



**Technical Administrator (TA)/Agency Lead Meeting**

**Thursday, July 6th, 2023**

# *Getting To Know You*

*What is your favorite  
Breakfast Cereal?*



# Meeting Objectives

## Updates

CoC|Coordinated Assessment  
UPLIFT

## Staying in the Know

HMIS Newsletter  
AB977 Resources  
Upcoming DEW  
2024 Data Standards Changes

## Discussion Topic

Open Forum (Q&A)

## Memos

SCC HMIS Quarterly Compliance Certification Q2 DUE 7/31/2023  
Next Month's Meeting



# CoC|Coordinated Assessment Updates



# CoC Updates

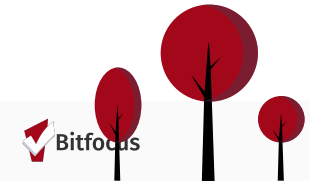
1. OSH's CoC Quality Improvement Manager, Hong Cao, recently transferred to another agency within the County, and her responsibilities have been distributed to multiple people
  - a. If you need something CoC related, please email [Hilary.Barroga@hhs.sccgov.org](mailto:Hilary.Barroga@hhs.sccgov.org) to be directed to the correct person
2. Yesterday, July 5, HUD released its Notice of Funding Opportunity (NOFO) for the 2023 Continuum of Care (CoC) Program Competition
  - a. In 2022, SCC CoC grantees received \$30,648,959 in regular CoC Program funding
  - b. Renewal grantees and any organizations interested in submitting a new application should attend a **mandatory** informational Technical Assistance workshop on **Wednesday, July 19, 2023, from 2-4pm**
  - c. This workshop will provide attendees with an overview of the local application process. An email including more details and the local application form was sent to the CoC listserv this morning

# UPLIFT Updates



# UPLIFT Updates

- UPLIFT Q1 began on June 16th, 2023
- There are 1,982 UPLIFT Passes that have been allocated with 518 remaining
- UPLIFT Virtual Office Hours will be held weekly during the busier weeks of each quarter
- **For details about these office hours and important dates about the upcoming quarter, please check your inbox (or spam folder) for emails from [UPLIFT@hhs.sccgov.org](mailto:UPLIFT@hhs.sccgov.org)!**
- To be added to the UPLIFT mailing list, please email [UPLIFT@hhs.sccgov.org](mailto:UPLIFT@hhs.sccgov.org)



# HMIS Newsletter



# \*\*HMIS June 2023 Newsletter - *What's in this Edition!*

01

**July Feature Updates** - Check Out Changes Coming Soon!

**Data Standards FY 2024** - Expected Changes

02

03

**Duplicate Clients & Duplicate Enrollments** - How to Find & Fix Them!

**AB977| Upcoming Events!**

04

*Check out additional topics for this month and previous months Newsletter [here!](#)*

# AB977 Resources



# AB977 Resources - *Overview*

What is it? AB977 is a California Assembly bill requiring that all state funded homelessness programs, that started on or after July 1st, 2021, enter specific data elements into HMIS.

To support our California customers, Bitfocus has produced the following resources for use in HMIS configuration alignment with California Assembly Bill No. 977 specifications.

- AB 977 HMIS Project Setup Checklist
- AB 977 Program and Funding Worksheet
- AB 977 Dashboard Guide

# AB977 Resources - *Overview*

## Required Project Elements:

- **Universal Data Elements:** UDEs should be collected for all existing and new clients enrolled in AB 977 programs. All UDEs are included on the HUD Standard Intake enrollment screen template available in Clarity.
- **Common Data Elements:** Depending on project type, additional data elements are required. Common Data Elements for AB 977 projects match the HUD setup guidance as outlined in the HUD Data Standards.

