

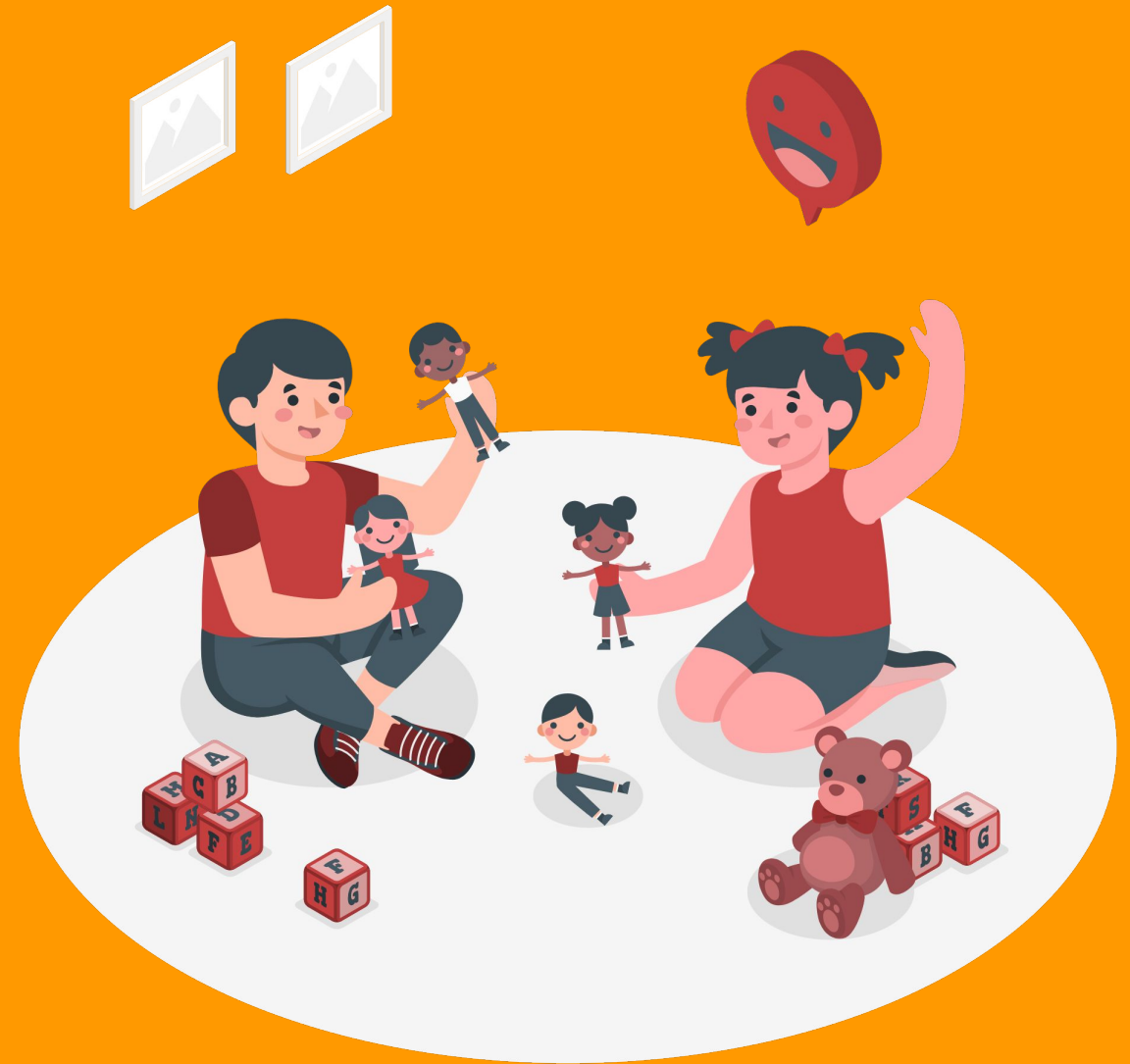


Agency Admin. Meeting
Thursday, October 7th, 2021



Getting To Know You

As a child, what was the job/career you wanted to do when you grew up?



