



Santa Clara HMIS News

December 2024

Welcome to the Santa Clara HMIS December 2024 Newsletter!

In this edition you'll find the following:

- Happy Holidays!
- Check Out this Fun Poll: ["Tis the Season for Holiday shopping! What's your go-to method of purchasing holiday gifts?"](#)
- Welcome – Bryanna Corsbie!
- Federal Reporting – LSA Updates
- HIC/PIT Volunteers Needed!
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News

Happy Holidays!

Wishing you peace, love, and joy this holiday season, along with a New Year filled with happiness. May your family enjoy wonderful surprises, treats, and endless laughter.



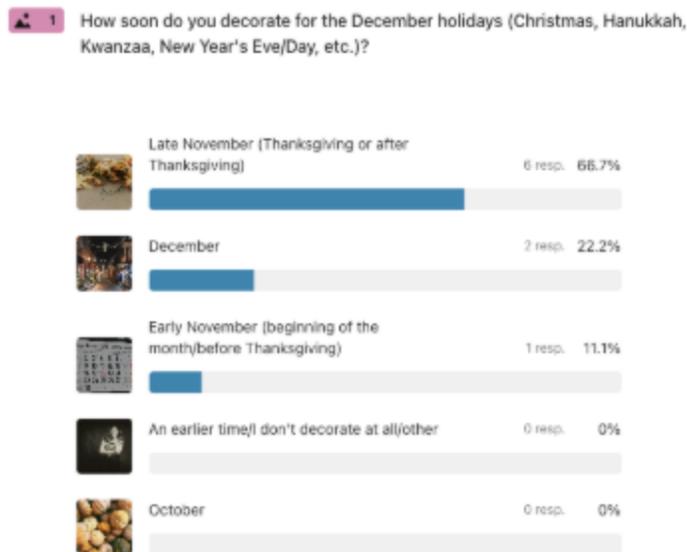
Announcements

Check Out This Fun Poll

["Tis the Season for Holiday shopping! What's your go-to method of purchasing holiday gifts?"](https://bitfocus.typeform.com/to/CIEmvBV4)

- Direct URL: <https://bitfocus.typeform.com/to/CIEmvBV4>
We will share the results of this poll in next month's Newsletter.

Here are the results of last month's poll: [How soon do you decorate for the December holidays \(Christmas, Hanukkah, Kwanzaa, New Year's Eve/Day, etc.\)?](#)



[Click Here to Take the Survey!](https://bitfocus.typeform.com/to/CIEmvBV4)



Updates

Welcome Bryanna Corsbie!

Bryanna is the new Senior Project Administrator, replacing Angie Evans on the Community Administration team. She brings over six years of experience in the nonprofit sector, with a strong focus on supporting unhoused individuals and those facing barriers to sustainability in Santa Clara County.

Most recently, Bryanna served as the Regional Director of Santa Clara County Career Center's at JobTrain where she collaborated with more than 50 community organizations to advance clients' economic mobility. In this role, she optimized career center services, streamlined internal processes using platforms like Salesforce and HMIS, secured grants from funders and stakeholders, and expanded outreach efforts across the County.

Bryanna's grassroots approach, combined with her lived experience and educational background, has enabled her to make a significant and positive impact on the unhoused community in Santa Clara County.



News

Federal Reporting – LSA Updates

The final submission for the LSA is due on Thursday, January 9th, 2024. Thanks to everyone who has contributed to the data quality improvements during the cleanup process. Your efforts and partnership are greatly appreciated as we approach the finish line! Please be sure and continue cleaning up any overlapping enrollments – have questions about how to do this, please refer to the November Newsletter.

If you have any questions or need assistance during the clean-up process, please do not hesitate to reach out!



Updates

PIT Volunteers Needed!

Are you looking to volunteer or help in your community? The Point-in-Time (PIT) Count is a county-wide count of all people experiencing #homelessness during a 24-hour period. Register to volunteer at [Volunteer Registration Portal](#).



News

SCC HMIS Quarterly Compliance Certification Checklist - Due January 31, 2025

1. As the Agency Lead/Security Officer you should complete, sign and return the SCC HMIS Quarterly Compliance Checklist form to Bitfocus.
2. Download the Security Checklist forms on the [SCC HMIS website](#) or use the links provided below:
 - [Quarterly Compliance Certification Checklist and Instructions](#)
 - [Quarterly Compliance Self Certification Form](#) - this form does not need to be submitted to us - retain for your records.

