



Napa County HMIS News February 2025

Welcome to the Napa County HMIS February 2025 newsletter!

In this edition you'll find the following:

- Community Poll
- Upcoming Events
- Clarity Human Services Feature Updates on February 24, 2025
- Federal Reporting Timeline: SPM and PIT/HIC
- Clarity Toolbox: Program Annual Assessments
- Clarity Toolbox: Managing Move-In Dates
- How To: Manage Overlapping Enrollments
- Report Spotlight: [HDX-225] HMIS Data Quality Report



News

Welcome to the Community Poll!

If you could choose to stay on one time all year, would you prefer to have longer evenings in the Summer (Daylight Savings Time) or longer mornings in the Winter (Standard Time)?



Complete the poll!

Results from last month's poll: Thanks for taking the time to respond!

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

3 out of 3 people answered this question



Exercise More

3 resp. 100%



Eat Healthier

0 resp. 0%



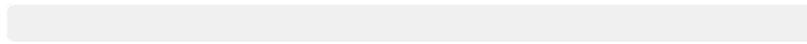
Sleep More

0 resp. 0%



Travel More

0 resp. 0%



Upcoming Events

Napa CoC General Meeting

Thursday, March 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.



Clarity Human Services Updates

Feature Updates: February 2025 Release Schedule

Here are some important highlights of specific areas of the system that have been updated as of February 24, 2025. Since this isn't a comprehensive overview, please refer to the [full article here](#) for complete details.

We know that keeping up with all the Clarity Human Services feature updates can feel a bit overwhelming but we've got you covered! If reading through all the details isn't your thing, why not watch instead? Check out our **Past Bitfocus Webinar** to catch up on the latest updates. Just a heads-up—you'll need to register first to access it. Happy watching! 🎥 ✨

- [Feature Focus 2/20/25](#)
- [Slide Deck to follow along!](#)

Feature Focus 2/20/25



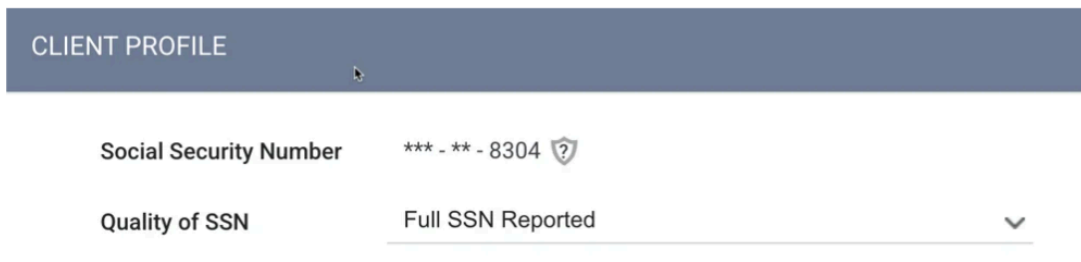
Watch the video

Clarity Human Services Feature Updates

1. [Updated Social Security Number \(SSN\) Masking](#)

A) When an X is used to mask a number in the SSN, an * (asterisk symbol) is used instead of the X. For example, if a client’s SSN is 999-99-8304, on the profile the user sees ***-**-8304 as seen in image below.

(Note: *this is a fake SSN used for explanation purposes only.*)



2. Updated Social Security Number "Invalid SSN" Pop-up Functionality

A) The Social Security Number (SSN) functionality has been updated to remove the invalid SSN pop-up when an X or x is entered. The pop-up that states ‘The SSN entered does not conform to Social Security Administration guidelines...’ will no longer appear.



We Welcome Your Ideas

We encourage you to suggest improvements and new features for our products. You can create feature suggestions or vote, watch, and comment on existing suggestions at ideas.bitfocus.com. Refer to our Feature Suggestions article for additional details.



News

Federal Reporting Timeline: SPM and PIT/HIC

As you may be aware, we are in the middle of Federal Reporting season! We are currently working on data quality review for three federal reports that are required by HUD: [System Performance Measures \(SPM\)](#), [Point-in-Time Count \(PIT\)](#), and [Housing Inventory Count \(HIC\)](#). We wanted to give you a brief overview of the timeline and the information you should expect to receive from us.

Throughout the next couple months, there may be multiple data quality emails that will be sent out to your HMIS Agency Lead if any of your agency’s programs are flagged in our different data quality reviews for these reports. These emails will be requesting review of specific data quality elements related to the SPMs and/or the PIT/HIC reports.

