



## Santa Clara HMIS News January 2023

Welcome to the Santa Clara HMIS January 2023 newsletter!

**In this edition you'll find the following:**

- Happy New Year!
- SCC Client Consent Training - Update!
- LSA Submittal - Thank You!
- Security Checklist Due - Friday, February 3<sup>rd</sup>, 2023
- HIC/PIT Data Quality Outreach
- Spotlight: Are You Using the Correct ROI?
- Report Spotlight: [HUDX-225] HMIS Data Quality Report [FY 2023]
- Meetings/Upcoming Events
- Bifocus is Hiring!

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### Happy New Year!

We wish you a joyous and Prosperous New Year. Working with you is a pleasure. Let's toast to yesterday's accomplishments and tomorrow's brightest prospects. Happy New Year, 2023.



## Announcements

### SCC Client Consent Training – Update!

Please note that we are actively working on updating the SCC Client Consent Training and we anticipate completion sometime at the end of this month (February) or beginning of March 2023. You will receive a notification once the training is available with next steps including deadline for required training completion. We apologize for any confusion and thank you for your understanding and patience.

### LSA Submittal – Thank You!

We would like to Thank You all for your part in assisting with Data Quality requirements to get us to the finish line and final submittal of the LSA!



## Spotlight

### Security Checklist Due – Friday, February 3, 2023

As part of the ongoing effort to protect client privacy and confidentiality and improve the security of the SCC HMIS system, we have implemented a quarterly security monitoring process for all HMIS Partner Agencies.

Please note the Security Checklist is due on 02/03/2023. Please be sure and submit your Q4 staff that have been added during Quarter 4 (January - December 2022). If you had new staff added during the Calendar Year 2022, you should have received a list of End Users to include in your certification checklist.

#### Here is what you need to do:

1. As the Agency Lead/Security Officer you should complete, sign and return the SCC HMIS Quarterly Compliance Checklist form to Bitfocus
2. Download the Security Checklist forms on the [SCC HMIS website](#) or use the links provided below:

- [Quarterly Compliance Certification Checklist and Instructions.](#)
  - [Quarterly Compliance Self Certification Form](#) - this form does not need to be submitted to us - retain for your records.
3. Complete the checklist for HMIS users and workstations on a quarterly schedule (see form for details)
  4. Non-submission of Checklist will result in inactivation of staff at your agency until submission is received



## News

### HIC/PIT Data Quality Outreach

The HIC/PIT is coming on Tuesday, January 24, 2023. It is critical that all emergency shelter, safe haven, and transitional housing projects in HMIS reflect accurate enrollments, exits, and night- by-night services for the January 24th period as part of this annual count of homeless households in (CoC).

#### Permanent Housing Projects Data are Important Too!

In addition, HUD requires us to report the unduplicated number of persons served on the night of the PIT count in the beds that we report on the Housing Inventory Count (which includes all shelter, transitional, and permanent housing types). To provide the best quality data to HUD from our community, agencies must review and ensure that all relevant client records (profiles, enrollments, and exits) are up-to-date and complete for the PIT count date. For all projects, please let us know if the number of available beds, units, and/or vouchers have changed over the past year.

#### What you need to do to by January 24, 2023:

1. First round of Data Quality has begun, if you have active programs that are emergency shelter, safe haven, permanent supportive housing and transitional housing you should have received an email asking you to review program details for those programs and submit any changes by the **February 10, 2023 deadline.**

2. Second round of Data Quality will include Bed and Unit Inventory (BUI) details. These will be sent out the day after the PIT and will require feedback for Low/High Utilization at your programs similarly to the LSA. Please be prepared to provide details as to the reason for each.

A. If the BUI needs to be updated please be sure and use the following form: [Bed and Unit Inventory \(BUI\) Update Form \(2021\)](#).

3. If you have questions and/or need guidance regarding any data quality, please attend our HMIS Office Hours that occur every other Thursday from 10-11:30am. An email goes out to inform you of when these take place.



