Marin County HMIS News
October 2022

Welcome to the Marin County HMIS October 2022 newsletter!

In this edition you'll find the following:

- Upcoming Events!
- Welcome, Alexis!
- Federal Reporting: What's next?
- LSA Toolbox: How to Check for Common Errors
- LSA Toolbox: How to Correct Common Errors

Upcoming Events

HMIS Agency Leads Meeting*

Wednesday, November 16th, 2-3 p.m. | *Agency Leads Only: Register <u>HERE</u>

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.

Announcements

Welcome, Alexis!

Alexis brings over three years of experience in direct service, non-profit
leadership, and project management to your community's HMIS team. Prior to
joining Bitfocus, Alexis held the position of Project Manager at Downtown
Streets Team in Palo Alto, California. Here she provided direct service
leadership, intensive case management and other supportive services, and
advocacy for at-risk and unhoused individuals in Santa Clara County, California.
She managed the operations, reporting, and compliance of multiple concurring
programs, including a volunteer work experience program for over 30 clients, a
peer-to-peer outreach team, and a volunteer-run food pantry serving over 400
households each month.

Additionally, Alexis was Chair of the Service Provider Network, hosting and
facilitating monthly meetings for over 50 service providers and partner agencies
throughout Santa Clara County. In concert with Alexis's Bachelor's Degree in
Criminology & Justice Studies from Humboldt State University, Alexis' hands-on
Clarity Human Services experience and knowledge of homeless response
systems put her in a unique position to provide support to multiple Bay Area

community CoCs in their efforts to reduce and end homelessness using Clarity Human Services.

Updates

Federal Reporting: What's next?

What is the short and sweet of it?

Agency leaders will create a personal (and free) **BOX** account!

Here are the details:

As many of you may already be aware, federal reporting season is in full swing. If you are an agency lead and/or staff responsible for federal reporting, please anticipate an email from your community administrator that includes instructions on how to create a **BOX** account. This is a free application where we can collaborate on data updates securely.

The agency lead/responsible staff will then become a collaborator in the agency's very own workbook. In time, this workbook will contain major data errors seen in enrollments that were active within the last two years for good measure.

There are many errors that your system administrators will be able to correct on your behalf. However, there will be instances where the correct step will need to be confirmed by agency staff. This is where the workbook is needed! Using the workbook will minimize the need for back-and-forth emails, and remove the possibility of missed emails.

Didn't receive an email?

Reach out to **marin@bitfocus.com** if you did not receive an email and you believe you should have! This information will promptly be updated.

How-to

LSA Toolbox: How to Check for Common Errors

1. Enrollment and exit data errors

Use **[DQXX-102] Program Data Review** located in your report library under "Data Quality Reports" to view enrollment/exit screen data quality programs.

- Suggested Parameters

Parameters

The following parameters are required to run the report:

Program	Choose the program for your report, only one
Status	Choose exited within 2 years first, then active • Exited within 2 years • Active
Report Format	• Web page for data correction • Excel for delegation

Continue reading

How-to

LSA Toolbox: How to Correct Common Errors

1. Change enrollment head of household

Changing a head of household at the global/agency-level does not automatically update active program enrollments.

Active enrollments must be updated when the global/agency-level household changes.

There are many reasons why the head of household may change - perhaps it's a passing, perhaps a separation or reunification. Whatever the reason, all active enrollments will need to be updated.

Step 1: The old head of household must be exited from the current program enrollment OR new program enrollments must occur for new household members.
Step 2: A new head of household must be designated.

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Questions? Your HMIS Administrator is happy to help.

Phone: 415-429-1400
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