



Santa Clara HMIS News

April 2024

Welcome to the Santa Clara HMIS April 2024 newsletter!

In this edition you'll find the following:

- Check Out This “Fun-ish” Poll – [Client Consent Training Satisfaction](#)
- SCC Client Consent Training- Next Steps
- [SCC HMIS Quarterly Compliance Certification Checklist](#) – DUE!
- HIC/PIT Updates
- [Keeping Clients “Active” on the CHQ – A Guide](#)
- [Report Spotlight – \[GNRL-400\] Program Linked Service Review](#)
- Upcoming DEW
- Clients Assessed & Not on CHQ
- Meetings/Upcoming Events
- Bitfocus is Hiring!



Announcements

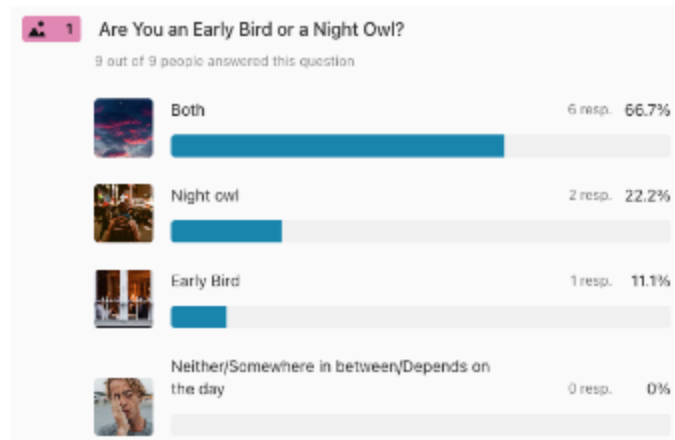
Check Out This Fun Poll

[Client Consent Training Satisfaction Poll!](#)

This month we're asking for your feedback on the Client Consent training in our poll. This training is required annually to protect client data and ensure we remain in compliance with privacy laws – however we want to give you an opportunity to provide feedback on the training! Please note that your individual response is anonymous.

URL for Poll: <https://bitfocus.typeform.com/to/SykjLVRR>

Here are the results from last month's poll: [Are You an Early Bird or a Night Owl?](#)



Take the poll!



Updates

SCC Client Consent Training – Next Steps

SCC Client Consent Training was due on March 29. Users who did not complete this training by the deadline have lost access to HMIS. Please be sure and complete the training as soon as possible to have your account reinstated by our Help Desk.

Once you've passed the quiz associated with the training you will get an email confirming your completion. Forward that to the Help Desk at sccsupport@bitfocus.com to have your account reinstated. If you have

completed the training but believe you were deactivated in error Help Desk can assist with that too!



News

SCC HMIS Quarterly Compliance Certification Checklist

DUE: April 30, 2024

Attention Agency Leads – If you have not submitted the SCC HMIS Quarterly Compliance Certification Checklist for Quarter 1 (January – March), please do so ASAP to avoid End User deactivation.

Need a refresher on how to get a list of End Users: [Quarterly Security Checklist Report: How to Guide](#)

Please do not submit the Self Certification Form only the SCC HMIS Quarterly Compliance Certification Checklist

Have questions? Contact scc-admin@bitfocus.com



Updates

HIC/PIT Updates

Deadline for HIC/PIT Submission to HUD: May 7, 2024

We are currently working on data submission to HUD and will reach out to Agency Leads with any issues that surface that require their direct input. Please keep an eye out for any emails from the Sys. Admin. Team as these will likely be due within a few days of being received.

Useful Reports

- [\[HUDX-225\] HMIS Data Quality Report](#) to review data quality

- [\[GNRL-220\] Program Details Report](#) to review all client-level data
- [\[GNRL-106\] Program Roster](#) to review enrollment, exit, and housing move-in dates
- [\[HSNG-108\] Housing Census](#) to review bed nights and maximum bed occupancy
- [\[HUDX-123-AD\] Housing Inventory Count \(HIC\) Supplemental](#)

