

August 2023 TA/Agency Lead Minutes



MEETING OBJECTIVES

UPDATES

- CoC|Assessment Updates
- UPLIFT Updates
- CEs Tips

STAYING IN THE KNOW

- Newsletter
- DEW Highlights
- 2024 Data Standards - RRH Programs and Funding Source Changes

DISCUSSION TOPIC - FORUM

- Concerns/Questions Around Data Standards Changes

MEMOS

- SCC HMIS Quarterly Compliance Certification Q2
- Designating a New TA/Agency Lead
- Next Month's Meeting

CoC | Assessment Updates

For organizations that attended the CoC NOFO technical assistance workshop for the local competition, the deadlines for submission have been updated as follows:

Due dates for application materials

- **August 9 for**
 - Draft e-snaps Project Application for new projects
 - Supplemental Application for new projects
 - Supplemental Application for

renewals without data

- **August 25 for**
 - Draft e-snaps Project Application for renewals with data
 - Draft e-snaps Project Application for renewals without data
 - Draft e-snaps Project Application for YHDP renewals

If you have questions or need more information, visit our website

(<https://osh.sccgov.org/continuum-care/hud-coc-funding>) or email SCCNOFA@homebaseccc.org.

The CoC Coordinated Entry System (CES) Redesign is making some good strides forward

- The Implementation Committee has started reviewing questions that would be used in an updated standardized assessment, and plans to present to the CoC Board in September with recommendations related to a pilot of a redesigned tool.

CoC Upcoming Meetings

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				Mon HMIS Charter Office Hours Mon HMIS TA Support Lead Meeting 3		
	Zoom SCC HMIS Looker Office Hours 7	Mon Data Think Tank 8	Edison Avenue Resident Meeting OpenHPI Round 4 & 5 Community Call 9			
				Mon HMIS Charter Office Hours 17		
	Mon SCC HMIS Looker Office Hours 21			Zoom Board Information and Employment Initiatives Meeting 24		
			Mon CoC SCC TA Support Training Registration SCC TA Office Hours 30	Mon HMIS Charter Office Hours 31		

UPLIFT Updates

- The Office of Supportive Housing is moving back to our permanent location (150 Tasman Dr) on Monday, 8/7
 - **Pass pickup will be unavailable starting 2pm this Friday 8/4 through Tuesday 8/8 as we get situated**
 - Check your email inbox (or spam)

August 2023 TA/Agency Lead Minutes



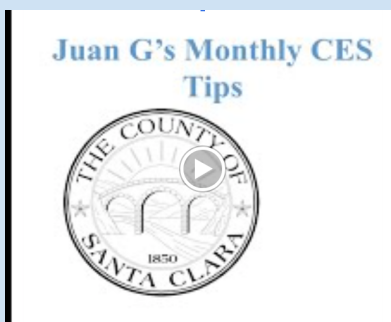
folder) for emails from
UPLIFT@hhs.sccgov.org for details

- 92% of Q1 stickers have been issued
- The pooled pass period began on 8/1
- We are currently fulfilling requests for the remaining Q1 passes on a first-come, first-served basis
- Reminder! Requesting a replacement pass for a client with a lost or stolen pass is a two-step process:
 1. Send an email to UPLIFT@hhs.sccgov.org explaining the reason for the replacement request
 2. Submit the request in HMIS by creating a Status Update Assessment
- Starting next quarter (Q2), OSH will again begin tracking pass request errors.
 - Staff with 3+ errors will have their HMIS UPLIFT access removed. Re-training will be required before access is restored.
- To be added to the UPLIFT mailing list, please email UPLIFT@hhs.sccgov.org

For all UPLIFT-related inquiries email

UPLIFT@hhs.sccgov.org

**NEW - CEs (Coordinated Entry) Tips -
Checkout this short video!**



HMIS Newsletter - July 2023



Check out last month's Newsletter and other newsletters [here!](#)

DEW Highlights

Thank you to all HMIS End Users who participated in this month's DEW - we had an amazing number of participants!

