



Santa Clara HMIS News

May 2023

Welcome to the Santa Clara HMIS May 2023 newsletter!

In this edition you'll find the following:

- May Feature Updates
- Next Steps - Mandatory Training - Coordinated Entry Training
- Anonymous/De-Identifying & Private Clients – What You Need to Know
- Report Spotlight: [CLNT-106] Client Service Notes
- Meeting/Upcoming Events
- Bitfocus is Hiring!



News

May Feature Updates

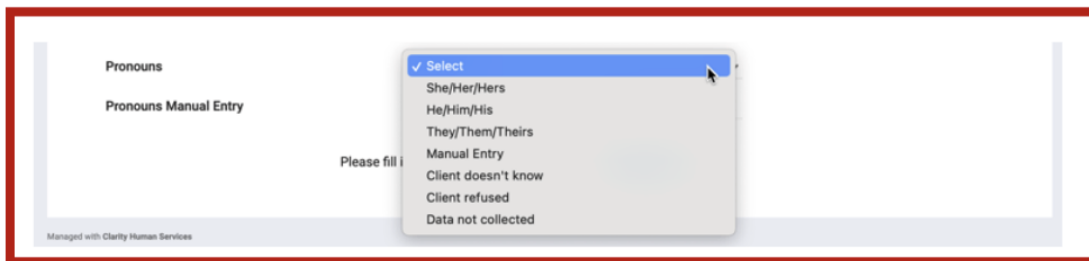
This month Clarity Human Services had several updates to improve how we utilize and collect data in HMIS. If you are interested in reviewing all the Feature Updates, please check out this [Feature Update Article](#). Please note not all changes will impact your data entry or workflow as they may not apply to your program set-up or CoC.

Here is the list of changes that we think are important for you to know about.

PRONOUNS

Starting in early June 2023, users can record **Pronouns** in the Client Profile page. If the Pronouns field appears on the screen, you can select from the following drop-down menu. Notice there is an option of “Manual Entry” that will display a Pronouns Manual Entry Field, this option is to be used in case you do not see the client’s pronoun listed.

Mirroring the gender fields in HMIS, you should record the **self-reported** pronoun of each client served. This is a person’s internal perception of themselves and may not match the sex they were assigned at birth.



Continue reading



Announcements

Next Steps - Mandatory Training - Coordinated Entry Training

Please be sure you have **completed the training** by the deadline of **May 31, 2023**, and have passed the quiz with a score of 80% or higher. Please note all End Users regardless of Access Type or Agency need to complete the training (e.g., view only/data access only etc.). End Users who do not complete the training by deadline will lose their HMIS access until training is complete. Here is the link to the training, should you need it: **[Click here.](#)**

Are you a Technical Administrator (TA)/Agency Lead and want to know who at your agency needs to take the training still? Run the “2023 Coordinate Entry Intro Training Required” report anytime in the Data Analysis tab in Clarity.



Spotlight

Anonymous/De-Identifying & Private Clients - What You Need to Know

Anonymous Clients

To ensure proper reporting, it is important that all clients be entered into HMIS. In some cases, it may be necessary to enter a client anonymously. This might happen if a client refuses to sign the Release of Information (thus declining to have their information shared in the system) or if the client is fleeing domestic violence.

Clients are entered anonymously using the following guidelines:

1. Change the SSN to all 0s
2. Change the SSN Data Quality field to Client Doesn't Know
3. Change the client's DOB to 01/01/ (year of birth)
4. Change the DOB Data Quality field to Approximate or Partial DOB Reported
5. Change the client's First Name to Anonymous
6. Change the client's Last Name to their Unique Identifier
7. Change the Name Data Quality field to Partial, Street Name, or Code name reported

Ethnicity, Race, Gender, and Veteran Status do not need to be set to "Client Doesn't Know/Client Refused" (and instead can be entered accurately) unless that information can be used to identify the client. The user will need to save the profile with the client's name (or a nickname) to generate the Unique

Identifier, after which the user should change the client's First and Last Name according to steps 5 and 6 and re-save the profile.

[Click here to see the Anonymous Client Profile Creation Cheat-Sheet!](#)

Continue reading



Report Spotlight

[CLNT-106] Client Service Notes

This is a client-based report which pulls data from services the client has received, specifically service notes.

***Please note that for SCC OSH the notes entered for clients are not shared across HMIS, this means only the agency entering the notes can view the notes - all other agency end users cannot.*

All users can run the report. There are restrictions on which information can be accessed based on the user's access rights. The Client Service Notes report is a client-based report and must be run from the client's profile screen. The report will pull from selected services, specifically service notes, provided to the client during the reporting period.



Upcoming Events

Meeting/Upcoming Events

HMIS Technical Administrator (TA)/Agency Lead Meeting

When: Thursday, June 1, 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, June 13, 2023

Time: 10:00 – 11:00 a.m.

Where: Email Angiee@bitfocus.com for Zoom Link

Service Providers Network Meeting

When: Wednesday, June 14, 2023

Time: 9:30 – 11:00 a.m.

Where: Virtual Meeting

YHDP Round 4 & 5 Community Calls

When: Wednesday, June 14, 2023

Time: 12:00 – 1:30 p.m.

Where: [Zoom](#)

YAB Weekly Check-Ins

When: Thursday, June 7th, 14th, 21st and 28th, 2023

Time: 5:30 – 7:00 p.m.

Where: [Zoom](#)

SCC CoC VI-SPDAT Training

When: Tuesday, June 27, 2023

Time: 9:00 a.m. – 1:00 p.m.

Where: [Sign Up Here!](#)

Registration will become available May 29, 2023.

SCC Performance Management Work Group (PMWG)

When: Thursday, June 15, 2023

Time: 1:00 – 2:30 p.m.

Where: [Register Here!](#)

SCC TA Office Hours

When: Wednesday, June 28, 2023

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

Where: [Zoom](#)

Rapid Rehousing and Employment Initiatives Meeting

When: Thursday, June 8, 2023

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

Where: Location Variable



Training

Check out this month's training offerings.

SCC Clarity Office Hours

When: Thursday, June 8th and 22nd, 2023

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

Where: [Zoom](#)

SCC Looker Office Hours

When: Monday, June 12th and 26th, 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



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

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