San Francisco ONE System
Agency Lead Meeting

April 25, 2022

Bitfocus

TODAY'S AGENDA

- **Welcome**
- **Housing Move-in Dates**
- **Household Management**
- **Community Queue Reports**
- **Q&A**
- **Announcements**
- **Resources**

Bitfocus

Welcome

What's your favorite, or least favorite, thing about spring?

Please share name, pronouns, and agency when responding.

Housing Move-in Dates

Bitfocus

Housing Move-in Dates

Program types that require move-in dates:

- Permanent Supportive Housing (PSH),
- Rapid Re-Housing (RRH), and
- Any other type of facility-based, scattered site, and/or voucher-related Permanent Housing (PH)

Housing Move-in Dates

Important notes about moving dates:

- Move-in dates are **not** the same as project start dates
  - These *may* be the same date, depending on project type
- The move-in date **must always** be entered, regardless of funding source
  - This can't be left blank indefinitely. RRH programs may enter dates later than the start date
- When housing a family, you will only enter the move-in date for the Head of Household

Housing Move-in Dates

The move-in date is captured on:

- Entry screen

Housing Move-in Dates

You can run the following reports for data quality checks on housing move-in dates:

- [GNRL-220] Program Details Report
- {GNRL-106] Program Roster

Household Management

Bitfocus

Household Management

- Household composition can be confirmed on any household member's profile

Household Management

Program Roster Report | [TRAINING] Catholic Charities CYO
Active within 01/01/2022 thru 04/12/2022

Housing Move-in: Undefined = Unknown HoH or adjusted Move-in is Null, ☐ = Non PH Project, **A:** Assessments, **S:** Services, **CN:** Case Notes
You can find more information about adjusted Move-In Date at the Help Center Article

Client	Unique Identifier	Birth Date	Age At Entry	Current Age	Enroll Date	Exit Date	LOS	Housing Move-in	A	S	CN	Assigned Staff
Program: St. Josephs Family Center												
West Coast, Ginny	0276CF56B	04/09/2002	19	20	11/11/2021	-	153		0	0	0	A. Banas
Doe, Jane	3C925E3CC	04/25/1983	38	38	12/13/2021	-	121		0	0	0	J. Tijerino
Test3, Accesspointstaff	72964DFC7	01/01/2000	21	22	12/14/2021	-	120		0	0	0	J. Tijerino
Test, Tatiana	AA421B5D7	05/05/1983	38	38	12/14/2021	03/21/2022	97		0	2	0	J. Tijerino
Smith, Janet	917EBCAF7	01/01/1989	32	33	12/14/2021	-	120		0	0	0	J. Tijerino
Smith, Jack	C3FACFF4E	05/02/1995	26	26	12/14/2021	-	120		0	0	0	J. Tijerino
Beetlejuice, Jillian	3CD94B5F3	08/02/1997	24	24	01/09/2022	-	94		0	1	0	A. Banas
Beetlejuice Jr., Juju	38F35532C	03/15/2020	1	2	01/09/2022							
Test1, Randy	32C3452B4	10/01/1990	31	31	02/10/2022							
Shark, Christopher	FD9B61683	01/01/1999	23	23	04/08/2022							A. Banas
Shark, Natalie	D770B9CF8	04/22/2019	2	2	04/12/2022	-	1		0	0	0	A. Banas

Households members should have the same Enroll Date

Household Management

Enrolling households into a program:

- Confirm that the blue toggle is on for each household member
- Complete the enrollment for each household member

If household members were enrolled separately, please connect with the help desk to have enrollments merged.

PROGRAM AVAILABILITY:

▶ Available openings   1

HOUSING AVAILABILITY:

▶ Households with at least one adult and one child   33 Beds in 10 Units

Make sure the program you're enrolling into is not for single member households!

Include group members:

Natalie Shark

🖶 PRINT DIRECTIONS   ENROLL

Household Management

You can also run the following reports for data quality checks on households in your programs:

- [DQXX-120-AD] Project Households with issues in HoH determination
- [GNRL-240] Program Household Served
- [OUTS-107] Households Served Report

For more information -

https://help.bitfocus.com/how-do-i-create-a-household-and-manage-members

Community Queue Reports

Bitfocus

Community Queue Reports

CE Community Queue Details | **CA-501 - San Francisco CoC**

CAAP PSH Queue

Unique ID	Client Name	Gender	SSN	Age	Race	Ethnicity	Veteran	Assessment Date	Assessment Processor	Score	Days on Queue
32C3452B4	Test1, Randy	Male									
98FA9E823	Test2, Randy	Male									

