



Monthly Agency Leads Meeting

San Francisco, April 2024

Today's Agenda

Welcome!

System Updates

ONE System: Reports

Shelter Resources

Office Hours Reminder

Welcome!

What is one thing that you love about your job?

--->Please share your name, pronouns, and agency when responding.



System Updates

---> Federal Reports:

---> HIC/PIT: Currently completing data review and cleanup of housing programs

---> Deadline for final submission extended to May 7

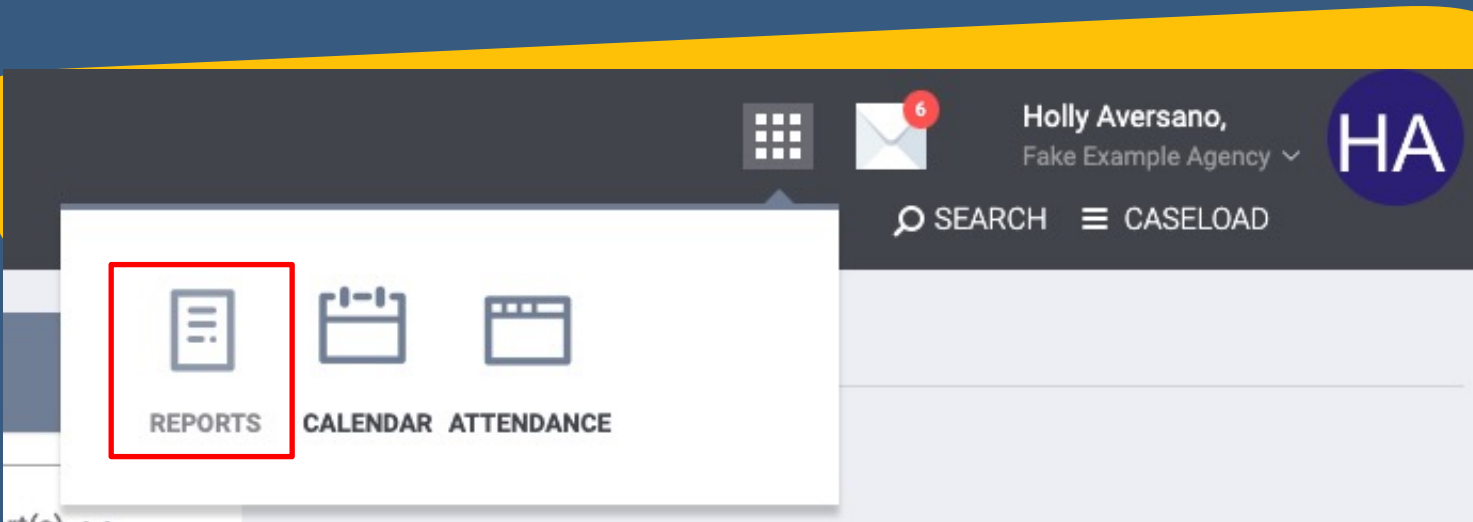
---> **Housing Training** no longer required in advance of account setup for the Property Manager or Housing Case Management users