3. Complete the checklist for HMIS users and workstations on a quarterly schedule (see form for details).
4. ***Please note you will be submitting the checklist for ALL ACTIVE USERS from January 2024 – December 2024 (it does not matter if you have certified End Users already in previous quarters – this is an end of year requirement***
 - Please be sure and run the list at the end of December to get an accurate account of Active End Users
 - The report has been updated to include the date parameters
 - Need a refresher on how to do this: [Quarterly Security Checklist Report: How to Guide](#)
5. Non submission of Checklist will result in inactivation of staff at your agency until submission is received.



Report Spotlight

[EXIT-101] Potential Exits

Report Purpose & Summary

This is a program-based report that list clients who are active in the program but have not received services, case notes, housing services, or CE events or program-connected assessments since the selected cutoff date.

Who Can Run the Report

Anyone can run the report, but the returned information will be limited based on the access rights of the user.

Report Details

The report generates the following data elements:

- Unique ID
- Client Name
- SSN - last four digits only
- Project Name

- Most Recent Update/Service/ Case Note/Current Living Situation/Assessment
- Date of Most Recent Update/Service/Case Note/Current Living Situation/Assessment Date
- Assigned Staff
- Enroll Type
 - Individual
 - Family

Potential Exits		Bitfocus System (Training) Cut off Date: 05/01/2023					
Clients below are active in the program and do not have a qualifying activity since the cut-off date.							
The following program-level activities are qualifying activities: Unit Connections, Services, CE Events/Results, Case Notes, and Program-Level Assessments (Annual, Status, and Current Living Situation).							
Unique ID	Client Name	SSN	Project Name	Most Recent Activity	Most Recent Activity Date	Assigned Staff	Enroll Type
000000000	John Doe	000-00-0000	Project 001	Address Emergency Shelter - Initial	09/11/2017	Admin, Admin	Individual
000000000	John Doe	000-00-0000	Project 001_2	Annual Assessment	07/12/2018	Admin, Admin	Individual
110000000	Admin, John	000-00-0000	Program for 001 0000	Hot Meal Hot Meal Group	09/02/2015	CT/Johnson, John	Family
010000000	Admin, John	000-00-0000	Program for 001 0000	Hot Meal Hot Meal Group	09/02/2015	CT/Johnson, John	Family
000000000	Admin, John	000-00-0000	Program for 001 0000	Hot Meal Hot Meal Group	09/02/2015	CT/Johnson, John	Family
010000000	Rev. Hollingshead	000-00-0000	Rev 0100	Religious and Spiritual, Public & Services, Rev	09/06/2022	Admin, Admin	Family
010000000	Rev. Hollingshead	000-00-0000	Rev/Staff/Program/000				Individual
000000000	Rev. John	000-00-0000	Rev 0100				Family
000000000	Rev. John	000-00-0000	Rev/Staff				Individual
000000000	Rev. John	000-00-0000	Rev/Staff/Program/000	Status Assessment	05/04/2020	Admin, Admin	Individual

Note: Clients that have blank Activity Columns have had no qualifying activities connected to the listed program before the cut-off date or have qualifying activities after the cut-off date.

Total Unique Clients and Total Number of Clients Programs

This lists the total number of unique clients listed in the report as well as the total number of program enrollments (essentially, an unduplicated count of clients).

Projects Included in Datasets

This section displays Projects/Programs that were selected in the Parameter Options when running the report. Some projects listed may not have Potential Exits.



News

Clients Assessed and Not on the Community Housing Queue (CHQ) Dashboard – Update

List of Agencies with Clients Assessed and Not on the CHQ

Please note this report was run on Monday, December 23, 2024. [Click here](#) for directions to run this report yourself.

Agency Name	# Client s
HomeFirst	14
LifeMoves	9
PATH	8
Community Services Agency of Mountain View	4
The United Effort Organization	2
WeHOPE	2
West Valley Community Services	2
County: SCVHHS - Ambulatory	2
San Jose State University Research Foundation (SJSU)	2
County: SCVHHS - BHSD - AOA - FDR	2
HealthRIGHT 360	2
Bill Wilson Center	2
UPLIFT	1
County: SSA - DEBS SSI Advocacy	1
Social Impact Team (SIT) Property Owners Downtown Association	1
Move Mountain View	1
Unity Care Group	1
ConXion to Community	1
CityTeam Ministries	1
County: OSH	1
Amigos de Guadalupe	1
Mission Possible	1



Updates

Resource Highlight – Technical Administrator (TA)/Agency Lead

What is a Partner Technical Administrator (TA)/Agency Lead?

