

Nov 2018 Agency Admin Meeting

Date: Thursday, November 1st, 2018
Time: 2:30 – 5:30PM
Place: Sobrato Conference Center, Milpitas
 600 Valley Way, Room 1
 Milpitas, CA 95035

Agency Admin Meeting 2:30 – 3:30

Web link to the October newsletter

Slides from the presentation are here:



Please use this link to download slide deck if desired.

Agenda

- o CoC / Coordinated Assessment / UPLIFT
- o HMIS Newsletter
- o Data Literacy Institute
- o New Privacy Training and Recertification Coming Soon
- o Inclement Weather and Seasonal Shelters
- o Longitudinal System Analysis (LSA) Report
- o Housing Inventory Count (HIC)

CoC / Coordinated Assessment / UPLIFT

CoC Updates

- o HEAP: plans and RFPs soon
- o Upcoming trainings – 11/13/2018: 8:30-11:30 am at Sobrato – Evaluating Access and Cultural Competency
- o CAWG – 11/8/2018 from 1 to 2:30 at the Health Trust Boardroom
- o PIT Count Planning – on 11/5/2018 from 1:30 to 3pm

UPLIFT Updates:

As of 10/31/18 we have distributed 2101 UPLIFT stickers for this quarter (Oct-Dec).

- There is 399 Stickers left for the quarter that will be pooled.
 - Oct-Dec Quarter ends 12/23/18.
 - Jan-Mar Quarter will begin 12/14/18
 - UPLIFT and our Office(OSH) will be closed on 11/12/18 (Veterans day) and 11/22-23/19 for (thanksgiving) the holidays.
 - (Optional detail) UPLIFT will be temporary assisted by Steven from 11/9 -11/21 – all UPLIFT inquiries should still be emailed to UPLIFT@hhs.sccgov.org
 - Pooled-Sticker period will start this Thursday (11/1/2018). All remaining stickers will be offered to all Agencies, first comes first served.
1. Please do NOT pre-date or back-date the referral. Enter the date as you are physically in front of the computer to enter or update our clients' information.
 2. Please follow step by step instructions starting on page 16 of rev-4 UPLIFT User Handbook. Be sure to go with New Client. If the request was not filled due to 1st month allocation limit.
- Replacement period will also start Thursday (11/1/2018). Please do NOT pre-date or back-date the referral.
1. Please follow step by step instructions starting on page 19 of the Handbook.
 2. Please remember to email UPLIFT@hhs.sccgov.org the reason(s) for a replacement request.

An updated user handbook can be found on : <http://scc.hmis.cc/training/uplift/>

Direct link : <http://scc.hmis.cc/wp-content/uploads/2018/09/UPLIFT-User-Handbook-V4-9-6-2018.pdf>

New Policy for VI-SPDAT Violations

- OSH is implementing a new policy for HMIS users who do not follow correct Coordinated Assessment / VI-SPDAT procedures.
- Users will be warned by OSH if they are not following VI-SPDAT guidelines and
- their HMIS access may be suspended.
- If HMIS access is suspended, the user will need to retake the VI-SPDAT training in order to regain access to HMIS.
- If you need a refresher on the VI-SPDAT or Coordinated Assessment process, OSH can help! Monthly VI-SPDAT trainings are available, and additional trainings can be scheduled at request.

Scheduled VI-SPDAT Trainings for Agencies

- In order to support users, OSH will be scheduling VI-SPDAT refresher trainings for all agencies, since some users may have taken their VI-SPDAT training in over a year
- Goal is to provide refresher trainings annually

CalWORKS Questions Added to VI-F-SPDAT

- New required questions:
- Do you or your children currently receive CalWORKS (TANF)?
- (If the answer is "No," then: Have you or your children ever received CalWORKS (TANF)?
- Will be used to help better match families to housing opportunities
- PDF versions of the forms being updated

HMIS Newsletter

Will be sent out monthly to all HMIS users

Oct 2018 Newsletter Included:

- o Meet the Team
- o Data Quality Fields
- o Where to Get Help
- o Report Spotlight: Homeless Status Timeline Report
- o Upcoming Events

Web link to the newsletter

Data Literacy Institute

Upcoming DLI Workshops

Agency Staff:

- o Wed, Nov 7, 1-2:30pm | How to Request Data | in person or dial-in
- o Tue, Feb 12, 9:30-11:30am | Statistics, Charts, and Graphs | In person
- o May (TBD) | Data Quality

Agency Manager:

- o Thurs, Feb 7, 1:30-2:30pm | How to Tell Your Story
- o Thurs, May 2, 1:30-2:30pm | Data Quality

Location and dial in same as HMIS Agency Admin meetings

Agency Dashboard

There is a new dashboard available to help monitor your agency's data

Dashboard Name: SCC Agency Dashboard

Who can access it: Users with an Agency Manager license (Data Analysis tab)

Where to find it: Data Analysis tab in the Santa Clara County HMIS Reports folder

Information Included:

- o Current clients/households by program
- o Housed/unhoused clients for RRH/PSH programs (based on Housing Move-In Date)
- o Demographics (youth, Veterans,
- o Data quality
- o Exits to permanent housing

Want to Review the Dashboard Regularly?

- If your agency is interested, Bitfocus can set up the dashboard so that it automatically appears every time you log in
- If your agency opts in, then every user with an Agency Manager license will see the dashboard when they first log in
- The dashboard will also be accessible as a tab next to the Search tab

New Privacy Training and Recertification Coming Soon

Client Privacy Recertification

Every year, HMIS users are required to retake the Client Consent training and recertify

The new and improved Client Consent training will be released soon and added to the SCC HMIS website <http://scc.hmis.cc/>

Recertification will take place for all HMIS users:

- o Users will be asked to watch the Client Consent training
- o On a specific date, HMIS users will be required to fill out a recertification form the next time they log in to HMIS, to verify that they watched the consent training
- An email will be sent to all users with instructions and timeline

When users are required to recertify, they will:

1. Log in to HMIS
1. An electronic user agreement will appear – read the form
1. Sign the agreement and click "Apply"
1. Click "Save"

Inclement Weather and Seasonal Shelter Preparation

Inclement Weather

For agencies running Inclement Weather Programs this winter season, HMIS can be used to track and report on clients served by those programs.

Tracking data in Clarity is optional – as in past years, agencies will need to submit their Inclement Weather numbers to OSH (Michelle Covert / Steven Tong)

If your agency is interested in tracking Inclement Weather Programs using HMIS, please contact Bitfocus. Bitfocus will automatically set up a same Inclement Weather Programs that used HMIS last year.

Seasonal Shelters

Bitfocus is working with OSH to make sure any seasonal winter shelters are available in HMIS by the dates that the shelters open.

If your agency has any seasonal shelters and do not hear from us a week prior to the program's start date, please contact us to confirm your program set-up in HMIS!

CDQ: Longitudinal System Analysis (LSA) Report

LSA Background

In the past, CoCs would submit the Annual Homeless Assessment Report (AHAR) on an annual basis. The AHAR is a national-level report that provides information about homeless service providers and people and households experiencing homelessness. It informs strategic planning for federal, state, and local initiatives designed to prevent and end homelessness.

This year, HUD has redesigned the AHAR report and replaced it with the Longitudinal System Analysis (LSA) report. The LSA will be due in late Nov / early Dec and cover the federal fiscal year of 10/1/17 – 9/30/18.

Over the next few months, we will be asking agencies to review their data to prepare for the LSA.

LSA Overview

- o Includes five project types: ES/SH/TH (reported as a combined group), RRH, and PSH
- o Focuses on adults and heads of household – age is the only demographic reported for non-heads of household under 18
- o Report includes data on demographics, length of time homeless, information on specific populations such as veterans and chronically homeless persons, housing outcomes
- o Includes not just the federal fiscal year, but includes some historic data prior to the FY as well
- The LSA is a much larger report than the AHAR and requires the upload of a csv file instead of manually entering the data (for example, one table in the LSA is about 4 times the size of the entire AHAR report)

Submission Timeline

- **November 30, 2018:** Official LSA submission deadline
- **Late December:** HUD will contact CoCs with questions/feedback based on review
- **Late January:** Deadline to resolve data quality flags
- **Late February:** Data usability determinations are communicated to CoCs

Thank you for your help so far!