---> Housing Inventory Final Phase is live as of **March 12, 2024**



ONE System: Reports

Reports in ONE

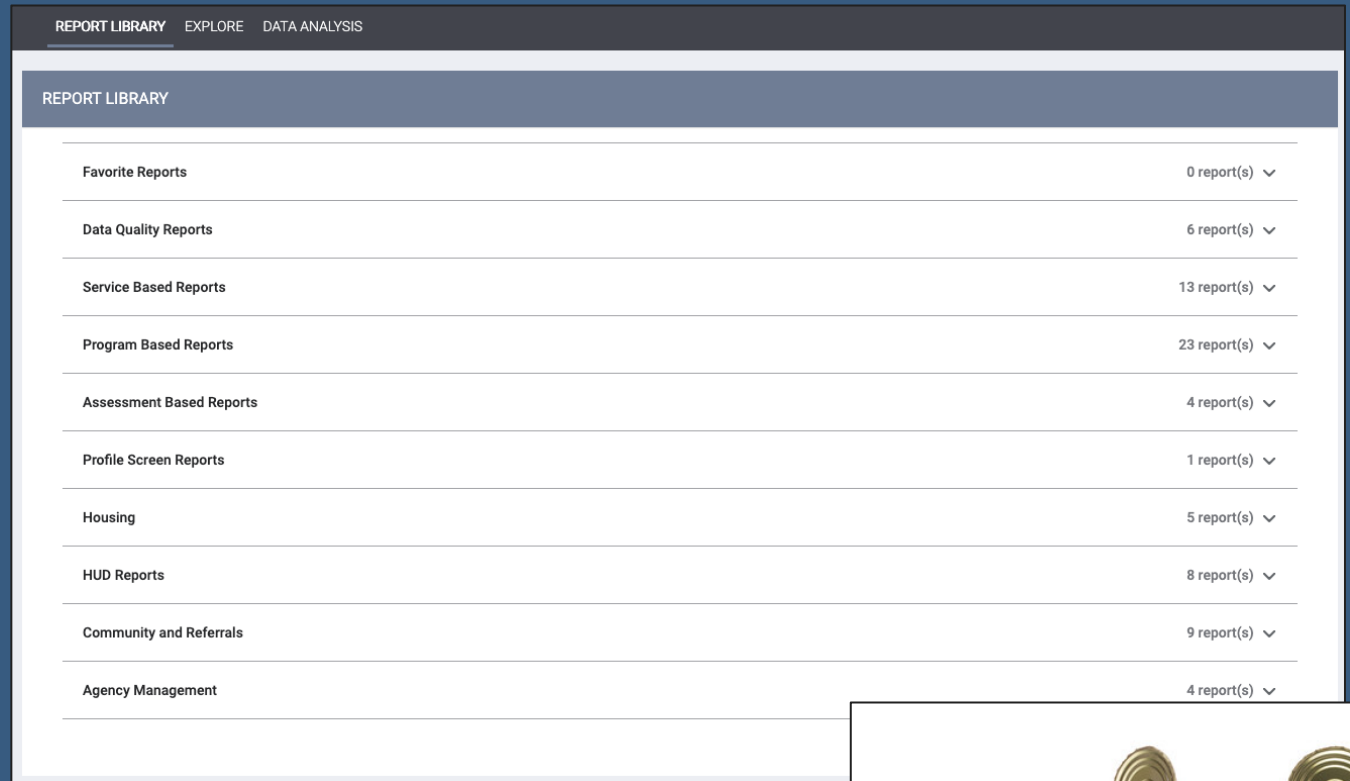


---> A variety of reporting options exist in the ONE System for Agency Leads:

- > Report Library with "canned" reports
- > Explore where users can analyze their own data
- > Data Analysis with custom reports created for San Francisco

Report Library: Canned Reports

- > Report Library contains all Bitfocus-maintained, “canned” reports
- > Canned reports are ready-to-go reports built into the ONE System
- > Easy to use: plug in specific parameters/filters, click run, and get results!



The screenshot shows a web interface for the Report Library. At the top, there are navigation tabs: REPORT LIBRARY (selected), EXPLORE, and DATA ANALYSIS. Below the navigation is a header for the Report Library. The main content is a list of report categories with their respective counts and a dropdown arrow for each.

