King County HMIS News
December 2023

Welcome to the King County HMIS December 2023 newsletter!

In this edition, you'll find the following:

- Season's Greetings
- December Community Poll: What are you looking forward to in the New Year?
- November's Community Poll results: View some of our readers' favorite recipes *(links included!)*
- Report Spotlight: Preparing for the HIC & PIT Counts
- Resource Highlights: Check out the list of resources for those experiencing hardship during the Holiday Season
- Upcoming Training Opportunities

Announcements

Season's Greetings

Happy Holidays from our Team to yours!

As this year comes to an end, we want to thank you all for the amazing work you have done over the past year. There is so much gratitude for all the collaboration and dedication you all have shown, and we are excited to continue the momentum as we begin the New Year in 2024!

Bitfocus' offices will be closed Monday, December 25, 2023, through January 1, 2024 to let our employees unplug, recharge, and celebrate the holidays with their loved ones - empowering our team to have the time away to ultimately bring their best to their work year-long.

Our Help Desk will remain open to address any urgent needs (at limited capacity and response times may be impacted) - with the exception of closing to recognize two federal holidays on 12/25/23 and 1/1/24. Reduced support staff will be working an augmented schedule Tuesday 12/26 - Friday 12/29 and will be processing tickets submitted by email to **kcsupport@bitfocus.com**. On those days, please expect longer than usual response times. On those days, phone calls will be routed directly to voicemail, and will be processed as email tickets. Please don't hesitate to reach out to Help Desk if you need any general support, and they will get back to you as soon as they are able to!

We'll be back to business as usual in the New Year on Tuesday, January 2. May you have a safe and wonderful holiday season!

News

December Community Poll:

2024 is right around the corner, so for this month's poll **Share in 3 words what things are you looking forward to in the New Year.**

Share Here

November's Community Poll - Favorite Recipes!

See below for some of your fellow homeless service provider's favorite recipes!

- **Gumbo**
- **Brown-Butter Maple Muffins Recipe**
- **Rugelach!** Perfect with a hot cup of coffee.
- **Popcorn**
- **Jjajangmyeon**
- **Apple Blondies**
- **Copycat Homemade Perfect Bars**
- **Curried Brown Butter Lentil Soup**

Updates

2023 Federal Reports: Prep for LSA and SPM's is underway!

Prep for two of HUD's major CoC reports, the Longitudinal Systems Analysis (LSA) and System Performance Measures (SPM) , is in full swing! The Bitfocus team may reach out to verify or correct data about your program and/or clients. **Please look out for those emails and respond promptly**. We truly appreciate all of the hard work your community does to maintain data that is complete, accurate, and timely!

What is the LSA and SPM?

HUD's Longitudinal Systems Analysis (LSA) is a report submitted to HUD annually that includes a complex analysis across key projects participating in the Continuum of Care (CoC) Homelessness Management Information System (HMIS). The LSA replaced the Annual Homeless Assessment Report's (AHAR) data component in the 2018 reporting year.

HUD's System Performance Measures (SPM) focus on evaluating local homeless responses as a coordinated system of homeless assistance options. This data is reported to HUD annually and includes key indicators of a high performing system including length of time homeless, exits to permanent housing, returns to homelessness, and more.

What Can Your Agency Do to Prepare for LSA and System Performance Measures?

The System Administration team may reach out to verify or correct data about your program and/or clients. Please look out for those emails and respond promptly. We truly appreciate all of the hard work your community does to maintain data that is complete, accurate, and timely!

What Else Should You Know About LSA and SPM Preparation?

- The best people to review the data are program managers and key staff who work in the programs. We estimate it should take approximately 30 minutes for a staff member familiar with the programs to review the above elements.
- There is overlap with the LSA and SPM timeline and relevant data. Your work on this will benefit both reports, and more broadly, your CoC.
- Want to know more? Check out this **one pager**!

Thanks in advance for your help ensuring that our community's data are as accurate as possible!

Report Spotlight

Review Your Data for the Point-in-Time Count

The Marin County sheltered Point-in-Time Count will occur on the night of January 22, 2024. This means that you will need to make sure your shelter, transitional housing, and/or permanent housing program has complete and up-to-date data for the night of January 22, 2024, and make sure it's entered accurately into the HMIS no later than February 2, 2024. To check your data, please run the following reports as soon as your January 22, 2024 enrollments (including housing move-in dates), exits, and services are entered.

First Check Occupancy

Check your occupancy by running the **[HSNG-108] Housing Census Report** for one night: January 22, 2024. This report can be found in the "Housing" section of the Report Library.

To Run the Housing Census report:

1. Log in to Clarity Human Services and click on the "Launchpad" at the top right of the screen, to the left of the mail icon. From the launchpad, click on "Reports."
2. Locate [HSNG-108] Housing Census under the Housing Reports section and click Run.
   Select the project type and program name. You may select multiple programs. Data for each program will display separately on the report.
3. Under Veteran Status, select All Clients.
4. Enter the start date January 22, 2024 and end date for the report January 22, 2024
5. Under Report Output Format select "Web Page," "PDF," or "Excel." Choosing "Web Page" will allow you to click on the client name or ID and automatically open up the client profile within Clarity Human Services.

6. Click the "Submit" button.

7. Once your report is finished processing, it will show you a notification in the top right of your screen, next to the Launchpad icon. *Pro tip: If it's taking a while to process your report, refresh the page to check if your report is ready.*

Continue reading

News

Resources for our Clients During the Holidays: Food, Shelter & Gifts

- **Multi-Service Center | 1200 S 336th St. Federal Way, WA, 98003 | (253) 838-6810**
  - **https://mschelps.org/gethelp/food/**
  - Provides free Christmas and holiday food for all clients. Volunteers and donations also can give gifts for children, ages 18 and younger. The program runs for qualified residents that live within the boundaries (in the following zip codes: 98003, 98023, 98032, 98422, and parts of 98001) of the Federal Way School District.

- **Seattle Food Committee's list of food banks** in the area and find out what they offer as well as when they're open! Holiday food, shelter clothing and more. **Find a Food Bank | Seattle Food Committee**

Continue reading

Upcoming Events

Upcoming Trainings & Events:

Upcoming Coordinated Entry - Monthly Assessor Credential Training

The Monthly Assessor Credential Training is hosted virtually on a monthly basis, and required once a year for all assessors. Come prepared to participate in a Racial and Anti Bias training, followed by an HMIS demo on your basic assessor workflow. The training is designed to help assessors of all levels (new & seasoned) identify and address bias, lead sensitive conversations with empathy, and help you and those we serve navigate through the HMIS system.

- *Thursday, Jan. 11, 2024, 2:00 - 4:00 p.m. | Register Here*
- *Tuesday, Feb. 6, 9:00 - 11:00 a.m. | Register Here*

Questions? Your HMIS Administrator is happy to help.

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