



June 2019 Agency Admin Meeting

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June 2019 Agency Admin Meeting

Date: Thursday, June 6th, 2019
Time: 1:30 - 3:30PM
Place: Sobrato Conference Center, Milpitas
600 Valley Way, Room 1
Milpitas, CA 95035

Slides from the presentation are here:



Please use this link to download the slide deck.

Agenda

- CoC / Coordinated Assessment / UPLIFT
HMIS Newsletter
System Performance Measures
Breakout Groups
Continuous Data Quality Improvement - CDQI
Missing Annual Assessment Dashboard
Reminders
Next Month's Meeting

CoC / Coordinated Assessment / UPLIFT

CoC UPDATES

Upcoming meetings

- Coordinated Assessment Work Group, July 11, 1-2:30pm @ TBD
Prioritization Subcommittee - June 27, 1-3pm @ TBD
CoC Training - Tenant Rights & Responsibilities - June 13, 1:30-4:30pm @ Berger Auditorium

Update to the Community Plan to End Homelessness - Over the next six months, we will be working with the community to update the 5-year Community Plan to End Homelessness. We have come a long way in the last 5 years and will be looking for input on our future strategies from the community, including people with lived experience, community-based organizations, County partners, local Elected Officials, and other stakeholders. Community input opportunities will be announced on the CoC listserve.

The County's 2018 State of the Supportive Housing System report is now available on the Office of Supportive Housing website here: https://www.sccgov.org/sites/osh/continuumofcare/reportsandpublications/pages/endinghomelessness.aspx. If you stop by the Office of Supportive Housing, feel free to pick up a printed copy of the report.

UPLIFT

- All 2500 Apr-Jun19 quarter UPLIFT stickers have been distributed
Apr-Jun19 Quarter starts June 14th (Friday). - All requests must be made on or after the 14th to be processed
Reminder for UPLIFT Point of Contacts - Allocation survey is past due (Wednesday 6/5/19)
UPLIFT will be sending out the allocations list 6/7/19
If you are the UPLIFT point of contact and did not receive an email of the survey please Email: UPLIFT@hhs.sccgov.org
There have been 8 times as many ROI errors, from the previous quarter, when requesting UPLIFT. All Users need to review their client's ROI before making an UPLIFT request.
Example: If the client's most up to date ROI did not consent to have a Photo uploaded, you CAN NOT upload a photo of the client.
Please also make sure staff request for the correct quarter (Jul-Sep) for this upcoming next quarter.

HMIS Newsletter

Will be sent out monthly to all HMIS users

May 2019 Newsletter included:

- HMIS in the Community: National Human Services Data Consortium
New Resource! Clarity Human services FAQ Training
Expanded Help Desk Hours
Report Spotlight: Navigating the Report Library
Upcoming Events
Bitfocus is Hiring

Web link to the newsletter

System Performance Measures (SPM)

HUD requires communities to measure their performance as a coordinated system and annually report that in the form of HUD System Performance Measures. HUD required System Performance Measures for the first time in 2016, and now we completed the process for 2019 in response to the McKinney-Vento Homeless Assistance Act.

To create a uniform standard for CoCs and their HMIS, HUD has established a baseline year during and after which all CoCs are expected to be able to report data consistently. The baseline year is October 1, 2012 through September 30, 2013. For example, to determine which persons are experiencing homelessness for the first time, HUD will only require CoCs to look at persons who were in the system on October 1, 2012 or later, even if the HMIS contains valid and reliable data from prior periods.

Break Out Groups: Data Quality and SPMs

Scenario 1

As part of the SPM clean up you received an email in which you were asked to do some HoH clean-up.

Can you identify what the issues may be?

Why is this coming up as a HoH error?

What are your next steps?

Response

- The child and the mom are enrolled in the same program, but the dates of enrollment are different.
A revision of dates is needed to ensure there was not a data entry error when the dates where entered.
If the dates are incorrect for the mom, her enrollment and exit date will need to be updated.
If the dates are incorrect for the child, his/her enrollment date will need to be updated to reflect that of the mother's enrollment/exit time in the program.