Report Category	Count
Favorite Reports	0 report(s)
Data Quality Reports	6 report(s)
Service Based Reports	13 report(s)
Program Based Reports	23 report(s)
Assessment Based Reports	4 report(s)
Profile Screen Reports	1 report(s)
Housing	5 report(s)
HUD Reports	8 report(s)
Community and Referrals	9 report(s)
Agency Management	4 report(s)



Report Library Tips

- > Click the star icon to favorite a report
 - > Report will show up in your Favorites section and will save your parameters from the last run
- > Play around in the library!
 - > Each report has its own set of filters and parameters with set options
 - > Play around to see how the results change when you change these
 - > You can't "break" anything in the reports library
- > Each report has its own Help Article at help.bitfocus.com/report-library



Holly & Paul's Favorite Reports

→ [\[GNRL-106\] Program Roster](#)

- Found in Reports Library under Program Based Reports
- Lists program stay and relevant household information for selected program(s)
- Useful in ensuring program rosters are reflected accurately the database

→ [\[HUDX-225\] HMIS Data Quality Report](#)

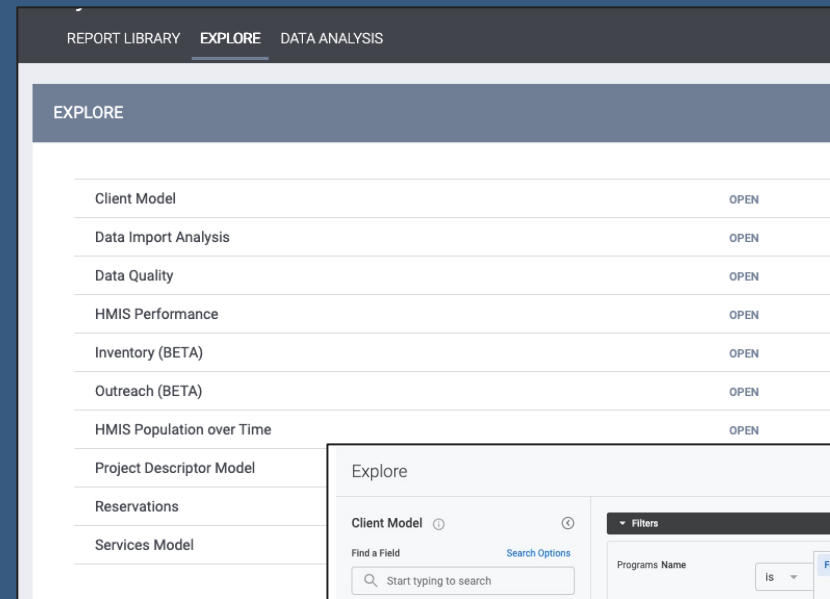
- Found in Reports Library under HUD Reports
- Reviews data quality across a number of HMIS data elements
- Useful to ensure data cleanliness for reporting

→ [\[HUDX-227\] Annual Performance Report](#)

- Found in Reports Library under HUD Reports
- Useful in identifying all clients served in a program within the report year
- Lists demographic information and identifies where data errors may have occurred

Explore tab: Data Sandbox

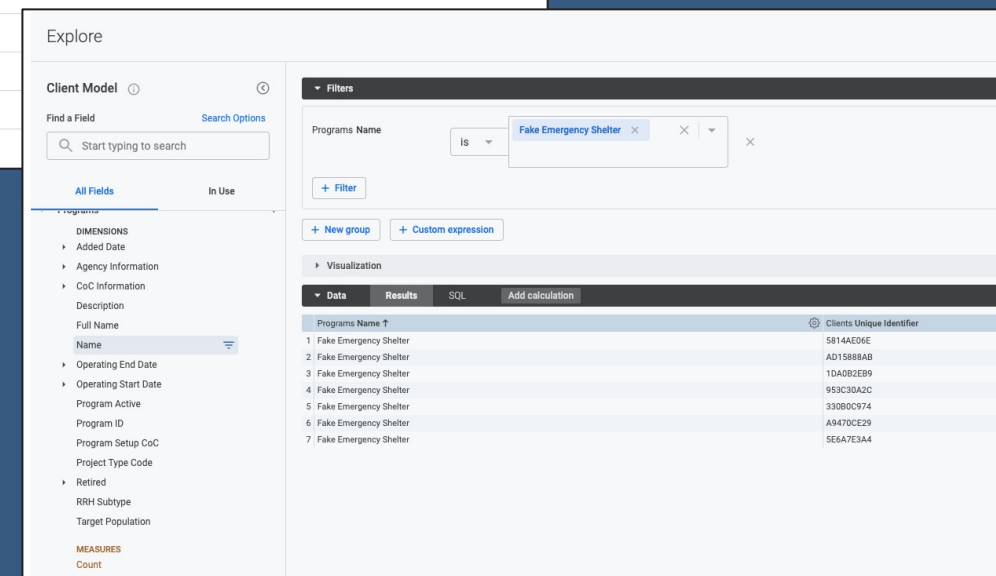
- > Also referred to as “Embedded Looker”
- > Gives access to data analysis tool where you can view and crunch data from your agency (and agencies you have access to)
- > **More complex** - may be challenging to use/master



