Bitfocus


Welcome to the King County HMIS March 2025 newsletter!

**In this edition, you'll find the following:**

- Community Poll
- Upcoming Events
- Federal Reporting Timeline: SPM and PIT/HIC
- How To: Create Reminders for Annual Assessments
- Report Spotlight: [HUDX-123] Housing Inventory (HIC) Supplemental Report

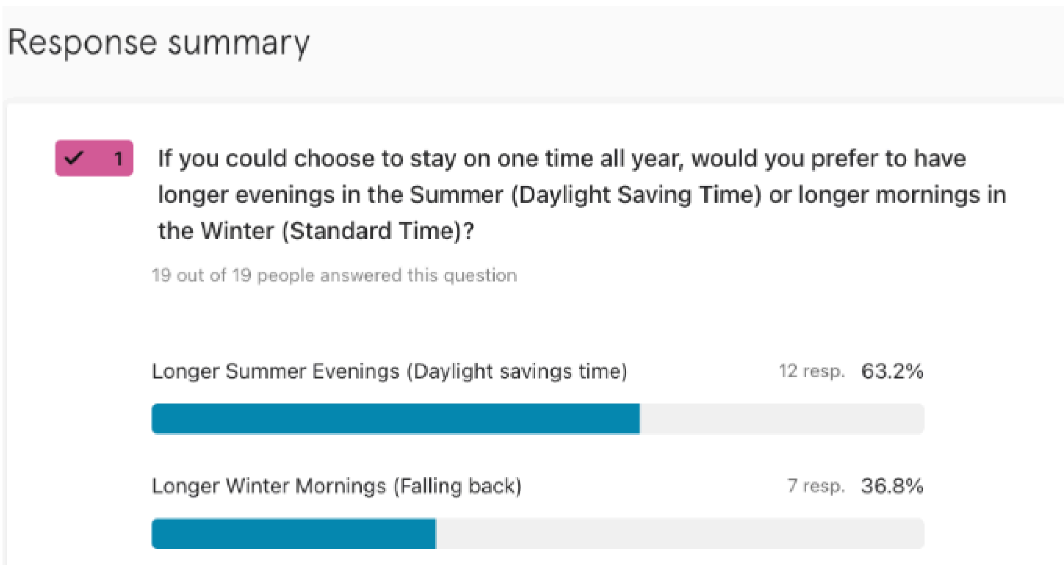
## News

# Welcome to Your Community Poll

What do you look forward to most about Spring?


**Complete the poll!**

**Results from last month's poll:** Thanks for taking the time to respond!




# Upcoming Events

## Upcoming Events

### Coordinated Entry Monthly Assessor Credential Training (ACT)

Users must attend an ACT training before they gain assessor access in the HMIS.

- April 9 | 9:30 a.m. - 11:30 a.m. | **Register Here**

### Quarterly Agency Leads and CE Trainers Meeting

As the Agency Lead and/or CE Trainer for your agency please join to stay apprised of all the HMIS happenings within your community. Friendly reminder that attendance at this meeting is required.

- April 16 | 10 a.m. **Register Here**

## Updates

# Federal Reporting Updates: SPM and PIT/HIC

**System Performance Measures (SPM) - Deadline**

**The submission deadline** for the (FY) 2024 System Performance Measures (SPM) are due on **April 11, 2025 at 8:00 PM EST.**

Thank you very much for your responsiveness to all our data quality emails related to federal reporting. Federal reporting is a stressful and time-consuming time for all, and we are grateful to have such a great team to work alongside and get it done! All of us at Bitfocus thank you for your effort to maintain high data quality!

**Point-in-Time Count and Housing Inventory Count Updates**

Although we don't yet have a timeline for the 2025 HIC/PIT submission deadline to HUD, we will continue with our regular Data Quality Cleanup and Review Process.

We are in the data quality phase of reviewing High/Low Utilization for the HIC/PIT. This means that we will be following up with Agency Leads who have programs that are Emergency Shelter, Transitional Housing, Rapid Rehousing, Permanent Supportive Housing, and Other Permanent Housing Programs that have either Low or High utilization. More specifically, we are reviewing programs with utilization rates that fall **below 65%** or **above 105%** on the 2025 PIT Count date on **January 30th** because we will need to provide an explanation to HUD.

