



Monthly Agency Leads Meeting

San Francisco, January 2025

Today's Agenda

Welcome!

System Updates

2025 HIC/PIT

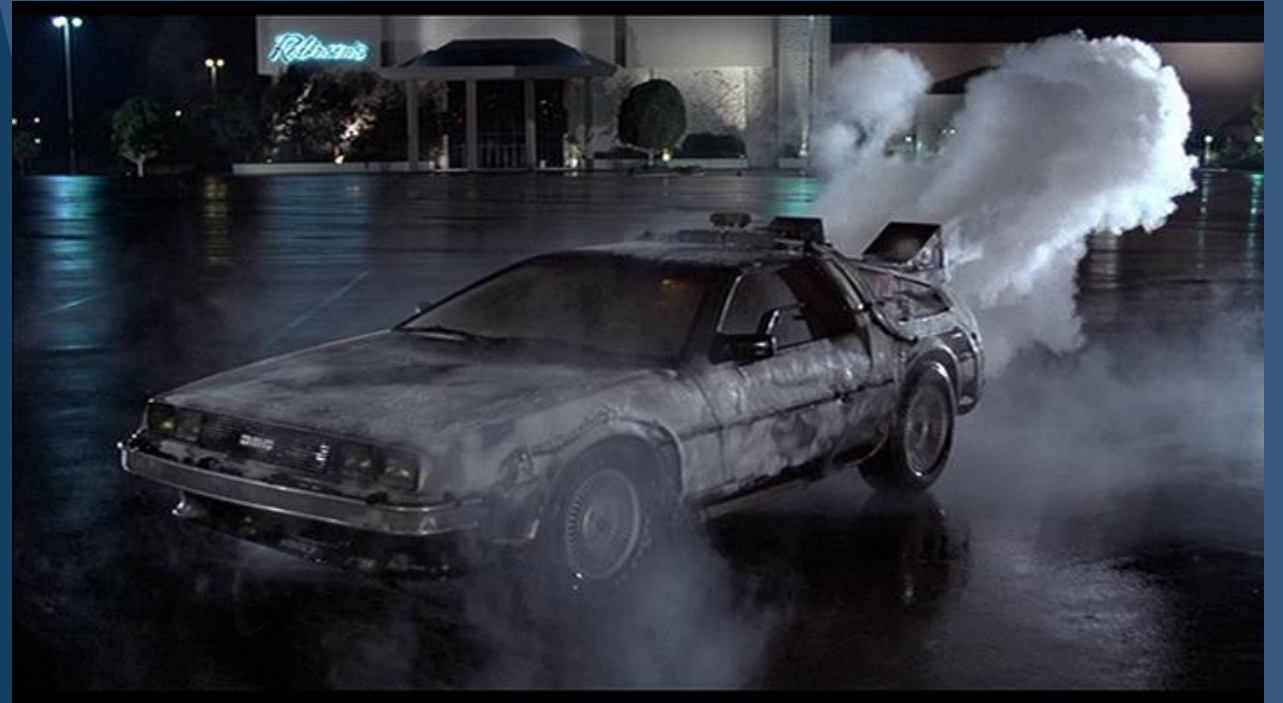
Announcements

Wrap Up & Future Meeting Discussion

Welcome!

If you had a time machine, would you go to the past or into the future?

Please share your name, pronouns, and agency when responding.



System Updates

---> Federal Reporting Season is underway:

---> **LSA** submitted!

---> 0 data errors

---> **SPM**: Due on March 5, 2025

---> **HIC/PIT**: Final report due to HUD in Spring 2025

---> Official HIC/PIT for SF to occur on Jan 28, 2025

---> **Family Shelter Inventory** launched in December

---> Work has begun to integrate **TAY Transitional Housing** into Inventory functionality



2025 HIC/PIT

What is the HIC/PIT?

The Point-in-Time (PIT) Count is a count of sheltered and unsheltered people experiencing homelessness on a single night in January.

- HUD requires that Continuums of Care conduct an annual count of people experiencing homelessness who are sheltered in emergency shelter, transitional housing, and Safe Havens on a single night.
- Continuums of Care also must conduct a count of unsheltered people experiencing homelessness every other year.
 - SF completed its unsheltered count last year (data of sheltered and unsheltered count [available online](#))
- Each count is planned, coordinated, and carried out locally.



What is the HIC/PIT? (cont.)

