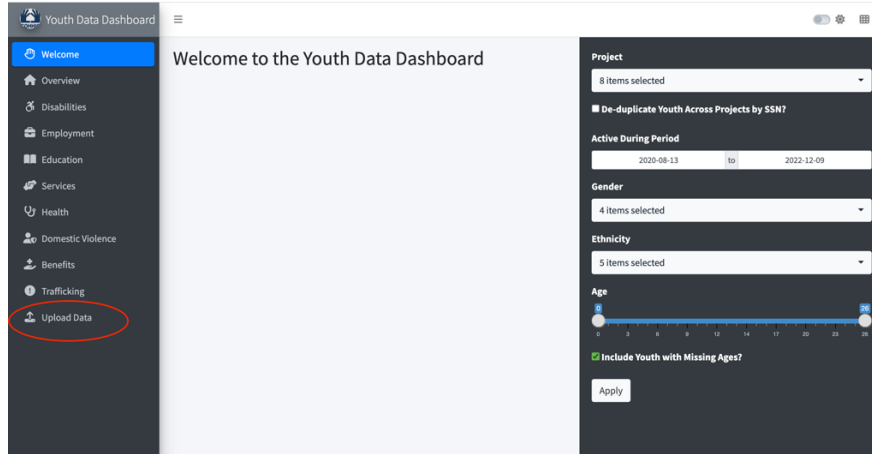
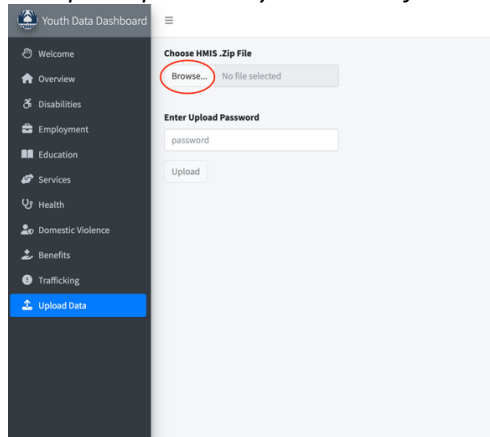


How to Upload Your Quarterly Data into COHHIO's Youth Homelessness Data Dashboard

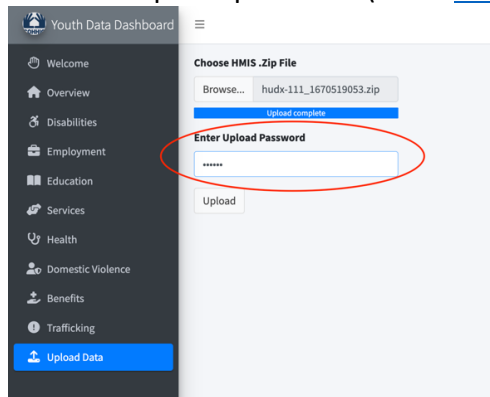
1. Navigate to <https://cohhio.org/youth-data>
2. Click the Upload option in the left sidebar:



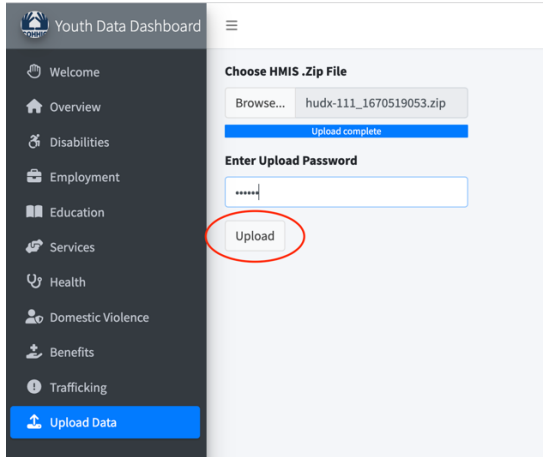
3. Click Browse to find and select your zip file. The app only accepts unhashed HMIS CSV Zip files. *(PLEASE NOTE: The Upload complete message after selecting your file DOES NOT mean you have successfully completed the upload process – you need to follow the rest of the steps.)*



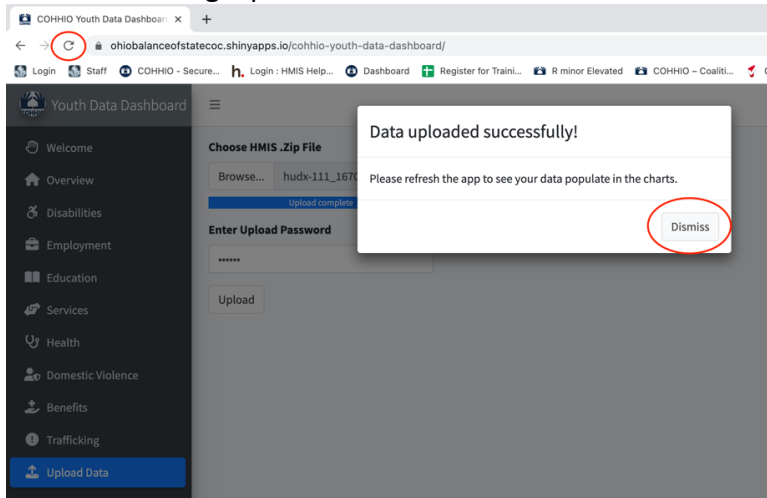
4. Enter the upload password (email amandawilson@cohhio.org if you need the password).



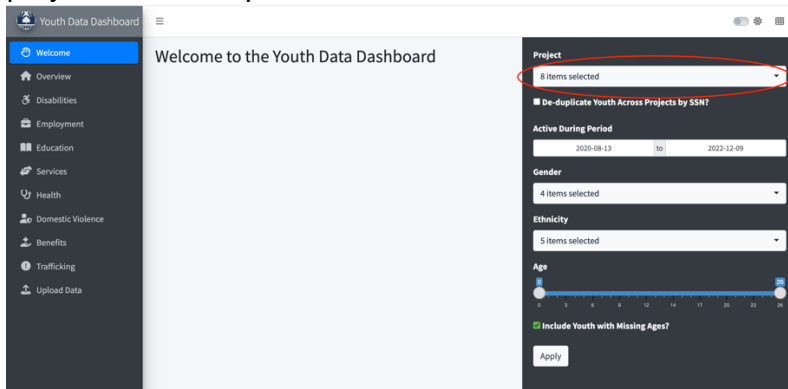
5. Click Upload



6. If the upload is successful click Dismiss and refresh your browser. If your upload was unsuccessful, see Troubleshooting Tips at the end of this document.



7. After refreshing the page, you will be redirected to the Welcome screen. From here you can find your projects and view your data!





COHHIO Youth Homelessness Data Dashboard Guidance Document 12/22/2022

Troubleshooting Tips

- Verify you have the correct HMIS file. Your upload should be an unhashed HMIS CSV Zip File.
- Does your HMIS CSV file contain data for more than one Organization? The HMIS CSV must only contain projects from the same organization. A separate HMIS CSV file will need to be uploaded for each organization. The HMIS CSV can contain multiple projects and project types for the same organization.
- Is your HMIS CSV file unhashed? The file must be unhashed, meaning participant data is not encrypted.

Please reach out the COHHIO team if you are still having issues with your upload after troubleshooting.

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