We started with a review of some of the basic requirements around [California's Assembly Bill 977](#). The latter half of the training was focused on how to identify Data Quality issues in your programs, which is relevant to all of our HMIS users!

If you attended, we'd love your feedback on the session by completing [this survey](#).

Missed it? The recording can be found [HERE](#) on our training site and the slides can be found [HERE](#). Attendees will notice that we added recordings of [how to set up the parameters for Report](#) - and how to [run our AB 977 Dashboard in the Data Analysis tab](#) (this is only available for Agency Leads with the



August 2023 TA/Agency Lead Minutes

Data Analysis tab). Again, thank you for attending and please let us know if you have any questions!

2024 Data Standards RRH Programs & Funding

Source

Agencies Potentially Impacted by RRH Changes

Abode Services	Downtown Streets Team	Recovery Cafe
Amigos de Guadalupe	Family Supportive Housing	Sacred Heart Community Service
Bill Wilson Center	Goodwill of Silicon Valley	Salvation Army
Catholic Charities	HomeFirst	Silicon Valley Independent Living Center (SVILC)
City of San Jose	Housing Choices Coalition	South County Compassion Center (Compassion Center)
Community Solutions	International Rescue Committee (IRC), Inc	Sunnyvale Community Services
ConXion to Community	LifeMoves	The Health Trust: County Collaborative
County of Santa Clara MHSA	Mental Health Systems (MHS)	West Valley Community Services
County: OSH	New Beginnings Family Services (NBFS)	Working Partnerships USA
County: SCVHHS - Ambulatory	New Directions - Peninsula Healthcare Connection	
Destination: Home	PATH	

Expected Changes

Beginning in the FY 2024 HMIS Data Standards, Rapid Re-Housing (RRH) projects can be classified in one of two subtypes

1. RRH: Services Only
2. RRH: Housing with or without services

The Housing with or without services subtype must be selected if the project receives any ongoing rental funds, even if not all project participants receive housing assistance funds from the RRH project

The Services Only subtype if the ongoing housing assistance for all program participants is provided by another funding source (e.g., Housing Choice Voucher, HUD VASH, other RRH project)

- If a RRH project has a 'Services Only' subtype, no inventory records should be created in Bed and Unit Inventory Information

2.02 Project Elements: Rapid Rehousing Updates

2022 Current Data Standards

Rapid Rehousing Program Type

TA/Agency Lead can set these programs up to provide housing and/or services related to a housing program

Supportive Services Only Program Type

TA/Agency leads can choose to make this program "Affiliated with a residential project" or "NOT Affiliated with a residential project"

2024 Data Standards

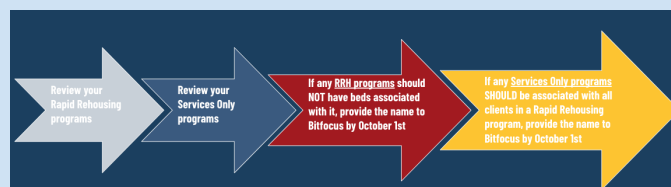
Rapid Rehousing Program Type

Agency lead can set programs up to provide housing and/or services related to a housing program

- Subtype: Housing with or without services: clients receive *any* ongoing rental funds for housing project
- Subtype: Services Only - No beds or units associated

Supportive Services Only Program Type

If affiliated with a residential project, the services must meet a set of criteria. For example, providing across many programs – or providing services only to a subset of clients in a residential project



Funding Source Changes



August 2023 TA/Agency Lead Minutes



Next Steps

1. Identify programs at your agency that need to have funding source updates
2. If current programs have any of the funding sources listed or should be updated please submit a PROGRAM CHANGE request form

Data Standards Resources

- [HUD Exchange](#)
- [FY2024 HMIS Data Dictionary.](#)
- [FY2024 HMIS Data Standards Manual](#)
- [FY 2024 HMIS Data Standards Community Engagement Checklist](#)
- Email: Support team at sccsupport@bitfocus.com

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.