- **Programs with Low Utilization (below 65%):** Low utilization rates may be the result of clients not being enrolled (and/or not having a housing move-in date added for permanent housing project types), or it could also be that the inventory has changed and needs to be decreased in the HMIS.

- **Programs with high utilization (above 105%):** High utilization rates may be the result of clients not being exited from the project in HMIS, or it could also be that the inventory has changed and needs to be increased in HMIS

Please be sure and review these emails and provide a detailed explanation as to the Low or High utilization warning you received; additionally, you may need to update the Bed and Unit Inventory for your program/s or address clients with missing exit dates and/or housing move-in dates. Check out the **[HUDX-123]** Housing Inventory (HIC) Supplemental Report below to assist you in reviewing housing inventory.

**If you have any questions** related to federal reporting, please do not hesitate to reach out to **kcsupport@bitfocus.com**

## How-to

# Create Reminders for Annual Assessments

### How to Receive "Assessment Due" Warnings

Clarity Human Services sends an *"Assessment Due Warning"* via email when a **HUD-Required Annual Assessment** is due in a client record to notify the **staff member assigned to the enrollment** that the due date is approaching. This helps you stay on top of deadlines.

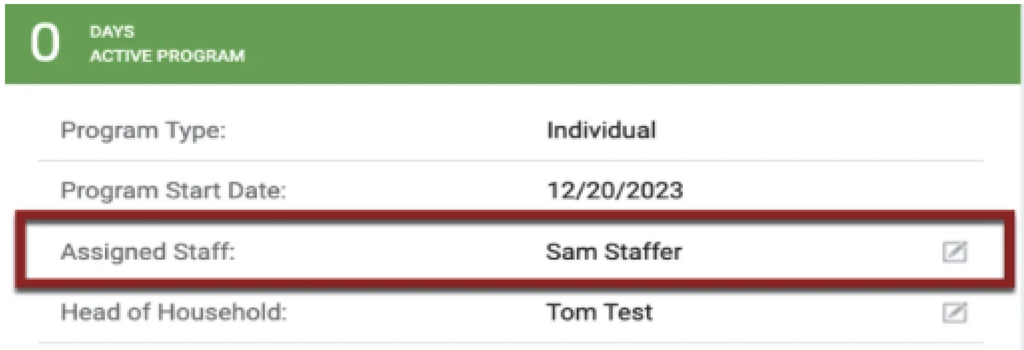
### Who Gets Warning Notifications⚠️

Staff members receive Assessment Due Warnings when they are the designated ***Assigned Staff*** member for the program enrollment and they have the Assessment Due Warning setting toggled on in their Account Settings. Reminders are sent to any **staff assigned to a client's enrollment**. You become assigned to a client if:

a) You enter the client's enrollment into the system, or

b) You or someone else changes the assigned staff member to you.

**You can check to see if you are currently assigned to a client by going into their program enrollment and viewing Assigned Staff, or by checking your Caseload tab.**




### Not Receiving Reminder Emails? 🤔

If you’re not getting the Assessment Due Warning emails check the following:

**Are you the Assigned Staff?**

- Go to the client’s program enrollment and confirm you are the assigned staff.