Next Steps

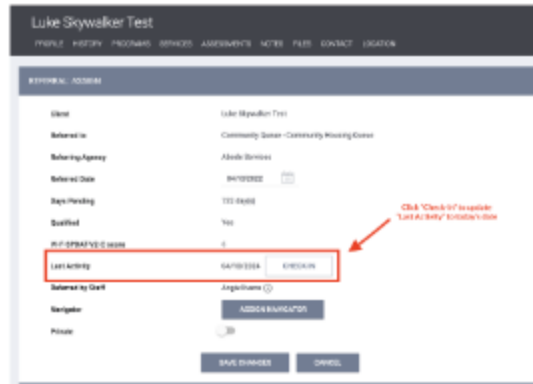
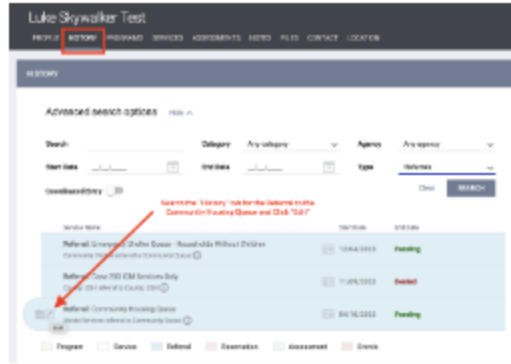
- Communication from your Sys. Admin. Team (scc-admin@bitfocus.com) for any required data clean-up and/or questions
- 1:1 Technical Assistance through the Help Desk via chat, email, phone, or Zoom – sccsupport@bitfocus.com
- Standing Office Hours every other Thursday from 10am-11:30am
- Additional Resources: [PIT and HIC Guides, Tools, and Webinars](#)

Keeping Clients “Active” on the CHQ – A Guide

Activities that Maintain a Client Active in the CHQ

- Referral check-in by any staff
- Adding a public alert
- Adding an assessment (ex. VI-SPDAT, Status Update, or Annual Assessment)
- Adding a new program enrollment
- Program exit
- Adding a referral or referral note
- Adding locations or client contact information
- Uploading a client file
- Adding coordinated entry events

How to Add a “Check-In” to a Client



Report Spotlight

[GNRL-400] Program Linked Service Review

Report Purpose and Summary

This report provides a list of all services provided during the reporting period and linked to selected programs.

Report Location

The report is found in the Program Based section of the Report Library.

Who Can Run the Report

All users may run the report. There are restrictions for which information can be accessed based on the rights of the user.

Parameters

The following are required to run the report.

Program Status	All Programs, Active, or Inactive
Program(s)	Choose which programs to include in the report
Report Date Range	Choose the date range of enrollments and services to include
Report Output Format	Web Page, Excel

Report Details

The table is sorted by:

1. Program Name
2. Client
3. Service Start Date

The table includes client name, unique identifier, the service provided, delivery type, service start date, service end date, expense amount, expense date, staff added, and added date.

Program Linked Service Review										Agency Name
Client	Unique ID	Client Service	Delivery Type	Service Start Date	Service End Date	Expense Amount	Expense Date	Staff Added	Added Date	
Program Name										Date Range: 09/01/2022 thru 09/25/2022
Client Name	00000000	Bus Pass- Bus Pass	Long Term	09/01/2022	09/01/2022			East Name, First Name	09/07/2022	
Click Here to Add Another Program										
Client Name	00000000	Case Management: Case Management	Long Term	09/22/2022	09/22/2022			George Wilson- John Page	09/22/2022	
Client Name	00000000	Case Management: Case Management	Long Term	09/22/2022	09/22/2022			George Wilson- John Page	09/22/2022	
Client Name	00000000	Case Management: Case Management	Long Term	09/13/2022	09/15/2022			John Page	09/13/2022	
Client Name	00000000	Case Management: Case Management	Long Term	09/13/2022	09/13/2022			John Page	09/13/2022	
Client Name	00000000	Financial Service (Utility Payment): Utility Payment	Long Term	09/13/2022	09/13/2022	\$175.00	09/13/2022	John Page	09/13/2022	
Client Name	00000000	Case Management: Case Management	Long Term	09/13/2022	09/15/2022			John Page	09/13/2022	
Client Name	00000000	Case Management: Case Management	Long Term	09/13/2022	09/15/2022			John Page	09/13/2022	
Client Name	00000000	Case Management: Case Management	Long Term	09/22/2022	09/22/2022			George Wilson- John Page	09/22/2022	

Universe

To be included in the report:

1. Enrollment was active during the Reporting Period
2. Service was started during the Reporting Period
3. Service is linked to an enrollment from a selected Program
4. Service was provided during the client's enrollment period
5. For Bed Night Services, the service wasn't provided on the Program End Date

Drilldown Functionality

The only drilldown available for this report is a Daily/Multiple Attendance drilldown table which is included in the main report. It displays the itemized daily attendance, by client, during the reporting period.

Daily/Multiple Attendance Drill-down

Client	Unique ID	Client Service	Delivery Type	# Attendances	Attendance Date	Staff Added	Added Date
Client Service	123456789	Client Service	Daily Attendance	1	02/15/2022	Admin, Admin	02/05/2022
Client Service	123456789	Client Service	Daily Attendance	1	09/01/2022	Admin, Admin	05/05/2022



Updates

Upcoming Data Engagement Workshop (DEW)

System Overview: Tips and Tools for Navigating HMIS

When: Tuesday, May 7, 2024

Time: 10:00 a.m. - 12:00 p.m.

