Santa Clara HMIS News
January 2025

Welcome to the Santa Clara HMIS January 2025 Newsletter!

In this edition you'll find the following:

- Check Out this Fun Poll: **Are You Team "New Years Resolutions," or not so much?**
- Federal Reporting – HIC/PIT Updates
- Public Alerts – What You Need to Know
- **How Do I Remove a Program Exit?**
- **SCC HMIS Quarterly Compliance Certification Checklist** - Due January 31st
- Report Spotlight – **[DQXX-102] Program Data Review**
- Clients Assessed & Not on CHQ
- Bitfocus Upcoming Holiday Schedule
- Meetings/Upcoming Events
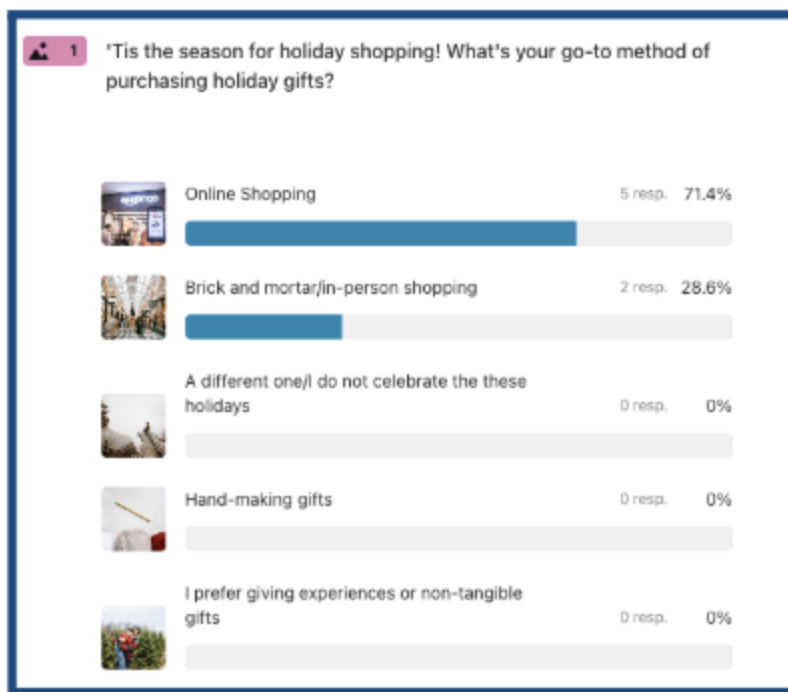- Bitfocus is Hiring!

Announcements

Check Out This Fun Poll

Are You Team "New Year's Resolutions," or not so much?

Direct URL: https://bitfocus.typeform.com/to/A86eMLCB

We will share the results of this poll in next month's Newsletter.

Here are the results of last month's poll: **"Tis the Season for Holiday shopping!**
What's your go-to method of purchasing holiday gifts?

Click Here to Take the Survey!

Updates

Federal Reporting – HIC/PIT Updates

It's that time of year again! The date for the HIC this year is **Tuesday, January
21, 2025**. Reports run for Data Quality should focus on this date.

What's the HIC/PIT?

- The Housing Inventory Count (HIC) is a point-in-time inventory of programs within a CoC that provide beds and units dedicated to serve people experiencing homelessness, and for permanent housing projects where the client is homeless at entry.
- The HIC also provides information on the number of unduplicated clients sheltered and housed on the night of the PIT count.
- All homeless-dedicated beds must be included, regardless of funding source or whether they use the HMIS.
- This data is pulled directly from the HMIS and must be collected externally from non-participating programs.

