Santa Clara County HMIS

Bitfocus | (408) 596-5866, Ext. 2   ⌁ Open A Support Ticket

| Home | Programs | About Us | Training | Agency Admin. Information | Resources | Reports & Data | Forms & Manuals | Contact |

Feb 2019 Agency Admin Meeting

Home / Blog, Uncategorized / Feb 2019 Agency Admin Meeting

Feb 2019 Agency Admin Meeting

Date: Thursday, February 7th, 2019
Time: 1:30 – 3:30PM
Place: Sobrato Conference Center, Milpitas
600 Valley Way, Room 1
Milpitas, CA 95035

Web link to the November newsletter

Slides from the presentation are here:

Loading...

Please use this link to download the slide deck.

Agenda

- CoC / Coordinated Assessment / UPLIFT

- HMIS Newsletter

- Housing Inventory Count (HIC)

- User Satisfaction Survey

- Feature Updates

- Reminder

- Agency Admin Format Discussion

- Next Month's Meeting

CoC / Coordinated Assessment / UPLIFT

CoC UPDATES

CoC Awards Announced

- $26 million in funding, increasing our annual renewal demand by $3.5 million
- 19 PHS, 6 RRH, 2 TH, 1 TH-RRH, 2 HMIS, and 1 planning project
    - Include $1 million in DV Bonus funding
- In 2013, we received $13 million in CoC funding, so our community has doubled our awards over the last 5 years

Regular CoC Meetings

- February 28th – VI-SPDAT/CAS Prioritization Subcommittee – 4th Thursday every month, location TBD
- March 14th, 1-2:30 pm – Coordinated Assessment Work Group

Upcoming CoC Training

February 11, 9:30-12:30 pm – Supporting Child Welfare Involved Families in CoC Funded Programs

UPLIFT

There are **113 (One-Hundred Thirteen)** Jan-Mar '19 quarter stickers left for this quarter

- **Pooled-Sticker period started. All remaining stickers will be offered to all Agencies, first come first served**
  - Please do NOT pre-date or back-date the referral. Enter the date as if you are physically in front of the computer to enter or update our clients' information.
  - Please follow step by step instructions starting on page 16 of rev.4 UPLIFT User Handbook. Be sure to go with New Client if the request was not filled due to 1st month allocation limit.
- **Replacement period has started. Please do NOT pre-date or back-date the referral**
  - Please follow step by step instructions starting on page 19 of the Handbook
  - Please remember to email UPLIFT@hhs.sccgov.org the reason(s) for a replacement request or it won't be processed
- **Last day of the quarter is March 14th, 2019**
- **April-Jun '19 Quarter begins March 15th**

HMIS Newsletter

Will be sent out monthly to all HMIS users

January 2019 Newsletter included:

- Preparing Your HMIS Data for the PIT Count
- New Features in Clarity
- Notes from the Helpdesk
- New Format for Clarity Human Services General Training
- SCC Client Consent Training and Recertification
- Report Spotlight: Review Your Data for the PIT Count
- Upcoming Events

Web link to the newsletter

Housing Inventory Count (HIC)

The Housing Inventory Count (HIC) is conducted annually in late January. **This year, it was on Monday, Jan 28th.**

Report is on shelter and housing programs (ES, TH, RRH, PSH), including non-participating HMIS programs (e.g. DV programs) and includes:

- Bed/unit capacity
- Federal funding source
- HMIS participation
- Location (geocode and address)
- Other project details
- Utilization rate based on clients in shelter/housing during one night in January (point-in-time count)

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)

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)

This Month's HIC/PIT Action Items

- **Inventory information**: Please do a final review and confirm the information about housing and shelter programs that we previously reported to HUD in THIS SPREADSHEET.

  - Let us know if any new housing or shelter programs have come online during calendar year 2018
  - Similarly, let us know if any programs on our list have stopped operating during calendar 2018
- **Client data**: Make sure the household and client counts are accurate for the night of Monday, Jan 28
  - The number of households/clients in your programs in HMIS match the number of households/clients that were actually there on that date
  - **For ES/TH**: Review demographic information
  - **For RRH/PSH**: Fill out the Housing Move-In Date for your housed clients

User Satisfaction Survey

We want to hear your feedback!

On Friday, February 8th, a survey link will be sent out to all HMIS users. The survey asks about data quality, ease of use of Clarity, and Help Desk/System Administration support. It is a short 10 question survey that should take 5 minutes or less to complete.

The survey will be open until Friday, February 28.

Here is the direct link to the Survey

Feature Updates

- Notification for Clarity Inbox Messages
- Program Exit Date Warning If Date Is Invalid
- 'Aged Into Adulthood' Notification at Program Exit
- Add Notes to Location Tab
- Select Multiple Group Members When Completing Annual/Status Assessments
- Set Assessment Warnings for 30 Days
- Canned Reports Listed Alphabetically

Development is currently underway on exciting additional features including:

- Email notifications when client referrals expire on the Community Queue
- Warnings when users attempt to enroll clients who are too young for a program
- Separation of client contact information into a new Contact tab
- Cascading data between enrollments and assessments
- And more!

Reminders

Client Consent Training and Recertification

Every year, HMIS users are required to retake the Client Consent training and re-certify

The new and improved Client Consent training will has been released and added to the SCC HMIS website http://scc.hmis.cc/

Recertification is required for all HMIS users:

- Users will be asked to watch the Client Consent training
- On Wednesday, February 13th, 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
- Users who take the quiz and score an 80% or higher do not need to retake the quiz until the following year
- Users that do not take and pass the quiz will be deactivated and will not be able to log into HMIS
- If you would like a list of users from your agency that have not taken the quiz please notify us

Recertification Form:

- Log in to HMIS
- An electronic user agreement will appear (read the form)
- Sign the agreement and click "Apply"
- Click "Save"

Upcoming Data Literacy Institute Workshop

"Statistics, Charts, and Graphs"

Scheduled: Tuesday, February 12th, 2019 has been **cancelled** it will be scheduled at another date and time

Bitfocus Contact Information

Bitfocus System Administration **team: scc-admin@bitfocus.com NEW!**

Janel Fletcher (janelf@bitfocus.com)

Alison Wilson (alisonw@bitfocus.com)

Lesly Soto (leslys@bitfocus.com)

*Support Team***: sccsupport@bitfocus.com**

Agency Admin Format Discussion

How effective are in-person + dial-in options for meetings?

Are breakout groups and other topics easy to follow over the phone?

Feedback on requirements for minimum in-person attendance?

How would you feel if some meetings were solely in-person and some solely online?

Please contact us at **scc-admin@bitfocus.com** to provide additional feedback regarding this discussion.

Next Agency Admin Meeting

Thursday, March 7th, 2019 from 1:30-3:30pm

Meeting Location:

600 Valley Way, Room 1

Milpitas, CA 95035

Dates and locations for 2019 meetings are listed on the OSH website:

https://www.sccgov.org/sites/osh/continuumofcare/osh-events/pages/home.aspx