## Spotlight

### Spotlight – Are You Using the Correct ROI?

Please review and determine that you are using the correct ROI for your agency. We have noted some clients have ROI's that have been retired and/or no longer apply. Please use the link provided here (in the title) and ensure this is the ROI that you are using and uploading to HMIS. Any other version will not be accepted and may impact services being received by clients. If you find an ROI that is outdated for one of your clients, please be sure and upload the correct version.

#### **What is the difference between the outdated and new one?**

- The old version will state: *"This Consent will expire one year from the date of signature."*
- The new version: *"This Consent will expire on [insert date] \_\_\_\_\_. This consent is not valid if an expiration date is not included."*

If you have questions, please contact the Help Desk at [sccsupport@bitfocus.com](mailto:sccsupport@bitfocus.com).



# Report Spotlight

## [HUDX-225] HMIS Data Quality Report [FY 2023]

The [HUDX-225] HMIS Data Quality Report is a HUD report that reviews data quality across a number of HMIS data elements. An overview of the report is provided. Please refer to the [HMIS Reporting Terminology Glossary](#) for the complete programming specifications. Where necessary, key definitions from the [HMIS Data Dictionary](#) have been included.

The report is found in the HUD section of the Report Library. There is also an Admin version available in the Administrator section.

Report Details																																																					
<p><b>HMIS Data Quality Report [FY 2023]</b></p> <p>CoC Category Filter: Program CoC Date Range: 01/01/2022 thru 12/31/2022</p>																																																					
<p><b>Q1. Report Validation Table</b></p> <p>Program Applicability: All Projects</p> <table border="1"> <thead> <tr> <th>Category</th> <th>Count of Clients for DQ</th> <th>Count of Clients</th> </tr> </thead> <tbody> <tr><td>Total number of persons served</td><td>2,821</td><td>2,849</td></tr> <tr><td>Number of adults (age 18 or over)</td><td>2,547</td><td>2,573</td></tr> <tr><td>Number of children (under age 18)</td><td>241</td><td>243</td></tr> <tr><td>Number of persons with unknown age</td><td>33</td><td>33</td></tr> <tr><td>Number of leavers</td><td>151</td><td>151</td></tr> <tr><td>Number of adult leavers</td><td>136</td><td>136</td></tr> <tr><td>Number of adult and head of household leavers</td><td>143</td><td>143</td></tr> <tr><td>Number of stayers</td><td>2,670</td><td>2,698</td></tr> <tr><td>Number of adult stayers</td><td>2,411</td><td>2,437</td></tr> <tr><td>Number of veterans</td><td>417</td><td>418</td></tr> <tr><td>Number of chronically homeless persons</td><td>417</td><td>419</td></tr> <tr><td>Number of youth under age 25</td><td>380</td><td>394</td></tr> <tr><td>Number of parenting youth under age 25 with children</td><td>3</td><td>3</td></tr> <tr><td>Number of adult heads of household</td><td>1,180</td><td>1,192</td></tr> <tr><td>Number of child and unknown-age heads of household</td><td>53</td><td>53</td></tr> <tr><td>Heads of households and adult stayers in the project 365 days or more</td><td>1,167</td><td>1,177</td></tr> </tbody> </table>			Category	Count of Clients for DQ	Count of Clients	Total number of persons served	2,821	2,849	Number of adults (age 18 or over)	2,547	2,573	Number of children (under age 18)	241	243	Number of persons with unknown age	33	33	Number of leavers	151	151	Number of adult leavers	136	136	Number of adult and head of household leavers	143	143	Number of stayers	2,670	2,698	Number of adult stayers	2,411	2,437	Number of veterans	417	418	Number of chronically homeless persons	417	419	Number of youth under age 25	380	394	Number of parenting youth under age 25 with children	3	3	Number of adult heads of household	1,180	1,192	Number of child and unknown-age heads of household	53	53	Heads of households and adult stayers in the project 365 days or more	1,167	1,177
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Q2. Personally Identifiable Information (PII)				
Program Applicability: All Projects				
Data Element	Client Doesn't Know/Refused	Information Missing	Data Issues	% of Error Rate
Name (3.1)	0	1	1	4.35%
Social Security Number (3.2)	9	0	5	30.43%
Date of Birth (3.3)	0	1	1	4.35%
Race (3.4)	2	2		8.7%
Ethnicity (3.5)	2	2		8.7%
Gender (3.6)	0	0		0%
Overall Score				36.96%
Q3. Universal Data Elements				
Program Applicability: All Projects				
Data Element	Error Count	% of Error Rate		
Veteran Status (3.7)	3	8.11%		
Project Entry Date (3.10)	0	0%		
Relationship to Head of Household (3.15)	4	8.7%		
Client Location (3.16)	2	6.25%		
Disabling Condition (3.8)	2	4.35%		
Q4. Income and Housing Data Quality				
Program Applicability: All Projects				
Data Element	Error Count	% of Error Rate		
Destination (3.12)	14	30.43%		
Income and Sources (4.2) at Start	6	11.78%		
Income and Sources (4.2) at Annual Assessment	0	0%		
Income and Sources (4.2) at Exit	18	46.15%		
Non-Cash Benefits (4.3) at Start	6	11.78%		
Non-Cash Benefits (4.3) at Annual Assessment	0	0%		
Non-Cash Benefits (4.3) at Exit	18	46.15%		