Project Types included on the HIC

- Emergency Shelter (ES)
- Transitional Housing (TH)
- Safe Haven
- Rapid Re-Housing (RRH)
- Permanent Supportive Housing (PSH)
- Other Permanent Housing (OPH)

Data Quality

Review relevant data on 01/21/2025

- Demographic data (DOB, Gender. Race & Ethnicity)
- Enrollment/Exit data (Head of Household [HoH]), Move-in Dates, Bed Nights, Chronically Homeless, Disability)
- Project Descriptor data – Review Bed and Unit Inventories and Project Types
- Utilization Rates – Do counts of clients housed seem too high (over 100%) or too low (under 65%)

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
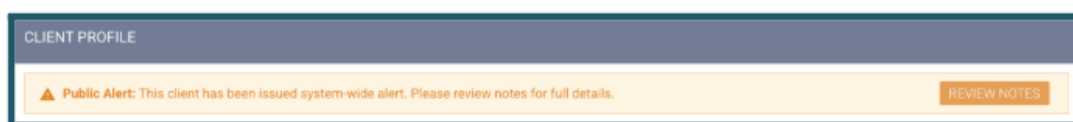
Next Steps

- Communication from your Sys. Admin. Team (**scc-admin@bitfocus.com**) for any required data clean-up and/or questions
- Template for non-HMIS participating projects that don't collect data in the HMIS
- 1:1 Technical Assistance through the Help Desk via chat, email, phone, or Zoom – **sccsupport@bitfocus.com**
- Standing Office Hours every other Thursday from 10 a.m.-11:30 a.m.
- Additional Resources: **PIT and HIC Guides, Tools, and Webinars**

News

Public Alerts – What You Need to Know

Public Alerts provide a way to direct End Users to important information within a client record by displaying an alert. In the client record, Public Alerts appear as a gold banner across the top of the Client Profile.

CLIENT PROFILE

⚠ **Public Alert:** This client has been issued system-wide alert. Please review notes for full details.   REVIEW NOTES

Continue reading

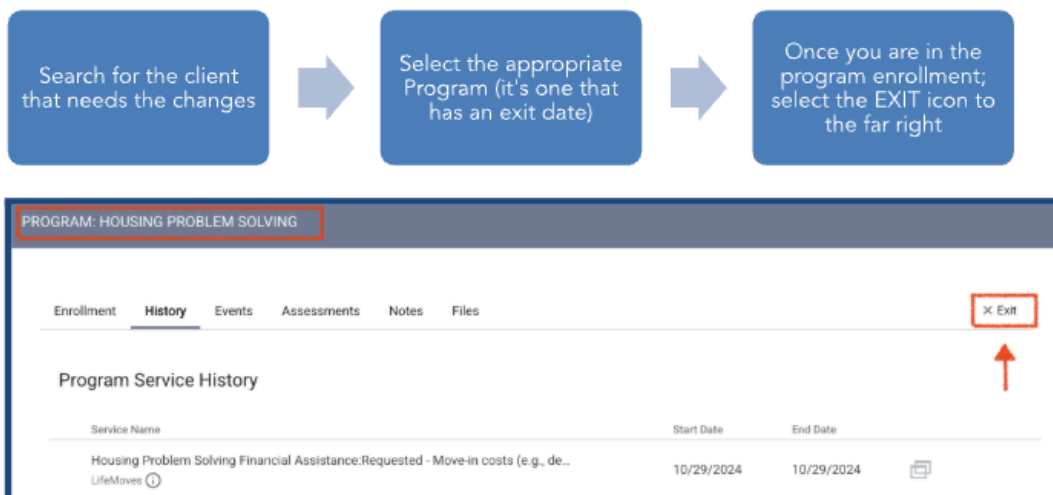## Updates

How Do I Remove a Program Exit?

One of the most common tickets submitted to the Help Desk, are questions around how to un-exit a client from a previously closed program to make

updates to the Exit Screen or Program Enrollment. It's likely that you may not know this even possible. But it is- and here is how you can do it!

Continue reading

News

SCC HMIS Quarterly Compliance Certification Checklist - Due January 31, 2025

1. As the Agency Lead/Security Officer you should complete, sign and return the SCC HMIS Quarterly Compliance Checklist form to Bitfocus

2. Download the Security Checklist forms on the **SCC HMIS website** or use the links provided below:
   - **Quarterly Compliance Certification Checklist and Instructions**
   - **Quarterly Compliance Self Certification Form** - this form does not need to be submitted to us - retain for your records.