Where: [Zoom](#)

The May 7, 2024, workshop is aimed at helping staff understand our most common HMIS data entry steps and the tools available in Clarity HMIS. This is a great training for new and long-time users who want to make sure they are getting everything out of their HMIS! By the end of the session, regardless of how long you've used HMIS, you'll be able to navigate your client's record and run reports on the programs you serve.

We will provide breakout groups for New, Intermediate, and Advanced Users so please join us to learn together. No need to be an expert!

Questions? Please email scc-admin@bitfocus.com.



News

Reminder: Clients Assessed and Not on the Community Housing Queue (CHQ) Dashboard – Update

- **This report has been updated to show clients who were assessed over the last 30 days** (previously 360 days) but are not currently on the Community Housing Queue. The timeframe has been changed to avoid including clients you have likely already reviewed and have determined they should not be on the CHQ for various reasons. Please review the client record to ensure whether they need to be on the Community Housing Queue before referring. You may have clients who are missing referrals but do not need to be referred. For example, if the client is already in a permanent housing program or if the client was referred and is pending in the referral to a program.
- **Please remember** that we have a new process in which the Agency Lead is responsible for running the report for Clients who were administered a VI-SPDAT but were not referred to the Community Housing Queue (CHQ).
- **We recommend** you run this report bi-weekly to avoid having a large number of clients who may need a referral
- **Resource:** [CE Assessment Referral Errors: How to Guide](#)

List of Agencies with Clients Assessed and Not on the CHQ

Please note this report was run on Monday, April 29, 2024.

Agency Name	Number of Clients
HomeFirst	17
LifeMoves	8
Amigos de Guadalupe	4
Bill Wilson Center	4
County: Reentry Resource Center	3
CityTeam Ministries	3
County: Public Defender Office	3
UPLIFT	2
Horizon Services, Inc - DBA Mission Street Sobering Center	2
Family Supportive Housing	2
County: SCVHHS - Ambulatory	1
Silicon Valley Independent Living Center (SVILC)	1
San Jose State University Research Foundation (SJSU)	1
WeHOPE	1
ConXion to Community	1
Mission Possible	1
New Directions - Peninsula Healthcare Connection	1
Abode Services	1



Upcoming Events

Meeting/Upcoming Events

HMIS Technical Administrator (TA)/Agency Lead Meeting

When: Thursday, May 2, 2024

Time: 2:00 - 3:30 p.m.

Where: [Zoom](#)

This meeting, formerly known as the Agency Admin meeting, will discuss the reports and data collection requirements in HMIS. This naming convention change does not alter the content, requirements, or attendees of the meeting. Please send an agency representative to this meeting who is responsible for supporting staff in their HMIS data collection responsibilities.

DEW System Overview: Tips and Tools for Navigating HMIS**When:** Tuesday, May 7, 2024**Time:** 10:00 a.m. – 12:00 p.m.**Where:** [Register Here!](#)**Service Providers Network Meeting****When:** Wednesday, May 8, 2024**Time:** 9:30 – 11:00 a.m.**Where:** County of Santa Clara - Adult Probation Office

2314, North 1st Street, 2nd Floor (Orientation Room)

San Jose, CA 95131

Coordinated Entry Work Group**When:** Thursday, May 9, 2024**Time:** 1:00 -2:30 p.m.**RSVP:** [Here!](#)**Data Think Tank****When:** Tuesday, May 14, 2024**Time:** 10:00 – 11:00 a.m.**Where:** Email Angiee@bitfocus.com for Zoom Link**Performance Management Work Group Meeting****When:** Thursday, May 16, 2024**Time:** 1:00 - 3:00 p.m.**RSVP:** [Here!](#)**Rapid Rehousing and Employment Initiatives Meeting (In-Person)****When:** Thursday, May 23, 2024**Time:** 3:00 - 4:30 p.m.**Where:** Charcot Training Center Suite #102

2310 N First St. San Jose, CA 95131

VI-SPDAT In-Person Training**When:** Wednesday, May 29, 2024**Time:** 9:00 a.m. – 1:00 p.m. (In-Person)**Where:** [Register Here!](#)

SCC TA Office Hours

When: Wednesday, May 20, 2024

Time: 10:00 - 11:00 a.m.

Where: [Zoom](#)



Training

Check out May's training offerings.

SCC Clarity Office Hours

When: Thursday, May 9 and 23, 2024

Time: 10:00 - 11:30 a.m.

Where: [Zoom](#)

SCC Looker Office Hours

When: Monday, May 13, and 27, 2024

Time: 1:00 - 2:00 p.m.

Where: [Zoom](#)



News

Bitfocus is Hiring!

Check out great career opportunities [here](#) as Bitfocus seeks to expand its reach!

We're Hiring!

Questions? Your HMIS Administrator
is happy to help.

Phone: 408.596.5866 Ext. 2
Email: sccsupport@bitfocus.com



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