Q5. Chronic Homeless							
Program Applicability: ES, SH, Street Outreach, TH & PH(All)							
Starting into project type	Count of total records	Missing time in institution (3.917.2)	Missing time in housing (3.917.2)	Approximate Date started (3.9.17.3) DK/R/missing	Number of times (3.9.17.4) DK/R/missing	Number of months (3.9.17.5) DK/R/missing	% of records unable to calculate
ES, SH, Street Outreach	10			1	1	1	10%
TH	6	0	0	0	0	0	0%
PH (all)	9	0	0	0	0	0	0%
Total	25						4%

  

Q6. Timeliness		
Program Applicability: All Projects		
Time for Record Entry	Number of Project Start Records	Number of Project Exit Records
0 days	14	6
1-3 days	3	0
4-6 days	1	0
7-10 days	2	0
11+ days	10	2

  

Q7. Inactive Records: Street Outreach and Emergency Shelter			
Program Applicability: Street Outreach & ES-Night By Night			
Data Element	# of Records	# of Inactive Records	% of Inactive Records
Contact (Adults and Heads of Household in Street Outreach or ES-NbN)	2	2	100%
Bed Night (All clients in ES-NbN)	0	0	0%

### Drilldown Functionality

Drilldown functionality is available for each section of the report and contains a list of clients with Unique Identifier, Client Name, SSN, Date of Birth, Program, Start Date, End Date, and Assigned Staff.

HMIS Data Quality Report [FY 2022]							
Q4. Income and Housing Data Quality							
Income and Sources (4.2) at Annual Assessment - Error Count							
List of Clients							
Unique Identifier	Name	SSN	Date Of Birth	Program	Start Date	End Date	Assigned Staff
██████████	██████████	██████████	██████████	██████████	██████████	██████████	██████████
██████████	██████████	██████████	██████████	██████████	██████████	██████████	██████████
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██████████	██████████	██████████	██████████	██████████	██████████	██████████	██████████

# of Persons: 7  
# of Households: 7

Note: \* denotes Inactive Assigned Staff

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## Upcoming Events

## Meetings and events with you in mind

- HMIS Agency Administrator Meeting
- Service Providers Network Meeting
- NOFO Committee Meeting #2
- SCC CoC VI-SPDAT Training
- 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, February 2nd and 16th, 2023

Time: 10-11:30 a.m.

Where: [Zoom](#)

#### SCC Looker Office Hours

When: Thursday, February 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](mailto:sccsupport@bitfocus.com)



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