



## Napa County HMIS News: January 2024

Welcome to the Napa County HMIS newsletter!

In this edition you'll find the following:

- Upcoming Events
- Check out this fun poll: What do you think is the least kept New Year's Resolution?
- LSA is Done: Thank You!
- Point-in-Time Count and Housing Inventory Count: Next Steps
- Report Spotlight: Helpful Reports to Review Your Data for the PIT/HIC
- Clarity Toolbox: Housing Move-in Data



### Upcoming Events

#### Napa CoC General Meeting

Thursday, February 1, 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

### Check out this fun poll:

What do you think is the least kept New Year's resolution?

[Click on this link to complete the poll](#) and check out the newsletter next month to see what your colleagues said! Please note that your individual response is anonymous.



[Take the poll!](#)

Here are the results from last month's poll: Thanks for taking the time to respond!



## If you shop for holiday gifts, what's your preferred shopping method?

2 out of 2 people answered this question



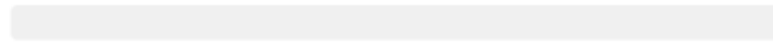
Online shopping (Amazon, online stores, etc.)

2 resp. 100%



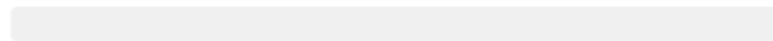
Handmade items (unique items or food crafted by self or others)

0 resp. 0%



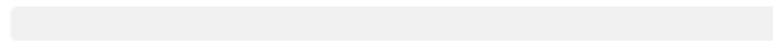
I don't buy or make gifts/I don't celebrate the holidays

0 resp. 0%



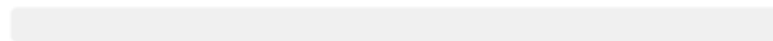
In-person shopping (local stores, malls, etc.)

0 resp. 0%



Other

0 resp. 0%



## News

### LSA is Done: Thank You!

The Longitudinal System Analysis, better known as the LSA, is finally done and submitted to HUD! Thank you so much for your collaboration with us; we really appreciate your time and your prompt responses to us. We really enjoyed getting to work more closely with some of you!

As a recap, the LSA is an annual report produced from a Continuum of Care's (CoC) Homeless Management Information System (HMIS), and provides HUD and the CoC with critical information about how people experiencing homelessness use their system of care. The LSA is essentially a massive export of the information within the HMIS, and includes:

- Demographic data such as age, race, gender, veteran status, etc.
- Length of time homeless and patterns of system use

- Information on special populations, such as veterans and people/households experiencing chronic homelessness
- Housing outcomes for those who exit the homeless services system

The LSA also provides information about patterns of system use prior to exit, destination types, and, for those who were served again later by continuum projects, lengths of time between exit and re-engagement or returns to homelessness.



## How-to

### Point-in-Time Count and Housing Inventory Count: Next Steps

This year, Napa County's sheltered Point-in-Time (PIT) Count and Housing Inventory Count (HIC) occurred on January 23, 2024. Check out [this visual aide](#) to better understand the similarities and differences between the PIT report and HIC report.

#### HIC Count:

**Data for this count comes exclusively from HMIS.** It is critical that all emergency shelter, safe haven, and transitional housing projects in the HMIS reflect accurate enrollments, exits, and night-by-night services for the night of January 23, 2024 as part of this annual count of households experiencing homelessness in Napa County.

#### Permanent housing projects too? Yes!

HUD requires us to report the unduplicated number of persons served on the night of the PIT count in the beds that we report on the HIC, which includes all Emergency Shelter (ES), Transitional Housing (TH), Safe Haven (SH), Permanent Supportive Housing (PSH), Rapid Rehousing (RRH), and Other Permanent Housing (OPH) projects. The HIC also includes non-participating HMIS programs and DV programs. In order to provide the best quality data to HUD from our community, agencies must review and ensure that all relevant client

records (profiles, enrollments, and exits) are up-to-date and complete for the PIT count date (1/23/24).

### **What you need to do to by February 2, 2024**

Please ensure that all clients served by your projects during January 23, 2024 are accurately represented in the HMIS. This includes all available demographic data, all enrollment/exit data, and accurate housing bed night services (for night-by-night emergency shelters). If there are household move-in dates that you haven't recorded yet in your clients program enrollments, you must make sure the move-in dates are entered accurately for a date *before* the PIT count. See report spotlight section below for more information on reviewing your data.

**For all projects, please let us know if the number of available beds, units, and/or vouchers have changed over the past year.** We will be following up with this information in an email as well, but we ask that you **please complete this form to let us know of any changes to your Bed and Unit Inventory by February 2, 2024.**

### **Want more information?**

If you are interested in learning more about the PIT count and HIC processes, see [HUD's announcement regarding the 2024 PIT/HIC count.](#)

### **Lessons Learned from the LSA: An Important Note on the HIC**

As we wrapped up the 2023 LSA, we have a couple suggestions we would like to share with you that relate to the PIT/HIC data and on-going data quality in general.

- 1. The number one thing your agency and staff can be doing to stay on top of your data quality is to enter all client and enrollment information into HMIS in a timely fashion,** particularly when it comes to household move-in dates. The purpose of a housing move-in date is to distinguish between housed and homeless status within an enrollment. So if a client was housed through one RRH program, but then transferred to another RRH or PSH program for longer-term support (with no break in their "housed" status), the enrollment and move-in date of the second RRH program would be the day after their exit from the first RRH program. This is how

you would avoid an issue with overlapping enrollments as well.

- 2. Communicate with us, your Bitfocus Team, when your program inventory changes!** It is important to update your inventory to reflect true utilization when something changes. If your shelter or housing program's capacity to serve individuals decreases - for example, due to construction, maintenance, or repairs, which lowers the maximum number of people you can serve - or if your capacity to serve individuals increases - for example, your contract was expanded and you are able to serve more people in your program - you would want to decrease or increase the inventory to reflect these changes. Please reach out to us whenever the number of available beds, units, and/or vouchers increases or decreases. We would be happy to make the appropriate changes to your program's HMIS inventory.



## Report Spotlight

### Helpful Reports to Review Your Data for the PIT/HIC

The Napa County sheltered Point-in-Time Count occurred on the night of January 23, 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 23, 2024, and make sure it's entered accurately into the HMIS no later than February 2, 2024. To check your data, we encourage you to run the following reports as soon as your January 23, 2024 enrollments (including housing move-in dates), exits, and services are entered.

#### To Review Data Quality:

Use the [\[HUDX-225\] HMIS Data Quality Report](#) to review data quality for your program(s). This report can be found in the "HUD Reports" section of the Report Library.

[Continue reading](#)



## Clarity Human Services Updates

### 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.

Continue reading

Questions? Your HMIS Administrator is happy to help.

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Email: [napa@bitfocus.com](mailto:napa@bitfocus.com)







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