Napa County HMIS News: February 2024

Welcome to the Napa County HMIS newsletter!

In this edition you'll find the following:

- Upcoming Events
- Federal Reporting Timeline: SPM and PIT/HIC
- Clarity Toolbox: Housing Move-in Data
- Clarity Toolbox: Data Quality Edition
- Report Spotlight: Program Data Review
- Bitfocus is Hiring!

Upcoming Events

Napa CoC General Meeting
Thursday, March 7, 2:30-4:00 p.m. | Register here

Monthly CoC meeting run by Napa County on the first Thursday of every month. After registering, you will receive a confirmation email containing information about joining the meeting.

News

Federal Reporting Timeline: SPM and PIT/HIC

As you may be aware, we are in the middle of Federal Reporting season! We are currently working on data quality review for three federal reports that are required by HUD: **System Performance Measures** (SPM), **Point-in-Time Count (PIT), and Housing Inventory Count (HIC)**. We wanted to give you a brief overview of the timeline and the information you should expect to receive from us.

Throughout the next couple months, **there may be multiple data quality emails that will be sent out to your HMIS Agency Lead if any of your agency's programs are flagged in our different data quality reviews for these reports**. These emails will be requesting review of specific data quality elements related to the SPMs and/or the PIT/HIC reports.

Here is our timeline:
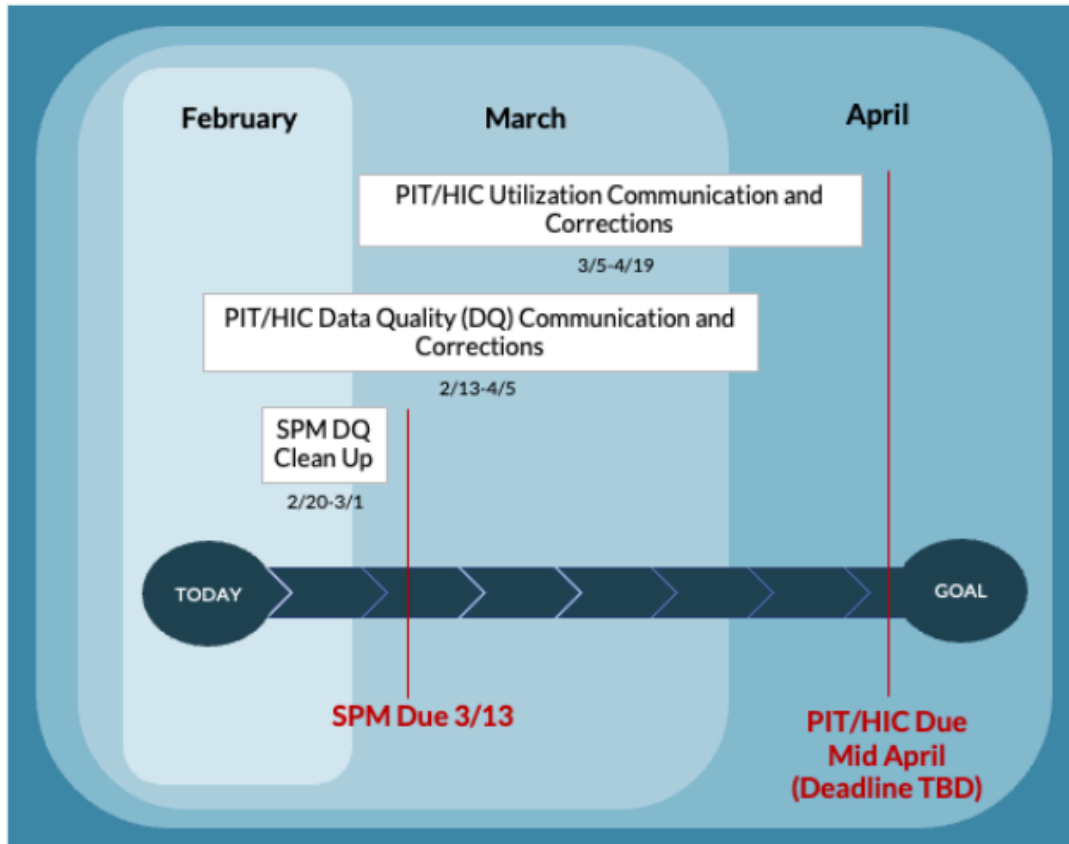
Please respond to our emails in a timely manner, and stay on top of any data review and corrections that may be requested for your agency's program(s). The SPMs have an earlier submission deadline than the PIT/HIC reports, so these data quality corrections are the priority, but please be mindful of the deadlines that will be noted in the individual emails and be sure to review the data and make any necessary corrections by the specified deadline.

These emails may come from Melissa or Alexis, or from our colleague Rohan Samuel! Rohan is part of our department's Specialist Team, and we are grateful to have his support with SPM and PIT/HIC data quality review and communication over the next couple months.