Each agency that participates in our local HMIS is responsible for designating at least one Technical Administrator, more commonly known as an Agency Lead. The Agency Lead acts as the liaison between their agency and HMIS team, which includes the Bitfocus Help Desk, System Administration Team and relevant CoC Staff.

All Agency Leads are required to view the SCC Clarity HMIS Partner Technical Administrator/Agency Lead Training. The Agency Lead should attend all Agency Lead meetings and depending on the agency, the Agency Lead may take on additional responsibilities. **Find out what these are by scrolling through the resources found on this page.**

Bitfocus Upcoming Holiday Schedule*

**During the holiday schedule, the Help Desk will operate with modified support which includes email tickets and chat. Calls will be directed to Voicemail – leaving a message will generate a ticket. Response time may be impacted.*

Bitfocus Refresh & Renew Week

Bitfocus recognizes the importance of work-life balance and employee well-being. To promote a healthy and rejuvenating environment, Bitfocus will close between the Christmas Day Holiday to the New Year's Day Holiday for our annual "Refresh and Renew Week," providing employees with an opportunity to recharge, reflect, and prepare for the upcoming year

Starting Wednesday, December 25th, through Wednesday, January 1, 2025

There will be limited coverage from the Help Desk during the refresh week.

There will be no Help Desk assistance on Christmas Day & New Year's Day.



Upcoming Events

Meeting/Upcoming Events

HMIS Technical Administrator (TA)/Agency Lead Meeting

When: Thursday, January 3, 2025

Time: 2:00 - 3:30 p.m.

Where: [Zoom](#)

This meeting, formerly known as the Agency Admin meeting, will discuss the reports and data collection requirements in HMIS. This naming convention change does not alter the content, requirements, or attendees of the meeting. Please send an agency representative to this meeting who is responsible for supporting staff in their HMIS data collection responsibilities.

Service Providers Network Meeting

When: Wednesday, January 8, 2025

Time: 9:30 – 11:00 a.m.

Where: [Zoom](#)

Coordinated Entry Work Group

When: Thursday, January 9, 2025

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

Where: [Zoom](#)

2025 PIT Count - Last Community Planning Meeting

When: Friday, January 10, 2025

Time: 9:00 -10:30 a.m.

Where: [Zoom](#)

Data Think Tank

When: Tuesday, January 14, 2025

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

Where: [Zoom](#)

SCC CoC VI-SPDAT In-Person Training

When: Tuesday, January 14, 2025

Time: 9:00 a.m. – 1:00 p.m. (In-Person)

In-Person: 110 W Tasman Drive, San Jose, CA 95134

Where: [Register Here!](#)

2025 NOFO Committee Meeting

When: Thursday, January 16, 2025

Time: 2:00 - 3:30 p.m.

Where: [Zoom](#)

Rapid Rehousing and Employment Initiatives Meeting (In-Person)

When: Thursday, January 23, 2025

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

Where: Charcot Training Center Suite #102
2310 N First St. San Jose, CA 95131

Santa Clara County Continuum of Care (CoC) Program Compliance

When: Thursday, January 28, 2025

Time: 10:00 a.m. - 12:00 p.m.

Where: [Zoom](#)

SCC TA Office Hours

When: Wednesday, January 29, 2025

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

Where: [Zoom](#)



Training

Check out these January training offerings.

SCC Clarity Office Hours

When: Thursday, January 2, 16 and 30, 2025

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

Where: [Zoom](#)

SCC Looker Office Hours

When: Monday, January 6, 2025

(NOTE: January 20th CANCELLED for the MLK Holiday)

Time: 2:00 - 3:00 p.m.

Where: [Zoom](#)



News

Bitfocus is Hiring!

The Community Administration team at Bitfocus is hiring for a position in Santa Clara County! *Also, check out all the great career opportunities at Bitfocus!*

We're Hiring!

[Click here to learn more!](#)

Questions? Your HMIS Administrator
is happy to help.

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



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

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