This Month, Focus On:

All clients served during the report period are entered in HMIS

In addition, Bitfocus sent out specific emails to Agency Administrators related to:

- o Data Quality Checks
- o Housing Move-In Date Issues
- o Clients Aging Into Adulthood

Bitfocus may contact your agency if additional questions come up related to data quality, utilization rates, and program set-up (including inventory)

All Clients Served and Households Review

Run the [GNRL-106] Program Roster for the period of 10/1/17 to 9/30/18

Review the household groups:

- If you notice that clients are missing, add them to the household.
- If clients should be grouped together, contact the Help Desk
- If clients have exited but there is no Exit Date, exit them

CDQ: Housing Inventory Count (HIC)

Housing Inventory Count (HIC)

The Housing Inventory Count (HIC) is conducted annually in late January

Report is on shelter and housing programs (ES, TH, RRH, PSH), including non-participating HMIS programs (e.g. DV programs) and includes:

Housing Move-In Date Issues

- 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)

Feedback on Last Year's HIC Preparation

Please review and confirm the information about housing and shelter programs that we previously reported to HUD in "Draft 2018 HIC" spreadsheet. Although the spreadsheet may look intimidating at first glance, we are only asking you to look at a few elements:

1. The names of your program(s)
2. HUD Geo Codes for the geographic area(s) in which your program(s) operate
3. Inventory type (Current, New, or Under Development)
4. TH unit type (for transitional housing programs only)
5. ES bed type (for emergency shelter programs only)
6. Target populations
7. Whether you receive McKinney-Vento Funding
8. Whether you receive other federal funding

HIC Review This Month

January (point-in-time count)

- If you haven't already, let us know if any new housing or shelter programs have come online during calendar year 2018 or will be starting in the next few months
- Let us know if any programs have stopped operating during calendar 2018 or are closing in the next few months
- If you don't have the information handy, start researching the following for your programs:
 - o Federal funding sources
 - o Address (for shelter sites or PH programs with dedicated units) or Zip Code where the majority of units are located (for tenant-based programs)
 - o Geocode
 - o Housing Type (Site based single site, Site based cluster/multiple site, Tenant-based scattered site)

Bitfocus will send information to review related to program set-up and address information

All Clients Served and Households Review

Run the [GNRL-106] Program Roster for the period of 10/1/18 to present

Review the household groups:

- If you notice that clients are missing, add them to the household.
- If clients should be grouped together, contact the Help Desk
- If clients have exited but there is no Exit Date, exit them

Housing Move-In Date

Run the [GNRL-106] Program Roster for the period of 10/1/18 to present:

For PSH and RRH programs, check the Housing Move-In Date

- If household moved into housing and the Housing Move-In Date is "undefined", the Housing Move-In Date needs to be added
- If the Housing Move-In date is not accurate (e.g. is before the program start date), it should be updated

Next Agency Admin Meeting: Thurs, Dec 6 from 1:30-3:30pm

At our regular meeting location: Sobrato Conference Center, Milpitas
 600 Valley Way, Room 1
 Milpitas, CA 95035

The full 2 hours will be regular Agency Administrator content!

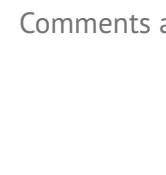
Dates and locations for 2018 meetings are listed on the OSH website:

<https://www.sccgov.org/sites/osh/continuumofcare/osh-events/home.aspx>

By Jenn Ong | November 6th, 2018 | Blog, Uncategorized | Comments Off on Nov 2018 Agency Admin Meeting

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About the Author: Jenn Ong



Comments are closed.

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| <p>OUR VISION: No one lives outside.</p> <p>We are dedicated to removing barriers and providing affordable housing to ensure the economic self-sufficiency of all persons in Santa Clara County.</p> <p>Homelessness ends when everyone has a home.</p> | <p>QUICK LINKS</p> <ul style="list-style-type: none"> Home Programs About Us Training Reports & Data Forms & Manuals Contact End User Help Center | <p>RECENT POSTS</p> <ul style="list-style-type: none"> February 2021 Agency Admin Meeting January 2021 Agency Admin Meeting December 2020 Agency Admin Meeting November 2020 Agency Admin Meeting October 2020 Agency Admin Meeting San Jose, Santa Clara County Fund Programs For Homeless Santa Clara Launches CAS First Pay For Success Silicon Valley Discovers The Cheapest Way To Help The Homeless: Give Them Homes | <p>FOLLOW US</p> <p></p> |
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Hello! – Anything I can do to help? Just let me know.

