Bitfocus

Santa Clara HMIS News
December 2022

Welcome to the Santa Clara HMIS December 2022 newsletter!

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Happy Holidays!

May your holiday season be all wrapped up with cheer and filled with celebration for the New Year! Wishing you a safe and memorable holiday!

Announcements

LSA Update & Next Steps

First and foremost, we would like to thank all of you for your efforts on data quality clean-up as we prepare to submit the LSA for 2022. We have had significant improvements on Overlapping Enrollments from previous years, and we know this is in part thanks to your diligence and follow-up on Data Quality efforts. We also thank you for the quick turnaround in providing details on inquiries that we have emailed regarding LOS, Utilization and BUI. We are almost to the finish line!

The LSA report is due on Wednesday, January 11, 2023. If you have received communications from us requesting data quality clean-up and/or explanations for LOS, Utilization or BUI at your programs, please be sure and follow up as soon as possible.

If you have questions or need further assistance in following up, please be sure to reach out to our Help Desk at **sccsupport@bitfocus.com** or the Sys. Admin. Team at **scc-admin@bitfocus.com** .

News

HIC/PIT - Preparing for the Housing Inventory County (HIC) & Point in Time (PIT)

The HIC/PIT is coming on Wednesday, January 24, 2023. It is critical that all emergency shelter, safe haven, and transitional housing projects in HMIS reflect accurate enrollments, exits, and night-by-night services for the January 24th period as part of this annual count of homeless households in (CoC). Permanent Housing Projects Data are Important Too!

In addition, 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 Housing Inventory Count (which includes all shelter, transitional, and permanent housing

types). 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. For all projects, please let us know if the number of available beds, units, and/or vouchers have changed over the past year.

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Report Spotlight

Report Spotlight: [GNRL-220] Program Details Report

This report is based on project enrollments. Clients without an enrollment will not be included in the Program Details Report. The report is found in the Program Based Reports section of the Report Library. This report is only available in Zip with xlsx files format. There will be a separate workbook for each program and screen type selected.

This report allows you to review a spreadsheet containing all profile, enrollment data (including move-in dates for permanent housing projects) and exit data. The report also includes housing service start and end dates for each client which is especially important for night-by-night shelters to review and confirm.

Spotlight

Referrals: **The Pending Tab**

The **REFERRALS** Pending tab allows users to view and manage referrals made directly or re-assigned to programs within the agency the staff member is **viewing data for** from users within the same agency as well as outside agencies. Only referrals with a **status** of "Pending" or "Pending - In Process" will display. When a referral is first sent to a program, this is its default status (the status can also manually be set.) Users can manually change the status of a referral to "Pending - In Process" to indicate that, while the client has not yet enrolled in a program, the referral is actively being processed.

Get the details!

How-to

Data Entry: Chronic Homelessness

An individual is defined by HUD as "Chronically Homeless" if they have a disability and have lived in a shelter, safe haven, or place not meant for human habitation for 12 continuous months or for four separate occasions in the last three years (must total 12 months). Breaks in homelessness, while the individual is residing in an institutional care facility will not count as a break in homelessness. Additionally, an individual who is currently residing in an institutional care facility for less than 90 days and meets the above criteria for chronic homelessness may also be considered chronically homeless. Lastly, a family with an adult/minor head of household who meets the above-mentioned criteria may also be considered chronically homeless, despite changes in family composition (unless the chronically homeless head of household leaves the family). See the **Flowchart of HUD's Definition of Chronic Homelessness**.

Continue reading

Upcoming Events

Meetings and events with you in mind

- HMIS Agency Administrator Meeting
- Service Providers Network Meeting
- Coordinated Entry Work Group
- SCC CoC VI-SPDAT Training
- SCC TA Office Hours
- Rapid Rehousing and Employment Initiatives Meeting

Check out the meeting details.

Training

Check out this month's training offerings.

SCC Clarity Office Hours

When: Thursday, January 5th and 19th, 2023

Time: 10-11:30 a.m.

Where: **Zoom**

SCC Looker Office Hours

When: Thursday, January 9th and 23rd, 2023

Time: 1-2 p.m.

Where: **Zoom**

Updates

Bitfocus Holiday Dates

The Sys. Admin team for Santa Clara County will be on holiday from December 26, 2022 – January 2, 2023.

Our HelpDesk staff will still be available at **sccsupport@bitfocus.com.** Please let us know if you need any additional support during those dates!

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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Bitfocus, 5940 S Rainbow Blvd, Ste 400 #60866, Las Vegas, NV 89118, United States, 800-594-9854

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