



Alameda County ACHMIS News: November 2024

Welcome to the Alameda County HMIS newsletter!

In this month's edition, we will cover the following topics:



- 2024 Federal Reports: Helpful Reports
- 2024 LSA Helpful Resources!
- Privacy and Security Training
- Bitfocus Closed
- Upcoming Events



Report Spotlight

2024 Federal Reports: LSA Helpful Reports

You can review your data by doing the following:

1.) **Run the [DQXX-102] Program Data Review** for the period 07/01/2023 - 06/30/2024 (this report is under Program Based Reports). Information for this report is pulled from the Program Enrollment screen and the Program Exit screen based on the parameters responses. In the event a client enrollment includes a data entry error, the client will be displayed in red. The count in the **Missing Entry Data** and **Missing Exit Data** columns indicate the number of errors on the screens.

Program Data Review		[KC] Home Agenc				
		Program: Home Agency Front Door Program Program Type: Emergency Shelter Status: Active				
Name	Unique Identifier	Entry Date	Exit Date	Days active in program	Missing Entry Data	Missing Exit Data
Path To Home, Client Example	878B27D31	02/06/2020	-	593	0	-
Snow, Winter	D418F7FE5	01/01/2020	-	629	0	-
Totter, Teeter	6C1F2A264	02/11/2020	-	588	0	-
Peach, Princess	FE7A42F4A	02/13/2020	-	586	0	-
Porcupine, Hedgehog	944B8404E	02/14/2020	-	585	0	-
Hua, Mulan	3A4652271	02/19/2020	-	580	0	-
Test, Anna	74D3C6EA5	02/25/2020	-	574	0	-
Fabrics, Joann	AF752B848	02/28/2020	-	571	0	-
Runner, Starr	076359433	03/02/2020	-	568	0	-
King, Cub	7714A7EE1	03/12/2020	-	558	0	-
Greatsign, Shella	ADD1EF0BC	03/25/2020	-	545	0	-
Greatsign, Allen	6029AF2FD	03/25/2020	-	545	0	-
Smith, Janet	2AD0466FD	05/01/2020	-	508	1	-
Forest, Baby	0EA068103	05/04/2020	-	505	0	-
O'Neal, Donny	2003F5F44	09/30/2020	-	356	14	-
Traveler, World	58CEA3DFE	12/11/2020	-	284	1	-
Pea, Sweet	DABAE0F39	03/22/2021	-	183	0	-
James, Lebron	704744DF7	05/14/2021	-	130	0	-
Tree, Apple	D007471F6	06/28/2021	-	85	0	-

2.) **Run the [GNRL-106] Program Roster** for the period 07/01/2023 - 06/30/2024 (this report is under Program Based Reports) and make sure household groups are correct (households are separated by bold lines. Clients not separated by lines are grouped together in a household). If you notice that clients are missing, check out our Help Center article: [How do I add a new](#)

household member to the Program? If clients are grouped together incorrectly, contact the Helpdesk to get them corrected. Some measures only count heads of household, so it's important that households be configured correctly!

Program Roster Report		**Alameda County CE Agency (Test)												
												Active within 10/01/2022 thru 09/30/2023		
Housing Move-in: Undefined = Unknown HoH or adjusted Move-in is Null, <input type="checkbox"/> = Non PH Project, A: Assessments, S: Services, CN: Case Notes You can find more information about adjusted Move-in Date at the Help Center Article													Head of Household (HoH) Unique Identifiers are listed in bold text. Household members are grouped together with the HoH.	
Client	Unique Identifier	Birth Date	Age At Entry	Current Age	Enroll Date	Exit Date	LOS	Housing Move-in	A	S	CN	Assigned Staff		
Program: BDC Case Management														
Squarepants, Spongebob	23D7CEE4A	02/12/1987	30	36	12/06/2017	-	2,125		0	0	0	C. Moore*		
McTester1, Tester	5A9BA83BF	02/06/1954	64	69	02/06/2018	-	2,063		0	0	0	K. Canataro		
Pierce, Teddie Test	78AD02649	11/12/1949	68	73	02/08/2018	-	2,061		0	0	0	K. Canataro		
Checkov, Pavel	102F5E3E5	12/15/1974	43	48	05/22/2018	-	1,958		0	1	0	J. Noe		
Test, Test	18AB48A28	01/01/1975	45	48	05/29/2020	-	1,220		0	0	0	T. Pierce		
Woman, Wonder	AA1027535	01/01/1990	33	33	08/29/2023	-	33		0	2	0	K. Main		
Baby, Bitfocus	32851F4BC	01/01/2020	2	3	07/01/2022	-	457		0	0	0	R. Abadajos		

3.) **Run the [Exit - 101] Potential Exits Report** for the period 07/01/2023 - 06/30/2024 (this report is under Program Based Reports) and review clients who are active in the program but have not received services, case notes, unit connections, or CE events or program-connected assessments since the selected cutoff date.

