



# Monthly Agency Leads Meeting

San Francisco, May 2024

# Today's Agenda

Welcome!

System Updates

Prior Living Situation and Exit Destination Fields

Guest Speaker: Jamie Nugent from SFVA

ONE System Reports: Responsible Staff Report

Office Hours Reminder

# Welcome!

What extracurricular activity did you participate in when you were in High School?

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





# System Updates

---> Federal Reporting Season is Officially Over!:

---> HIC/PIT: Submitted as of May 10<sup>th</sup>!

---> Thank you to everyone who contributed!

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

---> New **Responsible Staff Who Receive Referral Notifications** report now available in the Data Analysis section of the ONE System Reports tab








# **Prior Living Situation and Exit Destination Fields**

## **For Program Enrollments and Exits**


# Prior Living Situation

Prior Living Situation is a HUD defined data element collected by all HMIS programs during the client's enrollment immediately prior to the project start date.

- This data is used with other information to identify whether a client appears to meet the criteria for experiencing chronic homelessness at various points of enrollment.
  - > Project entry
  - > At any point during project enrollment
  - > At any point during a specified reporting period

PRIOR LIVING SITUATION	
Type of Residence	Select 
Length of Stay in Prior Living Situation	Select 
Approximate date this episode of homelessness started	<input type="text" value="__/__/__"/> 

# Prior Living Situation

PRIOR LIVING SITUATION	
Type of Residence	Place not meant for habitation (e.g., a vehicle, an abandoned building, bu▼
Length of Stay in Prior Living Situation	One week or more, but less than one month ▼
Approximate date this episode of homelessness started	05/01/2024 
Number of times on the streets, in ES, or Safe Haven in the past three years	Three Times ▼
Total number of months homeless on the streets, in ES, or Safe Haven in the past three years	Nine Months ▼

- Intake staff should ask clients about their history of experiencing homelessness, including specific instances the client spent on the street, in an emergency shelter or in a Safe Haven project.

→ Prior Living Situation data may autofill within a program enrollment. If this happens, staff should still ask about the client's prior living situation to ensure accuracy.

- Responses put in here should reflect the client's last living situation *immediately prior* to the enrollment start date.



# Prior Living Situation

- The responses are intended to reflect the client's last living situation *immediately prior* to the project start date.
  - For projects that do not provide lodging, the 'prior' living situation may be the same as the client's current living situation.
- Select the 'Type of Residence' from the Living Situation Option List that most closely matches where the client was living prior to project start.
- Adult members of the same household may have different prior living situations.
- Make sure the prior living situation is appropriate for the kind of enrollment that is occurring!
  - i.e. A PSH transfer should not have the person's prior living situation as a Homeless Situation.

Response	Additional Description
<b>Homeless Situation</b>	
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)	
Emergency shelter, including hotel or motel paid for with emergency shelter voucher, Host Home shelter	A facility, the primary purpose of which is to provide temporary shelter for individuals and families experiencing homelessness.
Safe Haven	A form of supportive housing that serves hard-to-reach persons experiencing homelessness with severe mental illness and/or substance use disorders who are on the street and have been unable or unwilling to participate in supportive services.
<b>Institutional Situations</b>	
Foster care home or foster care group home	
Hospital or other residential non- psychiatric medical facility	
Jail, prison, or juvenile detention facility	
Long-term care facility or nursing home	
Psychiatric hospital or other psychiatric facility	
Substance abuse treatment facility or detox center	
<b>Temporary Housing Situations</b>	
Transitional housing for homeless persons (including homeless youth)	
Residential project or halfway house with no homeless criteria	A sober living or other residential project with no lease or rights of tenancy, with or without time limits.
Hotel or motel paid for without emergency shelter voucher	
Host Home (non-crisis)	
Staying or living in a friend's room, apartment, or house	
Staying or living in a family member's room, apartment, or house	
<b>Permanent Housing Situation</b>	
Rental by client, no ongoing housing subsidy	A rental that the client will pay for on their own (without a subsidy of any kind)
Rental by client, with ongoing housing subsidy	Any subsidized rental housing.
Owned by client, with ongoing housing subsidy	
Owned by client, no ongoing housing subsidy	
<b>Other</b>	
Client doesn't know	
Client prefers not to answer	
Data not collected	



