



Santa Clara HMIS News, July 2022

Welcome to the Santa Clara HMIS July 2022 newsletter!

In this edition you'll find the following:

- Security Checklist Due!
- Mandatory Coordinated Entry Assessor Training
- Care Team vs. Assigned Staff
- Data Quality Reports Training
- July 2022 Feature Updates
- Meetings/Upcoming Events
- Training
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Spotlight

Security Checklist Due!

What is the security checklist?

This [Compliance Certification Checklist](#) is to be completed and certified quarterly by the Partner Agency Security Officer for the HMIS Partner Agency on a quarterly basis. Each Agency workstation used for HMIS data collection,

data entry, or reporting must be certified compliant. Any identified compliance issues must be resolved within thirty (30) days. Upon completion, the original signed copy of this checklist should be retained in the records of the HMIS Partner Agency for a minimum of seven (7) years. Additionally, a copy should be made available to the SCC Bitfocus System Administration team for internal record keeping.

Continue reading



Training

Mandatory Coordinated Entry Assessor Training

What is the Mandatory Coordinated Entry Assessor Training?

Coordinated Entry is getting a makeover, and there are changes to the Workflow process you need to know. All assessors (End User Staff who enter the VI-SPDAT) will need to complete training that covers in detail the changes in the workflow.

Get the details!



How-to

Care Team vs. Assigned Staff

Care Team encompasses all users added during a client enrollment and added directly to the client Profile. Care Team management is very similar to Assigned Staff at the Program level but housed within the Client Profile. When needed, Care Team members can be added manually. A client can have multiple Care Team members from different agencies. Check out this link [HERE](#) to learn more about Care Team management.

Staff members appear in the Assigned Staff section in three different ways: through a program enrollment, being assigned as Case Manager in a referral, and being assigned as Navigator in a Community Queue referral. If a staff member has separated from your agency or will no longer be working with the client, you can update the assigned staff. You can do so by accessing the program enrollment and changing the assigned staff. Keep in mind the new staff member must have access to HMIS and be part of your agency. There can only be one Assigned Staff per program enrollment. Check out this link [HERE](#) to learn more about Assigned Staff management.

The Care Team and Assigned Staff work very closely.



Report Spotlight

Data Quality Reports Training

About this course: This course explains how to use three of the reports available in Clarity Human Services (Annual Performance Report, Program Roster Report, and Program Details Report) to address data quality issues.

Topics include:

- Which parameters should I select when I run the reports?
- How often should I run the reports?
- Which data elements should I focus on when reviewing the reports?
- What are some examples of issues I might find?

Requirement for successful completion: Watch all 5 videos in this course.

Prerequisites: None, but we do recommend completing the “Understanding the Impact of Clean Data” course before beginning this course.

Interested in completing this course? Check it out [HERE](#).



News

July 2022 Feature Updates

Password Expiration Timeframe for New User Accounts

New user accounts for which the user has not yet logged in will now be deactivated based on the length of time since they were created. This is different from the 24-hour time frame allotted for users to login after access is created in HMIS.

The system will notify the user by email that their account has been disabled.

[Continue reading](#)



Upcoming Events

Meetings and events with you in mind

- HMIS Agency Administration Meeting
- Service Providers Network Meeting
- Performance Management Work Group (PMWG)
- SCC TA Office Hours
- Rapid Rehousing and Employment Initiatives Meeting

[Check out the meeting details.](#)



Training

Training Opportunities

SCC Clarity Office Hours

When: Thursday, August 4 and 18

Time: 10-11:30 a.m.

Where: [Zoom](#)

SCC Looker Office Hours

When: Monday, August 8 and 2

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

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