REPORT LIBRARY EXPLORE DATA ANALYSIS

EXPLORE

Client Model	OPEN
Data Import Analysis	OPEN
Data Quality	OPEN
HMIS Performance	OPEN
Inventory (BETA)	OPEN
Outreach (BETA)	OPEN
HMIS Population over Time	OPEN
Project Descriptor Model	
Reservations	
Services Model	



Explore

Client Model

Find a Field Search Options

Start typing to search

All Fields In Use

Programs

DIMENSIONS

- Added Date
- Agency Information
- CoC Information
 - Description
 - Full Name
 - Name
 - Operating End Date
 - Operating Start Date
 - Program Active
 - Program ID
 - Program Setup CoC
 - Project Type Code
- Retired
 - RRH Subtype
 - Target Population

MEASURES

- Count

Filters

Programs Name is Fake Emergency Shelter

+ Filter

+ New group + Custom expression

Visualization

Data Results SQL Add calculation

Programs Name ↑	Clients Unique Identifier
1 Fake Emergency Shelter	5814AE06E
2 Fake Emergency Shelter	AD15888AB
3 Fake Emergency Shelter	1DA0B2EB9
4 Fake Emergency Shelter	953C30A2C
5 Fake Emergency Shelter	33080C974
6 Fake Emergency Shelter	A9470CE29
7 Fake Emergency Shelter	5E6A7E3A4