3. Complete the checklist for HMIS users and workstations on a quarterly schedule (see form for details).

4. ***Please note you will be submitting the checklist for ALL ACTIVE USERS from January 2024 – December 2024 (it does not matter if you have certified End Users already in previous quarters – this is an end-of-year requirement***

   - Please be sure and run the list at the end of December to get an accurate account of Active End Users
   - The report has been updated to include the date parameters
   - Need a refresher on how to do this: **Quarterly Security Checklist Report: How to Guide**

5. Non-submission of the Checklist will result in inactivation of staff at your agency until submission is received.

Report Spotlight

[DQXX-102] Program Data Review

Type of Report

This report is based on program enrollment data and, where applicable, data from the exit screen. It serves multiple purposes:

1. **Tracking Active Clients:** The report helps identify clients who are still active in the program and may need to be exited, ensuring that no client remains enrolled beyond the necessary duration.
2. **Identifying Missing Data:** It flags any missing or incomplete data on either the enrollment or exit screen, allowing for timely updates and accurate record-keeping.
3. **Calculating Length of Stay (LOS):** The report calculates each client's Length of Stay (LOS). If the LOS exceeds the HUD-recommended duration, it provides an opportunity to document and justify the extended stay for federal reporting purposes.

Purpose

This comprehensive overview supports both program management and compliance efforts, ensuring data integrity and adherence to regulatory

guidelines.

Who Can Run the Report

All users can run the report. There are restrictions on which information can be accessed based on the user's access rights.

Report Location

This report can be found in the following locations in the Report Library:

Data Quality → [DQXX-102] Program Data Review

Parameters

The following parameters are required to run the report:

Program	Choose a program for your report.
Status	⇒ Active clients ⇒ Exited clients from periods within 3 months to 2 years ⇒ All Exited
Report Format	⇒ Web Page ⇒ PDF ⇒ Excel *Note: If the report contains more than 10,000 rows, the Report Format will be automatically changed to Excel.*

Report Details

Information for this report is pulled from the Program Enrollment screen and the Program Exit screen based on the parameter's responses.

In the event a client enrollment includes a data entry error, the client will be displayed in red. The count in the Missing Entry Data and Missing Exit Data columns indicate the number of errors on the screens.

Program Data Review				Program: I Project Type: Emergency Shelter – Entry Exit Status: Active		
Name	Unique Identifier	Entry Date	Exit Date	Days active in program	Missing Entry Data	Missing Exit Data
	386A	03/10/2024	-	245	0	-
	1A67	06/04/2024	-	220	0	-
	7177	06/04/2024	-	220	0	-
	X0B0	06/12/2024	-	212	0	-
	1AA2	06/13/2024	-	211	0	-
	4EF4	07/01/2024	-	193	0	-
	393A	08/07/2024	-	166	0	-
	iRR1	08/06/2024	-	167	0	-
	8396	08/09/2024	-	108	0	-
	3427	10/01/2024	-	101	0	-
	1DF0	10/09/2024	-	98	0	-
	1CEF	10/31/2024	-	71	1	-
	1B9C	11/18/2024	-	53	1	-
	3106	11/18/2024	-	53	0	-
	AB67	12/06/2024	-	36	0	-
	1A29	12/06/2024	-	36	0	-
	X2E9	12/06/2024	-	36	0	-
	EF67	12/06/2024	-	36	0	-
	32F9	12/17/2024	-	24	0	-
	4006	12/17/2024	-	24	0	-
	1BD6	12/17/2024	-	24	1	-
	19F0	12/29/2024	-	18	0	-
	2733	12/30/2024	-	11	0	-
	X01A	12/31/2024	-	10	0	-
	134D	01/09/2025	-	4	0	-

Drilldown Functionality

The Missing Entry Data and Missing Exit Data columns drill down with details of required fields from the applicable screen.

