January 2024 TA/Agency Lead Minutes

MEETING OBJECTIVES

UPDATES

- CoC Updates
- UPIFT Updates
- HMIS Newsletter

IN THE KNOW

- A Year in Review
- LSA Updates
- HIC/PIT - Upcoming

MEMOS

- SCC HMIS Quarterly Compliance Check List Due
- CE Assessments Missing Referrals to the CQ
- Next Month's Meeting

UPDATES

CoC Updates

Steven Tong has officially started his new role at the County and is no longer on the CoC's data team.
You can reach the data team through oshdata@hhs.sccgov.org if you have any questions regarding data requests.
Thanks for your patience through this time of transition!

Upcoming Events – January 2024

UPLIFT Updates

- ✦ 82% of Q3 stickers have been issued
- ✦ The pooled pass period begins on 2/1
    - o If there are any passes remaining at that time, they will be available on a first-come, first-served basis
    - o Lost passes (stickers) can be replaced at this time if there are passes available
- ✦ Reminders
    - o When requesting a badge, please make sure your client has a centered, forward-facing photo uploaded to HMIS
    - o We cannot replace lost passes (stickers) until 2/1, but badges only can be replaced for active UPLIFT clients at any time

HMIS Newsletter

IN THE KNOW
A Year in Review

LSA – Updates

Currently we are continuing the data quality clean-up process, if you receive an email from us, please be sure and respond as soon as you can.

We are also experiencing some delays with HDX as they are experiencing some technical difficulties on their end, but should be resolved by LSA submission on Wednesday, January 17th, 2024. We will however keep you all posted.

If you are interested in doing some QA of your data, you can run the following reports:
Run the [HUDX-225] HMIS Data Quality Report
Run the [GNRL-106] Program Roster
Run the [GNRL-220] Program Details Report
Review Bed Inventories and Utilization rates for accuracy.
Ensure an accurate number of beds and units are listed throughout the year for your shelter and housing programs
Utilization rates should be between 90-105%
For Night-by-night (NbN) Shelters, please resolve any missing exits or abandoned enrollments

[Want to know more about the LSA process, check out this cool graphic with LSA How To Guide!](#)

LSA Final Deadline for Submission: Thursday, January 17th, 2024

HIC/PIT Upcoming
What is the Point-in-Time Count?

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. Each count is planned, coordinated, and carried out locally.

Why does the Point-in-Time Count matter?

Point-in-Time Count data are the primary data used for federal funding allocations and national estimates of homelessness. The numbers reported by your community are used by the US Interagency Council on Homelessness and all federal departments including Housing and Education. PIT Count numbers are also most often cited by local strategic plans, state, county and city government and the media

MEMOS

SCC HMIS Quarterly Compliance Checklist Due
NEW PROCESS

- Email reminder sent of upcoming deadline
- You will run report in DA Tab for list of End Users
- You will send list of certified End Users to Sys. Admin. Team per usual

Certification Due Wednesday, January 31st, 2024

- Include all Active HMIS users at your agency on **the standard form found here**
- This means that your date range filter in the report on the DA tab will be **"Added Date: Is Any Time"**
- The report has been preset with this date range; so just select your agency name
- Detailed steps on running the report can be found here

Non-HMIS End Users Assessors

Please provide the names and email addresses of Non-HMIS Users at your agency who provide VI-SPDATs to clients; we want to make sure to capture this information to ensure updates to VI-SPDATs are provided to them.

We have created a form for this here.

Questions email us scc-admin@bitfocus.com

CE Assessments Missing Referrals to CQ.
NEW PROCESS

- Reminder of Assessments Missing Referral to CQ made

monthly at the TA/Agency Lead Meeting
- You will run report in DA Tab for list of clients
- You or designated End User will refer clients to the CQ

Resources
CE Assessment Referral

Tips from Elisha Heruty - How to determine if a client should be referred to the CHQ
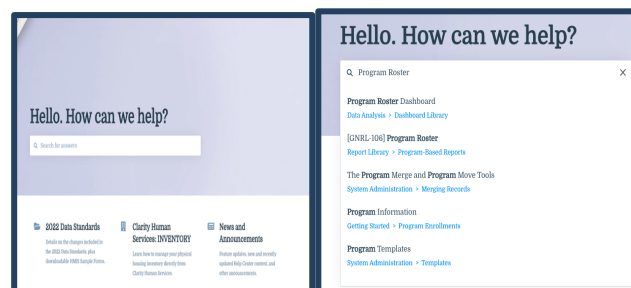
Questions email us scc-admin@bitfocus.com