Consult the Project Setup Template and Required Universal and Common Data Elements by Project Type tables provided by the state for project type specific data collection requirements

Different Project types and funding sources require the collection of different data elements. Agencies with Standalone Looker can confirm that they are collecting the required data by running the AB977 Dashboard. [More information can be found here.](#)

# AB977 Resources - Overview

## Required Funding Elements:

- If you have any of the following funding sources for any segment of your clients, you must enter their data into HMIS and have a program that is designated only for these clients
  - i. [California Interagency Council on Homelessness](#)
  - ii. [Housing and Community Development](#)
  - iii. [Department of Social Services](#)
  - iv. [California Community Colleges Chancellor's Office](#)

*\*If you receive this funding as a grant from OSH or the City of San Jose, they have completed your funding source updates for you. Please email your Community Administration team if you aren't sure: [scc-admin@bitfocus.com](mailto:scc-admin@bitfocus.com)*

# AB977 Resources - *Impacted Agencies*

Abode Services	HomeFirst	Silicon Valley Independent Living Center (SVILC)
Amigos de Guadalupe	Housing Choices Coalition	South County Compassion Center (Compassion Center)
Bay Area Community Health (BACH)	International Children Assistance Network (ICAN)	St. Joseph's Family Center
Bill Wilson Center	Latinas Contra Cancer (LCC)	Sunnyvale Community Services
Community Hotline	LifeMoves	WeHOPE
Community Services Agency of Mountain View	Move Mountain View	West Valley Community Services
County: OSH	PATH	
Covenant House California	Sacred Heart Community Service	
Emergency Rental Assistance (ERA)	Salvation Army	
Family Supportive Housing	Santa Clara County Housing Authority (SCCHA)	

# AB977 Resources - Overview

## Data Quality

Your agency is responsible for entering this data accurately into HMIS. Although a designated rate of errors and unknown data has not been set yet by the state, the CoC preference is to ensure benchmark is between 0%-5%.

Data Quality % Missing Values					
	2019-20 Benchmark	2020-21 Benchmark	2021-22 Benchmark	2022-23 Benchmark	CY 2023
Housing Prevention (HP)	0%	0%	0%	0%	0%
Street Outreach (SO)	0%	0%	0%	0%	0%
Emergency Shelter (ES)	0%	0%	0%	0%	0%
Safe Haven (SH)	0%	0%	0%	0%	0%
Transitional Housing (TH)	0%	0%	0%	0%	0%
Rapid ReHousing (RRH)	0%	0%	0%	0%	0%
Perm Supportive Housing (PSH)	0%	0%	0%	0%	0%
Measure 8 Continued:					
Data Quality % Dont Know, Refused					
	2019-20 Benchmark	2020-21 Benchmark	2021-22 Benchmark	2022-23 Benchmark	CY 2023
Housing Prevention (HP)	5%	5%	5%	5%	5%
Street Outreach (SO)	5%	5%	5%	5%	5%
Emergency Shelter (ES)	5%	5%	5%	5%	5%
Safe Haven (SH)	5%	5%	5%	5%	5%
Transitional Housing (TH)	5%	5%	5%	5%	5%
Rapid ReHousing (RRH)	5%	5%	5%	5%	5%
Perm Supportive Housing (PSH)	5%	5%	5%	5%	5%

# Resources for Data Quality

- **[DQXX-103] Monthly Staff Report**
  - Description and directions [here](#)
  - Identifies staff who may have repeated errors and need additional support in data entry
- **[HUDX-225] HMIS Data Quality Report**
  - Description and directions [here](#)
  - Run in Web Version for best functionality
  - Reviews client data entry error trends and can be run for entire agency or single program
- **[DQXX-102] Program Data Review**
  - Description and directions [here](#)
  - Reviews program data entry error trends using Enrollment and Exit data

# Upcoming DEW - Data Quality & AB977



# Data Engagement Workshop - *Data Quality and AB977*

**Date:** Tuesday, July 18th, 2023  
**Time:** 10:00am-11:30am

**Description:** This session will focus on how Agency Leads and Program Managers can proactively address Data Quality in their state funded programs. Understanding your data quality is helpful for all agencies and staff, however the agencies who receive state grants either directly or indirectly are strongly encouraged to attend.

## RSVP Link:

[https://bitfocus.zoom.us/meeting/register/tZAkd-iprj8iG9QeC0zwSjE\\_Qbx-hIQW0psZ](https://bitfocus.zoom.us/meeting/register/tZAkd-iprj8iG9QeC0zwSjE_Qbx-hIQW0psZ)



# 2024 Data Standards Changes



# 2024 Data Standards Changes

HMIS Data Standards, first published by HUD in 2004, provide standardized data collection across HMIS systems. These Data Standards are updated continually and each update supersedes previously released requirements.