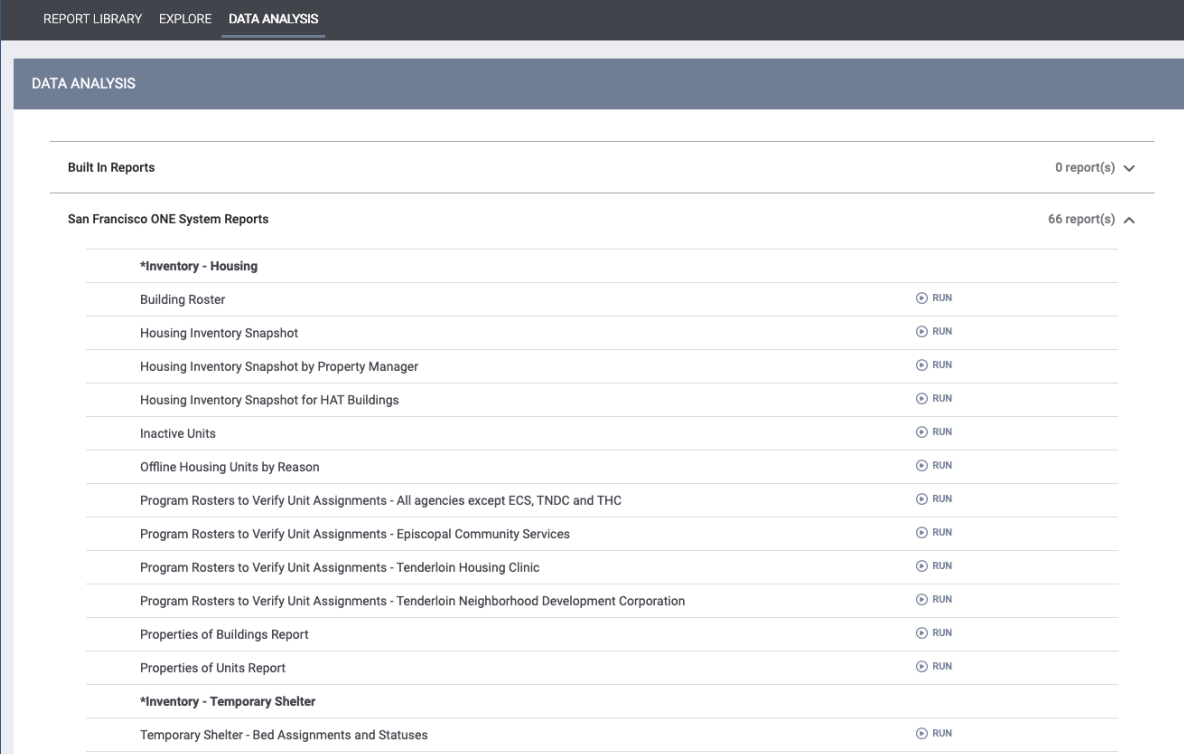
Explore Tab Tips



- > Play around if interested!
 - > Can't "break" anything
- > Can download results into an Excel file
- > Some helpful articles:
 - help.bitfocus.com/data-analysis
- > Models matter in what data is pulled and how – more on that here:
 - help.bitfocus.com/looker-data-models-overview
- > Don't stress if the Explore tab doesn't make sense
 - > Helpful but not necessary

Data Analysis Tab: Custom SF Reports

- > Contains custom reports for specific SF program and data needs
- > Often specialized based on program type:
 - > i.e. Housing, Coordinated Entry, Emergency Shelter