Assessments Missing Referrals to CQ – *By Agency*

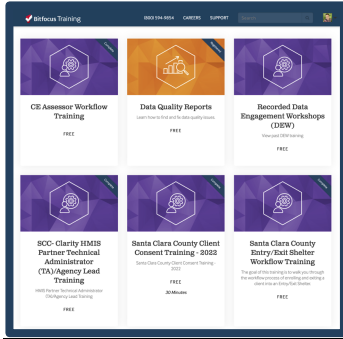| Agency Name	#	Agency Name	#	Agency Name	#	Agency Name	#
LifeMoves	171	Family and Children Services	7	Parisi House on the Hill	2	St. Andrew's Residential Programs for Youth (STAR)	1
PATH	29	UPLIFT	6	Razing the Bar	1	Momentum for Health	1
County: SCVHHS - Ambulatory	27	The United Effort Organization	5	County: Reentry Resource Center	1	Abode Services	1
Santa Clara Family Health Plan (SCFHP)	16	Mission Possible	4	County: Public Defender Office	1	WeHOPE	1
Bill Wilson Center	15	HomeFirst	4	Community Services Agency of Mountain View	1	County: SCVHHS - BHSD - AOA - FDR	1
Amigos de Guadalupe	14	Horizon Services, Inc - DBA Mission Street Sobering Center	4	County: SSA - Department of Family and Children's Services (DFCS)	1	California Youth Outreach	1
Sunnyvale Community Services	12						
		Midtown Family Services	3	City of Morgan Hill	1	Goodwill of Silicon Valley	1
Community Solutions	9	County: SCVHHS - BHSD - AOA - CWS	2	County: OSH	1	*Please be sure and refer clients to the Community Housing Queue as appropriate!*	
South County Compassion Center (Compassion Center)	7	County: SSA - DEBS SSI Advocacy	2	County: SCVHHS - BHSD - Whole Person Care (WPC)	1		

CE Assessment Referral Errors: How to Guide

Clarity Human Services Help Center

Link to page embedded in image!

January 2024 TA/Agency Lead Minutes

Link to page embedded in image!

- You must log in to access the trainings here

- Multiple Training Opportunities and Refreshers

- Select the training you want to watch

- Don't have enough time to watch it all - pick up next time where you left off

Office Hours

Where Are Office Hours Held? Office Hours are conducted from the comfort of your own office! Each Office Hours session is hosted online by your Santa Clara County Clarity System Administration team. You can connect using your computer (recommended so that you can see demos and post questions).

Looker Office Hours

When: Every other Monday of the month Time: 2:00pm-3:00pm

Zoom (click here to access)

Clarity (HMIS) Office Hours

When: Every other Thursday from 10:00am-11:30am

Zoom (click here to access)

Using the Help Desk

When requesting the following please be sure and contact the Help Desk:

1. End User Access
2. Update a users access after completion of the VI-SPDAT required training
3. Verifying an end user has completed required training
4. Access to the SCC HMIS Training Instance/Sandbox
5. General Assistance with reporting
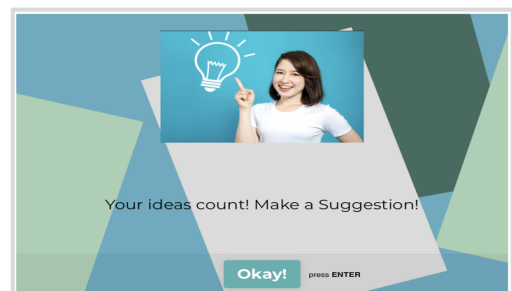
How To Contact the Help Desk

sccsupport@bitfocus.com

Or

(408) 596.5866 Ext. 2

SCC Virtual Suggestion Box

We value your opinion and insight. Please share with us your suggestions by using our new SCC Virtual Suggestion Box. You can access it by using the link above or directly from the HMIS Support page under the CONTACT tab and scrolling to the Virtual Suggestion Box option.

