



Marin County HMIS News January 2025

Welcome to the Marin County HMIS January 2025 newsletter!

In this edition you'll find the following:

- Community Poll
- Upcoming Events
- Special Announcements: NEW MAV-SA Marin Assessment for Vulnerability Single Adult
- The LSA Is Submitted - Thank you!
- PIT/HIC Updates & Next Steps
- Report Spotlight: Review Your Data for the PIT/HIC
- Everyone's Role in Accurate HMIS Data: Is it your Job to Fix Client Data?
- Clarity Toolbox: How to Remove a Program Exit



Announcements

Happy New Year and Welcome Back

As we step into 2025, we're excited to embark on another incredible year together. We hope your holidays were filled with joy, relaxation, and special

moments with loved ones. Here's to a fantastic year ahead! Thank you for being such an essential part of our journey. Let's make 2025 our best year yet!



News

Welcome to Your Community Poll

Unfortunately, there were no responses to last month's poll, so there are no results to share. We hope you like this poll question better!

Check Out This Fun Poll:

What do you think is the least kept New Year's Resolution?

[Take the poll!](#)



Check out the newsletter next month to see what your colleagues said! Please note that your individual response is anonymous.



Upcoming Events

HMIS Agency Leads Meeting*

Wednesday, March 19, 2-3 p.m. | *Agency Leads Only: Register [HERE](#)

We are asking the designated HMIS Agency Leads and Security Officers to join this meeting on a bi-monthly basis. Of course, if you absolutely cannot make it, please send a representative. Workgroup participants will support communications between the county, Bitfocus and agency staff with regards to community initiatives, training, privacy, security, program and data management.



Announcements

Special Announcements: NEW Coordinated Entry Assessment for Single Adults

The new Coordinated Entry assessment is now LIVE and is called: **MAV-SA Marin Assessment for Vulnerability Single Adult** and is replacing the Single Adult VI-SPDAT.

Please note that while a MAV-TAY version is not available yet, we ask assessors to use the MAV-SA with TAY populations, which will inform Marin's feedback for drafting a new TAY CE Assessment (MAV-TAY) in the future.

You can access this new assessment in the Coordinated Entry Program under the Assessments Tab.

The screenshot shows the Bitfocus Test web application. At the top, there is a navigation menu with options: PROFILE, HISTORY, SERVICES, PROGRAMS, ASSESSMENTS, NOTES, FILES, CONTACT, and LOCATION. Below this, a header indicates the current program is 'COORDINATED ENTRY PROGRAM'. A secondary navigation bar includes: Enrollment, History, Provide Services, Events, Assessments (which is the active tab), Notes, Files, and an 'X Exit' button. The main content area is titled 'Assessments' and contains a list of assessment items, each with a 'START' button. The items are: Current Living Situation, Status Update Assessment, Annual Assessment, Family Self-Sufficiency Matrix, Housed Assessment, Independent Subsidized Housing Assessment, and MAV-SA (Marin Assessment for Vulnerability Single Adult). The MAV-SA item is highlighted with a red rectangular border.

If you have any questions or concerns please feel free to reach out to [Nikolas Brady](#).



Updates

The LSA is Submitted - Thank You!

We're thrilled to share that the Longitudinal System Analysis (LSA) has been finalized and submitted to HUD! A huge thank you for your collaboration. Your time and prompt responses made all the difference. We especially enjoyed working closely with many of you during this process!

LSA Recap

The **LSA** is an annual report generated from a Continuum of Care's (CoC) **Homeless Management Information System (HMIS)**. It provides critical information for HUD and the CoC about how people experiencing homelessness use their system of care.

The **LSA** is essentially a large export of the information in **HMIS** and includes:

- **Demographics:** Age, race, gender, veteran status, etc.
- **Homelessness trends:** Length of time homeless and system usage patterns.
- **Special populations:** Insights on veterans and people/households experiencing chronic homelessness
- **Housing outcomes:** Results for those exiting the homeless services system.

It also tracks system usage patterns leading up to an exit, the types of destinations clients move to, and details about re-engagement or returns to homelessness, including the time between exit and re-entry into continuum projects.

Thank you again for your support in making this important submission a success!