Here is our timeline:

SPM Data Quality Review & Clean up	PIT/HIC Data Quality Review & Clean Up
February 4 - March *	February 4 - April *

**We have not yet received a submission deadline from HUD for both SPM and the PIT/HIC, but we’ll continue with our regular Data Quality Cleanup and Review Process.*

Please respond to our emails in a timely manner, and stay on top of any data review and corrections that may be requested for your agency’s program(s). The SPMs have an earlier submission deadline than the PIT/HIC reports, so these data quality corrections are the priority, but please be mindful of the deadlines that will be noted in the individual emails and be sure to review the data and make any necessary corrections by the specified deadline.

These emails may come from Alexis, Melissa or Jennifer. We appreciate your support in reviewing and communicating about SPM and PIT/HIC data quality over the next couple months.



Report Spotlight

Clarity Toolbox: Program Annual Assessments

Why This Matters

Keeping up with *Annual Assessments* correspond with the [HUD HMIS Data Standards Data Collections stages](#) "Occurrence Point/Update" and "Annual Assessment." (Pg. 17-18). Annual Assessments are essential for tracking client outcomes. As we go through the **SPM Data Quality review**, staying on top of these updates is especially important to maintain clean, reliable data and support strong program performance.

Program Annual Assessments

Annual Assessments are required by HUD for clients enrolled in a program for more than 365 days. An **Annual Assessment must be completed annually**: no more than 30 days before or after the anniversary of the head of household's program enrollment.

Example One: Individual Enrollment

If **Participant A** enrolls in a program on **02/01/2024**, their annual assessment must be completed on **02/01/2025** *(or within a 30-day window before or after this date).

**Participant A
Enrolls 02/01/2024**

**Participant A
Annual Assessment 02/01/2025***

Example Two: Household Enrollment

- **Participant A** is the Head of Household and enrolls on **02/01/2024**.
- Later, **Participant B** joins the household and enrolls on **05/01/2024**.
- Even though **Participant B** has a different enrollment date, their annual assessment would **NOT** be due on **05/01/2025**
- Instead **Participant B's** annual assessment must be aligned with **Participant A's** enrollment anniversary date **02/01/2024** *(or within a 30-day window before or after this date).
- Therefore, **Participant B's** annual assessment must be completed on **02/01/2025** *(or within a 30-day window before or after this date).

**Participant B
Enrolls on 05/01/2024**

**Participant B
Annual Assessment on 02/01/2025 ***
Remember must align with HoH Anniversary Enrollment Date

Key Rule:

For Households, all members follow the Head of Household's annual assessment schedule, regardless of when they enrolled in the program.

Accessing the Status Assessment

To conduct an annual assessment:

- Navigate to the PROGRAMS Tab in the client record.
- Find the program enrollment you wish to add an annual assessment to, and click the edit icon to the left of the enrollment.
- Then select the client(s) for which you want to conduct the annual assessment.
- Once an annual assessment has been completed you will notice it shows up under the Assessment History section

Note: Users won't be allowed to enter more than one annual assessment on the same date.

The screenshot displays the HMIS interface for a client named Alex Test. The 'PROGRAMS' tab is selected, showing a table of program enrollments. A large play button icon is overlaid on the table. The table has columns for Program Name, Start Date, End Date, and Type. The 'PROGRAMS AVAILABLE' section below shows a list of programs with dropdown menus.

Program Name	Start Date	End Date	Type
Coordinated Entry System Program Coordinated Entry System Agency	02/03/2024	Active	Individual
System Advocate - Outreach Habit Outreach King County		Active	Individual
HCJ 2018 custom questions test program Habit Outreach King County		Active	Individual
Alta Program Habit Outreach Placer County Department of Community Services		Active	Individual

PROGRAMS AVAILABLE

- HCJ
- Placer Court Supportive Permanent Housing
- Placer Court Transitional Housing
- Siskiyou Court Permanent Low Income

What Happens if No Annual Assessments are Completed

If Annual Assessments are not completed at all or within 30 days of the enrollment anniversary, a program's performance outcome measures can be **negatively affected** (e.g., see [\[HUDX-225\] HMIS Data Quality Report section Q4](#)).

How Does This Affect Me?

If you're responsible for a participant and their annual assessment isn't completed on time, you may have to go back and fill it in later, which can be a hassle. Staying organized and entering data accurately and on time helps avoid extra work down the line. Otherwise, you (or someone else) will have to scramble to fix it during a data quality review. Save yourself the headache and get it done right the first time. No one wants to be the person stuck entering a backlog of missed assessments a year later! Yikes!