Agenda

- CoC|Coordinated Assessment Updates
- HMIS Newsletter
- Data Standards Updates
- LSA Updates
- PR-VI-SPDAT Update
- Security Checklist
- *In the Works* SCC Hotline
- Reminders

CoC|Coordinated Assessment Updates



CoC| Coordinated Assessment Updates

- **CoC NOFA Process** is underway with local applications due last week. The Rank and Review Panel is currently working to make recommendations for the priority list that will be submitted with the full application. Thank you to all agencies who have submitted applications for the local competition.
- **Santa Clara County CoC** was selected to participate in the Youth Homelessness Demonstration Program (YHDP). We will work with the Youth Action Board (YAB) to develop a coordinated community plan focused on Youth and Young Adults over the next several months. Following the planning process and approval of our plan by HUD, there will be an opportunity to apply for housing program funding. The total award for our community is approximately \$10.2 million. Thank you to all CoC partners who supported this effort thus far, especially the YAB members who assisted with drafting the application and are continuing to lead this effort.
- **The CoC, County, City of San Jose, Housing Authority, and Destination: Home** partnered to launch a campaign to end family homelessness this week. The campaign is called Heading Home: No More Families Living on Our Streets. Please take a look at the website for more information about this campaign, which includes four key strategies: www.headinghomesv.org.

CoC| Coordinated Assessment Updates - *Upcoming Meetings*

Service Providers Network Meeting

When: Wed, October 13th, 9:30am – 11:00am

Where: TBD

Coordinated Assessment Work Group

When: Thu, October 14th, 1:00pm – 2:30pm

Where: TBD

Rapid Rehousing and Employment Initiatives Meeting

When: Thu, October 14th and 28th, 3:00pm – 4:30pm

Where: Zoom

SCC TA Office Hours

When: Wed, October 27th, 10am – 11am

Where: <https://homebaseccc.zoom.us/j/94741275559>

Description: Join Zoom Meeting

<https://homebaseccc.zoom.us/j/94741275559>

SCC LGBTQIA+ Preparedness Training

When: Wed, October 6th and 7th, 9:30am – 12:30pm

Description: Increasing system accessibility for LGBTQIA+ individuals is a priority for the Santa Clara County CoC. The Office of Supportive Housing and Homebase are excited to announce another set of training dates for a comprehensive six-hour training open to all staff at homeless service provider agencies to help improve cultural competency and system accessibility.

COHORT 1:

[Please register here for Oct 6th and Oct 7 from 9:30am-12:30pm](#)

Day 1: Tenants' Rights Training

When: Thu, October 14, 9:30am – 11:00am

Description: Helping clients understand their tenancy rights empowers tenants and is crucial to fostering housing stability. Join Bay Area Legal Aid and Homebase for a three part training covering an overview of fair housing and tenant rights and responsibilities, how to advocate for clients, and how to navigate proactively preventing disputes with landlords. This training will be particularly useful for housing navigators, case managers, and housing program managers.

Register here:

<https://homebaseccc.zoom.us/meeting/register/tZEvceitrzWuEtUc60MWCA1PILuX0h-PN71m>

CoC| Coordinated Assessment Updates - *Upcoming Meetings*

Day 2: Fair Housing

When: Thu, October 21, 9:30am – 11:00am

Description: Helping clients understand their tenancy rights empowers tenants and is crucial to fostering housing stability. Join Bay Area Legal Aid and Homebase for a three part training covering an overview of fair housing and tenant rights and responsibilities, how to advocate for clients, and how to navigate proactively preventing disputes with landlords. This training will be particularly useful for housing navigators, case managers, and housing program managers.

[Register here— Day 2: Fair Housing](#)

Day 3: Eviction Overview

When: Thu, October 28, 9:30am – 11:00am

Description: Helping clients understand their tenancy rights empowers tenants and is crucial to fostering housing stability. Join Bay Area Legal Aid and Homebase for a three part training covering an overview of fair housing and tenant rights and responsibilities, how to advocate for clients, and how to navigate proactively preventing disputes with landlords. This training will be particularly useful for housing navigators, case managers, and housing program managers.

[Register here— Day 3: Eviction Overview](#)

HMIS Newsletter



HMIS Newsletter

Announcements this Month Focused on the New Data Standards

2022 HMIS Data Standards: Summary Of Changes

We are excited to provide you with a summary of the pertinent changes to the HMIS Data Standards that will go into affect on October 1st, 2021. The updates described below include those that directly impact user data entry in Clarity Human Services. They are listed in descending order from major to minor changes. For further detail on all changes, view our article here, [2022 HMIS Data Standards: Summary of Changes](#). To view the updated HMIS Data Standards manual and HMIS Data Dictionary visit the [HUD HMIS website](#). If you have any questions, please do not hesitate to reach out to our Technical Support Agents.