# Prior Living Situation

PRIOR LIVING SITUATION	
Type of Residence	Jail, prison, or juvenile detention facility
Length of Stay in Prior Living Situation	Two to six nights
Length of Stay Less Than 90 Days	Yes
On the night before - stayed on the streets, ES or Safe Haven	Yes
Approximate date this episode of homelessness started	01/09/2024
Number of times on the streets, in ES, or Safe Haven in the past three years	Two Times
Total number of months homeless on the streets, in ES, or Safe Haven in the past three years	Nine Months

PRIOR LIVING SITUATION	
Type of Residence	Rental by client, with ongoing housing subsidy
Rental Subsidy Type	<div><div>✓ Select</div><div>GPD TIP housing subsidy</div><div>VASH housing subsidy</div><div>RRH or equivalent subsidy</div><div>HCV voucher (tenant or project based) (not dedicated)</div><div>Public housing unit</div><div>Rental by client, with other ongoing housing subsidy</div><div>Housing Stability Voucher</div><div>Family Unification Program Voucher (FUP)</div><div>Foster Youth to Independence Initiative (FYI)</div><div>Permanent Supportive Housing</div><div>Other permanent housing dedicated for formerly homeless persons</div></div>
Length of Stay in Prior Living Situation	
Length of Stay Less Than 7 Nights	
On the night before - stayed on the streets, ES or Safe Haven	
Approximate date this episode of homelessness started	
Number of times on the streets, in ES, or Safe Haven in the past three years	

- Depending on the response, different fields may appear that need to be filled.
- The 2024 Data Standards update added the "Rental Subsidy Type" field when an "ongoing housing subsidy" residence response was recorded.

The [2024 HMIS Data Standards Manual](#) can be referenced for more information about specific responses.

# Exit Destinations

## End Program for client Pablo Program

Program Exit Date 05/17/2024 

Exit Reason Select 

Destination Select 

The Exit Destination field identifies where a client will stay *immediately after* exiting a project for purposes of tracking and outcome measurement.

- Select the 'Destination' that most closely matches where the client will be staying immediately after exiting the project.
- This field should never be left blank and should not be pre-filled at project start.
- Unconfirmed word-of-mouth information from anyone other than the client should not be used as a source of Destination responses

# Exit Destinations

Specific 'Destination' responses should be used depending on the client's 'Exit Reason'.

- Many of the responses are the same or similar to the responses in the 'Prior Living Situation' field.
- Make sure the 'Destination' is appropriate for the kind of exit that is occurring!
  - i.e. A PSH transfer should not have the person's exit destination as a Homeless Situation!
- Many program exit screens have a warning to help you determine which Destination response to use based on the Exit Reason.

Exit Reason	Destination Response
Death	Deceased
Exit to Institutional Setting	Foster care home or foster care group home
	Hospital or other residential non- psychiatric medical facility
	Jail, prison, or juvenile detention facility
	Long-term care facility or nursing home
	Psychiatric hospital or other psychiatric facility
	Substance abuse treatment facility or detox center
Unit Abandonment / Client Unseen	No exit interview completed
Other	Other
	No exit interview completed
	Client doesn't know
	Client prefers not to answer
	Data not collected



# Guest Speaker: Jamie Nugent

Coordinated Entry Specialist with the SFVA





# ONE System: Reports

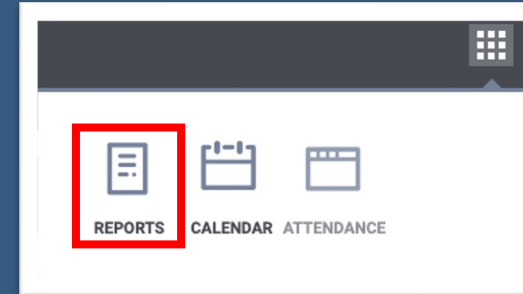
Responsible Staff Report

# Responsible Staff Report

This report lists the responsible staff assigned to each program in ONE.