Permanent Housing/ RRH Queue

Unique ID	Client Name	Gender	SSN	Age	Race	Ethnicity	Veteran	Assessment Date
8570C642C	Blow, Joe	Male	xxx-xx-8901	70	White	Non-Hispanic / Non-Latin(a)(o)(x)	No	03/08/2022
C9CD33656	Blue, John	Male	xxx-xx-2211	35	White	Non-Hispanic / Non-Latin(a)(o)(x)	No	03/25/2022
DAB465AE4	Coach, Taylor	Male	xxx-xx-4654	21	Multi Racial	Non-Hispanic / Non-Latin(a)(o)(x)	No	03/01/2022
8A4B402D1	CoC, Family 2ppl	Data not collected	xxx-xx-1234	37	Data not collected	Data not collected	No	01/14/2022
4B0DA9537	Diaz, Roberto	Male	xxx-xx-9194	63	Multi Racial	Hispanic / Latin(a)(o)(x)	No	10/11/2021
1E413CA58	Doe, Janey	Female	xxx-xx-3986	22	American Indian, Alaska Native, or Indigenous	Non-Hispanic / Non-Latin(a)(o)(x)	No	04/13/2022
94658F169	Duck, Donald	Male	xxx-xx-9876	87	White	Hispanic / Latin(a)(o)(x)	Client doesn't know	02/16/2022
A55CE3C1D	Family, HSP Test	Female	xxx-xx-9548	43	American Indian, Alaska Native, or Indigenous	Non-Hispanic / Non-Latin(a)(o)(x)	No	10/11/2021

Community Queue List
CAAP PSH Queue
Family Shelter Community Queue
Family Transitional Housing Queue
Pandemic Prioritization Queue (HSH Staff Only)
Permanent Housing/ RRH Queue
SFHA - EHV
Stabilization Rooms Queue (SFHOT Management Only)

Race List
American Indian, Alaska Native, or Indigenous
Asian or Asian American
Black, African American, or African
Native Hawaiian or Pacific Islander
White
Client doesn't know
Client refused
Data not collected

Other Parameters	
Ethnicity	All
Veteran Status	All
Any Disability	All

Community Queue Reports

- Clients on the community queue who are between the ages of 18-24
- Clients on the community queue who are veterans
- Clients in community queue with income
- Clients on the community queue who have been in jail or prison
- Clients on the community queue who reported having no insurance

Community Queue Age Breakdown				CA-501 - San Francisco CoC		

Clients on the community queue who are between the ages of 18-24

Unique ID	Last Name	First Name	Gender	SSN	Age	VI-SPDAT
3CD94B5F3	Beetlejuice	Jillian	Female	xxx-xx-0000	24	
DAB465AE4	Coach	Taylor	Male	xxx-xx-4654	21	
1E413CA58	Doe	Janey	Female	xxx-xx-3986	22	
41C59C539	Flowers	Daisy	Female	xxx-xx-1111	22	
0B7E83B1D	Flowers	Spring	Female	xxx-xx-9922	24	
7922617F5	Simpson	Homer	Male	xxx-xx-5785	20	
18F8FAA61	Solving1	Problem	Female	xxx-xx-4555	22	
E1BA5DCFB	Spruce	Bruce	Male	xxx-xx-9999	21	
59E3718E8	Sunnies	Lucia	Female	xxx-xx-7946	19	
0276CF56B	West Coast	Ginny	Transgender	xxx-xx-6164	19	

Total: 10

Clients on the community queue who are veterans

Unique ID	Last Name	First Name	Gender	SSN	Age	VI-SPDAT
0B7E83B1D	Flowers	Spring	Female	xxx-xx-9922	24	
7B61227BF	Rob	Rosemary	Male	xxx-xx-4444	60	
05297849A	Test	Agencylead	Transgender	xxx-xx-1212	36	
05297849A	Test	Agencylead	Transgender	xxx-xx-1212	36	
07D82C397	Test	Garnet	No Single Gender	xxx-xx-1111	40	
32C3452B4	Test1	Randy	Male	xxx-xx-0000	31	
2E637F336	Towne	Mary	Female	xxx-xx-4635	42	

Q&A

Bitfocus

Announcements

Announcements

Office Hours: May 24, 2-3 PM - https://bitfocus.zoom.us/j/97952799994

Helpful Resources

ONESF Help Center Website

https://onesf.bitfocus.com

Bitfocus Helpdesk

onesf@bitfocus.com

415.429.4211

Thank You From Your SF Team!

Ja Eun Guerrero Huh, LCSW
Senior Project Administrator

Andrea Bañas
Deputy Project Administrator

Bitfocus