Scenario 2

During the SPM clean-up you received an email asking you to fix the HoH errors that are coming up for the following clients (see image).

Can you determine what is wrong?

What are your next steps?

Response

- In this case the error is as a result of the End Date being before the Start Date of the program. These dates will need to be updated to reflect the correct dates of program start and end date.
This may mean that a look at the program history is warranted to help determine the correct start date.

Scenario 3

You are contacted by a Bitfocus System Administration team member and asked to do some clean-up around a potential HoH error. You are provided with the following information (see screenshots).

Why is this a HoH error?

What are your next steps?

Response

- In this scenario we can see that a child has been designated as HoH for the household.
He and the father are already enrolled in the same program and the start and end dates (still active) are the same.
The HoH needs to be updated to reflect the father (adult) as the HoH.

Scenario 4

In maintaining with your CDQI schedule you run

[HUDX-225] HMIS Data Quality Report and get the following finding.

What is your next step, if any?

Response

- Pull the original client to verify if the option selected for the field is correct. Keep in mind that you will want to check the Quality of "Field Name"-since this is what the report is identifying as a potential error.
Upon verifying the information, make the necessary changes (if any).
If this is an issue that comes up frequently when you run this report you may want to provide a refresher for staff on how to correctly enter these fields moving forward.

Data Quality Report

Using HMIS Data Quality Report: HUDX 225 to assist in the SPM clean-up and staying ahead of data entry errors. Here is a useful reference tool on how to best use this report.

HMIS Data Quality Report Reference Tool

Data Quality Plan (link)

CDQI - Continuous Data Quality Improvement

- In general, Agency Administrators should evaluate and correct data quality quarterly using the following schedule:
First month of quarter: begin data quality review, focused on ensuring the correct number of clients are enrolled and there are no null values. Make corrections as needed.
Second month of quarter: review data to verify accuracy of data compared other records. For example, ensure that chronic homeless status data entered into Clarity is correct.
Third month of quarter: assess agency workflow to identify process improvements that may help ensure high quality data is consistently entered into system: share your experience with OSH Managers and Bitfocus!
The Client-Level System Use & Length of Time Homeless Report is a new report designed by HUD to help providers determine and document chronic homeless status for clients. It is intended to serve two purposes:
1. Generate third-party documentation of homelessness for a client's time spent in street outreach, emergency shelter, and/or Safe Haven projects that is confirmed by HMIS data.
2. Provide an overview of an individual client's HMIS history that may aid in discussion with clients and improve the accuracy of responses to the Living Situation data element at project entry.

Reminders

Please note- No Agency Admin Meeting in the month of July

VI-SPDAT Training Confirmation Email

What will happen:

- Email will be sent to TA Lead
Confirmation of VI-SPDAT training for the staff via the VI-SPDAT Certification Form
Staff will have 30 Days to sign up for training (if needed) before account is disabled

Next Agency Admin Meeting

Thursday, August 1st, 2019 from 1:30-3:30pm

Meeting Location: Please note location change

When: Thursday, August 1st, 2019

Time: 1:30pm - 3:30pm

Meeting Location:

1400 Parkmoor Avenue, Mountain View Room

San Jose, CA 95126

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

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

Bitfocus Contact Information

Bitfocus System Administration Team: scc-admin@bitfocus.com

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By Lesly Soto Bright | June 17th, 2019 | Blog, Uncategorized | Comments Off on June 2019 Agency Admin Meeting

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About the Author: Lesly Soto Bright



As a Deputy Project Administrator on the Bay Area, California, team, Lesly Soto Bright contributes to a variety of administrative activities for the Santa Clara County CoC. This includes coordinated entry configuration, data migration, taking, and data processing. As a Clarity Human Services and HMIS subject matter expert, she collaborates with clients, customers, stakeholders, analysts, developers, and management to identify and resolve complex software and business problems. She develops reporting requirements and information products, and is also responsible for project and system performance analysis. Her background enables her to assist with ongoing analysis of Continuum of Care coordination efforts, federal reporting requirements, partnering agency data analysis, and special projects data obtained from a variety of sources.

Comments are closed.

Hello! - Anything I can do to help? Just let me know. (Chat icon)