



Napa County HMIS News

March 2024

Welcome to the Napa County HMIS March 2024 newsletter!

In this edition you'll find the following:

- Upcoming Events
- Federal Reporting Updates: SPM and PIT/HIC
- Clarity Toolbox: Program Status Update Assessments and Annual Assessments
- How-To: Receive Two Week Reminders for Annual Assessments
- Report Spotlight: HMIS Data Quality Report
- Bitfocus is Hiring!



Upcoming Events

Napa CoC General Meeting

Thursday, April 4, 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 Updates

System Performance Measures (SPM) - Submitted!

The 2023 System Performance Measures were submitted earlier this month before the submission deadline on 3/13. 🎉

Thank You so 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

The submission deadline for the 2024 PIT and HIC reports to HUD is April 30th, 2024. We have been reaching out to Agency Leads with data quality information to review and/or correct, and we are now in the final stages of PIT/HIC data quality review! If we have reached out to you, please reply ASAP so that we can finalize all the data! If any data quality clean-up, program changes, or back data entry is necessary, this will take time and we want to stay well ahead of the deadline. These are the final reports on the horizon for the 2023-2024 Federal Reporting season. We are so close - the finish line is in sight! Hang in there with us! If you have any questions related to federal reporting, please do not hesitate to reach out to napa@bitfocus.com.

Curious about past reports?

- [CoC Housing Inventory County Reports](#)
- [CoC PIT and HIC Data Since 2007](#)
- [PIT Trendinator by Matt Schnars](#)



Clarity Human Services Updates

Clarity Toolbox: Program Annual Assessments and Status Update Assessments

Program Status and Annual Assessments correspond with the [HUD HMIS Data Standards Data Collections stages](#) "Occurrence Point/Update" and "Annual Assessment."

Program Annual Assessments

Annual Assessments are required by HUD for clients enrolled in a program for more than 365 days. A new Annual Assessment must be completed annually: no more than 30 days before or after the anniversary of the head of household's program enrollment. If Annual Assessments are not completed at all or within 30 days of the enrollment anniversary, a program's performance outcome measures can be negatively affected (e.g., see [\[HUDX-225\] HMIS Data Quality Report](#) section Q4). Annual Assessment notifications via an "Assessment Due Warning" email are available to any user who is assigned to a client's enrollment. Please see the next section of this newsletter for step-by-step instructions for setting up these notifications.

Status Update Assessments

Status Update Assessments provide a place to document changes to client information that happens outside of the annual assessment window. Status Update Assessments are optional and can be performed at any time. Though Status Update Assessments aren't required by HUD, they allow for client progress to be measured within a program, which could serve an important and beneficial function to your program. Status Update Assessments assist in capturing the overall positive client outcomes that a program supports, which is why we recommend conducting these assessments with your clients when applicable.

It is important to note that Status Update Assessments cannot take the place of Annual Assessments, even if they are completed on the yearly anniversary date of the program enrollment. Any reports that include data related to Annual

Assessments will be looking specifically for the data entered on the Annual Assessment screens.

For a step-by-step guide on how to complete these assessments, please see this Help Center article: [How Do I Conduct a Program Status/Annual Assessment?](#)



How-to

Receive Two Week Reminders for Annual Assessments

How to Receive Assessment Due Warnings

When a HUD-required *Annual Assessment* is due in a client record, Clarity Human Services sends an "Assessment Due Warning" via email to notify the **staff member assigned to the enrollment** that the due date is approaching.

Who Gets Warnings?

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:

1. **a)** You enter the client's enrollment into the system, or
2. **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.

234 DAYS ACTIVE PROGRAM	
Program Type:	Individual
Program Start Date:	03/02/2023
Assigned Staff:	Alexis Crews-Holloway <input type="checkbox"/>
Head of Household:	Tony Abode (They/Them/Theirs) <input type="checkbox"/>

Continue reading



Report Spotlight

[HUDX-225] HMIS Data Quality Report

Whether you're prepping for your APR or just want a comprehensive look at your program's data quality, [\[HUDX-225\] HMIS Data Quality Report in the Clarity Report Library](#) is a helpful tool!

The main reason we chose to highlight it in this newsletter is because it contains information on how your program's performance is impacted based on missing Annual Assessments or Annual Assessments with errors or missing information about a client's income and non-cash benefits.

This information is in the Q4. Income and Housing Data Quality table:

Q4. Income and Housing Data Quality					
Program Applicability: All Projects					
Data Element	Client Doesn't Know/Prefer Not to Answer	Information Missing	Data Issues	Total	% of Issue Rate
Destination (3.12)	0	10		10	66.67%
Income and Sources (4.02) at Start	2	105	2	109	22.76%
Income and Sources (4.02) at Annual Assessment	0	168	0	168	100.00%
Income and Sources (4.02) at Exit	0	9	0	9	69.23%
Non-Cash Benefits (4.03) at Start*	1	105	15	121	25.26%
Non-Cash Benefits (4.03) at Annual Assessment*	0	168	0	168	100.00%
Non-Cash Benefits (4.03) at Exit*	0	9	1	10	76.92%

Additionally, this report contains:

- General statistics describing people served during the report period, including numbers of adults and children, number of people missing age information, number of people exiting and number of people served for a year or more.
- Counts and percentages of missing data for universal data elements including income and sources, and personal identifying information.
- Information on missing data with regard to calculating chronic homelessness.
- Timeliness of data entry.

To learn more about this report, check out our [Help Center Guide](#).

To run the [HUDX-225] HMIS Data Quality Report:

1. Log in to Clarity Human Services and click on the “Launchpad” at the top right of the screen, to the left of the mail icon. From the launchpad, click on **Reports**.
2. Locate **[HUDX-225] HMIS Data Quality Report** under the **HUD Reports** section.
3. Under **Switch Access Agency(-ies)** select the agency or agencies you wish to run the report for. Only the agency(ies) that you have access to will appear here. If you only have access to one agency, that is all you will see.
4. Under the **CoC Filter Category** we recommend you select **Agency CoC** or **Program CoC**.

5. Choose the **Project Type(s)** - select one or more types of programs for which to run the report.
6. Choose the **Program Status** you wish to run the report - Active, Inactive, or All programs.
7. Under **Continuum Project** select **All** if you want to run the report for all projects, select **Yes** if you only want to include Continuum projects, or select **No** if you don't want to include Continuum projects.
8. Choose the **Program(s)** - select one or more programs you'd like included on the report.
9. Enter the date range for which you'd like to run the report.
10. Under **Choose Report Mode** select either Regular Report or Details Report. **Regular Report** results in a summary report that provides counts and percentages for each measure. **Details Report** provides lists of clients for each measure in a spreadsheet.
11. Select the Output format - use "Web Page" if you wish to use the drilldown functionality.
12. Click the **Submit** button.
13. Once your report is finished processing, it will show you a notification in the top right of your screen, next to the Launchpad icon. *Pro tip: If it's taking a while to process your report, refresh the page to check if your report is ready.*



News

Bitfocus is Hiring!!

Bitfocus hiring for multiple positions! Check out our job postings [here](#).

Apply today!

Questions? Your HMIS Administrator is happy to help.

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



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