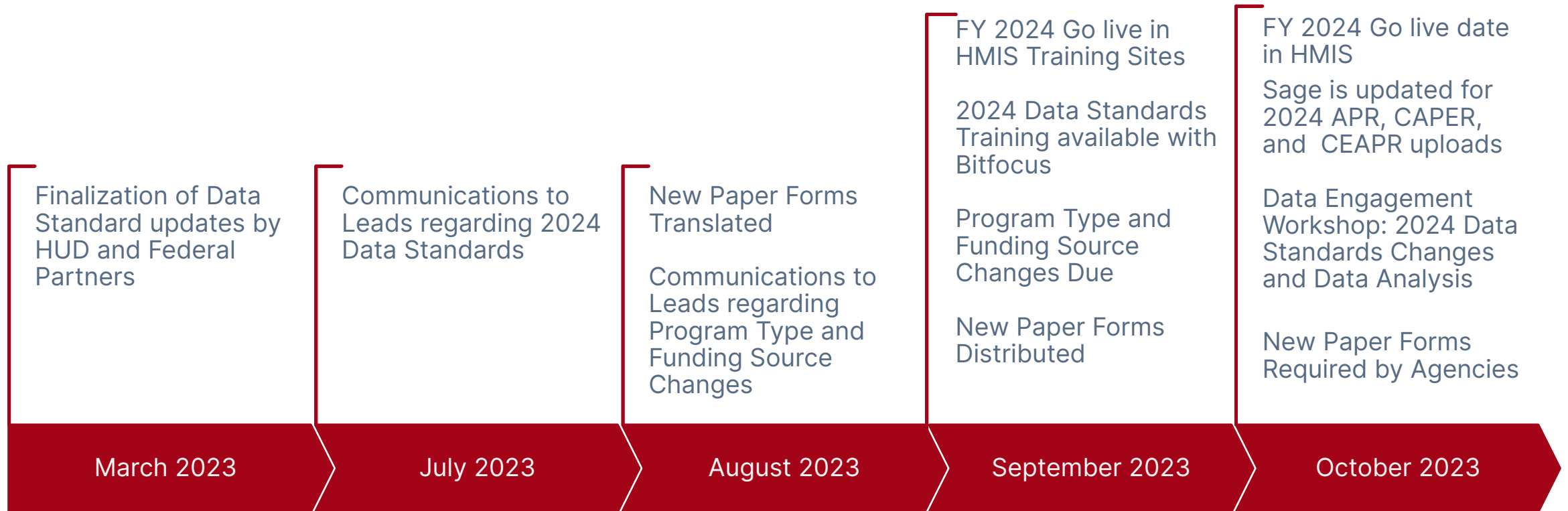
- Impact on Agencies and Staff?
- What is the timeline?
- What will change?

# Data Standards Changes: *Impact on Agencies and Staff*

- Paper Enrollment and Exit Forms
- Revision of internal reports with impacted fields (*ie. Any custom Look that provides Demographic data*)
- Some Agency Leads may be asked to provide confirmation of Fundings Sources and/or Project Type
- Additional training on 2024 Data Standards changes will be available in September/October



# Data Standards - *Timeline-2024 HMIS Data Standards*



# Data Standards - *Description of Changes*

- Universal Data Elements
- Program Specific Data Elements/Common Program Specific Data Elements
- Federal Partner Program Specific Data Elements
- HUD-CoC Only Required Elements
- HHS-PATH Only Required Elements
- HHS-RHY Only Required Elements
- VA Required Elements



# Universal Data Elements - Client Profile



## Name

Clients preferred name is acceptable, unless funder requires “legal name”



## Social Security

HUD CoC, ESG and SAMHSA PATH Programs only require the last four (4) digits of SSN



## Race & Ethnicity

Combine Race & Ethnicity into single data element

Adds response option for “Middle Eastern or North African” and modified “Hispanic/Latina/e/o” response option.