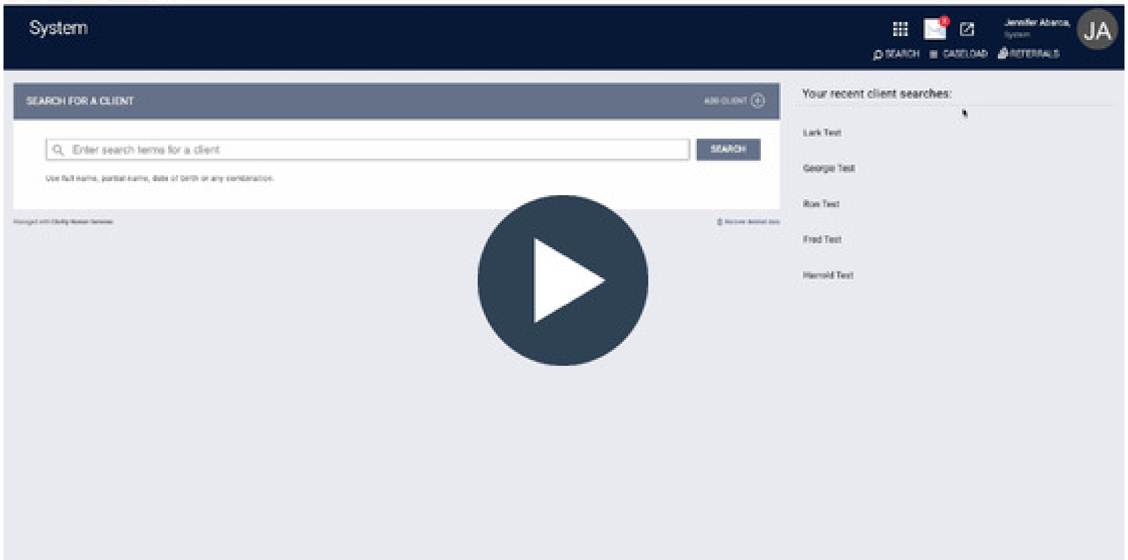
**Is your Assessment Due Warning Setting Toggled On?**

- Go to account settings and make sure the assessment Due Warning setting is toggled on

**Reminder Settings** are set when an enrollment is created. If the client was originally assigned to another staff member with different settings than yours, you will receive notifications according to that schedule. If the assigned staff member has *Assessment Due Warning* disabled, then the notification will go to the first staff member within that agency who is listed with the Agency Manager role.

### Don’t Want Reminders or Need a Different Schedule?

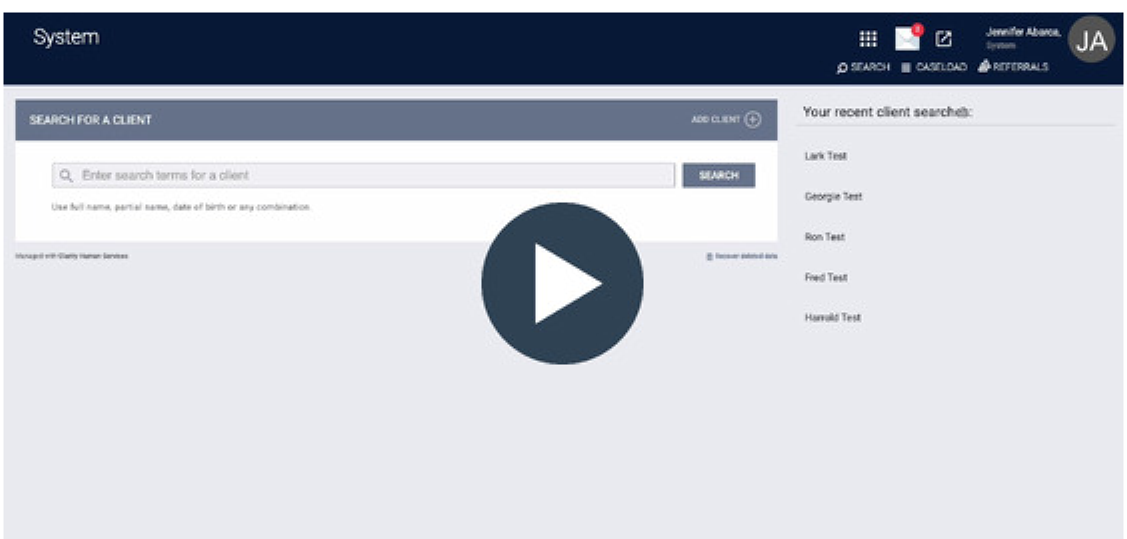
You can change your own reminder notifications either for all of your assigned clients, or on a client-by-client- basis.




### Change Settings for All of Your Clients

The default setting for receiving the notification is 1 Day before the Annual Assessment Due Date, but you can change that time frame to 2 Days, 5 Days, 1 Week, 2 Weeks, or 30 Days if you prefer. You can change this default setting under your user profile. *Remember, these settings will only impact clients assigned to you from this point on. Current clients will remain on the old notification schedule until their enrollment ends.*

To access your account settings, click on the initials at the top right side of the screen and select “Account Settings.” You can change the Assessment Due Warning default setting at the bottom of the “My Info” page. Remember to click Save Changes when you are done.

