



## Santa Clara HMIS News

### June 2023

Welcome to the Santa Clara HMIS June 2023 newsletter!

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## Announcements

### Data Standards FY 2024 – Expected Changes

This month Clarity Human Services had several updates to improve how we **MIS data standards** have been established by the U.S. Department of Housing and Urban Development (HUD), the U.S. Department of Health and Human Services (HHS), and the U.S. Department of Veterans Affairs (VA) to allow for standardized data collection on individuals and families experiencing homelessness across systems nationwide.

Please Note: **FY 2022 data standards** are effective as of October 1, 2021 and remain in effect until September 30, 2023. On October 1, 2023, the new **FY 2024 HMIS Data Standards** will go into effect in Clarity, and you will see changes to data collection and reporting within the HMIS. The changes to the data standards does not mean you will be asked to do more work in the HMIS, rather, you will just see some changes to some data collection and reporting elements.

[Continue reading](#)



## Spotlight

### AB977 – Deadline Forthcoming

AB 977 is a California Assembly bill requiring that all state funded homelessness programs, started on or after July 1st, 2021, enter specific data elements into

HMIS. The related configurations must be completed in HMIS by July 1<sup>st</sup>, 2023.

### Required Project Elements:

- **Universal Data Elements (UDE):** UDEs should be collected for all existing and new clients enrolled in AB 977 programs. All UDEs are included on the HUD Standard Intake enrollment screen templates available in Clarity.
- **Common Data Elements (CDE):** Depending on project type, additional data elements are required. CDEs for AB 977 projects match the HUD setup guidance as outlined in the HUD Data Standards.

Different Project types and funding sources require the collection of different data elements. You may consult the Project Setup Template and Required Universal and Common Data Elements by Project Type tables provided by the state for project type specific data collection requirements.

**Who is impacted?** If you have any of the following funding sources for any segment of your clients, you must enter their data into HMIS and have a program that is designated only for these clients:

- [California Interagency Council on Homelessness](#)
- [Housing and Community Development](#)
- [Department of Social Services](#)
- [California Community Colleges Chancellor's Office](#)

**What does this mean for agencies?** Bitfocus has been working directly with the County of Santa Clara and the City of San Jose to confirm correct project and funding source configuration. However, the TA/Agency Lead at each agency is responsible for ensuring that the data quality in these programs remain high. Join Bitfocus on July 18<sup>th</sup> at 10 a.m. for a Data Engagement Workshop focused on data quality for AB 977. [Click here to learn more!](#)



## Spotlight

### DEW – Data Quality & AB977

Data Engagement Workshop: Data Quality and AB977

Date: July 18, 2023

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

**Description:** This session will focus on how Agency Leads and Program Managers can proactively address Data Quality in their state funded programs. Understanding your data quality is helpful for all agencies and staff, however the agencies who receive state grants either directly or indirectly are strongly encouraged to attend.

More information and registration [here](#).



## Report Spotlight

### [DQXX-110] Duplicate Clients & Duplicate Enrollments

How to Find and Correct Duplicate Clients

**Find duplicate clients:** You can use the [\[DQXX-110\] Duplicate Clients Report](#) to help you identify when your clients have duplicate profiles in Clarity Human Services.

**Fix duplicate clients:** If you find duplicate clients and need to have

them merged, please reach out to the Helpdesk ([sccsupport@bitfocus.com](mailto:sccsupport@bitfocus.com)) to request the merge. Be sure to let us know the following:

1. The unique IDs of the two (or more) clients who need to be merged (**never** send identifying information via email!)
2. Which client is the "primary" client
  - Although all enrollment, service, coordinated entry and other information about duplicate clients will be merged together, we can only keep one client profile
  - The primary client is the one whose profile we want to keep (usually this means it has more complete information than the other profile)

## How to Find and Correct Duplicate Enrollments

**Find duplicate enrollments:** Duplicate enrollments can happen for a variety of reasons:

1. When duplicate clients are merged together, enrollments for both clients are assigned to the remaining client, which can result in duplicate enrollments
2. Returning client are enrolled with incorrect start dates, making it look like two separate enrollments are duplicate enrollments
3. Start or end dates on an enrollment get edited to overlap each other
4. Rather than removing an exit date to re-open an enrollment, users sometimes create a new enrollment with the same or similar start date
5. Multiple staff entering enrollments for clients without checking the client's history to see whether they've already been enrolled

Unfortunately, there isn't a report in the Report Library that identifies duplicate enrollments, but users with data analysis access can query the data to identify these clients (have data analysis access but not sure how to write that query? Contact the [Helpdesk!](#)). Also, your Bitfocus System Administration team would be happy to provide you with a list of duplicate enrollments to resolve. You can reach out to the Helpdesk for that or contact your team directly.