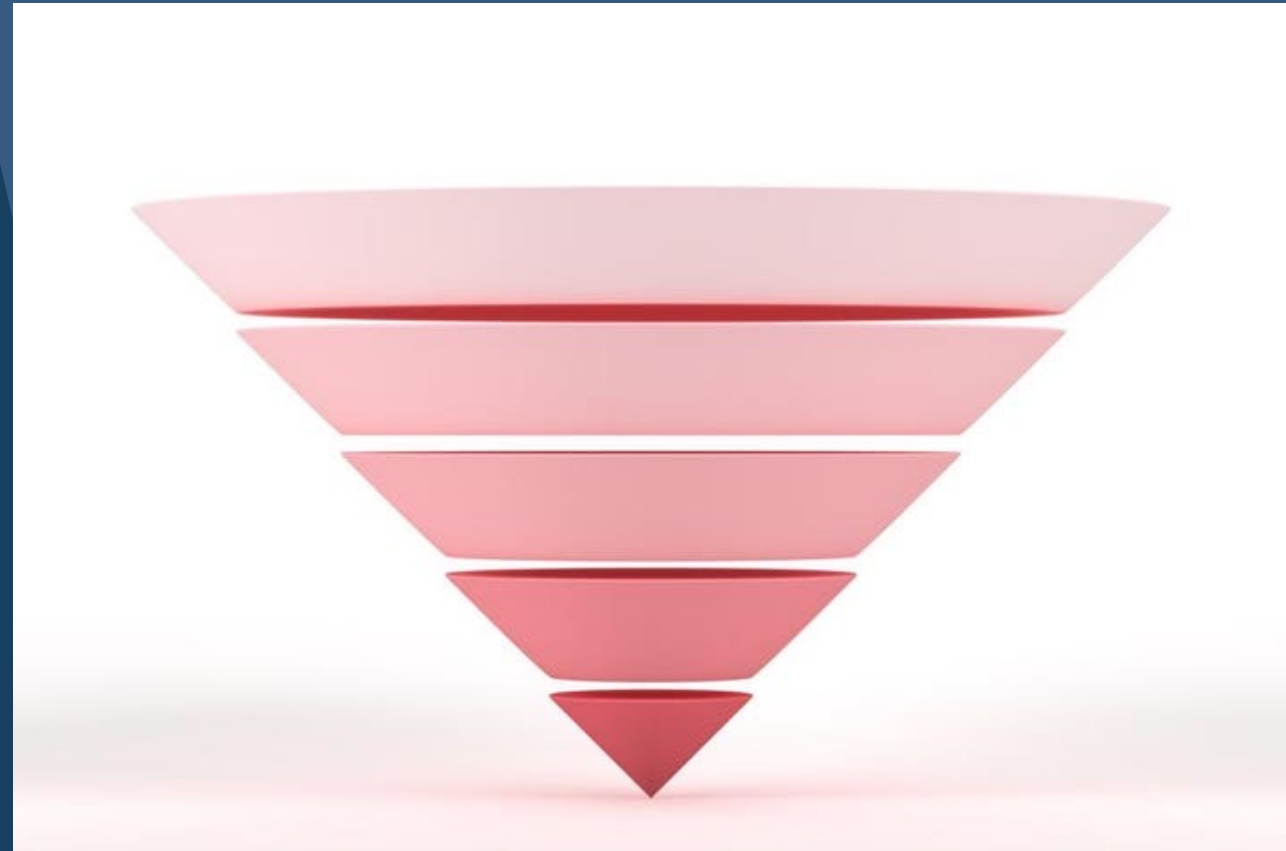


The screenshot displays a web interface for the 'DATA ANALYSIS' tab. At the top, there are navigation links for 'REPORT LIBRARY', 'EXPLORE', and 'DATA ANALYSIS'. Below this, the 'DATA ANALYSIS' section is active. It features two main categories of reports: 'Built In Reports' (0 report(s)) and 'San Francisco ONE System Reports' (66 report(s)). The 'San Francisco ONE System Reports' section is expanded to show a list of reports, each with a 'RUN' button. The reports are organized into sections: '*Inventory - Housing' and '*Inventory - Temporary Shelter'. The reports listed include: Building Roster, Housing Inventory Snapshot, Housing Inventory Snapshot by Property Manager, Housing Inventory Snapshot for HAT Buildings, Inactive Units, Offline Housing Units by Reason, Program Rosters to Verify Unit Assignments - All agencies except ECS, TNDC and THC, Program Rosters to Verify Unit Assignments - Episcopal Community Services, Program Rosters to Verify Unit Assignments - Tenderloin Housing Clinic, Program Rosters to Verify Unit Assignments - Tenderloin Neighborhood Development Corporation, Properties of Buildings Report, Properties of Units Report, and Temporary Shelter - Bed Assignments and Statuses.

Report Name	Action
Built In Reports 0 report(s) ▾	
San Francisco ONE System Reports 66 report(s) ▲	
*Inventory - Housing	
Building Roster	<input type="radio"/> RUN
Housing Inventory Snapshot	<input type="radio"/> RUN
Housing Inventory Snapshot by Property Manager	<input type="radio"/> RUN
Housing Inventory Snapshot for HAT Buildings	<input type="radio"/> RUN
Inactive Units	<input type="radio"/> RUN
Offline Housing Units by Reason	<input type="radio"/> RUN
Program Rosters to Verify Unit Assignments - All agencies except ECS, TNDC and THC	<input type="radio"/> RUN
Program Rosters to Verify Unit Assignments - Episcopal Community Services	<input type="radio"/> RUN
Program Rosters to Verify Unit Assignments - Tenderloin Housing Clinic	<input type="radio"/> RUN
Program Rosters to Verify Unit Assignments - Tenderloin Neighborhood Development Corporation	<input type="radio"/> RUN
Properties of Buildings Report	<input type="radio"/> RUN
Properties of Units Report	<input type="radio"/> RUN
*Inventory - Temporary Shelter	
Temporary Shelter - Bed Assignments and Statuses	<input type="radio"/> RUN