Potential Exits		**Alameda County CE Agency (Test)						
								Cut off Date: 01/01/2023
Clients below are active in the program and do not have a qualifying activity since the cut-off date. The following program-level activities are qualifying activities: Unit Connections, Services, CE Events/Results, Case Notes, and Program-Level Assessments (Annual, Status, and Current Living Situation).								
Unique ID	Client Name	SSN	Project Name	Most Recent Activity	Most Recent Activity Date	Assigned Staff	Enroll Type	
32851F4BC	Baby, Bitfocus	xxx-xx-4654	BDC Case Management				Individual	
102F5E3E5	Checkov, Pavel	xxx-xx-0003	BDC Case Management	Job Placement: Job Placement	05/27/2018	Noe, John	Individual	
5A9BA83BF	McTester1, Tester	xxx-xx-0000	BDC Case Management				Individual	
78AD02649	Pierce, Teddie Test	xxx-xx-5048	BDC Case Management				Individual	
23D7CEE4A	Squarepants, Spongebob	xxx-xx-8768	BDC Case Management				Individual	
18AB48A28	Test, Test	xxx-xx-1111	BDC Case Management				Individual	



Updates

2024 LSA Helpful Resources

1. [Preparing for the LSA: Guidance on Common Data Quality Issues](#)
2. [2024 LSA Toolkit](#)
3. [LSA Flag Template Library](#)
4. [Introductory Guide to Submitting LSA Data](#)



News

Privacy and Security Training

Exciting news! We're rolling out a new Privacy and Security training program for all end users in Alameda County.

Here's the rundown:

- Privacy and Security training opens up on January 2nd.
- January 2nd to noon on February 28th, 2024, is Privacy and Security Season.
- Complete training between January 2nd and February 28th.
- Notify your agency liaison when the training is done to start agreement renewal in the system.



Alameda: Privacy & Security Training

Alameda: Privacy & Security Training

FREE

Curriculum









About this course

Course Overview

▼ HMIS Basics ✓

- ✓  HMIS Basics
- ✓  HMIS Basics Knowledge Check

▼ Privacy & Security ✓

- ✓  Privacy & Security (Part 1)
- ✓  Knowledge Check (1)
- ✓  Privacy & Security (Part 2)
- ✓  Knowledge Check (2)
- ✓  Privacy & Security (Part 3)
- ✓  Knowledge Check (3)
- ✓  Privacy & Security (Part 4)
- ✓  What is Next

Key Points:

- End users have a two-month window to complete the P&S training. Accounts of those who haven't completed the training will be deactivated by noon on February 28, 2024
- By March 1st, liaisons will receive a list of individuals at their agencies who haven't completed the training and have had their HMIS accounts disabled.
- We'll run weekly reports to track completion status.

Remember! Please complete the Privacy and Security training by noon on February 28th, or your HMIS account will be temporarily suspended until training and agreement completion.



News

Bitfocus Holiday Closure: December 25, 2024 – January 1, 2025

Please note that Bitfocus offices will be closed for the holiday season from December 25, 2024, to January 1, 2025. During this time, Bitfocus HMIS Admins will be unavailable to address user requests. Rest assured, upon their return from the holiday break, they'll promptly attend to your emails.

In the interim, feel free to contact the [Bitfocus helpdesk](#) or reach out to the [Alameda County help desk](#) for any assistance you may require. Thank you for your understanding.



Upcoming Events

Check out these upcoming events!

Make sure you don't miss out on any of the wonderful events hosted by Alameda County HMIS at Bitfocus! You will see demos, learn about what's new, and hear announcements for what's to come! These events are for anyone who would like

to join, please make sure to register in advance. We look forward to seeing you there!

Alameda HMIS Q&A Session

2nd Tuesday of the month @ 10:00 a.m.

Register | [HERE](#)

NOTE: THERE WILL BE NO COORDINATED ENTRY Q&A MEETING AND NO USER AND LIASION MEETING THE MONTH OF DECEMBER.

Questions? Your HMIS Administrator is happy to help.

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