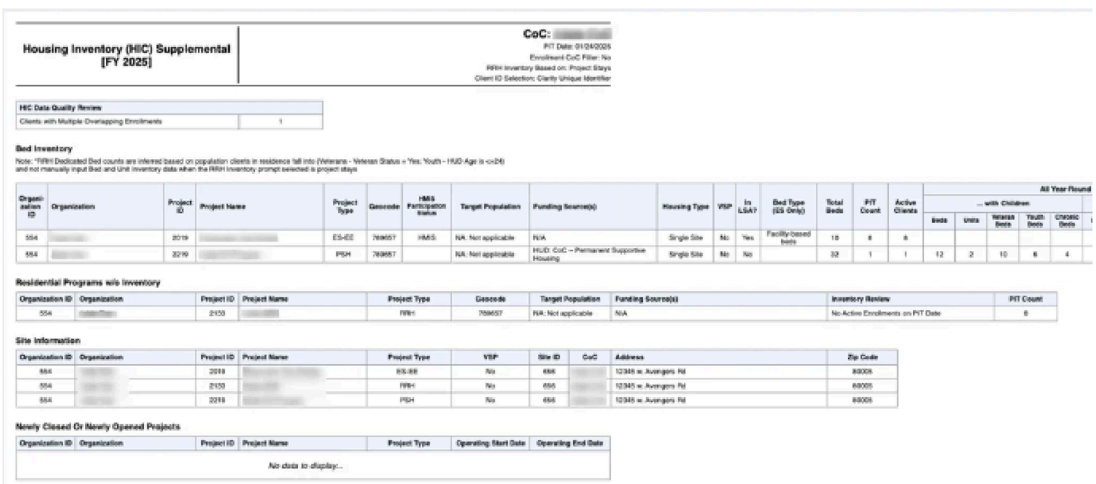


# Report Spotlight

## [HUDX-123] Housing Inventory (HIC) Supplemental Report

### Report Purpose & Summary

The Housing Inventory Count Supplemental report is designed to be used as a tool to review housing inventory available for people experiencing homelessness. The report offers a point-in-time look at utilization while also being used as a visual tool to accompany LSA review for HIC reporting submissions. Logic in this report heavily relies on mimicking the LSA where relevant, while also including additional data points to aid in reporting review and analysis.




### HIC Reporting Submissions

HUD requires CoCs to use a single-day export of the LSA for HIC uploads to HDX 2.0.

For more information about HIC submissions in HDX 2.0, please review **Reporting PIT Count and HIC Data in HDX 2.0 from the HUD Exchange.**

### Who Can Run the Report

Agency Level - Anyone can run this report, but the returned information will be limited based on the user's access rights.
Admin Level - System administrators and users with additional access can run the report across multiple agencies.

### Running the Report and Selecting Parameters

To run the **[HUDX-123] Housing Inventory (HIC) Supplemental Report** users need to select the agency, CoC project types, program status and PIT dates. The report includes key details like bed and unit counts, funding sources, and data quality checks.

Here's a quick overview of what you need to select when running the HIC report. For detailed instructions, please refer to the full article **here**:

- **Agency** – Choose which agencies to include (all, single, or multiple)
- **CoC** – Select which CoC to report on
- **Project Type** – Pick the project types to include
- **Program Status** – Choose all, active, or inactive programs (all is recommended)
- **Programs** – Select which programs to include
- **Enrollment CoC Filter** – Filters households based on CoC; recommended to match LSA
- **RRH Inventory** – Based on project stays or program inventory
- **Client ID** – It is recommended to use Clarity UID (default)
- **PIT Date** – Set to the CoC's point-in-time date on January 30th, 2025
- **Last Year's PIT Date** – Used for tracking newly opened/closed projects
- **Output Format** – Choose from web page, PDF, or Excel

***Note: Please submit a Program Change Request if you require adjustments to a program's inventory.***

Continue reading

## Questions? Your HMIS Administrator is happy to help.

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**Email: kcsupport@bitfocus.com**

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