Data Analysis Tab Tips

- All reports are located under **San Francisco ONE System Reports** with specific program categories
- Peruse the categories
- Think about which program your agency serves and how the categories apply
 - Does your agency run PSH programs? Perhaps the *Inventory – Housing section will give you some useful data
- Remember that not all reports in the Data Analysis tab will be relevant to your agency or programs



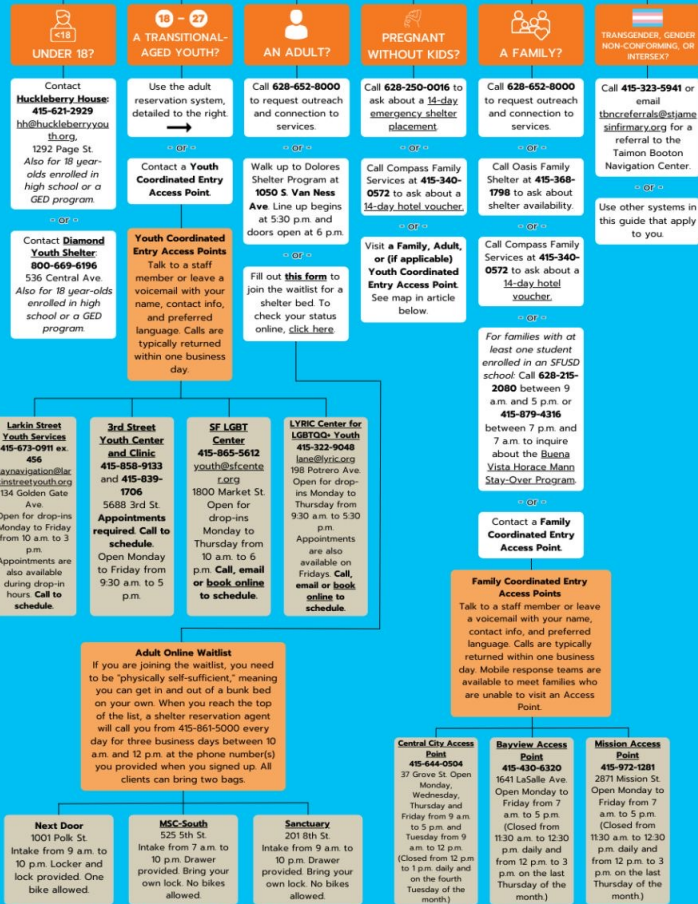


NEED A PLACE TO SLEEP?

HERE'S HOW TO NAVIGATE SAN FRANCISCO'S SHELTER SYSTEM

If a word is underlined, that means it is a link you can click on.

ARE YOU ...



The information for this graphic was gathered from the San Francisco Department of Homelessness and Supportive Housing's website, including pages about accessing shelter for adults, youths under 18, transitional-aged youths and families. It was confirmed by employees affiliated with each site.

Shelter Resources

- Article from SF Public Press has informative graphics for how one can access shelter in San Francisco
- [Click here](#) for full flowchart with links



Don't forget about Office Hours!

- > ONE System Office Hours occur **every 4th Tuesday of the month at 2pm**
- > Available to everyone who is a user of the ONE System
- > No problem too big, no question too small!
- > Register at **[bitfocus.zoom.us/meeting/register/tZcrce-rqTouHNZejrOoeyxlgx7faH4_LdNK#/registration](https://bitfocus.zoom.us/join/91226705)**

Announcements

Monthly Office Hours:

- April 23 @2pm
- May 28 @2pm

Next Agency Leads Meetings:

- May 20 @10:30am
- June 24 @10:30am

Registration Links: onesf.bitfocus.com



Helpful Resources



ONESF Help Center Website

- onesf.bitfocus.com

Bitfocus Help Center

- help.bitfocus.com

Bitfocus Helpdesk

- onesf@bitfocus.com
- 415.429.4211

Thank You From Your SF Team!



Holly Aversano
Senior Project
Administrator
hollya@bitfocus.com



Paul Devencenzi
Deputy Project
Administrator
pauld@bitfocus.com