This Month's discussion: Concerns/Questions about Data Standards Changes?

Memos

SCC HMIS Quarterly Compliance Certification Q2

DETAILS

- Quarter 2 April - June 2023 Deadline was 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 Deadline: Q3 July - September (10/31/23)**

AGENCY SUBMISSION PENDING

- Family and Children Services
- Mission Possible
- Momentum for Health

Designating a New TA/Agency Lead - SO

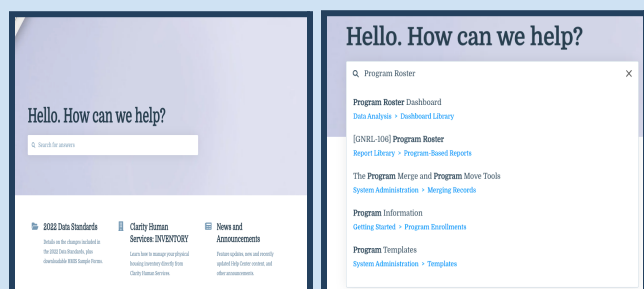
1. Changes/Updates to TA/Agency Leads need to be submitted by a current TA/Agency Lead
2. Agency Leads should have access to HMIS and have the capability and capacity to do Data Quality
3. Ensure completion of the following trainings
 - Online Clarity General Training (prerequisite for account creation)
 - Pre-recorded SCC HMIS Client Consent Training (prerequisite for account creation and is required on an annual basis)
 - Live SCC VI-SPDAT Training* hosted by SCC. Please note this training is required if you will be administering the VI-SPDAT assessment at your agency.
4. Completion of the SCC Clarity HMIS Partner Technical Administrator/Agency Lead Training.
5. Attend the Monthly Agency Admin. Meeting that occurs the first Thursday of each month from 2:00pm - 3:30pm
 - Register in advance for this meeting: <https://bitfocus.zoom.us/j/8456282828>
6. Bookmark the following SCC HMIS Website: <https://scc.bitfocus.com/>



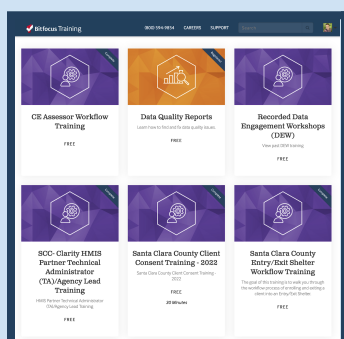
August 2023 TA/Agency Lead Minutes

- Bookmark the following Agency Leads Resource page:
<https://scc.bitfocus.com/agency-admin-info>
- Bookmark the Bitfocus Training Website:
<https://training.bitfocus.com/> (This will require sign-in)
- Help Desk information for General Inquiries and End User set-up:
sccsupport@bitfocus.com

Clarity Human Services Help Center



Link to page embedded in image!



Link to page embedded in image!

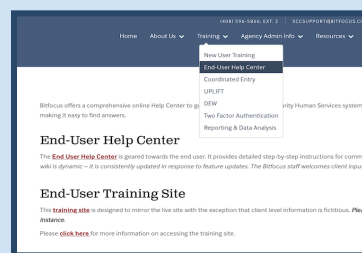
- You must log in to access the trainings here
- Multiple Training Opportunities and Refreshers
- Select the training you want to watch
- Don't have enough time to watch it all - pick up next time where you left off
- Have issues accessing? Let us know

Clarity HMIS Training Site

Want to hone your skills at data entry without compromising actual client data?

Use the End User Clarity HMIS Training Site

- From the Training Tab select the End-User Help Center drop down
- Scroll to the End-User Training Site
- Contact the Help Desk to gain access at sccsupport@bitfocus.com
- You should complete all required training as usual
- Practice entering client information and uploading docs. in an agency/program set-up to mirror your current agencies set-up in the live HMIS website



Click on the image above to access the content.