The Housing Inventory Count (HIC) reports on shelter and housing programs (ES, TH, RRH, PSH), including non-participating HMIS programs (e.g. DV programs) and includes:

- > Bed/unit capacity
- > Federal funding source
- > HMIS participation
- > Location (geocode and address)
- > Other project details
- > Utilization rate based on clients in shelter/housing during one night in January (point-in-time count)



2025 HIC/PIT – Jan 28



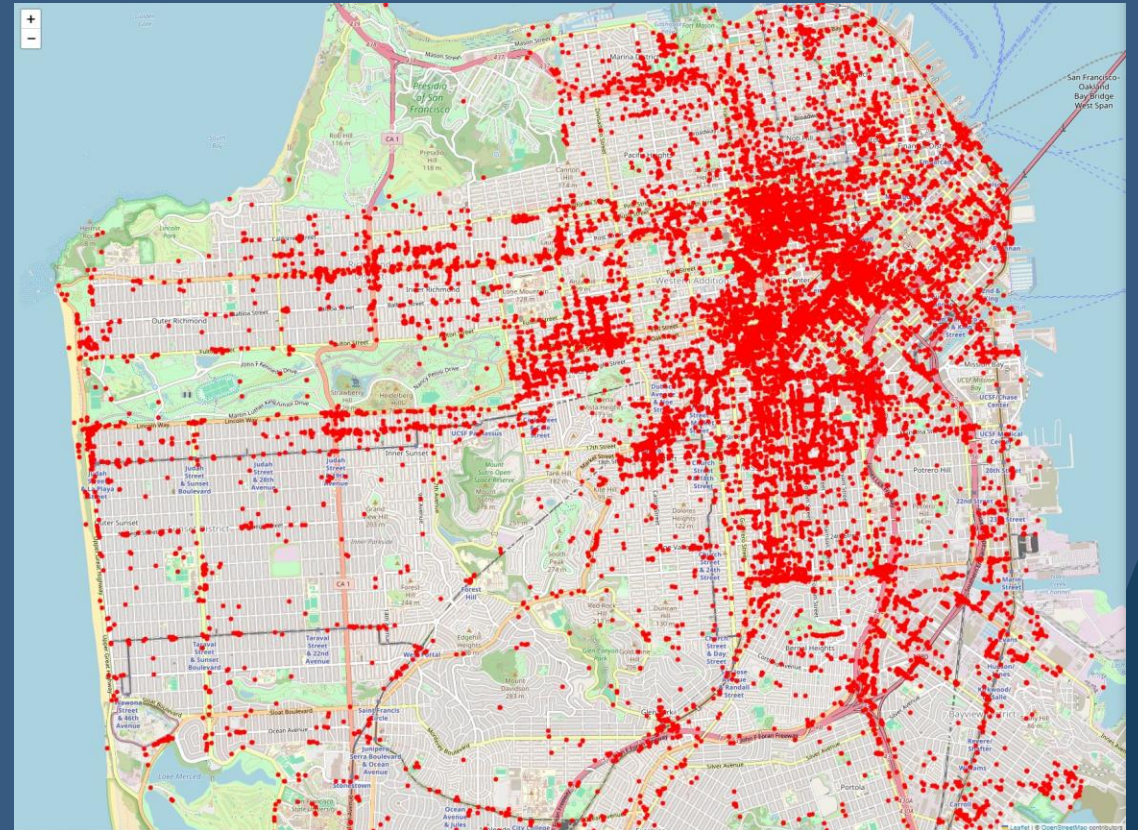
- San Francisco will conduct the HIC/PIT Count on **January 28, 2025**
- All Shelter and Housing projects will need to report the actual number of clients served on the night of January 28. Information will be used to calculate Utilization Rates for each project.
 - **Important that rosters for all Shelter, Transitional Housing, RRH and PSH program are reviewed for accuracy!**

How can I prep my agency's data for the 2025 HIC/PIT?

- Run the **[GNRL-106] Program Roster report** and review the list of active clients
 - Exit clients who are no longer in the project
 - Enroll missing clients
 - ❖ **Especially important to review your ONE System program roster for the night of Jan 28. Set a reminder in your calendar for 1/29 to review your rosters!**
- RRH and PSH projects - Fill in the Housing Move-In Date for your housed clients in the enrollment screen
 - Housing Move-In Date should always be on or after the Project Start Date (if the client was housed at entry, use the Project Start Date)
- The deadline for any review and correction of program rosters for the night of the HIC/PIC is February 7, 2025

Why does accurate data in the HIC/PIT matter?

