Bitfocus

Marin County HMIS News

May 2023

Welcome to the Marin County HMIS May 2023 newsletter!

In this edition you'll find the following:

- Upcoming Events
- HMIS User Survey Announcement
- Client Records Request
- Reminder: CoC Competition Coming Soon
- Resource Highlight: APR
- Bitfocus is Hiring!

Upcoming Events

HMIS Agency Leads Meeting*

Wednesday, July 19th, 2-3 p.m. | *Agency Leads Only: Register HERE

We are asking the designated HMIS Agency Leads and Security Officers to join this meeting on a bi-monthly basis. Of course, if you absolutely cannot make it, please send a representative. Workgroup participants will support communications between the county, Bitfocus and agency staff with regards to

community initiatives, training, privacy, security, program and data management.

Updates

"Spring into Summer" HMIS User Survey

Earlier this month, we launched the <u>"Spring into Summer" HMIS User Survey</u> that was sent out to all active HMIS users. The goal of this survey is to assess your use of the HMIS and to identify possible gaps in support, training, and other resources. We will use your survey responses to address any concerns brought to our attention, create new resources, and hopefully to boost your engagement and confidence using the HMIS.

The survey is anonymous, so your name, email address, or agency will not be attached to your answer in any way (unless you'd like us to know who you are). The survey asks a few questions about your role solely to help us understand trends across different types of users. While the survey is voluntary, we are hoping to get as many responses as possible.

We encourage you to take the time to respond thoughtfully to this survey. We are here for you and want to support you using the HMIS in your work as best as possible! But we cannot know where you need more support unless you bring that to our attention, so this survey is designed to do just that. Your feedback is very important to our ability to support you in the ways that you need it.

The deadline to respond is June 16, 2023. You should have received an email blast from us with this information as well, and we will continue to send out weekly email reminders with the link to this survey. Please do not hesitate to reach out to us with any questions or concerns about the HMIS User Survey.

Announcements

Client Record Requests

This is a reminder that clients can request their HMIS record - either from your agency/program specifically, or their entire HMIS record. Please keep this in mind when you enter client case notes in the HMIS; it is important to stick to facts, remain neutral, and be specific. Do not put anything in case notes that you would be uncomfortable with the client seeing.

If a client requests details about their HMIS record from only your agency, you may run client-level reports that provide details at the agency level. To learn more about all the client-level reports that you may run, please visit our Help Center's "**Report Library**" and scroll down to the "Client Reports" section.

Two helpful reports we'd like to highlight are the Client History report and the Client Summary report. The Client History report provides a history of services provided, program enrollments, and Inventory related assignments for the client for the selected reporting period. The Client Summary report provides an overview of the client's history in the system. Anyone can run these reports, but results will be limited based on your access level.

If a client requests their entire HMIS record, you will need to request assistance from Bitfocus. To do so, please reach out to our Help Desk at marin@bitfocus.com.

Updates

CoC Competition - Coming Soon

The CoC Competition will be happening this summer! Programs that receive CoC funding will have their APRs run (4/1/2022 - 3/31/2023). It is encouraged

to run your APR prior to the CoC Competition so you can check your program(s) data. See below for APR resources we have put together for you!

Spotlight

Resource Highlight: Annual Performance Report (APR)

Here are some APR resources we put together for you.

In **last month's newsletter**, we highlighted the **[HUDX-227] Annual Performance Report** (APR). The APR is a report required to be submitted by entities that receive HUD CoC homeless assistance grants. The APR report is updated regularly In Clarity Human Services to align with the current HUD HMIS Data Standards and provide a comprehensive view of client level data entered in HMIS as well as program outcomes. The APR report is submitted in SAGE, HUD's reporting repository, on an annual basis, within 90 days after the end of the program's operating year.

In advance of the CoC Competition this summer, we encourage any agency with CoC funding to run the APR and see what your agency's data looks like at this point.

For more information on how to run the APR, please see the Help Center's detailed report on the APR located **here**. A sample APR report is available **here.** For additional support and frequently asked questions about the APR, please review the Help Center's article **APR and ESG-CAPER FAQ**.

If you want to learn more about submitting the APR to the Sage HMIS Reporting Repository, please see the Help Center's article on **Sage Uploads**.

News

Bitfocus is Hiring

Bitfocus is hiring! Do you enjoy developing and maintaining comprehensive partnerships with

customers at multiple levels, anticipating needs and providing solutions as a critical part of a region's homelessness response systems? If this sounds like the ultimate environment to you, check out our open career opportunities **here.**

Questions? Your HMIS Administrator is happy to help.

Phone: 415-429-1400
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