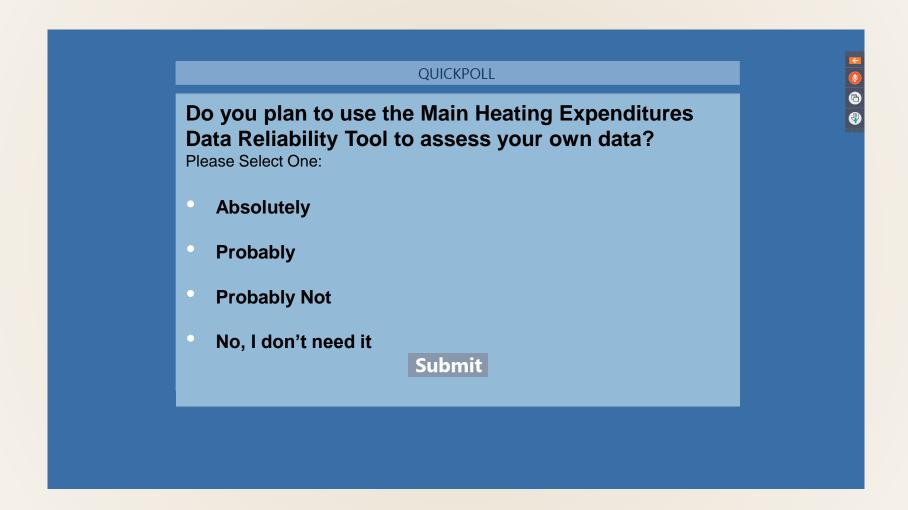


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#### Data Reliability Tool —Audience Poll



#### **Questions & Answers**

If we do not respond to your question during the webinar, we will followup via e-mail.

If you have additional questions, please e-mail us:

- Connor Priest, connor-priest@appriseinc.org
- David Carroll, david-carroll@appriseinc.org
- Mark Reichard, mreichard@idatatechnologies.com
- Office of Community Services, Division of Energy Assistance <u>Federal Staff</u> Contact List

#### Thank you for attending the webinar!