- Improves our understanding about the size and characteristics of our homeless population and our current resources, which informs strategic planning
- Results impact our CoC's funding
- SF's HIC/PIT data is presented locally and nationally



Helpful Reports for the HIC/PIT



----> [\[GNRL-106\] Program Roster](#)

----> [\[HUDX-225\] HMIS Data Quality](#)

----> [\[GNRL-220\] Program Details Report](#)

[GNRL-106] Program Roster Report

To run the [GNRL-106] Program Roster report for the HIC/PIT:

1. Log into the **ONE System** and navigate to the **Report Library** (Reports under the **Launchpad** menu in the upper right corner)
2. Locate **[GNRL-106] Program Roster** under the **Program Based Reports** section and click Run
3. Choose the Program or Programs you wish to include in the report
4. Select the **Status** as “Active within Report Date Range”
5. For **HoHs only?** select “No”
6. Enter the start date (01/28/2025) and end date (01/29/2025) for the report to focus on the PIT reporting period
7. Click **Submit**

Client	Unique Identifier	Birth Date	Age At Entry	Current Age	Enroll Date	Exit Date	LOS	Housing Move-in	A
Program: Program Name			17	17	06/30/2022	-	63	undefined	0
			34	34	07/26/2022	-	37	undefined	0
			22	22	08/23/2022	-	9	undefined	0

Client	Unique Identifier	Birth Date	Age At Entry	Current Age	Enroll Date	Exit Date	LOS	Housing Move-in	A
Program: Program Name			22	22	07/06/2022	-	57		0

[HUDX-225] HMIS Data Quality

Demographic data pulled into the HIC/PIT report includes:

- > Number of children, adults aged 18-24, adults over 24
- > Race, Ethnicity, Gender, Chronic Homelessness
- > Disability, i.e. Substance Abuse, Mental Illness, DV, HIV/AIDS
- > Subpopulations i.e. Veterans, Parenting Youth, Unaccompanied Youth

[HUDX-225] HMIS Data Quality

- > Reviews data quality across a variety of HMIS data elements
- > Highlights errors in data quality, and gives opportunity to drill down by client and household

HMIS Data Quality Report [FY 2022]		Demo Agency CoC Category Filter: Agency CoC Date Range: 09/01/2022 thru 10/31/2022	
Q3. Universal Data Elements Program Applicability: All Projects			
Data Element	Error Count	% of Error Rate	
Veteran Status (3.7)	1	33.33%	
Project Start Date (3.10)	0	0%	
Relationship to Head of Household (3.15)	2	50%	
Client Location (3.16)	0	0%	
Disabling Condition (3.8)	1	25%	
Q4. Income and Housing Data Quality Program Applicability: All Projects			
Data Element	Error Count	% of Error Rate	
Destination (3.12)	0	0%	
Income and Sources (4.2) at Start	4	100%	
Income and Sources (4.2) at Annual Assessment	2	100%	
Income and Sources (4.2) at Exit	0	0%	
Non-Cash Benefits (4.3) at Start	4	100%	
Non-Cash Benefits (4.3) at Annual Assessment	2	100%	
Non-Cash Benefits (4.3) at Exit	0	0%	



Don't forget about Office Hours!

- > ONE System Office Hours occur every 4th Tuesday of the month at 2pm
- > Available to everyone who is a user of the ONE System
- > No problem too big, no question too small!
- > Register at [bitfocus.zoom.us/meeting/register/tZcrce-rqTouHNZejrOoeyxlqx7faH4_LdNK#/registration](https://bitfocus.zoom.us/join/91226705)

Announcements

Monthly Office Hours:

- January 28 @2pm
- February 25 @2pm

Next Agency Leads Meetings:

- February 24 @10:30am
- March 24 @10:30am

Registration Links: onesf.bitfocus.com



Holly's Maternity Leave

→ Feb 4 to July 30, 2025

→ Paul Devencenzi will be supported by **Regina Abadajos** during this time



A Year in Review

What content did you find the most interesting in 2024?

- Federal Reporting Overviews
- Deep dives into ONE:
 - Coordinated Entry in ONE
 - Household management in ONE
 - Reports in ONE
 - ROI Management
 - Merging duplicates in ONE
 - Auto-exit thresholds
- In-service presentations from community colleagues
- Helpful tips or info on new or existing functionality
- Common Data Quality Errors

What would you like to see more of in 2025?



Helpful Resources



ONESF Help Center Website

- onesf.bitfocus.com

Bitfocus Help Center

- help.bitfocus.com

Bitfocus Helpdesk

- onesf@bitfocus.com
- 415.429.4211

Thank You From Your SF Team!



Holly Aversano
Senior Project
Administrator
hollya@bitfocus.com



Paul Devencenzi
Deputy Project
Administrator
pauld@bitfocus.com