Santa Clara County HMIS

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Jan 2018 Agency Admin Meeting

Jan 2018 Agency Admin Meeting

Date: Thursday, January 4, 2018
Time: 2:30 – 3:30PM
Place: The Health Trust Boardroom
3180 Newberry Dr., Suite 200
San Jose, CA 95118

Slides from the meeting can be found here:

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Please use this link to download slide deck if desired.

Agenda:

1. CoC / Coordinated Assessment / UPLIFT Updates

1. Two Factor Authentication

1. Client Privacy Recertification

1. Housing Inventory Count (HIC)

1. Continuous Data Quality Improvement (CDQI)

CoC Updates

- Coordinated entry updates: TH programs for vets and youth will begin participating in coordinated entry in January. Since launch, 15,000+ VI-SPDATs completed for 12,000+ unduplicated clients. 600+ referrals to PH programs. Coordinated assessment evaluation close to completion, will be discussed at next coordinated entry workgroup meeting.
- CoC awards posted today; OSH will circulate a notice soon

Upcoming Agency Admin Meeting

- Next Agency Admin meeting at same time and place as usual.
  Date: Thursday, 2/1/18
  Time: 1:30 – 3:30
  Location: Sobrato Conference Center, Milpitas
  600 Valley Way, Room 1
  Milpitas, CA 95035

UPLIFT Quarterly Meeting

- The first UPLIFT Quarterly Meeting is being held this month
  Date: Tuesday 1/16/2018
  Time: 1:30 PM – 2:30 PM
  Location: 600 Valley Way – Building 5 – Room 1, Milpitas, CA 95035

Two Factor Authentication

- Will launch 1/16/18. All HMIS users will be notified in advance by email.
- Agency leads are asked to help spread the word to the users at their agencies, and encourage them to verify their email addresses and/or download the authenticator app
  How to prepare for 2FA

"What we learn with pleasure we never forget."

Alfred Mercier

Announcements >>

Click Here to Access the Santa Clara County CoC Continuous Data Quality Improvement Process

Click Here to Access the SCC Clarity Feature Enhancement Request List

FEATURED	BLOG	NEWS

February 2021 Agency Admin Meeting
January 2021 Agency Admin Meeting
December 2020 Agency Admin Meeting

May 2021

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

« Feb

- Make sure users are aware that 2FA will be required starting in mid-January
- Distribute instructions on how to log in using 2FA
- If users opt to download the Authenticator application, make sure they download the application before Jan 16th:
  -Android, iOS, Blackberry: download the Google Authenticator app
  -Windows Phone: download the Microsoft Authenticator app

Client Privacy Recertification

- Every year, HMIS users are required to retake the Client Consent training and recertify
- The new Client Consent training will be released soon and added to http://scc.hmis.cc/training/schedule-a-training/
- Recertification will take place for all HMIS users in January:
- Users will be asked to watch the Client Consent training
- On a specific date, HMIS users will be required to fill out a recertification form the next time they log in to HMIS, to verify that the watched the consent training
- An email will be sent to all users with instructions
- Bitfocus can create FAQs to circulate with privacy training and certification form
- All users will sign an updated electronic certification form in HMIS (no longer using the paper End User Agreement form or the google form)

Housing Inventory Count
Date of count: Wednesday 1/24/18
Includes non-HMIS participating projects

Preparation: Please review and confirm the information about housing and shelter programs that we previously reported to HUD in THIS SPREADSHEET. Although the spreadsheet may look intimidating at first glance, we are only asking you to look at a few elements:

1. The names of your program(s)
2. HUD Geo Codes for the geographic area(s) in which your program(s) operate
3. Inventory type (Current, New, or Under Development)
4. Housing Type
5. ES bed type (for emergency shelter programs only)
6. Target populations
7. Whether you receive McKinney-Vento Funding
8. Whether you receive other federal funding

To provide feedback on the spreadsheet, please add a comment. Right click on the relevant cell and select "Insert Comment"

Dec: HIC: Client Data Requirements
All Shelter and Housing projects will need to report the actual number of clients served on one night in January. Information will be used to calculate Utilization Rates for each project.

- PSH, RRH, and OPH (Other Permanent Housing) Projects will be based on clients housed
- RRH bed/unit inventory will be based on housed clients

How you can prepare

- Run the [GNRL-106] Program Roster and review the list of active clients
- Exit clients who are no longer in the project
- Enroll clients who are not yet in HMIS
- RRH and PSH projects – Fill out the Housing Move-In Date for your housed clients

Housing Move-In Date should always be on or after the Project Start Date (if the client was housed at entry, use the Project Start Date)

Jan: HIC Preparation
Preparation: Please review and confirm the information about housing and shelter programs that we previously reported to HUD in THIS SPREADSHEET. Although the spreadsheet may look intimidating at first glance, we are only asking you to look at a few elements:

1. If McKinney-Vento funded, specific funding source
2. If other federal funding, specific source (e.g. RHY, VA)

3. Bed/Unit Counts broken out by Household Type (For all EXCEPT RRH)
4. Number of beds/units dedicated to Veterans, Chronic Homeless (CH), and Youth
5. Number of beds participating in HMIS
6. Seasonal/Overflow beds

Keep the following in mind while reviewing:

- Let us know if any new housing or shelter programs have come online during calendar year 2017
- Similarly, let us know if any programs on our list have stopped operating during calendar 2017
- Please leave a comment in any cell where information needs to be changed (Bitfocus will make the actual change, using the information from your comment)
- Lastly, please tell us when you have completed your review of the spreadsheet.

In later months, we will be reviewing:

- Address information
- For RRH, bed/unit counts based on clients housed the night of the PIT
- Specific questions for your agency
- Utilization Rate: Number of clients served the night of the PIT vs number of beds available

Continuous Data Quality Improvement

- In December, OSH got feedback on a proposed policy to require data reconciliation or correction by the 10th of each month for the previous month (e.g. reconcile all January 2018 data by Feb. 10th). That policy will now be enacted, effective immediately.

Important note: this does NOT replace the CDQI improvement guidelines:

- Transitional and Permanent Housing Programs: Enter all program entry/exit data within three (3) workdays.
- Emergency Shelters and non-HUD: Enter check in/checkout within one (1) workday
- Outreach: Create client profile, if necessary, within three (3) workdays. Record outreach services within one (1) workday

This month

- Please start regular review of entries/exits
- Prepare for the Point In Time (PIT) Count

The [GNRL-106] Program Roster Report can help to review data.

Point In Time (PIT) Count Information

- The Point In Time (PIT) Count is conducted annually in late January, on the same day as the HIC
- The report includes sheltered clients (ES, TH, Safe Haven), including clients in non-participating HMIS programs (e.g. DV programs):

- Number of households and clients served the night of the PIT
- Number of children, adults aged 18-24, adults over 24
- Race, Ethnicity, Gender, Chronic Homelessness
- Substance Abuse, Mental Illness, DV, HIV/AIDS
  -Information is broken out by both household type as well as specific demographics (Veterans, Parenting Youth, Unaccompanied Youth)

PIT Count Preparation
For clients in your Emergency Shelter, Transitional Housing, or Safe Haven programs on the night of the PIT:
Make sure the household and client counts are accurate (i.e. if you run a Program Roster report for that day, it matches how many households/clients were actually there the night of the PIT)
For all clients served on Wed, Jan 24, review:

- Date of Birth
- Race
- Ethnicity