Welcome to the Santa Clara HMIS November 2024 Newsletter!

We wish you a wonderful Thanksgiving holiday, filled with joy as you celebrate alongside your loved ones.

In this edition you'll find the following:

- Check Out This Fun Poll: **How soon do you decorate for the December holidays (Christmas, Hanukkah, Kwanzaa, New Year's Eve/Day, etc.)?**
- Veteran Queue Referral Updates
- Federal Reporting – Understanding Overlapping Enrollments
- Report Spotlight – LSA Data Quality Dashboards
- Clients Assessed & Not on CHQ
- Resource Highlight
- Bitfocus Upcoming Holiday Schedule
- Meetings/Upcoming Events
- Bitfocus is Hiring!

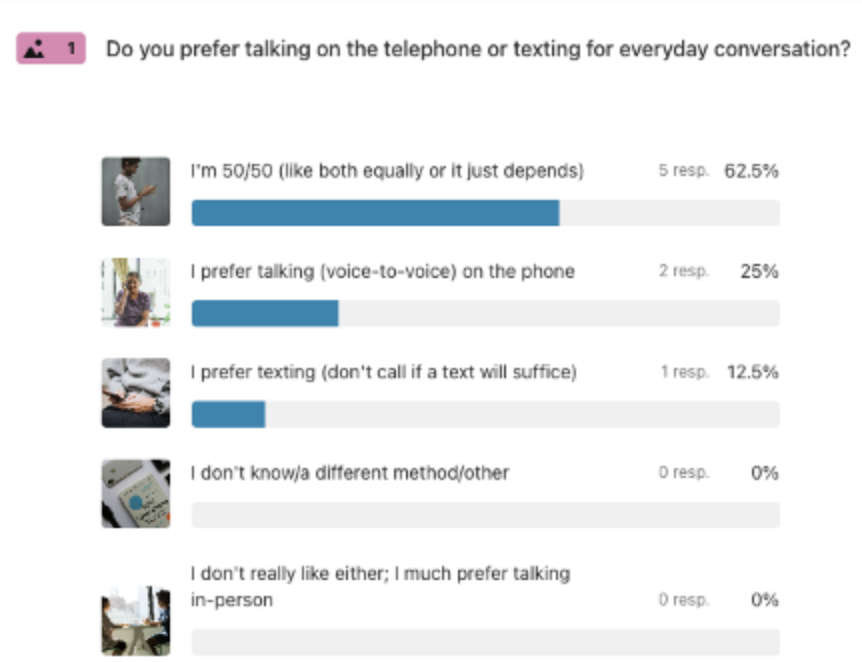
Announcements

Check Out This Fun Poll

How soon do you decorate for the December holidays (Christmas, Hanukkah, Kwanzaa, New Year's Eve/Day, etc.)?

- Direct URL: **https://bitfocus.typeform.com/to/nLQKzDRS?typeform-source=www.google.com**
  We will share the results of this poll in next month's newsletter.

Here are the results of last month's poll: **Do you prefer talking on the telephone or texting for everyday conversation?**



Click Here to Take the Survey!

Updates

Veteran Queue Referral Updates

The following provides clarification regarding the Veteran Queue Referral process.

- **Eligibility for Referral**: Only clients who score **4 or higher** on the assessment, regardless of veteran status, should be referred to the queue.
- **Veterans**: While historically, veterans were referred to the queue regardless of their score due to the By Name List logic, **all veterans are now eligible for services** regardless of their queue status.
- **Action Required**: Going forward, please ensure that only clients who meet the score threshold of **4 or higher** are referred to the queue, even if they are veterans.

This adjustment should streamline the referral process and ensure that resources are allocated based on the updated eligibility criteria.

News

Federal Reporting – Understanding Overlapping Enrollments

Data Quality outreach has begun for the LSA around overlapping enrollments. Agency Leads whose programs are impacted should have received an email.

The best staff to review overlapping enrollments are Agency Leads and/or End Users who completed the enrollment causing an overlap. Be sure to review data carefully before making any changes.

What are Overlapping Enrollments

- A client's record in HMIS shows the client is in **more than one shelter or housing program at the same time**
- A client may be enrolled in an Emergency Shelter and a PSH project while they await the PSH unit to be available; however, this stay should not be extended past the client's move-in date to PSH
- A client can only sleep in one place at a time and the HMIS record should reflect this

Continue reading

Report Spotlight

LSA Data Quality Dashboards

Purpose of the Report

These resources are designed to help you prepare program data for the LSA, address data quality issues that may require resolution.

