



Napa County HMIS News

January 2025

Welcome to the Napa County HMIS January 2025 newsletter!

In this edition you'll find the following:

- Community Poll
- Upcoming Events
- 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



Updates

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 the Community Poll!

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



[Complete the poll!](#)

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

Here are the results from last month’s poll:

- 7 prefer In-Person Shopping
- 3 prefer Online Shopping

Thanks for taking the time to respond!



1 If you shop for holiday gifts, what's your preferred shopping method?

10 out of 10 people answered this question



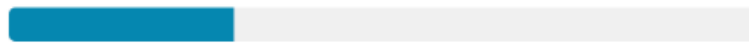
In-Person Shopping

7 resp. 70%



Online Shopping

3 resp. 30%



Upcoming Events

Napa CoC General Meeting

Thursday, February 6, 2:30-4:00 p.m. | Register [here](#)

Monthly CoC meeting run by Napa County on the first Thursday of every month. After registering, you will receive a confirmation email containing information about joining the meeting.



News

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!

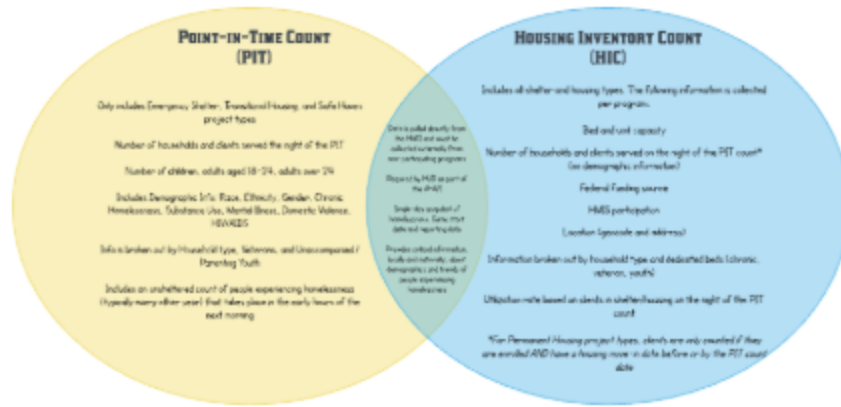


News

PIT/HIC Updates & Next Steps

The Annual **Point-In-Time (PIT) Count** is a one-night snapshot of people experiencing homelessness. This year Napa conducted a **sheltered count on January 28, 2025**, and an **unsheltered count in the early morning hours of January 29, 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 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 28, 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.

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 28, 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 28, 2025, are accurately reflected in HMIS.

- Ensure demographic, enrollment, and exit data are complete.
- Confirm accurate bed night services (for night-by-night shelters).
- Check and update household move-in dates for permanent housing projects if missing.

- Enter move-in dates for a date before January 28, 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 28, 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.

REPORT LIBRARY	
Favorite Reports	1 report(s) ▾
Data Quality Reports	6 report(s) ▾
Service Based Reports	12 report(s) ▾
Program Based Reports	22 report(s) ▾
Assessment Based Reports	4 report(s) ▾
Profile Screen Reports	1 report(s) ▾
Housing	5 report(s) ▾
HUD Reports	8 report(s) ▾
Community and Referrals	5 report(s) ▾
Agency Specific	1 report(s) ▾
Agency Management	4 report(s) ▾

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) ▾
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Profile Screen Reports	1 report(s) ▾
Housing	5 report(s) ▾
HUB Reports	8 report(s) ▾
Community and Referrals	9 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 03/08/2025	
Housing Move-In: Undefined = Unscreened, Hold or adjusted Move-In is Null, <input type="checkbox"/> = Non PW 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	LDS	Housing Move-In	A	S	CN	Assigned Staff	Unit Assignment	Bed Assignment	Occupancy Start Date	Occupancy End Date
Program: [HSNG-108]																
			29	36	03/01/2017	-	2,299		0	1	0					
			24	30	08/09/2017	-	2,219		1	3	0					
			9	14	10/01/2018	-	1,620		0	0	0					
													Number of Enrollments: 3		Number of Unique Clients: 3	
Program: [HSNG-108]																
			37	37	06/19/2022	-	269		0	0	0		Floor 1 Room 1	NA	06/19/2022	
			57	58	10/04/2022	-	136		0	0	0		NA	NA	NA	NA
													Number of Enrollments: 2		Number of Unique Clients: 2	
Program: [HSNG-108]																
			62	64	10/05/2021	-	459		0	0	0		2nd Floor Family Room 1	NA	10/05/2021	
			33	35	10/05/2021	-	459		0	0	0			NA		
			32	34	10/05/2021	-	459		0	0	0			NA		
			22	23	09/16/2022	-	175		0	0	0		2nd Floor Family Room 2	NA	09/16/2022	
			22	23	09/16/2022	-	175		0	0	0			NA		
			22	23	09/16/2022	-	175		0	0	0			NA		
													Number of Enrollments: 5		Number of Unique Clients: 5	
													Number of Households: 2			
													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 28, 2025**, to verify occupancy. You can find this report in the “Housing” section of the Report Library.

REPORT LIBRARY	
Favorite Reports	1 report(s) ▾
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Service Based Reports	13 report(s) ▾
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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 Information, Income, Benefits, and Health Insurance:** 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.

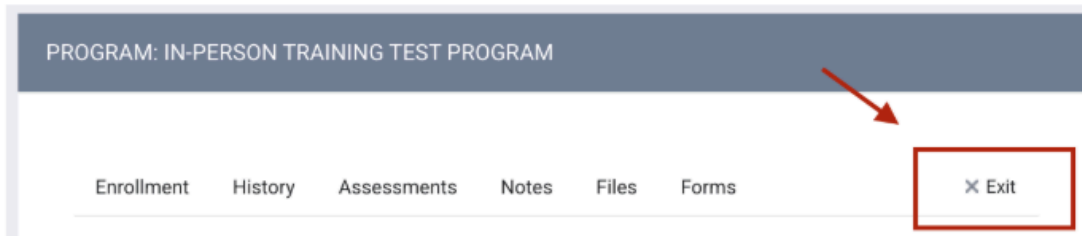
- **For Example:** if a client is enrolled in a Permanent Housing program but you know for a fact they are no longer housed and are now living on the streets or in a shelter, send a secure message to the Care Team member for that program. Together, we can ensure HMIS data remains a reliable and accurate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

Phone: 888-505-1832
Email: napa@bitfocus.com



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