



Napa County HMIS News

March 2025

Welcome to the Napa County HMIS March 2025 newsletter!

In this edition you'll find the following:

- Community Poll
- Upcoming Events
- Federal Reporting Updates: SPM and PIT/HIC
- How To: Create Reminders for Annual Assessments
- Report Spotlight: [HUDX-123] Housing Inventory (HIC) Supplemental Report



News

Welcome to the Community Poll!

What do you look forward to most about Spring?



Complete the poll!

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

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

2 out of 2 people answered this question

Longer Summer Evenings (Daylight savings time) 2 resp. 100%



Upcoming Events

Napa CoC General Meeting

Thursday, April 3, 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.



Updates

Federal Reporting Updates: SPM and PIT/HIC

System Performance Measures (SPM) - Deadline

The submission deadline for the (FY) 2024 System Performance Measures (SPM) is **April 11, 2025 at 8:00 PM EST.**

Thank you very much for your responsiveness to all our data quality emails related to federal reporting. Federal reporting is a stressful and time-consuming time for all, and we are grateful to have such a great team to work alongside and get it done! All of us at Bitfocus thank you for your effort to maintain high data quality!

Point-in-Time Count and Housing Inventory Count Updates

Although we don't yet have a timeline for the 2025 HIC/PIT submission deadline to HUD, we will continue with our regular Data Quality Cleanup and Review Process.

We are in the data quality phase of reviewing High/Low Utilization for the HIC/PIT. This means that we will be following up with Agency Leads who have programs that are Emergency Shelter, Transitional Housing, Rapid Rehousing, Permanent Supportive Housing, and Other Permanent Housing Programs that have either Low or High utilization. More specifically, we are reviewing programs with utilization rates that fall **below 65%** or **above 105%** on the 2025 PIT Count date on **January 28th** because we will need to provide an explanation to HUD.

- **Programs with Low Utilization (below 65%):** Low utilization rates may be the result of clients not being enrolled (and/or not having a housing move-in date added for permanent housing project types), or it could also be that the inventory has changed and needs to be decreased in the HMIS.
- **Programs with high utilization (above 105%):** High utilization rates may be the result of clients not being exited from the project in HMIS, or it could also be that the inventory has changed and needs to be increased in HMIS

Please be sure and review these emails and provide a detailed explanation as to the Low or High utilization warning you received. Additionally, you may need to enroll or exit clients, and/or add housing move-in dates to ensure accurate numbers are reported, or request that we update the Bed and Unit Inventory for your programs. Check out the [\[HUDX-123\]](#) Housing Inventory (HIC) Supplemental Report below to assist you in reviewing housing inventory.

If you have any questions related to federal reporting, please do not hesitate to reach out to napa@bitfocus.com.



How-to

Create Reminders for Annual Assessments

How to Receive “Assessment Due” Warnings

Clarity Human Services sends an “*Assessment Due Warning*” via email when a **HUD-Required Annual Assessment** is due in a client record to notify the **staff member assigned to the enrollment** that the due date is approaching. This helps you stay on top of deadlines.

Who Gets Warning Notifications ⚠️

Staff members receive Assessment Due Warnings when they are the designated ***Assigned Staff*** member for the program enrollment and they have the Assessment Due Warning setting toggled on in their Account Settings. Reminders are sent to any **staff assigned to a client's enrollment**. You become assigned to a client if:

- a) You enter the client's enrollment into the system, or
- b) You or someone else changes the assigned staff member to you.

You can check to see if you are currently assigned to a client by going into their program enrollment and viewing **Assigned Staff**, or by checking your **Caseload tab**.

0 DAYS ACTIVE PROGRAM	
Program Type:	Individual
Program Start Date:	12/20/2023
Assigned Staff:	Sam Staffer <input type="checkbox"/>
Head of Household:	Tom Test <input type="checkbox"/>

Not Receiving Reminder Emails? 🤔

If you're not getting the Assessment Due Warning emails check the following:

Are you the Assigned Staff?

- Go to the client's program enrollment and confirm you are the assigned staff.

