



Santa Clara HMIS News

February 2023

Welcome to the Santa Clara HMIS February 2023 newsletter!

In this edition you'll find the following:

- HIC/PIT - Next Steps
- Security Checklist - Thank you!
- Coming Soon: Santa Clara County Client Consent Training - 2023
- [Using the History Tab](#)
- Data Quality Check - Referring to the Community Queue (CQ)
- Report Spotlight: CCP Housing Retention Report logic
- Report Updates: Recidivism
- Meeting/Upcoming Events
- Bitfocus is Hiring!



News

HIC/PIT - Next Steps

Please note that we are in the Utilization Data Quality phase of the HIC/PIT.

This means that we will be following up with Agency Leads who have programs

that are ES, RRH, PSH, TH and Safe Haven. You should have received an email if you had programs at your agency that have either LOW or HIGH Utilization. Please be sure and review these emails and provide feedback.

If updating the BUI please use the [Bed and Unit Inventory \(BUI\) Update Form \(2021\)](#). Otherwise please be sure and update client exits dates and/or Housing Move-in Dates accordingly. If you will not be updating the BUI or there are no next steps needed for client data quality, please provide a detailed explanation as to the LOW or HIGH utilization warning you received.

Any questions that you have can be directed to the Sys. Admin. Team at scc-admin@bitfocus.com or by contacting the Help Desk at sccsupport@bitfocus.com.



Announcements

Security Checklist Due – Thank You!

We would like to **thank you** all for your part in assisting with Data Quality requirements and submitting your Security Checklist. If you have not submitted the list, please note that some users at your agency may be impacted and are not able to access HMIS for data entry. Here is a link to the checklist should you still need to submit it: [SCC HMIS Quarterly Compliance Certification Checklist](#). If you have any questions, please contact the Sys. Admin. Team at scc-admin@bitfocus.com.



Updates

Coming Soon: Santa Clara County Client Consent Training - 2023

Each year HMIS users in Santa Clara County are required to retake and pass the Client Consent Training, confirming their knowledge around privacy

considerations for HMIS, client consent requirements, best practices for protecting personally identifiable information (or PII), and the features of Clarity Human Services software that helps in protecting privacy.

This updated training will be available in Early-March and all users will receive an email with the training link. Once the training is available, you will have 3 weeks to login and complete the mandatory training and quiz.

If you have any questions, please contact the Sys. Admin. Team at scc-admin@bitfocus.com.



Spotlight

Using the History Tab

Whether you're conducting a coordinated entry assessment with a client or getting ready to enroll a client into your program, reviewing your client's History tab before entering data is a habit that can help you and your clients better navigate the system.

What are all these icons and colors?

The History tab is located next to the Profile tab and shows all housing assessments, referrals, program enrollments, and services that have been entered for the client. The screen also shows start and end dates, and additional icons indicating additional information, such as whether an enrollment was linked to a referral and/or whether a service has a note or dollar amount attached. Depending on your access permissions, hovering near the left side of an item will display an "edit" link that allows you to open an item on the list and view its contents. Additionally, each category displays in a specific color to help you efficiently locate what you're looking for:

- Assessments = GREEN
- Referrals = BLUE
- Program Enrollments = TAN
- Services = WHITE

- Coordinated Entry Events = PEACH

Continue reading



Spotlight

Data Quality Check: Referring to the Correct Community Queue (CQ)

For SCC we have a few different Community Queues, and we want to ensure that you are referring clients to the correct queues. Typically, once a client is administered the VI-SPDAT the next step is to refer the client to the Community Housing Queue. In the image below you can see the Community Housing Queue and the Administration Only/CET (CQ). You want to be sure and refer the client to the Community Housing Queue and then select REFER DIRECTLY TO COMMUNITY QUEUE(S).



Continue reading



Report Spotlight

Data Quality Check: Referring to the Correct Community Queue (CQ)

Type of Report

This is a Housing Service based report attached to CCP program enrollments.

Purpose of Report

This report offers a view of how your agency or program is performing toward CCP goals. It measures the percentage of households Housed for 12 consecutive months at any time during a CCP program enrollment, as well as the percentage of households Housed 12 months ago or longer who remained continuously Housed.

Report Location

The report, which can be run for the entire agency, or for one single program, is found in the Agency Specific section of the Report Library. Also, there is an admin version available in the Administrator section.

Report Details

The example below is the Agency Specific version with the client data omitted. You must have a CCP program active in HMIS in order to run this report. Clients must also have an active housing service within the report range in order to appear as Housed in this report. The housing retention will be based on the Housing Service dates, rather than the enrollment dates.

SCC CCP Housing Retention

Abode Services

Date Range: 02/01/2021 thru 02/21/2023

GENERAL INFORMATION: This report identifies the percentage of households who retained housing for 12 months or longer and who remained housed as of the report date.

CCP Housing Retention	
Percentage of Households Housed 12 Consecutive Months at Any Time During CCP Enrollment	0%
Number of Households Housed 12 Months Consecutive Months since CCP Enrollment	0
Number of Households Housed 12 Months ago (or longer) as of report end date	0
Percentage of Households Housed 12 Months ago (or longer) who remained continuously housed on report end date	0%
Number of Households Housed 12 Months ago (or longer) who remained continuously housed on report end date	0
Number of Households Housed 12 Months ago (or longer) as of report end date	0



Updates

Meetings and events with you in mind

On 1/12/2023 Bitfocus updated outbound recidivism fields to use the head of household move-in date for the household's members. This means that non head of household members will not be counted as clients reentering a homeless project when they were transferring.

For more information regarding Data Service changes and Known Issues, [check our updates here.](#)



Upcoming Events

Meetings and events with you in mind

- HMIS Agency Administrator Meeting
- Service Providers Network Meeting
- YHDP Round 4&5 Community Calls
- Coordinated Entry Work Group
- NOFO Committee Meeting
- SCC CoC VI-SPDAT Training
- Data Engagement Workshop: Understanding Bed and Unit Inventory
- 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, March 2nd and 16th, and 30th, 2023

Time: 10-11:30 a.m.

Where: [Zoom](#)

SCC Looker Office Hours

When: Thursday, March 6th and 20th, 2023

Time: 1-2 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





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

[Unsubscribe](#) [Manage preferences](#)