Report Location

The dashboards are in the **DATA ANALYSIS** Tab in the Reports section in HMIS – these reports are intended to be used by Agency Leads and End Users with DA designated access as approved by their Agency Lead for DQ.

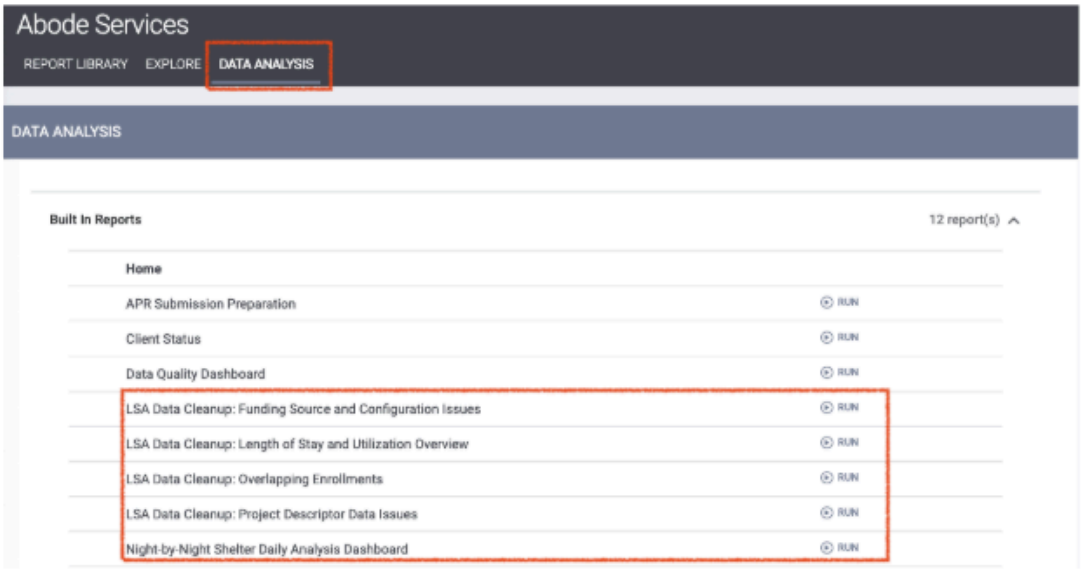
Date Filters

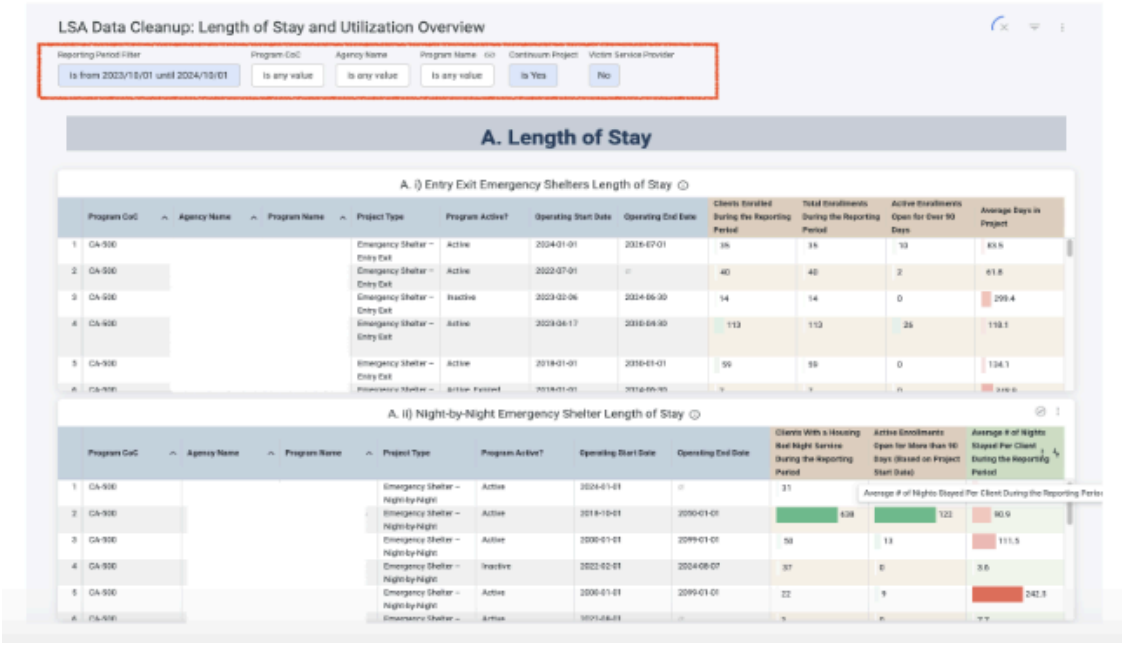
The Dashboards have been dated to include the LSA Reporting period of 10/01/2023 – 09/30/2024.