News

Clarity Toolbox

Getting into the Details: Housing Move-in Data

The **Housing Move-in Date** is to document the date that a household admitted into a Permanent Housing project moves into housing. This data is critical to point-in-time and housing inventory counts as it differentiates households which have already moved into permanent housing from households which are enrolled in a Permanent Housing project but are still literally homeless (in Emergency Shelter, Safe Haven, Transitional Housing or on the street) as they prepare to move into an available unit.

Housing Move-in Date must be a date occurring either on or between the Project Start Date and Project Exit Date. There can be no more than one Housing Move-in Date per enrollment.

Why Does This Matter?

Overlapping and Missing Move-in Dates cause errors on Federal Reports and decrease our reliability on the data for our system.

- **Missing Move-in Date Error** - Makes the client appear as never being housed.

- **Overlapping Move-in Date Error** - This is when someone is showing as having a Move-in Date, but also either an active enrollment in a shelter/transitional program or another housing program during the same period. Overlapping errors create ambiguous data which is unreliable, since someone can physically only occupy one space at a time.

What Can Be Done to Avoid This?
Before entering a Move-in Date check the following:

- *Does the Move-in Date fall before your Program Enrollment Date?*

- *Is the Move-in Date after the exit date?*

- *Is there already a Move-in Date in the system in another Housing Program?*

- *Does the Housing Move-in Date fall during a Transitional Housing, Emergency Shelter, or other Housing Program Enrollment? Check the client's History Tab to verify.*

Continue reading

Clarity Human Services Updates

Clarity Toolbox: Data Quality Edition

Data Quality Matters

We talk about data quality frequently because it is the most essential, and often the most difficult, part of managing client data. The reality is that the time, energy, and resources we invest in collecting, entering, and reporting client data would be of little use if the data were not complete, up-to-date, accurate and consistent. While we recognize that clients may not want to share some or all of the data that we are required to collect, we can strive to present the HMIS system and the data collection process in an accurate way that facilitates client confidence. When clients provide information about themselves, it is essential that we make sure it is recorded completely and accurately.

Key Components of Data Quality

One way to view data quality is to break it up into the following key components:

- **Completeness -** This element indicates that the data be as close to 100% complete as possible, without partial or missing data (e.g. partial date of birth). The HMIS guidelines state that data is to be 95% complete for all **Universal Data Elements**.
  - Universal Data Elements include:
  - Name, Social Security Number, Date of Birth, Race, Ethnicity, Gender, Veteran Status, Disabling Condition, Project Start Date, Project Exit Date, Destination, Relationship to Head of Household, Client Location, Housing Move-in Date, and Prior Living Situation
- **Timeliness** - If data is not entered into HMIS shortly after it is known, then there is likely an increase in the potential for inaccuracies or errors in the data once it is in HMIS. The timeliness standards for our HMIS system are included below.

- **Accuracy** - This element is evident when the data in HMIS reflects the actual characteristics and experiences of clients. Inaccurate data significantly limits the ability of HMIS to serve as a tool in the community's efforts to reduce homelessness.

- **Consistency** - This means the degree to which the data is collected and stored in a uniform manner, across all users of the HMIS.

Managing Data Quality

To improve your data quality, as well as the data quality of your program and agency, review your data regularly - at least once per month. These reports will help you monitor data quality:

- **[DQXX-102] Program Data Review** - see below for report spotlight on this!
- **[DQXX-103] Monthly Staff Report**
- **[GNRL-220] Program Details Report**
- **[HUDX-225] HMIS Data Quality Report**

Report Spotlight

[DQXX-102] Program Data Review

This is a program enrollment-based report utilizing information from both the enrollment screen and, if applicable, the exit screen. The report provides a list of client enrollments, their time in the program and highlights data quality problems. All users can run the report. There are restrictions for which information can be accessed based on the rights of the user. The report can be found in the Data Quality section of the Report Library.

To run the [DQXX-102] Program Data Review:

1. Log into Clarity Human Services and navigate to the **Report Library** (**Reports** under the **Launcher** menu in the upper right corner)

2. Locate **[DQXX-102] Program Data Review** under the **Data Quality Reports** section

3. Choose the Program you wish to include in the report.

4. **Choose the Client Status to include in the report**

5. Choose the report format (Web Page recommended)

6. Click **SUBMIT**

Report Details

Information for this report pulls from the Program Enrollment screen and the Program Exit screen based on the parameters responses.

In the event a client enrollment includes a data entry error, the client will be displayed in red. The count in the **Missing Entry Data** and **Missing Exit Data** columns indicate the number of errors on the screen.

Continue reading

News

Bitfocus is Hiring!!

🌟 **Join our team as a Product Manager on our Product team** 🌟 🔍

We seek two highly motivated and experienced Product Managers with at least two to three years of HMIS experience to join our Product team. 📊 The Product Manager will collaborate with diverse stakeholders to design and implement new features and reporting enhancements, ensuring that they meet market needs and maintain a consistently high level of quality. They will also support research efforts by synthesizing marketing, sales, and customer input to inform product design and approach.

You can apply now by visiting: https://lnkd.in/gg4ZufQC

Apply today!

Questions? Your HMIS Administrator is happy to help.

Phone: 888-505-1832
Email: napa@bitfocus.com

Bitfocus

in X