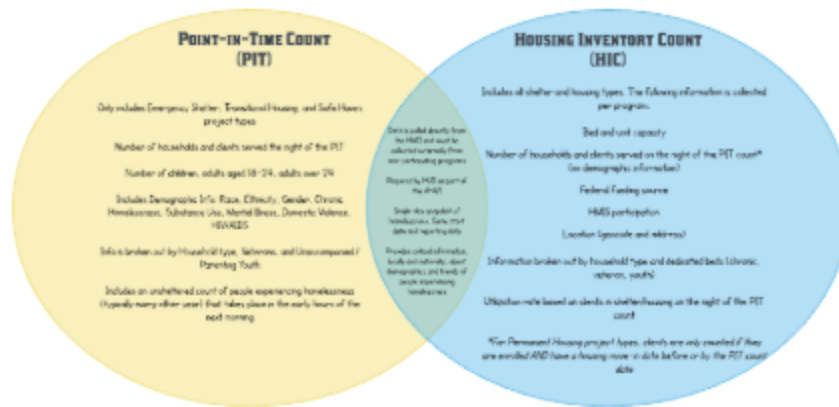


Announcements

PIT/HIC Updates & Next Steps

The **Annual Point-In-Time (PIT) Count** is a one-night snapshot of people experiencing homelessness. This year Marin conducted **only a sheltered count on January 27, 2025** along with the required **Housing Inventory Count (HIC)**, which tracks emergency shelter beds and certain types of housing units.

[Check out this visual aide](#) to better understand the similarities and differences between the PIT and HIC report.



[See the visual aide](#)

PIT Count Information

The data for this count comes exclusively from HMIS. It’s essential that all emergency shelter, safe haven, and transitional housing projects in HMIS reflect accurate enrollments, exits, and night-by-night services for January 27, 2025. Any of these program types that do not enter client data in the HMIS must be externally collected for PIT and HIC reporting. This ensures a complete count of households experiencing homelessness in Marin County.

Do permanent housing projects count? Yes, but in the HIC only!

HUD requires reporting the total number of people served in shelter and permanent housing programs on January 27, 2025. This includes all Emergency Shelter (ES), Transitional Housing (TH), Safe Haven (SH), Permanent Supportive Housing (PSH), Rapid Rehousing (RRH), and Other Permanent Housing (OPH) projects. Non-HMIS participating programs and DV programs are also included. To ensure data quality, agencies must verify and update all client records (profiles, enrollments, and exits) for accuracy.

What to do by February 3, 2025:

Verify that all clients served on January 27, 2025, are accurately reflected in HMIS.

- Ensure demographic, enrollment, and exit data are complete.
- Check and update household move-in dates for permanent housing projects if missing.
- Enter move-in dates for a date before January 27, 2025.

For all projects please let us know if the number of available beds, units, or vouchers has changed in the past year.

Please complete [this form](#) by February 3, 2025, to provide updates on your Bed and Unit Inventory.