Fields with missing answers are labeled as "need corrections. "Clicking the Unique Identifier, "valid" or "need corrections" will display the information from the Enrollment or Exit screen.

News

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

List of Agencies with Clients Assessed and Not on the CHQ

*Please note this report was run on Thursday, January 30, 2025. **Click here** for directions to run this report yourself.*

AGENCY NAME	# Of Clients
LifeMoves	15
HomeFirst	11
Community Solutions	5
CityTeam Ministries	4
PATH	3
Bill Wilson Center	3
County: SCVHHS - Ambulatory	3
Mission Possible	2
Community Services Agency of Mountain View	2
San Jose State University Research Foundation (SJSU)	2
ConXion to Community	2
Roots Community Health Center	2
St. Joseph's Family Center	2
County: SCVHHS - BHSD AOA - CSI	2
VAPAHCS	2
County: SSA - Department of Family and Children's Services (DFCS)	1
UPLIFT	1
Social Impact Team (SIT) | Property Owners Downtown Association	1
County: SCVHHS - BHSD	1
New Directions - Peninsula Healthcare Connection	1
City of Morgan Hill	1
Gardner Health Services	1
HealthRIGHT 360	1

Updates

Resource Highlight – UPLIFT

What is UPLIFT?

The Universal Pass for Life Improvement from Transportation (UPLIFT) Program provides quarterly Valley Transportation Authority (VTA) transit passes for adults experiencing homelessness or who are at risk of losing their housing due to lack of transportation. The goal of UPLIFT is to help people get housing or employment by improving access to public transit. The program, a partnership between and subsidized by the County of Santa Clara, VTA, and the City of San Jose, is operated at no cost to the clients or referring organizations.

**Please note End Users wanting to have access to UPLIFT will also need to complete the Required Training for all HMIS Users.

Check out the UPLIFT information page for further details!

Upcoming Events

Meeting/Upcoming Events

HMIS Technical Administrator (TA)/Agency Lead Meeting

When: Thursday, February 6, 2025

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.

Data Think Tank

When: Thursday, February 11, 2025

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

Where: **Zoom**

Service Providers Network Meeting

When: Wednesday, February 12, 2025

Time: 9:30 – 11:00 a.m.

Where: **Zoom**

2025 NOFO Committee Meeting

When: Thursday, February 20, 2025

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

Where: Zoom

SCC CoC VI-SPDAT In-Person Training

When: Tuesday, February 25, 2025

Time: 9:00 a.m. – 1:00 p.m. (In-Person)

In-Person: 110 W Tasman Drive, San Jose, CA 95134

Where: **Register Here!**

SCC TA Office Hours

When: Wednesday, February 26, 2025

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

Where: Zoom

Rapid Rehousing and Employment Initiatives Meeting (In-Person)

When: Thursday, February 27, 2025

Time: 3:00 - 4:30 p.m.

Where: Charcot Training Center Suite #102

2310 N First St. San Jose, CA 95131

Training

Check out these February training offerings.

SCC Clarity Office Hours

When: Thursday, February 13 and 27, 2025

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

Where: Zoom

SCC Looker Office Hours

When: Monday, February 3, 2025

(NOTE: February 17, 2025 - CANCELLED President's Day Holiday)

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

Where: Zoom

Bitfocus Upcoming Holiday Schedule*

During the Holiday Schedule the Help Desk will operate with modified support which includes email tickets and chat. Calls will be directed to Voicemail – leaving a message will generate a ticket. Response time may be impacted.

News

Bitfocus is Hiring!

The Community Administration team at Bitfocus is hiring for a position in Santa Clara County! *Also, check out all the great career opportunities at Bitfocus!*

We're Hiring!

Click here to learn more!

Questions? Your HMIS Administrator is happy to help.

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

Bitfocus

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