● **Missed Annual Assessment** → ❌ **Data Quality Report Issues** →

📉 **Program Performance Outcome Drops** → 😞💻 **Extra Work for Staff**



Updates

Clarity Toolbox: Managing Move-In Dates

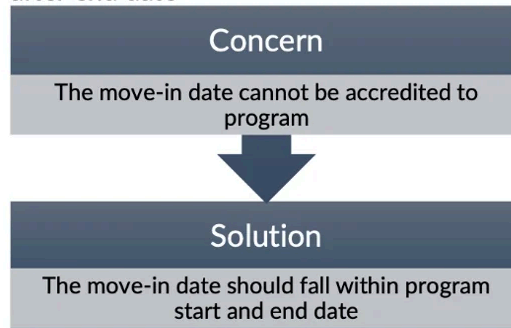
The housing move-in date refers to the date a household will physically begin sleeping in their new permanent unit. This date is critical in differentiating between those who are housed within a permanent housing program and those who are still working toward moving into their new home. When reviewing client program details, please be on the lookout for these common errors. In efforts to reduce data quality errors throughout HMIS and to aid in federal reporting submission, we want to highlight how to address this common and avoidable error that we encounter when reviewing system-wide data quality.

[Read more](#)

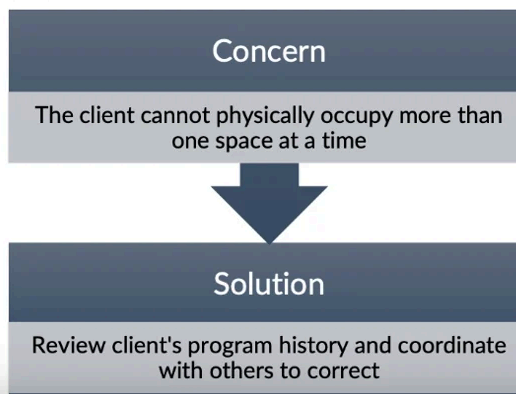
Common Error No.1 Not logging the move-in date.



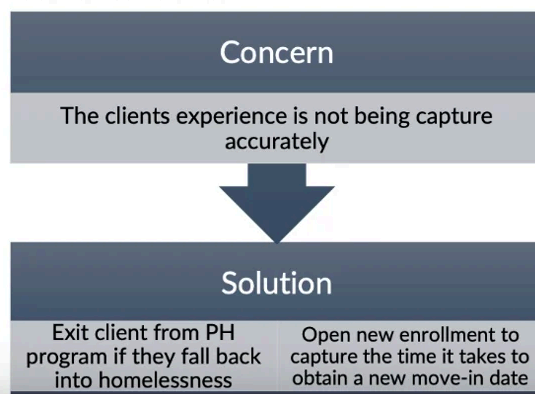
Common Error No. 2 Logging a move-in date that is before program start date or after end date



Common Error No. 3 The move-in date is overlapping with another 'sheltered' program



Common Error No. 4 The move-in date is changed because the client falls back into homelessness



How-to

Manage Overlapping Enrollments

This is the Napa-specific overlapping enrollment guidance we have created to assist with the specifics of managing overlaps in Napa.

[Read more](#)



CA-517 Napa City & County CoC How to Manage Overlapping Enrollments

Overview

In recent years, HUD has begun to crack down on what they have deemed "[OVERLAPPING ENROLLMENTS](#)." Overlapping enrollments occur when any of the following client data points intersect at any given time:

1. **Program Start Dates:** Concern only applicable to Emergency Shelters, and Transitional Housing program types
2. **Move-in Dates:** Concern only applicable to Permanent Housing program types (PH, PSH or RRH)
3. **Program Exit Dates:** Concern applicable to Emergency Shelters, Transitional Housing and Permanent Housing project types



Report Spotlight

[HUDX-225] HMIS Data Quality Report

Whether you're prepping for your APR or just want a comprehensive look at your program's data quality, [\[HUDX-225\] HMIS Data Quality Report](#) in the Clarity Report Library is a helpful tool!

The main reason we chose to highlight it in this newsletter is because it contains information on how your program's performance is impacted based on:

- Errors with Exit Destination.
- Missing Annual Assessments or Annual Assessments with errors or missing information about a client's income and non-cash benefits.
- Errors with Income and Non-Cash benefits on the program enrollment and/or program exit screens.

[Continue reading](#)

Questions? Your HMIS Administrator is happy to help.

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



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