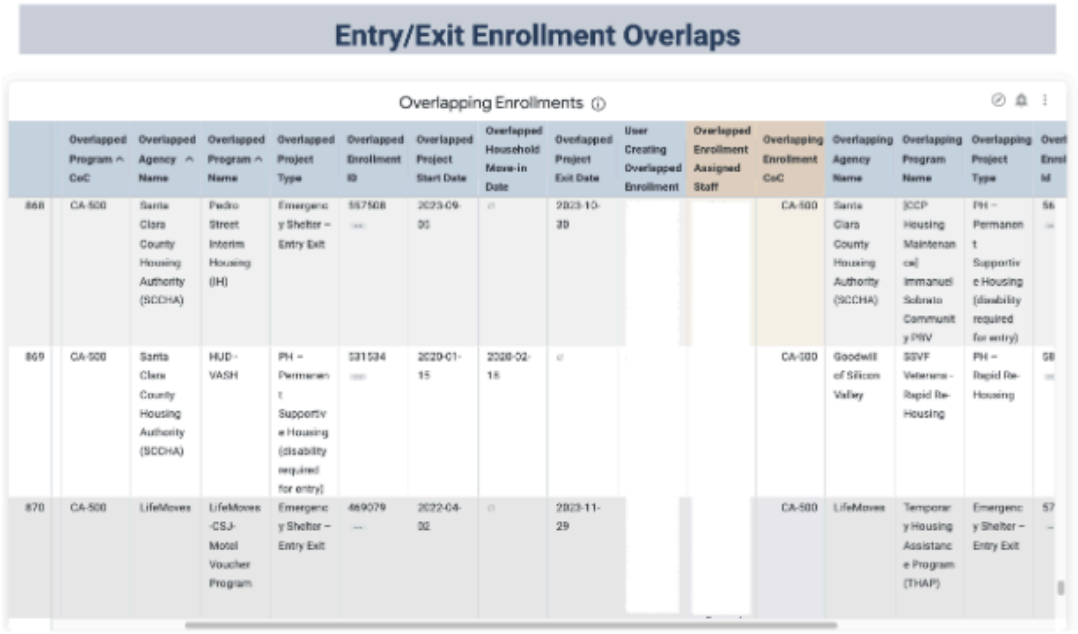
Report Details

LSA Data Cleanup Dashboard Name	Description
Funding Source and Configuration Issues	Contains looks for common LSA errors around funding sources, bed inventory, and potential CoC Configuration issues. – IF YOU NOTICE INCONSISTENCIES PLEASE CONTACT THE SYS. ADMIN. – *DO NOT MAKE CHANGES ON YOUR OWN.*
Length of Stay and Utilization Overview	Contains looks to identify length of stay and bed utilization errors. Includes Night-by-night shelter attendance issues.
Overlapping Enrollments	Contains two looks to help drill down on overlapping enrollments. Please note due to the complexity of these looks, this dashboard might take a little longer to load.
Project Descriptor Data Issues	Contains looks to help locate errors around geocode and project descriptors. - IF YOU NOTICE INCONSISTENCIES PLEASE CONTACT THE SYS. ADMIN. – *DO NOT MAKE CHANGES ON YOUR OWN.*

What The Dashboards Will Look Like


Abode Services
REPORT LIBRARY
EXPLORE
DATA ANALYSIS
DATA ANALYSIS
Built In Reports
12 report(s)
Home
APR Submission Preparation
RUN
Client Status
RUN
Data Quality Dashboard
RUN
LSA Data Cleanup: Funding Source and Configuration Issues
RUN
LSA Data Cleanup: Length of Stay and Utilization Overview
RUN
LSA Data Cleanup: Overlapping Enrollments
RUN
LSA Data Cleanup: Project Descriptor Data Issues
RUN
Night-by-Night Shelter Daily Analysis Dashboard
RUN


LSA Data Cleanup: Length of Stay and Utilization Overview
A. Length of Stay
A. i) Entry Exit Emergency Shelters Length of Stay
A. ii) Night-by-Night Emergency Shelter Length of Stay