[Watch the Data Standards Training](#)

[Download Training Slides](#)

[View the Data Standards Cheat Sheet](#)

Data Standards Updates



Data Standards Changes/Updates - *Cliff Notes*

■ Gender Field

- Multi-select picklist field

■ Aging into Adulthood

- Will require updating of Income & Sources and Non-Cash Benefits

■ Updated Language to HMIS and HMIS Reports

- Race
- Ethnicity
- Disability

■ HUD CoC Funded Only Required Elements

- Well-Being
- Moving On Assistance Provided
- General Health Status
- Youth Education Status

■ Veteran Related Updates

- Updated Financial Assistance Service Picklist
- Changes to Homeless Prevention Targeting Criteria- check it out [here](#)
- **VASH:** Required General Health Status

■ HOPWA Funded Projects

- New fields for HoH

■ Coordinated Entry (CE)

- New Referral Events

Please note: Paper Forms will be available in the next week or two and will be posted on the SCC HMIS Website!

[2022 HMIS Data Standards: Summary of Changes](#)

[HUD HMIS website](#)

Data Standards Changes/Updates - *Data Quality Outreach*

What the Data Quality Outreach Entails:

- Program Enrollments with a date outside of the Program Start/End Date
- Housing Move-In Dates before or after the Program Start/End Date

What Needs to Be Done:

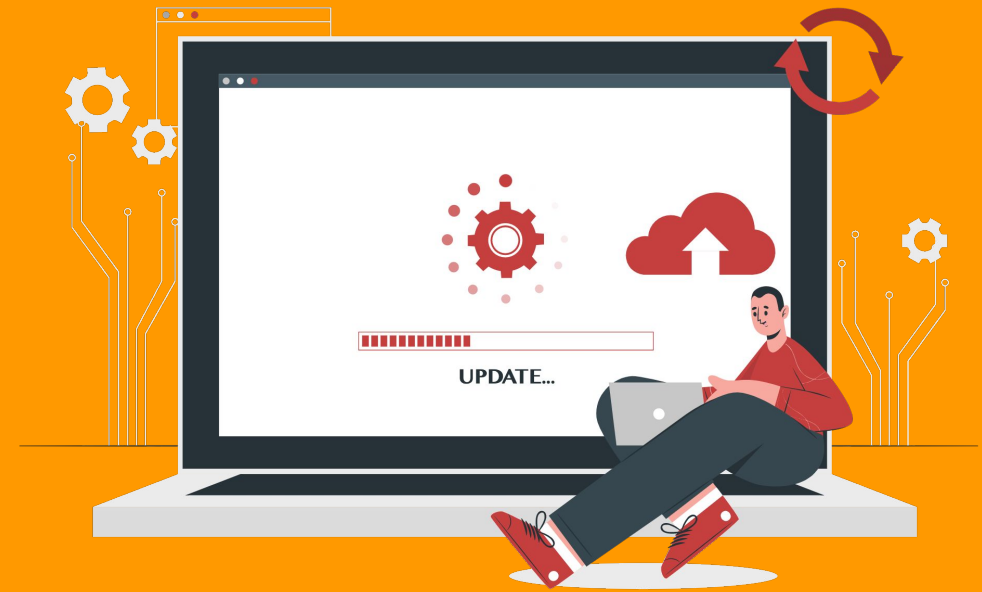
- Update clients impacted with the correct dates
- Let us know when you are done

Completion Date of Errors:

- Please have any data errors you received completed at the latest by **Tuesday, October 12th EOB.**



LSA Updates



LSA Updates - *What to Expect...*

The LSA is designed to provide a systems level picture of how people experiencing homelessness access assistance options.

- ✓ The report covers the Federal Fiscal year of 10/1/20 - 9/30/21
- ✓ Opens on November 1st, 2021; Due Date is TBD
- ✓ Includes five project types: ES/SH/TH (reported as a combined group), RRH, and PSH.
- ✓ Report includes data on demographics, length of time homeless, information on specific populations such as veterans and chronically homeless persons, housing outcomes.
- ✓ Includes not just the Federal Fiscal year, but includes some historic data prior to the FY as well.

