

ONE System Agency Lead Meeting

24Sep18



Agenda

1. HMIS MOU
2. New ONE SF Features
3. APR Data Quality Review
4. Review of Data Quality (Monthly Agenda Topic)
5. Announcements

HMIS MOU Between HSH and Partner Agencies

Agency Lead Responsibilities

Coordinate needs and training of End Users within Partner Agency:

1. Provide HMIS Lead Agency with an updated list of End Users each month
2. Ensure new End Users are granted access to the HMIS System
3. Serve as the on-site HMIS resource to all End Users
4. Conduct monthly data quality checks
 1. Scan for duplicate client records
 2. Ensure active client files are up-to-date
 3. Review accuracy of client exits, exit reasons, and outcomes
 4. Review client referrals from Coordinated Entry Access Points
5. Notify HSH Program Manager of HMIS irregularities

New ONE System Features



Location Reminder for Clients on Queue

When a client is referred to the Community Queue, a notice appears on their Client Profile screen to indicate they are on the Queue.


If the client does not have contact information on the Location tab, there will be a red notice. Click “Add” to add contact information to the Location tab.

Jasmine Tea

PROFILE SERVICES PROGRAMS HISTORY ASSESSMENTS FILES NOTES LOCATION REFERRALS

CLIENT PROFILE

Social Security Number	XXX - XX - 6513
Quality of SSN	Full SSN Reported
Last Name	Tea
First Name	Jasmine
Quality of Name	Full name reported
Quality of DOB	Full DOB Reported
Date of Birth	01/01/1998 Adult. Age: 20
Middle Name	Middlename III



UNIQUE IDENTIFIER
6A120C62D

COMMUNITY QUEUE
Client has an active entry on the Community Queue.
[VIEW DETAILS](#)

No Contact Information - Add

Client Alias Search

Jeana Test

PROFILE HISTORY SERVICES PROGRAMS NOTES FILES LOCATION



Janel Fletcher,
[TRAINING] San Francisco Adult Co... ▾



SEARCH CASELOAD

Social Security Number	XXX - XX - 2345
Quality of SSN	Full SSN Reported ▾
Last Name	Test
First Name	Jeana
Quality of Name	Full name reported ▾
Quality of DOB	Full DOB Reported ▾
Date of Birth	02/03/1947 Adult. Age: 71
Middle Name	None ▾
Alias	Timmy
What is the client's current gender identity?	Female ▾
What sex was the client	Female ▾



UNIQUE IDENTIFIER
8D0D70FA6

COMMUNITY QUEUE

Client has an active entry on the Community Queue.

[VIEW DETAILS](#)

No Contact Information - Add

Pamela Test

Mother *

Active Programs

Excellent Program

Great Program

ECS: Bayview Access Point

Assigned Staff 2



APR Data Quality Prep

Who do I contact if I have questions?

Bitfocus:

onesf@bitfocus.com

- Review data quality prior to submission
- Generating the HUD CSV files to upload into Sage
- Data Quality questions

HomeBase:

SFNofa@homebaseccc.org

- Sage setup questions
- Project name differences
- Operating period

HSH:

Nicole.McCray-Dickerson@sfgov.org

- APR is ready for submission
- Questions about draw downs

New Data Quality APR Manual

APR Data Quality Manual

Monthly Review Data Quality



This Month:

- Household Review
- Move-In Date for PSH and RRH projects

This review will help both the System Performance Measures and LSA for the year covering 10/1/17 to 9/30/2018

Households Review

Run the [GNRL-106] Program Roster for the period of 10/1/17 to 9/30/18

Review the household groups:

- If you notice that clients are missing, add them to the household.
- If clients should be grouped together, contact the Help Desk