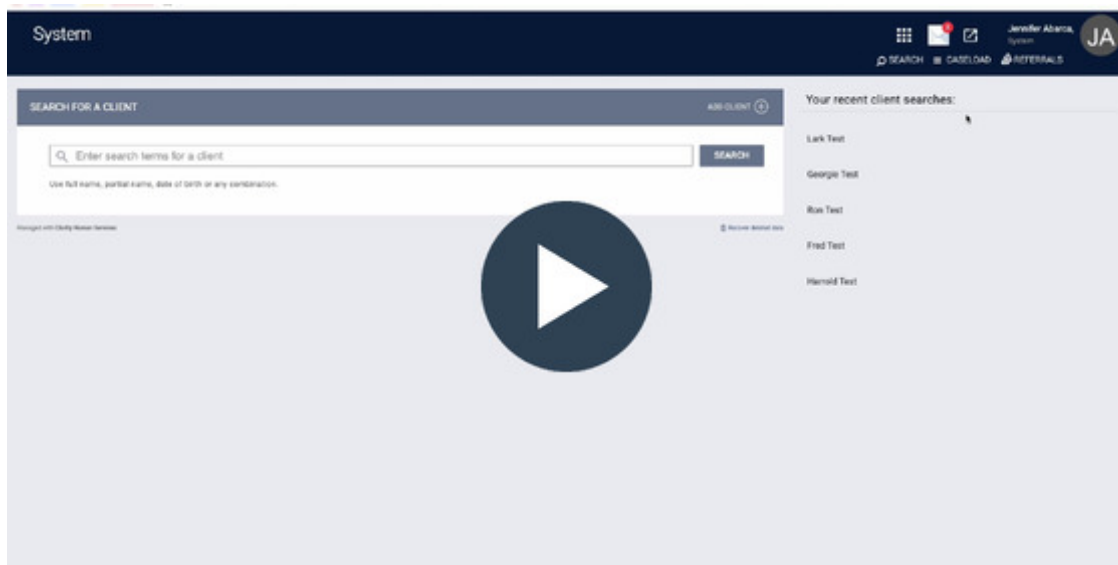
Is your Assessment Due Warning Setting Toggled On?

- Go to account settings and make sure the assessment Due Warning setting is toggled on

Reminder Settings are set when an enrollment is created. If the client was originally assigned to another staff member with different settings than yours, you will receive notifications according to that schedule. If the assigned staff member has *Assessment Due Warning* disabled, then the notification will go to the first staff member within that agency who is listed with the Agency Manager role.

Don't Want Reminders or Need a Different Schedule?

You can change your own reminder notifications either for all of your assigned clients, or on a client-by-client- basis.

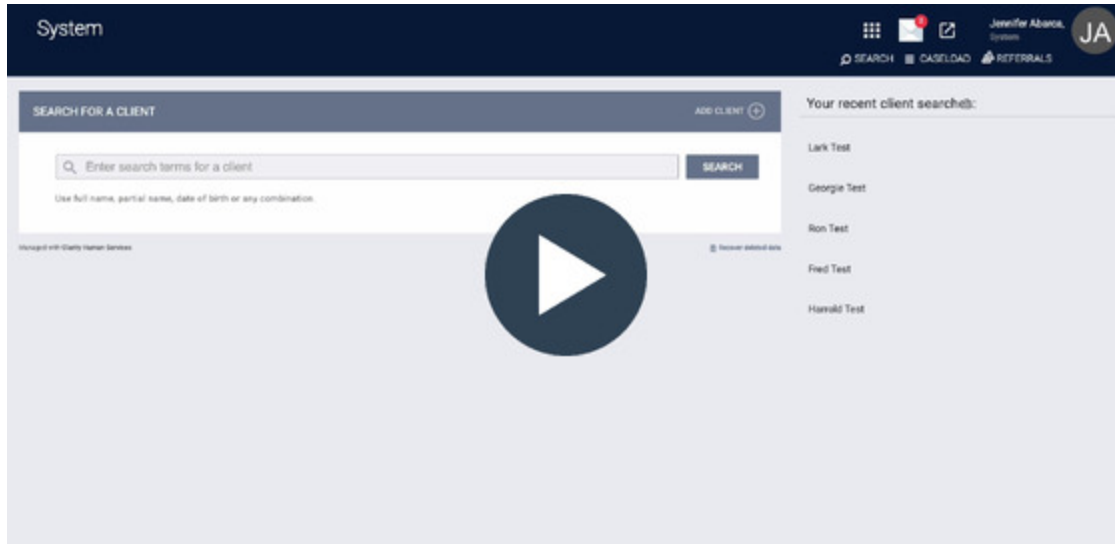


Change Settings for All of Your Clients

The default setting for receiving the notification is 1 Day before the Annual Assessment Due Date, but you can change that time frame to 2 Days, 5 Days, 1 Week, 2 Weeks, or 30 Days if you prefer. You can change this default setting under your user profile. *Remember, these settings will only impact clients assigned to you from this point on. Current clients will remain on the old notification schedule until their enrollment ends.*

To access your account settings, click on the initials at the top right side of the screen and select "Account Settings." You can change the Assessment Due

Warning default setting at the bottom of the “My Info” page. Remember to click Save Changes when you are done.