LSA Updates - *Data Quality Prep...*

Review data quality for each project type, paying special attention to:

- ✓ HoH designation and family/group enrollments (any kids enrolled by themselves?)
- ✓ Duplicate or erroneous enrollments (ask the Help Desk to delete!)
- ✓ Missing data/no exit interview (high missing rates cause errors in reporting process)



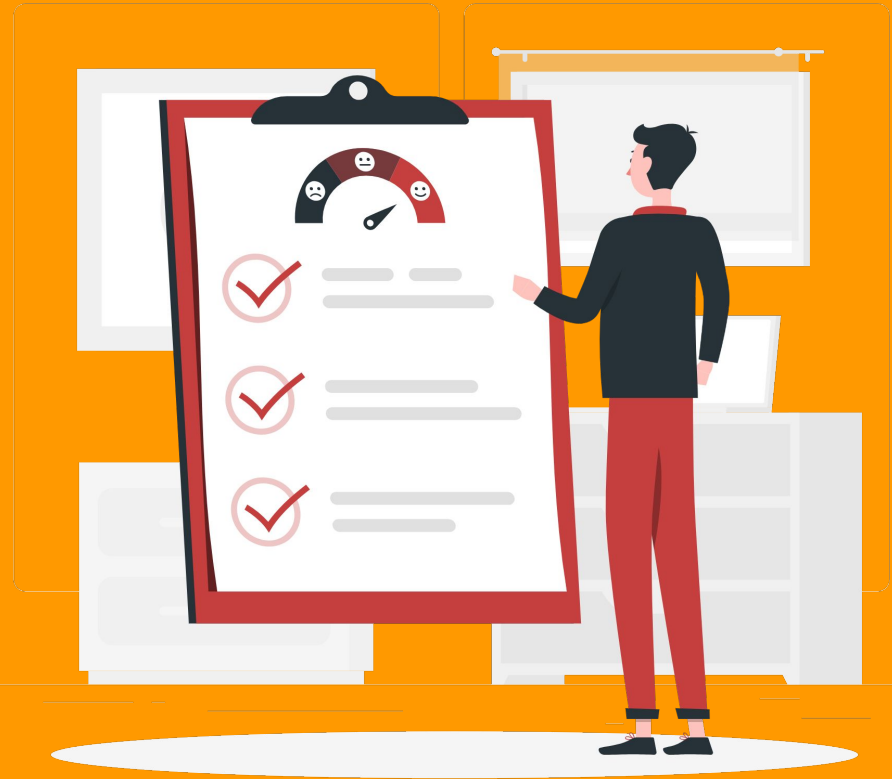
[\[HUDX-225\] HMIS Data Quality Report](#): *what's missing?*

[\[GNRL-106\] Program Roster](#): *who's enrolled by themselves vs. in group?*

[\[GNRL-220\] Program Details Report](#): *what data has been entered?*

[\[EXIT-101\] Potential Exits](#): *who's inactive and could be exited?*

PR-VI-SPDAT Update



PR-VI-SPDAT - *Changes*

- Please note the **PR-VI-SPDAT** will no longer be available for Homeless Prevention Programs
- Programs will be now be using the **HPAT - Homeless Prevention Assessment Tool**

**Prevention / Re-Housing
Vulnerability Index -
Service Prioritization Decision Assistance Tool
(PR-VI-SPDAT)**

Prevention/Re-Housing Prescreen Tool for Single Adults

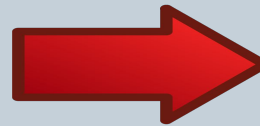
To be used ONLY with people that are currently housed and feel they are at imminent risk of losing their housing. "Imminent risk" is determined by the program participant. Types of dwellings that count as "housed" for this tool are:

- An apartment that is in their name (legally permitted to stay there)
- A home that they own
- The home of a parent, other relative or friend where they believe they have been staying permanently (not feeling there was a time limit on how long they were permitted to stay)

VERSION 1.0
AMERICAN EDITION

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COMMUNITY SOLUTIONS



HPAT Homelessness Prevention

Assessment Administration -

Interviewer's Name: _____	Agency: _____	Assessment Date: MM/DD/YYYY -----
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Opening Script -

Every assessor using the HPAT should use the same introductory script. In that script you should highlight the following information:

- Your name and affiliation (organization where you work or volunteer, etc.)
- Why you are conducting the survey.
- The survey questions are very personal. The reason you ask them is that the answers help you understand the risk factors and challenges that the family is facing, and will help you determine if they are eligible for assistance.
- The questions only require a Yes/No or one word answer. No additional detail is needed.
- The participant can skip or refuse to answer any question. However, skipping multiple questions could impact the accuracy of the assessment.
- If the participant does not understand a question, clarification can be provided.
- Participants should do their best to answer all of the questions as honestly and accurately as possible.
- Tell the participant where the data will be stored (for example, HMIS or other database that you use).
- The participant should answer the questions for themselves and everyone in their household.