## News

### July Feature Updates – Update to Referral Connection Behavior

Currently, when an TA/Agency Lead **deletes a client program enrollment** that had been added to the **Referral Connections** section of a referral as part of the *Program Placement a result of Referral Provided by “Agency Name”* the following will occur:

1. The referral retains its “Completed” status
2. The enrollment remains in the Referral Connections section



Beginning with the **July** release, the system will behave as follows when a TA/Agency Lead deletes a referral connection that had been added to the Referral Connections section, which will be consistent with the behavior when program enrollments are deleted:

1. The referral will become **Pending**, and this update will be reflected in the referral’s HISTORY section
2. The enrollment will be cleared from the Referral Connection section



Historical data will be mapped to reflect this update.

### Who Can Delete Program Enrollments?

Only TA/Agency Lead or SCC OSH Staff who have this access available to them. If an End User accidentally enrolls a client into a program that has a referral connection, they can also contact the Help Desk ([sccsupport@bitfocus.com](mailto:sccsupport@bitfocus.com)) for assistance in deleting the program enrollment. If you have questions regarding this change you can review it further [here!](#)

**When Does This Change Happen?** Beginning in July



## News

## SCC HMIS Quarterly Compliance Certification Checklist - DUE July 31, 2023

Please note the [Compliance Certification Checklist](#) will be due next month for **ALL NEW STAFF** at your agency during **Quarter 2 (April – June)**. These are staff that are gaining access to HMIS for the first time – ever! Please note you are only responsible for submitting new staff, no need to provide a list of all staff who have access to HMIS. You will receive a list of NEW STAFF for Q2 the second week of July. Please only submit the certification for staff listed. If you have any questions please contact us at [scc-admin@bitfocus.com](mailto:scc-admin@bitfocus.com).

## Check Out This Fun Poll

What's your all-time favorite music genre to listen to?

Click on [this link to complete the poll](#)

about your favorite music and check out the newsletter next month to see what your colleagues said! Please note that your individual response is anonymous.

Poll URL: <https://bitfocus.typeform.com/to/NjKiWbJS>



Take the poll!



## Updates

### Meeting/Upcoming Events

HMIS Technical Administrator (TA)/Agency Lead Meeting

When: Thursday, July 6, 2023

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.*

### **Data Think Tank**

When: Tuesday, July 11, 2023

Time: 10:00 – 11:00 a.m.

Where: Email [Angiee@bitfocus.com](mailto:Angiee@bitfocus.com) for Zoom Link

### **Service Providers Network Meeting**

When: Wednesday, July 12, 2023

Time: 9:30 – 11:00 a.m.

Where: Virtual Meeting

### **YHDP Round 4 & 5 Community Calls**

When: Wednesday, July 12, 2023

Time: 12:00 – 1:30 p.m.

Where: [Zoom](#)

### **Rapid Rehousing and Employment Initiatives Meeting**

When: Thursday, July 13th and July 27th, 2023

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

Where: Location Variable

### **Coordinated Entry Work Group (CEWG)**

When: Thursday, July 13, 2023

Time: 1:00 – 2:30 p.m.

Where: [Register Here!](#)

### **Data Engagement Workshop: Data Quality and AB 977**

When: Tuesday, July 19, 2023

Time: 10:00 – 11:30 a.m.

Where: [Zoom](#)

### SCC CoC VI-SPDAT Training

When: Tuesday, July 27, 2023

Time: 9:00 a.m. – 1:00 p.m.

Where: [Sign Up Here!](#)

### SCC TA Office Hours

When: Wednesday, July 26, 2023

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

Where: [Zoom](#)



## Training

### Check out this month's training offerings.

#### SCC Clarity Office Hours

When: Thursday, July 6<sup>th</sup> and 20<sup>th</sup>, 2023

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

Where: [Zoom](#)

#### SCC Looker Office Hours

When: Monday, July 10<sup>th</sup> and 24<sup>th</sup>, 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](mailto:sccsupport@bitfocus.com)



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