Have ideas about an enhancement and/or addition to HMIS?

January 2024 TA/Agency Lead Minutes

Have any general questions you'd like to ask?
Let us know! Drop it in the box!

Next Agency Admin Meeting

Meeting Location: Zoom Link
When: Thursday, February 1st, 2024
Time: 2:00pm – 3:30pm

Dates and locations for 2024 meetings are listed on the OSH website:

CoC Events Calendar - Supportive Housing - County of Santa Clara

Bitfocus Contact Information

Support Team: sccsupport@bitfocus.com
Bitfocus System Administration Team: scc-admin@bitfocus.com

Your Sys. Admin. Team:

Angie Evans
angieevans@bitfocus.com
Senior Project Admin, Santa Clara County
South Bay, CA
800.594.9854 x274

Lesly Soto Bright
leslys@bitfocus.com
Deputy Project Admin, SCC
South Bay, CA
800.594.9854 x256

List of Participants

Please note due to Zoom link updates we may have missed some of you who participated; if that is the case you can let us know and we can make the necessary updates. Thank you for your time and patience.

Agency Rep.	Agency
Aida Tesfai	Abode Services
Aurora Olivares	Amigos de Guadalupe
Leticia Barrera H	Asian American Center of Santa Clara County (AASC)
Francis Ramos	Bay Area Community Health (BACH)
Aretha Cromwell	Bible Way / Destiny
Sujata Panda	Bill Wilson Center
Laura Foster	Bill Wilson Center
Anthony Ortiz Jr.	California Youth Outreach
Julian Delgadillo	California Youth Outreach
My Nguyen	City of San Jose
Marcell Leath	City of San Jose
Nathaniel Montgomery	City of San Jose
Christopher Chamberlain	CityTeam Ministries
Karen Moore	Community Hotline
Adriana Topete	Community Hotline
Caroline Mireles-Sailor	ConXion to Community
Elisha Heruty	County: OSH
Tina La Perle	County: OSH
Taylor David	County: OSH
Fang Zhu	County: OSH
Leila Qureishi	County: OSH
Don Le	County: Public Defender Office
Juan Guel Jr.	County: Reentry Resource Center
Lindsay Cross	County: SCVHHS - BHSD - Access & Unplanned - IHOT
Will Norman	County: SCVHHS - BHSD AOA - CSI
Chris Cheung	County: SCVHHS - Public Health
Cassandra Brenzel	County: SSA - DEBS SSI Advocacy

January 2024 TA/Agency Lead Minutes

Geralyn Glenn	County: Valley Health Plan
Justin Damrel	Downtown Streets Team
Paulina Soto	Emergency Rental Assistance (ERA)
Alex Le	Family Supportive Housing
Jessica Newham	HomeFirst
Christina Strine	Institute on Aging
My Linh Ha-Do	International Children Assistance Network (ICAN)
Ana Rosas	JobTrain
Bryanna Corsbie	JobTrain
Cynthia Mar	LifeMoves
LaTima Augmon	Mission Possible
Taly Leibovici	Move Mountain View
Ilaisaane Fifita	Nation's Finest
Kim Decker	Nation's Finest
Pammi Sandhu	New Directions - Peninsula Healthcare Connection
Candido Anicete	North East Medical Services (NEMS)
Aiko Yep	PATH
Rita Anzualda	Pathway Society
Paulina Soto (deleted)	Sacred Heart Community Service
Jesse Mejia	San Jose State University Research Foundation (SJSU)
Tran Tran	School Health Clinics of Santa Clara County
Jazmin Dominguez	School Health Clinics of Santa Clara County
Rose Anne Pierre	School Health Clinics of Santa Clara County
Christina Faraone	St. Andrew's Residential Programs for Youth (STAR)
Vicky Taylor	St. Andrew's Residential Programs for Youth (STAR)
Jose Macias	St. Joseph's Family Center
Kutlo Rasetshwane	Starlight Community Services
Catherine Farry	Sunnyvale Community Services
Roxanna Frias	Superior Court of CA, County of Santa Clara
Meredith Payne	The Health Trust: County Collaborative

Wei E	The United Effort Organization
Anita Blount	WeHOPE
Elizabeth Ducker	West Valley Community Services