



Santa Cruz HMIS News

July 2023

Welcome to the Santa Cruz HMIS July 2023 newsletter!

In this edition you'll find the following:

- Upcoming Events
- Check Out This Fun Poll: What's On Your Bucket List?
- HMIS Reboot Updates: Changes in the HMIS on 8/1
- 2024 HUD Data Standards: Program Enrollment Screen Changes
- Getting Started: Help Center Articles
- Report How-To: Scheduling Reports



Upcoming Events

Upcoming Events

Housing for Health - HMIS Workgroup

Monday, August 28th | 1:00 - 2:30 p.m. | Register [HERE](#)

In this meeting, we discuss specific solutions to system issues end users may be experiencing, along with community-wide initiatives. We would love to have you join us!

Clarity Human Services Office Hours

Tuesday, August 22nd | 3:00 - 4:00 p.m. | Register [HERE](#)

We host office hours every fourth Tuesday of each month. Drop in for as long or as short as you'd like to ask any and all questions related to HMIS or Clarity Human Services. All users are welcome. Please join us within the first 15 minutes or we will assume nobody will be joining us for Office Hours and we will close out the Zoom meeting.



News

Check Out This Fun Poll

What's on your bucket list?

[Click here](#) to complete the poll about your bucket list and check out the newsletter next month to see what your colleagues said! Please note that your individual response is anonymous.



Updates



HMIS Reboot Updates

Changes Happening in the HMIS on 8/1/23 - Please read carefully!

On August 1st, 2023, you will see the following changes within the HMIS:

1. **Consumer Information Sharing Authorization** - This form is *replacing* the existing client ROI. The Consumer Information Sharing Authorization form will be available for electronic signature within the HMIS and will be officially available for PDF download on the **Santa Cruz HMIS Support Website**. As of 8/1/23, ***only*** the new Consumer Information Sharing Authorization form should be used for any new client or expired client ROI; from this date forward, the old ROI form is ***not*** to be used for any new ROI records. **The old ROI form will be valid until it expires (the default is three years from the date signed), but any new ROI records from August 1st on must be using the Consumer Information Sharing Authorization form.** Also, as of August 1st, the only ROI document types that will be allowed in the HMIS are electronic signature and an attached PDF, which would be a paper copy of the Consumer Information Sharing Authorization that was completed and signed by the client, and scanned and uploaded to your computer as a PDF and attached within the HMIS.

RELEASE OF INFORMATION

Permission	Yes	▼
Start Date	07/19/2023	
End Date	07/19/2026	
Documentation	<div><div>✓ Select</div><div>Electronic Signature</div><div>Attached PDF</div></div>	

Continue reading



News

2024 HUD Data Standards: Program Enrollment Screen Changes

How will the Program Enrollment Screen change in the HMIS?

Data collected on the Program Enrollment Screen is at the heart of the HMIS, so let's review what will change with the 2024 Data Standards.

Translation Assistance Needed

- A new field "Translation Assistance Needed" will be located directly below Program Date on the Enrollment Screen.
- If a client answers Yes, a new field "Preferred Language" will appear with a picklist of choices, which is currently being determined by Housing for Health (H4H) staff.
- If a client answers "Different Preferred Language", a new text field "Different Preferred Language, please specify" will appear.

Prior Living Situation

PRIOR LIVING SITUATION

Type of Residence

Length of Stay in Prior Living Situation

✓ Select

Place not meant for habitation (e.g., a vehicle,
Emergency shelter, including hotel or motel p
Safe Haven

Continue reading



News

Getting Started: Help Center Articles

Did You Know:

The Clarity Human Services [Help Center](#) is available to all HMIS users. It is an especially helpful resource for new users. When any HMIS user has a question about how to perform an action in the HMIS, a best practice is to check the

articles under the [Clarity Human Services Help Center- Getting Started](#) tab. It's a good idea to bookmark this tab for quick reference!

Under *Clarity Human Services Help Center- Getting Started*, there many articles organized under the following topics:

- Accessing Clarity Human Services
- Client Records and Households
- Program Enrollments
- Managing Client Data in Screens
- Services
- Entering Client Location Data
- Files, Notes, and Contacts
- Charts and Goals
- The Attendance Module
- Working with the Referrals Tab and Community Queues
- Recording and Managing Referrals in the Client Record

Here are several of the most commonly referenced articles, with a summary of each. We recommend you read these:

1. [Creating and Managing Program Enrollments](#) - The basics of program enrollment are covered, as well as things you may not know, such as: the Referral Checkbox, working with the Household in a program, Default Goals or Auto Service Placement, and restoring a deleted enrollment.
2. [Community Queue for End Users](#) - The structure and basic functionality of the Community Queue are covered in this article- including how to refer a client to the community queue, how to use multiple community queues, and managing referrals.
3. [How Do I Create a Household and Manage Members?](#) - Good management of Households in the HMIS is very important to overall data quality efforts. This article covers all functionality of the Global Household, including Add and Join options, searching for a Household member, and reviewing Household history.

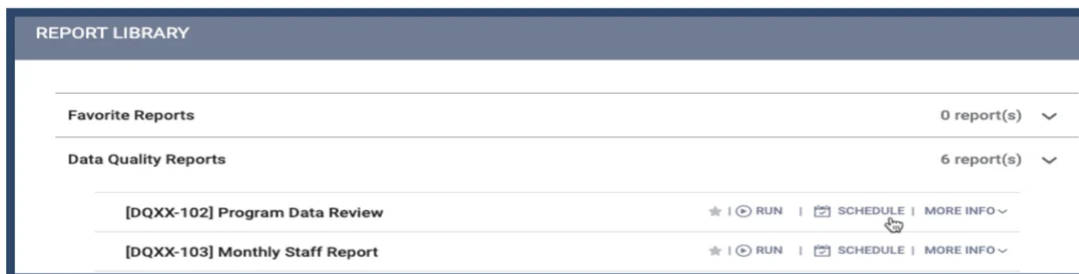


Report Spotlight

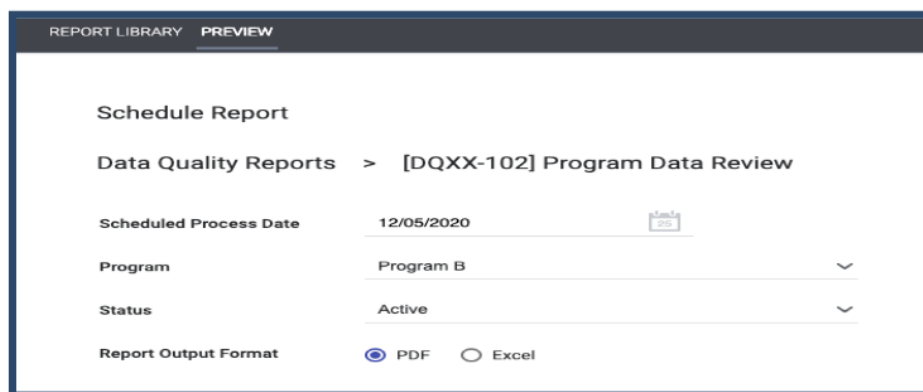
How To: Scheduling Reports

[Scheduling reports](#) allows users to specify a date for the system to run a report.

To schedule a report, click *Schedule* next to the report in the [Report Library](#).



You will be navigated to the *Preview* tab, where you can set the parameters for the scheduled report.



[Continue reading](#)

Questions? Your HMIS Administrator is happy to help.

Phone: 831-713-2288

Email: santacruz@bitfocus.com





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

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