Program Roster Report										Bitfocus System	
										Enrolled within [06/01/2017 - 11/30/2017]	
Client	Unique Identifier	Birth Date	Age At Entry	Current Age	Enroll Date	Exit Date	LOS	Assessments	Services	Assigned Staff	
<i>Program: Baltimore Emergency Shelter</i>											
Larina, Tanya	128CB485D	10/11/1958	58	59	06/01/2017	07/01/2017	30	0	2	A. Admin	
Katya, Ivanove	54F117E34	10/11/1987	29	30	06/08/2017	06/08/2017	2	0	1	A. Admin	
Katya, Ivanove	54F117E34	10/11/1987	29	30	09/01/2017	09/01/2017	0	2	0	A. Admin	
Gnatenko, Tatyana	CE74C00E6	12/11/1948	68	68	06/01/2017	06/13/2017	12	0	1	A. Admin	
Gnatenko, Lena	86890AD3B	12/10/1958	58	58	06/01/2017	06/01/2017	0	0	0	A. Admin	
Gnatenko, Ivar	F2A73252C	10/10/1948	68	69	06/01/2017	06/01/2017	0	0	0	A. Admin	
Rick, Ilona	379D9DA8B	12/10/1958	58	58	06/01/2017	06/01/2017	0	0	0	A. Admin	
Rick, Lisa	5F6EA0FE1	12/11/1928	88	88	06/01/2017	06/13/2017	12	0	1	A. Admin	
Rick, Ostap	2CC318F74	10/10/1928	88	89	06/01/2017	06/01/2017	0	0	0	A. Admin	
Katya, Ivanove	54F117E34	10/11/1987	30	30	10/24/2017	10/24/2017	0	0	0	A. Admin	
McFly, Lorraine	F0FDDFOC9	05/09/1952	65	65	07/13/2017	07/13/2017	0	0	0	A. Admin	
McFly, George	066D45587	10/01/1950	66	67	07/13/2017	07/13/2017	0	0	0	A. Admin	
Katerinka, Alson	D91FEB7E8	10/10/1980	36	37	07/01/2017	07/01/2017	0	0	0	A. Admin	
Kate, Alson	07D7D9F73	-	-	-	07/01/2017	07/01/2017	0	0	0	A. Admin	
Katya, Testscreen	06C75DF7D	10/11/1987	29	30	08/02/2017	08/02/2017	0	0	0	A. Admin	
Ivanova, Katya	94DD95487	10/01/1985	31	32	06/01/2017	06/01/2017	0	0	0	A. Admin	
Katya, Testemailtemplates	8DCE26718	10/11/1987	29	30	06/01/2017	06/01/2017	0	0	0	A. Admin	
Kate, Alson	07D7D9F73	-	-	-	11/10/2017	-	20	0	0	A. Admin	
Mouser, Michael	F08851A1B	10/10/1985	32	32	11/15/2017	-	15	0	0	M. Shaw	
Mouser, Micky	A4588D705	02/25/2013	4	4	11/15/2017	11/16/2017	1	0	0	M. Shaw	

Housing Move-In Date

Run the [GNRL-106] Program Roster for the period of 10/1/17 to 9/30/18

For PSH and RRH programs, check the Housing Move-In Date

- If household moved into housing and the Housing Move-In Date is “undefined”, the Housing Move-In Date needs to be added
- If the Housing Move-In date is not accurate (e.g. is before the program start date), it should be updated

Program Roster Report								Jenn Test Agency Active within [05/01/2017 - 05/02/2018]			
Client	Unique Identifier	Birth Date	Age At Entry	Current Age	Enroll Date	Exit Date	LOS	Housing Move-in	Assessments	Services	Assigned Staff
Program: EAP Demo Program											
Kitty, Hello	1C8A64AFD	01/01/1980	37	38	07/01/2017	-	306		0	3	J. Ong
Bombadil, Tom	77FAD8A1B	01/01/1900	-	-	07/01/2017	-	306		0	1	J. Test5
Program: Jenn Test HP Prevention Program											
Potato, Hot	BE2456D1C	01/01/1980	38	38	01/02/2018	-	121		0	1	J. Ong
Program: RRH											
Bombadil, Tom	77FAD8A1B	01/01/1900	-	-	11/01/2015	-	914	undefined	0	0	J. Ong
Cotta, Ri	3B830C101	01/01/2010	5	8	11/01/2015	-	914	undefined	0	0	J. Ong
Tea, Ginger	53Q20163C	02/01/2015	0	3	11/05/2015	-	910	undefined	0	0	O. Jenn
Tea, Jasmine	6A120C62D	01/01/1998	17	20	11/05/2015	-	910	undefined	0	2	O. Jenn
Lo, He	9A22165C7	01/01/1975	40	43	11/01/2015	-	914	undefined	0	0	J. Ong
Lo, Je	BAD9F1241	01/01/1975	40	43	11/01/2015	-	914	undefined	0	0	J. Ong
Client, Hello	E869E4460	01/01/1980	37	38	03/01/2017	-	428	undefined	0	0	J. Ong
Daniel, Dear	996EDFD20	01/01/2015	2	3	08/01/2017	-	275	undefined	0	2	J. Ong
Kitty, Hello	1C8A64AFD	01/01/1980	37	38	03/01/2017	-	428	undefined	0	3	J. Ong
Cat, Allie	9FFB3597F	01/01/2010	7	8	09/01/2017	-	244	undefined	1	0	J. Ong
Cat, Bob	901BCEEED5	01/01/2010	7	8	09/01/2017	-	244	undefined	1	2	J. Ong
Cola, Coca	171F67E3C	01/01/2000	17	18	09/01/2017	09/21/2017	20	undefined	0	0	J. Ong
Cola, Ri	4152D2D03	01/01/1980	37	38	09/01/2017	09/21/2017	20	undefined	1	0	J. Ong
Client, Anonymous	EEC147421	-	-	-	10/01/2017	-	214	undefined	0	0	J. Ong
Program: CoC Outreach											
Bombadil, Tom	77FAD8A1B	01/01/1900	-	-	09/01/2016	-	922		0	0	J. Ong

Announcements

Announcements

- Data Quality Office hours next agency lead meeting: October
- Include your agency events in the ONESF Newsletter

Thank you!