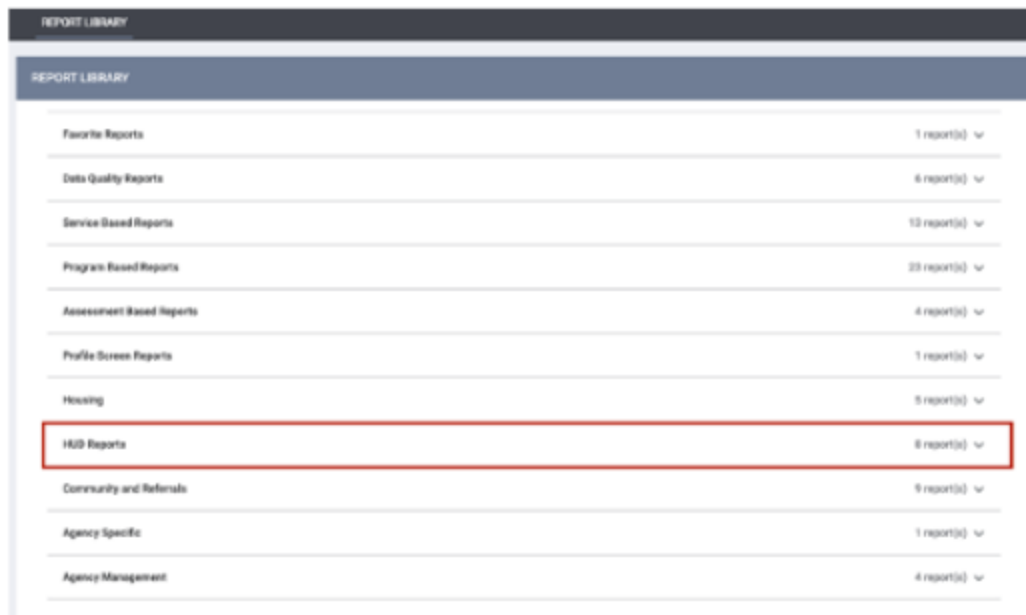
Report Spotlight

Review Your Data for the PIT/HIC

To double check your data we encourage you to run the following reports as soon as your January 27, 2025 enrollments (including housing move-in dates), exits, and services are entered.

To Review Data Quality:

Run the [\[HUDX-225\]](#) HMIS Data Quality Report to check the quality of your program data. You can find this report in the “HUD Reports” section of the Report Library.



To Review Client-Level Data:

Run the [\[GNRL-220\] Program Details Report](#) to review all client-level data for your program (s). This report is located in the “Program Based Reports” section of the report library.

REPORT LIBRARY	
Favorite Reports	1 report(s) ▾
Data Quality Reports	6 report(s) ▾
Service Based Reports	13 report(s) ▾
Program Based Reports	23 report(s) ▾
Assessment Based Reports	4 report(s) ▾
Profile Screen Reports	1 report(s) ▾
Housing	5 report(s) ▾
HUB Reports	8 report(s) ▾
Community and Referrals	5 report(s) ▾
Agency Specific	1 report(s) ▾
Agency Management	4 report(s) ▾

This report generates a spreadsheet with all client profile, enrollment, and exit data for your programs, along with housing service start and end dates.

- **For Night-by-Night Shelters**
 - Focus your PIT count efforts on clients with a housing service recorded for the specific night.
- **For All Shelter/Housing Project Types:**
 - Check for and update any missing data
 - Ensure the relationship to the head of household is correctly indicated
 - Verify that birthdates are accurate

To Review All Enrollment, Exit and Housing Move-In Dates:

Run the [\[GNRL-106\] Program Roster](#) to check all enrollment, exit, and housing move-in dates for your program(s). This report is located in the “Program Based Reports” section of the Report Library.

Program Roster Report Agency Name
Active within 01/01/2023 thru 03/04/2025

Housing Move-In: Undefined = Unknown, Hold or adjusted Move-In is Null, = Non PFI Project, = Assessments, = Services, = Case Notes
 You can find more information about adjusted Move-In Date at the [Help Center Article](#).

Head of Household (HH): Unique identifiers are listed in bold text. Household members are grouped together with the HH#.

Client	Unique Identifier	Birth Date	Age At Entry	Current Age	Start Date	Exit Date	LDB	Housing Move-In	A	S	CH	Assigned Staff	Unit Assignment	Bed Assignment	Occupancy Start Date	Occupancy End Date
Program: [Agency Name]																
			20	36	01/01/2017	-	2,208		0	1	0					
			24	30	08/24/2017	-	2,016		1	3	0					
			9	14	10/01/2018	-	1,820		0	0	0					
Number of Enrollments: 3 Number of Unique Clients: 3 Number of Households: 3																
Program: [Agency Name]																
			37	37	06/13/2022	-	288		0	0	0		Floor 1 Room 1	NA	06/13/2022	
			37	38	10/04/2022	-	136		0	0	0		NA	NA	NA	NA
Number of Enrollments: 2 Number of Unique Clients: 2 Number of Households: 2																
Program: [Agency Name]																
			62	64	12/05/2021	-	458		0	0	0		2nd Floor Family Room 1	NA	12/05/2021	
			30	35	12/05/2021	-	458		0	0	0			NA		
			30	34	12/05/2021	-	458		0	0	0			NA		
			30	23	09/15/2022	-	175		0	0	0		2nd Floor Family Room 2	NA	09/15/2022	
			22	23	09/15/2022	-	175		0	0	0			NA		
			22	23	09/15/2022	-	175		0	0	0			NA		
Number of Enrollments: 6 Number of Unique Clients: 6 Number of Households: 3																
Total Number of Enrollments: 11 Total Number of Unique Clients: 11 Total Number of Households: 7																

To Review Bed Occupancy:

Run the [\[HSNG-108\] Housing Census Report](#) for **January 27, 2025**, to verify occupancy. You can find this report in the “Housing” section of the Report Library.