	Overlapped Program CoC	Overlapped Agency Name	Overlapped Program Name	Overlapped Project Type	Overlapped Enrollment ID	Overlapped Project Start Date	Overlapped Household Move-in Date	Overlapped Project Exit Date	User Creating Overlapped Enrollment	Overlapped Enrollment Assigned Staff	Overlapping Enrollment CoC	Overlapping Agency Name	Overlapping Program Name	Overlapping Project Type	Overl Enrol Id
868	CA-500	Santa Clara County Housing Authority (SCCHA)	Pedro Street Interim Housing (IH)	Emergency Shelter – Entry Exit	557508	2023-09-30		2023-10-30			CA-500	Santa Clara County Housing Authority (SCCHA)	[CCP Housing Maintenance] Immanuel Sobrato Community (PSV	PH – Permanent Supportive Housing (disability required for entry)	56
869	CA-500	Santa Clara County Housing Authority (SCCHA)	HUD-VASH	PH – Permanent Supportive Housing (disability required for entry)	531534	2020-01-15	2020-02-15				CA-500	Goodwill of Silicon Valley	SSVF Veterans - Rapid Re-Housing	PH – Rapid Re-Housing	58
870	CA-500	LifeMoves	LifeMoves -CSJ-Motel Voucher Program	Emergency Shelter – Entry Exit	469079	2022-04-02		2023-11-29			CA-500	LifeMoves	Temporary Housing Assistance Program (THAP)	Emergency Shelter – Entry Exit	57

Updates

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 Tuesday, November 26, 2024

Click here *for directions to run this report yourself.*

Agency Name	Client Count
LifeMoves	15
HomeFirst	9
San Jose State University Research Foundation (SJSU)	4
Social Impact Team (SIT) | Property Owners Downtown Association	4
PATH	3
The United Effort Organization	3
Roots Community Health Center	2
County: OSH	1
Catholic Charities	1
County: SSA - DEBS SSI Advocacy	1
Bill Wilson Center	1
CityTeam Ministries	1
Mental Health Systems (MHS)	1
Community Solutions	1
ConXion to Community	1
Community Services Agency of Mountain View	1
Amigos de Guadalupe	1
County: Reentry Resource Center	1
WeHOPE	1
County: SCVHHS - Ambulatory	1
County: SCVHHS - BHSD - Access & Unplanned - colleQTIve	1

News

Resource Highlight: SCC HMIS Newsletters

Resource Highlight – SCC HMIS NEWSLETTERS

Newsletters provide an excellent opportunity to stay in the know of updates and changes to HMIS. Learn about New Features in Clarity, new or upcoming reports and Federal Report guidelines and next steps. Check these out here by selecting from previously posted Newsletters!

Updates

Check Out These Updates

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.*

Thanksgiving Holiday

BF Office Closed in Observance of the Thanksgiving Holiday

Thursday, November 28th and Friday, November 29, 2024

There will not be any Help Desk assistance available during these dates.

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.

Upcoming Events

Meeting/Upcoming Events

HMIS Technical Administrator (TA)/Agency Lead Meeting

When: Thursday, December 5, 2024

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, December 10, 2024

Time: 10:00 – 11:00 a.m.

Where: Email **Angiee@bitfocus.com** for Zoom Link

HIC/PIT Community Meeting

When: Wednesday, December 11, 2024

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

Where: **Register Here**

Service Providers Network Meeting

When: Wednesday, December 11, 2024

Time: 9:30 – 11:00 a.m.

Where: **Join Zoom Meeting**

SCC TA Office Hours

When: Wednesday, December 11, 2024

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

Where: **Zoom**

CoC Membership Meeting

When: Thursday, December 12, 2024

Time: 9:00 -11:00 a.m.

Where: **Zoom**

SCC CoC VI-SPDAT In-Person Training

When: Thursday, December 19, 2024

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

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

Where: **Register Here!**

Rapid Rehousing and Employment Initiatives Meeting (In-Person)

When: Thursday, December 12, 2024

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

Where: Charcot Training Center Suite #102

2310 N First St. San Jose, CA 95131

Training

Check out these October training offerings.

SCC Clarity Office Hours

When: Thursday, December 5 and 19, 2024

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

Where: **Zoom**

SCC Looker Office Hours

When: Monday, December 9 and 23, 2024

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!*

Click here to learn more!

Questions? Your HMIS Administrator is happy to help.

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

Bitfocus

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