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 \(click here to access\)](#)



August 2023 TA/Agency Lead Minutes

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

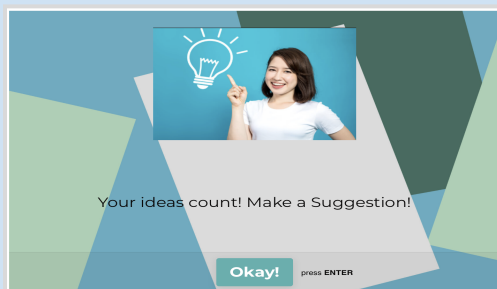
sccsupport@bitfocus.com

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?

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, September 7th, 2023

Time: 2:00pm – 3:30pm

Dates and locations for 2023 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
San Jose, CA
800.594.9854 x274



Lesly Soto Bright

leslys@bitfocus.com
Deputy Project Admin, SCC
San Jose, 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 Name
Jason King	Abode

August 2023 TA/Agency Lead Minutes



Aida Tesfai	Abode services
Sean K	Abode Services
Wilfredo Hoffer	Abode Services
Aurora Olivares	Amigos de Guadalupe
Lindsay Cross	BHSD
Randi Rosen	Bill Wilson Center
Sujata Panda	Bill Wilson Center
Anthony Ortiz, Jr.	Breakout Prison Outreach
Julian Delgadillo	California Youth Outreach
Renee Ridgway	Carry the Vision
Consuelo Collard	Catholic Charities of Santa Clara County
Marcell Leath	City of San Jose
Fang Zhu	CoC of OSH Santa Clara County
Elizabeth Reynoso Gutierrez	Community Solutions
Caroline Mireles-Sailor	Conxion to Community
Juan Guel Jr	County of Santa Clara- Office of Supportive Housing
Lily Vasquez	County of Santa Clara, DEBS- General Assistance
Elisha Heruty	County Office of Supportive Housing
Geralyn Glenn	County: Valley Health Plan
Gary A Lewis	Destiny Re-Entry / Bibleway
Justin Damrel	Downtown Streets Team
Alexander Le	Family Supportive Housing

Mariana Becerra	Gardner Health Services
Alisha Parret	HomeFirst
Teresa Moore	HomeFirst
Gavin O'Connor	Horizon Services - Mission Street Recover Station
Shireen Alinani	Housing Choices
Albert Nguyen	ICAN
Mylinh Ha-Do	ICAN
Bryanna Corsbie	JobTrain
Claire Rosenbaum	LifeMoves
Joseph Kemler	LifeMoves
LaTima Augmon	Mission Possible
Ashley Orpilla	Momentum for Health
Amber Stime	MOVE Mountain View
Mohammad Nabi Akbari	Move Mountain View
Ilaisaane Fifita	Nation's Finest
Kim Decker	Nation's Finest
Jennifer M Celaya	New Beginnings Family Services
Jazmine Wong	Office of Supportive Housing
Steven Tong	OSH
Rita Anzualda	Pathway Society Inc.
Paramjot	Peninsula health care
Dontae	Razing the Bar
Molly Orsburn	Razing The Bar
Juan Hernandez	Santa Clara County

August 2023 TA/Agency Lead Minutes



Kelsey Banes	Santa Clara County - BHSD/AOA/CSI
Christian DAlfonso	Santa Clara County- Reentry
Chrissy Cheung	SCC PHD
Jazmin Dominguez	School Health Clinics
Paulina Soto	SHCS
Angelica Holguin	Silicon Valley Independent Living Center
Jesse Mejia	SJSU Research Foundation
Cassandra Brenzel	SSI Advocacy
Vicky Taylor	St. Andrew's Residential Programs
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 D60/61
Meredith Payne	The Health Trust
Victoria Ann Eakes	The Q Corner, BHSD
Cesar Esquivel	The Salvation Army
Elizabeth Ducker	West Valley Community Services