Added Race/Ethnicity text box option



## Gender

Updated options

- Women (Girl if child); Man (Boy if child);
- NonBinary;
- Culturally Specific Identity (e.g. Two-Spirit); Different Identity (with text box for more detail)

# Universal Program Data Elements - Program Enrollment

## 3.16 Enrollment CoC Client Location

### Change in the element name to “Enrollment CoC”

To allow projects operating in multiple continuums to enter data into a single ‘host’ HMIS and provide data to each of the continuums in which they are serving clients, a continuum must be identified at each project start. The Continuum of Care code will be used in continuum reporting in the host HMIS to exclude irrelevant data; it will also be used as a parameter for data export to provide relevant data to other continuums.

## 3.917 A & B Prior Living Situation

### Current Language

Approximate date  
homelessness started

### NEW Language

Approximate date this  
episode of homelessness  
started

## 4.04 Health Insurance

The display name for the Veterans Administration (VA) Medical Services field is being updated to Veterans Health Administration (VHA).

## 4.12 Current Living Situation

Included to be recorded for permanent subsidized, as well as new funding sources of HUD: Unsheltered Special NOFO and HUD: Rural Special NOFO

# Universal Data Elements - Other

## C4 Translation Assistance Needed

New field that tries to understand how many clients are in need of translation services

Identify the languages needed and allow for other languages with text box for further language detail

## Response Option Change

Changes in responses from **"Client Refused"** to **"Client prefers not to answer"** throughout

## C1 Wellbeing

RETIRED!

# Federal Program Data Elements - Program Enrollment



## Veteran Enrollment

### V1 Veteran's Information

- Add "Space force" as an option

### V3 Financial Assistance-SSVF

- Addition of start date & end date of financial assistance"
- Add options; "landlord incentive" and "tenant incentives"
- New Field "End Date of Financial Assistance"



## Veteran Enrollment

### V4 Percent of AMI (SSVF Eligibility)

#### Updated responses

- 30% or less
- 31% to 50%
- 51% to 80%
- 81% or greater

### V7 HP Targeting Criteria

Updated some dependency fields to be clearer



## Youth

### R3 Sexual Orientation

- Required to be collected with; HUD: CoC-PH: Permanent Supportive Housing funded project; HUD: Unsheltered Special NOFO, and HUD: Rural Special NOFO (Interpretation: this is now also required for RHY PSH programs)

### R14 RHY Service Connections

- Change in label from "mother" to "client (person who gave birth)"



## Youth

### R17 Project Completion Status

- Change in label from "Youth" to "Client"

### R18 Counseling

- Change in label from "Counseling received by client" to "Client received counseling"

# Project Descriptor Data Elements -Program Set-Up

## 2.02 Project Information

Change to language regarding responses to emergency tracking method

*Added “RRH: Services Only” option*

Change to language regarding “ HMIS Participation Status”

Change in target population language to “survivor of domestic violence”

## 2.06 Funding Sources

Added “HUD-ESG RUSH”, “HUD: Unsheltered Special NOFO”, and “HUD: Rural Special NOFO”

## 2.07 Bed & Unit Inventory

Change to language regarding responses from RRH to ” RRH: Housing with or without services”

## 2.08 HMIS Participation Status

Added option comparable database participating

## 2.09 CE Participation Status

Identify “access points” projects that accept referrals from CE

# Data Standards Resources

- HUD Exchange
- FY2024 HMIS Data Dictionary.
- FY2024 HMIS Data Standards Manual
  - (Changes Summarized on Pg 12-14)
- Email: Support team at [sccsupport@bitfocus.com](mailto:sccsupport@bitfocus.com)

# Open Forum - Discussion Topic



# Open Forum - *Discussion Topic*

This is a space in which TA/Agency Leads can gather to find out about a specific issue, reach resolutions or interact with members of other agencies through genuine open dialogue.



# Memos



# SCC HMIS Quarterly Compliance Checklist - *Due 7/31/2023*

- Quarter 2 April - June 2023
- New Staff (only) added to HMIS during Q2
- List will be provided second week of July - please only submit list for the staff listed
- Deadline is for **Monday, July 31st, 2023 EOB**
- Staff at your agency who are not certified will be made inactive until submission of certification is received
- More details can be found [here](#)!

# Next Month's Meeting

*Thursday, August 3rd, 2023*