Report Spotlight

[HUDX-123] Housing Inventory (HIC) Supplemental Report

Report Purpose & Summary

The Housing Inventory Count Supplemental report is designed to be used as a tool to review housing inventory available for people experiencing homelessness. The report offers a point-in-time look at utilization while also being used as a visual tool to accompany LSA review for HIC reporting submissions. Logic in this report heavily relies on mimicking the LSA where relevant, while also including additional data points to aid in reporting review and analysis.

Housing Inventory (HIC) Supplemental [FY 2025]										CoC: [REDACTED]									
HIC Data Quality Review										PIT Date: 01/04/2025									
Clients with Multiple Overlapping Enrollments										Enrollment CoC Filter: No									
										HIC Inventory Based on: Project Stays									
										Client ID Selection: Clarity Unique Identifier									
Bed Inventory																			
Note: *HIC Dedicated Bed counts are inferred based on population clients in residence fall into (Veterans - Veterans Status = Yes; Youth - H20 Age is <=20) and not manually input from the LSA Inventory data when the HIC Inventory prompt selected a project stage																			
Organ-ization ID	Organization	Project ID	Project Name	Project Type	Geocode	HHS Participation Status	Target Population	Funding Source(s)	Housing Type	VSP	In LSA?	Bed Type (ES Only)	Total Beds	PIT Count	Active Clients	All Year Round			
																... with Children			
																Beds	Units	Youth Beds	Children Beds
554		2019		ES-EE	709637	HMS	NA: Not applicable	N/A	Single Site	No	Yes	Facility-based bed	19	8	6				
554		2219		PSH	709637		NA: Not applicable	HUD CoC - Permanent Supportive Housing	Single Site	No	No		22	1	1	12	2	10	6
Residential Programs w/o Inventory																			
Organizations ID	Organization	Project ID	Project Name	Project Type	Geocode	Target Population	Funding Source(s)	Inventory Review		PIT Count									
554		2102		FSH	709637	NA: Not applicable	N/A	No Active Enrollments on PIT Date		0									
Site Information																			
Organization ID	Organization	Project ID	Project Name	Project Type	VSP	Site ID	CoC	Address	Zip Code										
554		2019		ES-EE	No	655		10345 W. Avengers Rd	94005										
554		2102		FSH	No	655		10345 W. Avengers Rd	94005										
554		2219		PSH	No	655		10345 W. Avengers Rd	94005										
Newly Closed Or Newly Opened Projects																			
Organizations ID	Organization	Project ID	Project Name	Project Type	Operating Start Date	Operating End Date													
No data to display...																			

HIC Reporting Submissions

HUD requires CoCs to use a single-day export of the LSA for HIC uploads to HDX 2.0.

For more information about HIC submissions in HDX 2.0, please review [Reporting PIT Count and HIC Data in HDX 2.0 from the HUD Exchange.](#)

Who Can Run the Report

Agency Level - Anyone can run this report, but the returned information will be limited based on the user's access rights.

Admin Level - System administrators and users with additional access can run the report across multiple agencies.

Running the Report and Selecting Parameters

To run the [\[HUDX-123\] Housing Inventory \(HIC\) Supplemental Report](#) users need to select the agency, CoC project types, program status and PIT dates. The report includes key details like bed and unit counts, funding sources, and data quality checks.

Here's a quick overview of what you need to select when running the HIC report. For detailed instructions, please refer to the full article [here](#):

- **Agency** – Choose which agencies to include (all, single, or multiple)
- **CoC** – Select which CoC to report on
- **Project Type** – Pick the project types to include
- **Program Status** – Choose all, active, or inactive programs (all is recommended)
- **Programs** – Select which programs to include

- **Enrollment CoC Filter** – Filters households based on CoC; recommended to match LSA
- **RRH Inventory** – Based on project stays or program inventory
- **Client ID** – It is recommended to use Clarity UID (default)
- **PIT Date** – Set to the CoC’s point-in-time date on January 28, 2025
- **Last Year's PIT Date** – Used for tracking newly opened/closed projects

Output Format – Choose from webpage, PDF, or Excel

[Continue reading](#)

Questions? Your HMIS Administrator is happy to help.

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