SCC HMIS Quarterly Compliance Certification Checklist



SCC Security Compliance Checklist

Thank You for Submitting Your SCC Security Compliance Checklist!

- Quarter 1** Checklist was due January 31st, 2021
- Quarter 2** Checklist was due July 31st, 2021
- Quarter 3** is due October 31st, 2021

Please note: If you do not submit your checklist, End Users at your Agency will be made inactive!

You will receive an email reminder and deadline for submission soon!

In the Works: SCC Hotline



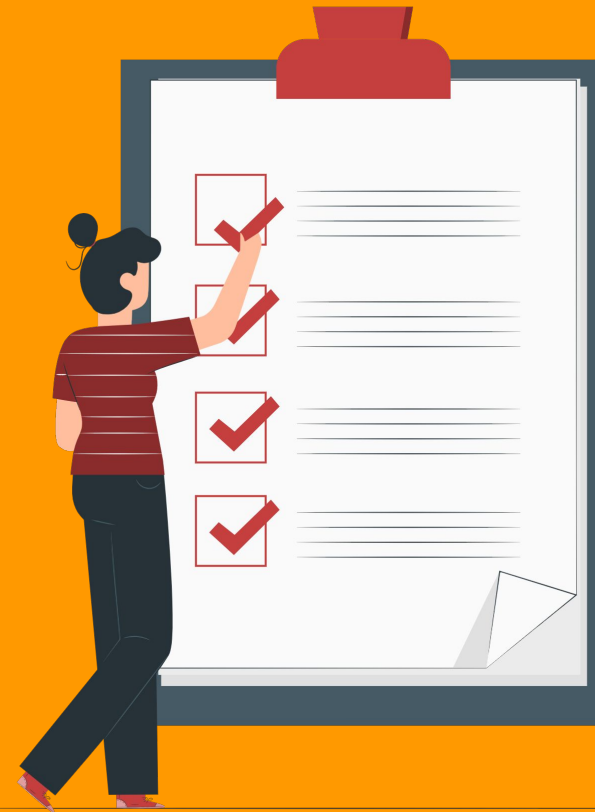
SCC Hotline- *In the Works!*

What is the Community Hotline?

- Countywide hotline for homeless shelter services
- Call center for persons seeking the following
 - Access to shelter placement
 - Transportation to a program location
 - Housing Problem Solving services
 - Coordinated Assessment System access
 - Information and referral services
- Rolling out later this Fall
 - Phone number and other info to be announced



Reminders



Reminders - *Making Changes in HMIS Program Set-Up*

- Please note any changes you want made to **Program Set-up** need to be submitted using the **Program Change Form**
- Please do not make any changes to program set-up; there are several behind the scenes items that need to be updated in tandem
- Changes to program set-up can have an impact on reporting
- Not sure a program change needs to happen? Let us know.

Reminders - *VI-SPDAT Training*

- Please note the VI-SPDAT training is required for End Users who will be administering the assessment as part of their ongoing workflow at their agency
- All users that will not be administering the VI-SPDAT will be given *VIEW ONLY* access to assessments.
- If you have any questions please contact us at **sccsupport@bitfocus.com**