--->Can be found under Reports ->  
Data Analysis -> SF One System  
Reports -> Data Quality Reports

--->Available to all agencies in the  
ONE System and all users with  
Data Analysis access rights



Data Quality Reports	
Client ROI Audit Report	▶ RUN
Client with HSA/HSR ROI uploaded into ONE	▶ RUN
Direct Referrals made in error	▶ RUN
Eviction Reporting	▶ RUN
Responsible Staff Who Receive Referral Notifications	▶ RUN

# Responsible Staff Report

Responsible Staff Who Receive Referral Notifications

just now

Program Name Agency Name Project Type Code

is any value is any value is any value

\*This report lists the responsible staff assigned to each program in ONE. These individuals will receive program referral notifications via email. Provider Agency Leads can request updates via the ONE System Help Desk. HSH staff can contact the ONE System Team to update.

	Agency Name	Program ID	Program Name	Responsible Staff	Full Name	Email	Status	Project Type Code
1	3rd Street Youth Ce...	588	Lower Polk TAY Navi...	⊗	⊗		Active	Emergency Shelter - ...
2	Abode Services	156	Verona - GF	LRussell	LaTasha Russell		Active	PH - Housing with S...
3	Abode Services	156	Verona - GF	mmiranda	Melody Miranda		Active	PH - Housing with S...
4	Abode Services	718	City Gardens - Prop C	EPitre	Elijah Pitre		Active	PH - Housing with S...
5	Abode Services	727	City Gardens - HUD ...	EPitre	Elijah Pitre		Active	PH - Housing with S...
6	Bay View Hunters P...	309	Dr. Davis Senior Co...	⊗	⊗		Active	PH - Housing with S...
7	Bayview Hunters Po...	8	Monterey Boulevard ...	⊗	⊗		Active	PH - Housing with S...
8	Bayview Hunters Po...	108	Bayview Hill Garden...	⊗	⊗		Active	PH - Housing with S...
9	Bayview Hunters Po...	109	Arlington Residence ...	chenderson	Charlene Henderson		Active	PH - Permanent Sup...
10	Bayview Hunters Po...	109	Arlington Residence ...	ckwong	Carrie Kwong		Active	PH - Permanent Sup...
11	Bayview Hunters Po...	109	Arlington Residence ...	eluo	Eileen Luo		Active	PH - Permanent Sup...
12	Bayview Hunters Po...	109	Arlington Residence ...	mtuufuli	Matapua Tuufuli		Active	PH - Permanent Sup...
13	Bayview Hunters Po...	158	Bayview Hill Garden...	JMillman	Julie Millman		Active	PH - Permanent Sup...
14	Bayview Hunters Po...	158	Bayview Hill Garden...	ronitai	Ronita Iulio		Active	PH - Permanent Sup...
15	Bayview Hunters Po...	158	Bayview Hill Garden...	tkoehler	Tim Koehler		Active	PH - Permanent Sup...
16	Bayview Hunters Po...	587	Bayview SAFE Navig...	⊗	⊗		Active	Emergency Shelter - ...
17	Bayview Hunters Po...	590	Arlington Residence ...	ckwong	Carrie Kwong		Active	PH - Permanent Sup...
18	Bayview Hunters Po...	590	Arlington Residence ...	eluo	Eileen Luo		Active	PH - Permanent Sup...
19	Bayview Hunters Po...	590	Arlington Residence ...	mtuufuli	Matapua Tuufuli		Active	PH - Permanent Sup...
20	Bayview Hunters Po...	591	Arlington Residence ...	ckwong	Carrie Kwong		Active	PH - Housing with S...
21	Bayview Hunters Po...	591	Arlington Residence ...	eluo	Eileen Luo		Active	PH - Housing with S...

Powered by Looker

This report lists the responsible staff assigned to each program in ONE.

--->These individuals will receive program referral notifications via email.

--->Provider Agency Leads can request updates via the ONE System Help Desk. HSH staff can contact the ONE System Team to update.

# Announcements

## Monthly Office Hours:

- May 28 @2 pm
- Jun 25 @ 2 pm

## Next Agency Leads Meetings:

- June 24 @10:30 am
- Jul 22 @10:30 am

Registration Links: [onesf.bitfocus.com](https://onesf.bitfocus.com)





# Helpful Resources



## ONESF Help Center Website

- [onesf.bitfocus.com](https://onesf.bitfocus.com)

## Bitfocus Help Center

- [help.bitfocus.com](https://help.bitfocus.com)

## Bitfocus Helpdesk

- [onesf@bitfocus.com](mailto:onesf@bitfocus.com)
- 415.429.4211

# Thank You From Your SF Team!



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