

Learning Objectives Goals

Our goals for today:

- Welcome and Introductions
- Coordinated Entry Thresholds
- 2020 Data Standards Changes for End Users
- New Access Role: Agency Lead Data
- New User, Deactivate User, Change in Access Roles
- Reminders
- Next Month's Meeting





ONE System Welcome and Introductions

Please share your name, pronoun, agency, role, and your favorite fall

activity.







ONE System Coordinated Entry Threshold

Thresholds	Timeframes	What the functionality in ONE does	
Auto-Exits	90 days	Clients will be automatically exited from the CE program after 90 days	
		of inactivity in ONE. (no services)	
Inactive Referral Expiration Threshold	90 days	Client will be removed from the community queue after 90 days of	
		inactivity (no referral activity, no assessment no services, no check- in	
		within the referral, no location added)	
Community Referral Threshold	90 days	If a client has been referred to a housing program and the referral sits	
		pending for more than 90 days, the client will be sent back to the	
		community queue	
Assessment Expiration	6 months	Prioritization assessments expire after 6 months and the client should	
		be given a new assessment	
Unreachable Clients	90 Days	If a client has been unreachable for 90 days, they should be removed	
		from the CQ and exited from the CE program	





ONE System 2020 Data Standards Changes for End Users

• 2020 Data Standards Changes for End Users



Disabling Condition

o Disabling Condition is currently collected on enrollment, status/annual update, and exit screens. After October 1, this element will ONLY be collected on enrollment screens.





ONE System 2020 Data Standards Changes for End Users

Prior Living Situation and Exit Destination Alignment

- Interim Housing is being removed as an option. Instead, users should select the type of residence that most accurately reflects a client's living situation. We may be reaching out to you to update this information for any active clients who currently have Interim Housing selected for Prior Living Situation.
- Four new options are being added:
 - Host Home (non-crisis)
 - Rental by client, with RRH or equivalent subsidy
 - Rental by client, with HCV voucher (tenant or project based)
 - Rental by client in a public housing unit





ONE System 2020 Data Standards Changes for End Users

Housing Move-in Date

O Housing Move-in Date is currently collected on enrollment, status/annual update, and exit screens. After October 1, this element will ONLY be collected on enrollment screens. For clients who have Housing Move-in Dates entered on annual/status update screens, or on exit screens, Bitfocus will be mapping those dates to the enrollment screens. We may be reaching out to you to review Housing Move-in Dates, especially for active clients, to ensure that the dates on the most recent screens are the correct dates.

Domestic Violence

Domestic violence status will no longer be captured at status update or exit. After
October 1, this element will be ONLY on enrollment screens.

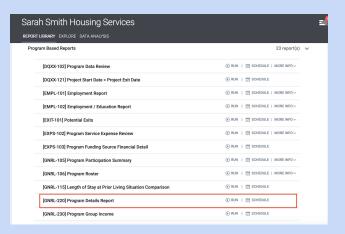




ONE System [GNRL-220] Program Details Report

This report provides a spreadsheet containing all profile, enrollment and/or exit data for clients enrolled in your programs. You can run this report for one program or multiple programs and choose to see data from enrollment, annual/status update, and/or exit screens

 Open Report Library and locate [GNRL-220] Program Details under the Program Based Reports section







ONE System [GNRL-220] Program Details Report

- Choose the Program or Programs you wish to include in the report.
- **Choose screen types** you wish to include select from:
 - Entry screen, Status update screen, Annual update screen, Exit screen, or All screens (the zip file you download will have a separate spreadsheet for each screen)
- For **Choose Enrollments** choose active clients or new clients
- Enter the start and end dates for the report and click OK.

Sarah Smith Housing Services				
REPORT LIBRARY EXPLORE DATA ANALYSIS PREVIEW				
Program Based Reports > [GNRL-220] Program Details Report				
Project Type(s)	Emergency Shelter			
	Transitional Housing			
	PH - Permanent Supportive Housing (disability required)			
	Services Only			
	Street Outreach			
Program Status	All Programs			
Program(s)	Choose			
	All			
	Hammer House			
	Test PSH Program			
	Youth Hope Housing			
Screen Type	All Screens Data			
Enrollments	Active Enrollments			
Report Date Range	08/01/2018 25 - 07/31/2019 25			





ONE System New Access Role Agency Lead Data

New Access Role Agency Lead Data

- New access role that includes data analysis save rights
- Data analysis save allows for user with this access role to save custom reports and analyze program level data
- Allowed for up to one user per agency. This will be tracked and monitored by both Bitfocus Help Desk and HSH.

How to request

Email onesf@bitfocus.com with ONE System user name and email address and request for access role change to Agency Lead Data. If new user, follow new user process.







ONE System Agency Leads and User Access Roles

New User Request

- Confirm completion of Clarity General and DPH Privacy Trainings and email user name, email address, and <u>access role</u> to <u>onesf@bitfocus.com</u>
- Agency Lead is responsible for determining the appropriate access role based on user's job/role and considering client privacy

Deactivate User

Email <u>onesf@bitfocus.com</u> with ONE System user name and email address to deactivate
*For example when someone leaves agency

Request to Change User Access Role

- Email <u>onesf@bitfocus.com</u> with the ONE System user name, email address, and requested access role
- HSH will be monitoring access role changes for auditing purposes





ONE System Reminders

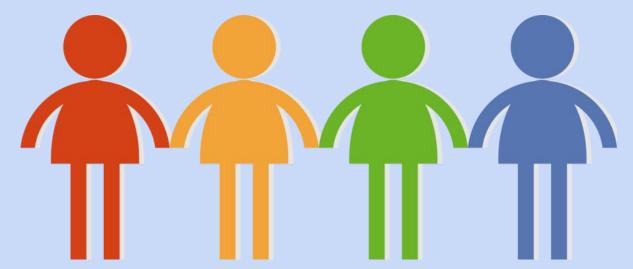
- LHCB ONE System Committee Youth Meeting
 - St Anthony's Poverello Room 150 Golden Gate Ave
 - September 30, 2019 3pm-4:30pm
- LHCB Monthly Meeting
 - City Hall Room 416
 - o October 7, 2019 11am-1pm
- LHCB Family Coordinated Entry/ONE System Committee Meeting
 - City Hall Room 408
 - o October 1, 2019 10am 11am
- LHCB Adult Coordinated Entry/ONE System Committee Meeting
 - City Hall Room 408
 - o October 1, 2019 11am 12pm





ONE System Next Month's Meeting

October 28, 2019 10:30am-11:30am
Google Community Space 188 Embarcadero







Need More Help?

- We will email and post today's slides on the <u>ONE SF Help Center</u>
- Don't forget the Helpdesk! <u>onesf@bitfocus.com</u> or 415.429.4211