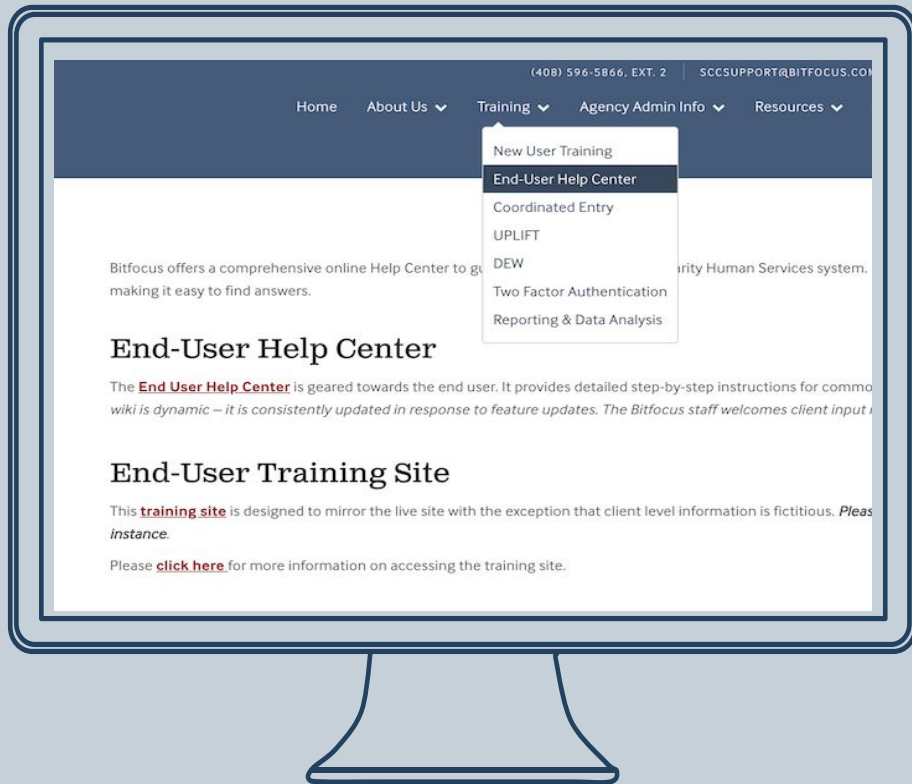
Reminders - *Using the Help Desk*

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/HPAT required training
- 3.** Verifying an end user has completed required training
- 4.** When an end user has separated from your agency (make inactive)
- 5.** Access to the SCC HMIS Training Instance/Sandbox
- 6.** General Assistance with reporting

Reminders - *SCC HMIS Training Site*

Want to Hone Your Skills? Use the SCC HMIS Training Site




What you need to know:

- 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

Reminders - *BUI & Program Change Forms!*

Need to make changes to your BUI or Program Details? Use the forms...



Bed & Unit Inventory Update Form

It's important your agency maintain up-to-date and accurate data on one of the most fundamental elements: Bed & Unit Inventory. Changes over time should be documented such that a historical record of inventory is retained.

Minor day-to-day fluctuations need not be recorded, but differences due to significant changes in project operations should be entered as they occur to ensure the inventory record in HMIS is as accurate as possible, we encourage agency leads to make updates if there is a significant change in project operations. If there are no changes in inventory, you need only to confirm your inventory ahead of official HIC reporting. If you do that, the inventory will also be fine for LSA purposes.

Projects that provide housing rental assistance and have a fixed number of vouchers should determine the number of beds and units based on the number of vouchers currently funded and available for use.

Projects that provide emergency shelter or housing rental assistance vouchers and without a fixed number of units or vouchers (e.g., Emergency Shelter-hotel/motel project, Rapid Re-Housing, some scattered site PH-Permanent Supportive Housing) should determine the number of beds (and units) based on the maximum number of persons (and households) who can be housed on a given night.

If you have questions about how to fill-in this form, please reach out to the Help Desk at sccsupport@bitfocus.com for further assistance.

Email *

Valid email

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Section 1 of 10

Santa Clara County HMIS New Program Request (2021)

Please complete the following questions to set up your new program in HMIS (this should be filled in by the Agency Lead). Once you submit this request, Bitfocus staff will follow up with you regarding any further questions and/or to confirm setup.

Email *

Valid email

This form is collecting emails. [Change settings](#)

Requester's Name (Agency Lead/Admin.) *

Please list a person whom Bitfocus may contact to gather more information, if it is needed.

Short answer text

Reminders - *Office Hours*

*Have questions about HMIS or Looker?
Join us and get these questions resolved!*

Clarity Office Hours

When: Bi-weekly, Thursday
Time: 10:00am - 11:30am

Looker Office Hours

When: Bi-weekly, Monday
Time: 2:00pm - 3:00pm



Reminders - *Virtual Suggestion Box*

*Have ideas about enhancements and/or
additions to HMIS?*

Have general questions you'd like to ask?

Drop it in your Virtual Suggestion Box!



Bitfocus is Hiring

*Check out our Careers page to view openings
local and remote opportunities*

<https://www.bitfocus.com/careers>



Next Month's Meeting

Thursday, November 4th, 2021