REPORT LIBRARY

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- The Housing Census Report shows how many beds your project is set up to provide in HMIS and how many people were served on a specific night.
- If the numbers don't match up, you may have an explanation, like the program just opened or had some units offline for repairs.
- However, if the issue is due to missing entries or exits, make sure to enter them right away and backdate them to ensure they're included for the

PIT/HIC count.

- You can check who is missing by using the drill down in the report.



Updates

Everyone's Role in Accurate HMIS Data

Myth-Buster: Is it your Job to To Fix Client Data?

Some users may feel hesitant about updating client data they didn't originally enter even when they know it's wrong. Some may even think it's not their responsibility to fix data entered by another program or agency.

Let's clear this up: Keeping client data accurate and up-to-date is a shared responsibility for *all* HMIS users. We're all keepers of client data, and it's everyone's responsibility to ensure it accurately reflects each client's identity and situation.

Here's What You Should Do:

- Always double-check the **Client Profile** and **Program Enrollment** for accuracy.
- If you're confident your information is correct (and verified with the client), you should feel empowered to update it.

Key Data to Check/Update:

- **Gender, Race, and Ethnicity:** Data Standard Updates on 10/1/23 expanded these categories to be more inclusive. Verify that these reflect how the client identifies.
- **Pronouns:** Please be sure they accurately reflect your client's personal pronouns.
- **Address & Contact Info:** This information may change frequently - please review carefully on the client profile (or in the Contact and Location tabs).
- **Disability, Income, Benefits, and Health Insurance Information:** Ensure updates are made within active program enrollments.
- **Deceased Clients:** If a client has passed away, mark the "Deceased" field ON in the client profile and exit them from any active programs.

What If You See Incorrect Data?

If you spot inaccurate information in another program or agency, use the [HMIS Secure Messaging feature](#) to notify the appropriate user.

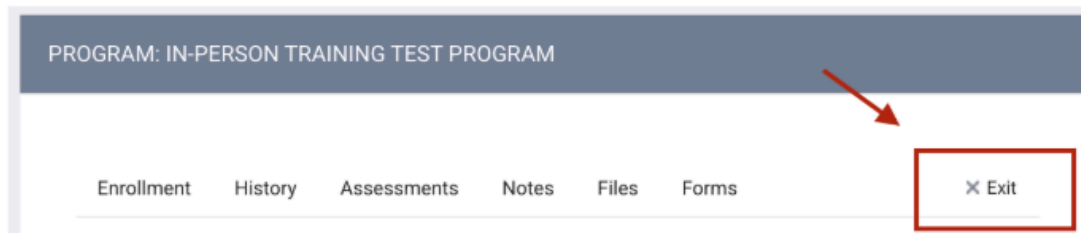
- **For Example:** if a client is enrolled in a Permanent Housing program but you know for a fact they are no longer housed and are now living on the streets or in a shelter, send a secure message to the Care Team member for that program. Together, we can ensure HMIS data remains a reliable and accurate resource for everyone.



How-to

Clarity Toolbox: How Do I Remove a Program Exit

Sometimes a client or household is *unintentionally* exited from a program enrollment. Maybe you thought you were exiting out of your web browser and accidentally hit “exit” (see image below) not realizing you were exiting a client from the program. We know this actually happens quite often! Don’t worry it’s an easy fix.



Note: The Reopen Client Program button is **NOT** available to users attempting to remove an exit date for an **inactive** program

Do not use this process for clients returning to the program to re-enroll. In those cases, create a new program enrollment.

[Continue reading](#)

Questions? Your HMIS Administrator is happy to help.

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Email: marin@bitfocus.com



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