



Santa Clara HMIS News

April 2023

Welcome to the Santa Clara HMIS April 2023 newsletter!

In this edition you'll find the following:

- NEW! - VI-SPDAT Training Going Live!
- Security Checklist - Non-Submission Next Steps
- Mandatory Training - Coordinated Entry Training
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News

NEW! VI-SPDAT Training Going Live!

In the last few years, the VI-SPDAT has been provided virtually to accommodate for COVID-19 requirements, however starting in May (2023), the VI-SDPAT training will be reverting to its traditional In-Person set-up. This means the

training will no longer be made available via a Zoom and will require HMIS End Users that need to complete the training to participate in person.

What does this mean for the End User?

- Verifying with your Agency Lead to ensure you need this training as part of your workflow at your Agency/Program
- Signing Up for the training as spots do fill up quickly
- Planning ahead of time as this will include traveling
- Prioritizing time, as this is a four-hour long training

If you have any questions please feel free to contact the Help Desk (sccsupport@bitfocus.com) or your Sys. Admin. Team (scc-admin@bitfocus.com).



Announcements

Security Checklist Non-Submission Next Steps

Please note the Security Checklist is due on **Friday, April 28th, 2023, EOB**. If you received an email with a list of New End Users for Quarter 1 (January – March 2023) and have not submitted your Security Checklist, please do so ASAP.

End Users who are on the list will lose access to HMIS and need to have the Agency Lead/TA submit the Security Checklist to have their access reinstated. Please note that End Users will need to contact the Help Desk (sccsupport@bitfocus.com) to have their access reinstated after submission of the checklist.

Please note next deadline for Security Checklist submission for NEW END USERS will be **July 2023**, Quarter 2 (April – June).



Announcements

Mandatory Training - Coordinated Entry Training

Coordinated entry is a consistent, community-wide intake process to match people experiencing homelessness to existing community resources that best fit their situation. Santa Clara County has used coordinated entry for several years to prioritize permanent supportive housing and rapid rehousing programs. In this Coordinated Entry system, all homeless individuals and families complete a Coordinated Entry assessment survey (currently the VI-SPDAT) that considers the household's situation and identifies the best type of housing intervention to address their situation.

To ensure there is a consistent understanding of the Coordinated Entry system, Santa Clara County OSH has developed a new mandatory training for all Clarity users: **Coordinated Entry System Introduction**.

Please be sure you have completed the training by the deadline of **May 31, 2023**, and have passed the quiz with a score of 80% or higher. End Users who do not complete the training by the deadline will lose their HMIS access until the training is complete. Here is the link to the training, should you need it: [Click here](#).

Want to know who at your agency needs to take the training still? Run the **"2023 Coordinate Entry Intro Training Required"** report anytime in the Data Analysis tab in Clarity.



Spotlight

DEW BUI

Due to unforeseen circumstances the March Bed and Unit Inventory (BUI) DEW was postponed and will be presented as part of the May 2023 Agency Admin. Meeting. This original presentation will focus on BUI which is part of the Program Request Set-Up that is made by Agency Leads/TA's.

Agency Leads are highly encouraged to attend all Agency Admin. Meetings, but this is one you will not want to miss! Please include your Housing Program Managers if they assist in setup too! We will include this topic first on the agenda and cover important BUI set-up, definitions, and how BUI impacts Federal Reporting. Be sure to come join us in the BUI discussion – your knowledge and opinion is valuable!



Report Spotlight

Quarterly Data Quality Dashboard

There are currently two main ways for Clarity HMIS users to review data quality.

The first is to run Data Quality Reports in [Clarity's Report Library tab](#). According to the Standard Operating Procedures, all Santa Clara County agencies should review their Data Quality by running the [\[HUDX-227\] Annual Performance Report](#) at least monthly and make corrections to all Null values as soon as possible. Another helpful report is the [\[HUDX-225\] HMIS Data Quality Report](#), which will help you identify where potential data quality errors may be coming from.

The second is to run Data Quality reports in the [embedded Looker tab of Clarity](#), also referred to as the Data Analysis tab. These are reports created specifically by and for Santa Clara County users and access to these reports requires a specific access role. Not all users have this tab. This month we're launching a new Quarterly Data Quality Dashboard, which will be automatically emailed to Agency leads each quarter and will be available to run in the Data Analysis tab in Clarity.

This Quarterly Data Quality Dashboard answers our most frequently asked data quality questions! If your dashboard contains no data in any single box, that means you do not have any clients with that type of potential data quality error.

Below are the topics included in the dashboard:

- Potentially Abandoned Housing Enrollments: Clients who have been enrolled in a housing program for 6+ months but do not have a Move-in Date
- Income DQ: Clients who have a Housing Move-in Date and where the income is entered as anywhere between \$0-\$10
- Rents DQ: Clients who have a Housing Move-in Date and where the rent is null, more than \$10,000, or contains letters instead of numbers
- Potential SCC Client Data Quality errors: Clients with potential Universal Data Element errors
- Expired ROIs: Clients who are active in one or more of your programs, but whose ROI is expired

This dashboard does not correct errors present in the system and it is not meant to be an exhaustive list of all potential errors. In some cases, the errors may be correct and accurate and you do not need to update the record. For example, if a client legitimately has \$5 per month in income, it will show up as a potential error. You do not need to correct that client record. Your role is to review the client data internally and make updates if there are in fact errors in the data entry.



Upcoming Events

Meeting/Upcoming Events

HMIS Agency Administrator Meeting

When: Thursday, May 4, 2023

Time: 2:00-3:30pm

Where: [Zoom](#)

This meeting will discuss the Agency Administrator reports and data collection requirements in HMIS. Please send an agency representative to this meeting who is responsible for supporting staff in their HMIS data collection responsibilities.

Data Think Tank

When: Tuesday, May 9, 2023

Time: 10:00–11:00 a.m.

Where: Email Angiee@bitfocus.com for Zoom Link

Service Providers Network Meeting

When: Wednesday, May 10, 2023

Time: 9:30–11:00 a.m.

Where: Virtual Meeting

YHDP Round 4 & 5 Community Calls

When: Wednesday, May 10, 2023

Time: 12:00pm – 1:30pm

Where: [Zoom](#)

Coordinate Entry Work Group

When: Thursday, May 11, 2023

Time: 1:00-2:30 p.m.

Where: [Zoom](#)

SCC CoC VI-SPDAT Training

When: Tuesday, May 30, 2023

Time: 9:00 a.m.–1:00 p.m.

Where: [Sign Up Here!](#)

SCC Performance Management Work Group (PMWG)

When: Thursday, May 18th, 2023

Time: 1:00pm – 2:30pm

Where: [Register Here!](#)

SCC TA Office Hours

When: Wednesday, May 31, 2023

Time: 10:00-11:00 a.m.

Where: [Zoom](#)

Rapid Rehousing and Employment Initiatives Meeting

When: Thursday, May 11th and 25th, 2023

Time: 3:00-4:30 p.m.

Where: Location Variable



Training

Check out this month's training offerings.

SCC Clarity Office Hours

When: Thursday, May 11th and 25th, 2023

Time: 10:00-11:30 a.m.

Where: [Zoom](#)

SCC Looker Office Hours

When: Monday, May 1st, 15th, and 29th, 2023

Time: 1:00-2:00 p.m.

Where: [Zoom](#)



News

Bitfocus is Hiring!

Check out great career opportunities [here](#) as Bitfocus seeks to expand its reach!

We're Hiring!

Questions? Your HMIS Administrator

is happy to help.

Phone: 408.596.5866 Ext. 2
Email: sccsupport@bitfocus.com



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