

### August 2020 Agency Admin Meeting

Date: Thursday, August 6th, 2020  
 Time: 2:00PM - 3:30PM  
 Place: ZOOM Only Meeting

#### Agency Admin. Lead and/or Representative in Attendance:

First Name	Last Name	Agency Name
Rani	Jain	Abode Services
Aurora	Dlvares	Amigos de Guadalupe
Ané	Watts	Anthem Blue Cross
Lorena	Madrid	BHSD
Guillermo	Munoz	BHSD -Whole person Care
Michelle	Francía	BHSD CIS
Randi	Rosen	Bill Wilson Center
Anthony	Ortiz, Jr.	Breakout Prison Outreach
Julian	Delgado	California Youth Outreach
Consuelo	Collard	Catholic Charities of Santa Clara County
Maria	Del Villar	Community Solutions
Mark	Fries	Community Solutions
Alexander	Senegal	Destiny Re-Entry/Bibleway Christian Center
Patricia	Vargas	Destiny Re-Entry/Bibleway Christian Center
Justin	Damrel	Downtown Streets Team
Alexander	Le	Family Supportive Housing
Sophie	Smith	Gardner Health Services
Laura	Lezoya	Goodwill of Silicon Valley
Rosalva	Martinez	Goodwill of Silicon Valley
Jan	Stokley	Housing Choices
Traci	Pickett	HVEHF
Kenya	Rawls	JobTrain
Cynthia	Mar	LifeMoves
Jerry	wilburn	Midtown Family Services
Leila	Qureishi	Office of Supportive Housing
Steven	Tong	OSH
KJ	Kaminski	OSH
Aiko	Yep	PATH
Baldeep	Pabla	PHC - New Directions
Cassandra	Brenzel	Santa Clara County SSI Advocacy
Shawna	Cagle	Santa Clara Family Health Plan
Elisha	Heruty	SCC OSH
Rebecca	Siqueiros	SCC OSIT-Whole Person CARE
Lorna	Lindo	SCVMC Valley Homeless
Cindy	Parra	SISU Research Foundation
Netsa	Alexandre	SSA-DEBS-CWES-VS
Jose	Macias	St. Joseph's Family Center
Catherine	Fairy	Sunnyvale Community Services
Roxanna	Frias	Superior Court of California, County of Santa Clara
Hameeda	Sharif	Telecare Corporation
JackieMachado	Machado	The Health Trust
Cindy	Sutter-Tkel	The Salvation Army
Maria	Magallanes	VA Palo Alto Healthcare System
Lindsay	Cross	VHHP
Irma	Gonzalez	Victory Outreach San Jose
Jade	Bradley	West Valley Community Services
Sean	Guess	Work2Future

Slides from the presentation are here:



Please use this link to download slide deck if desired.

#### Agenda

- COC/Coordinated Assessment/UPLIFT Updates
- HMIS Newsletter
- Staff Contact Info. on VI-SPDAT
- NEW Coordinated Entry (CE) Canned Reports [GNRL-404 and GNRL-405] Assessment Based
- Coordinated Entry (CE) Looker Dashboard
- Coordinated Entry (CE) Quiz Time
- Reminders

#### CoC/Coordinated Assessment Updates

- CoC NOFA still on hold per HUD
- GIW for CoC grants has been released
  - First step of the NOFA process
- CAWG: Recommendations to improve our process

#### NCV Prevention Projects Updates

- Destination Home and Sacred Heart Community Service provided \$15million dollars to over 7000 families

#### FEMA Motels Project Updates

- 2000 households served over the last 5 months
- 865 Housed in permanent housing

#### UPLIFT Updates

- As of 8/3/20 1030 UPLIFT passes have been processed, and 1018 of the passes have been shipped to our providers
- At this time we're not replacing lost passes
  - We'll replace them sometime later this month, once a majority of unfilled requests are completed
  - An email will be sent with details on when we'll begin replacing passes
  - Passes will be mailed out to the POC
- There will be no allocation limit for this quarter starting 8/10/2020
- Passes will be processed first come first serve

If there are changes who your UPLIFT Point of Contact is - please inform us @ [UPLIFT@hhs.sccgov.org](mailto:UPLIFT@hhs.sccgov.org)

For all UPLIFT related inquiries please email [UPLIFT@hhs.sccgov.org](mailto:UPLIFT@hhs.sccgov.org)

#### HMIS Newsletter

July 2020 Newsletter included:

- Coordinated Entry Updates FAQs
- RemindersL Account Setting Update and New HMIS Documents
- Missing Data
- Reporting Spotlight: Client Reports
- Upcoming Events

#### Web link to the newsletter

#### Staff Contact information on VI-SPDAT

- Accurate staff contact information on the VI-SPDAT and in the client profile can be essential to locating the client and prioritizing them for housing.
- Please note if you are not the person who completed the assessment, be sure to enter the name of the person who did. This is different from the person doing the data entry of the assessment.

#### NEW Coordinated Entry (CE) Canned Reports [GNRL-404 and GNRL-405] Assessment Based

1. From the launchpad select the REPORTS option
2. From the Report Library select the Assessment Based Reports
3. From the drop down option select either report [GNRL-404 or GNRL-405] & select run
4. Make the appropriate filter selections
5. Run the report

#### NEW Coordinated Entry (CE) Canned Reports: [GNRL-404]CE Assessment Detail Report

The Assessment Details report is similar to the [GNRL-201] Assessment Details report. The main difference is it widens out the assessment choices to all assessments designated for coordinated entry, not just the VI-SPDAT. This version reports subtotals of the assessment processors, not the details about each assessment field.

#### NEW Coordinated Entry (CE) Canned Reports: [GNRL-405]CE Assessing Staff Report

The CE Assessing Staff Report details all assessments created during the reporting period, separated by the assessing staff person. It is intended for use by assessing staff and program management.

#### SCC Community Queue and Assessments Data Quality Dashboard

View a variety of CE data quality issues at your agency including, missing or duplicate assessments, missing referrals. Analysis of assessments done at your agency and fix any issues.

#### Coordinated Entry (CE) Quiz Time

1. A person enrolled in a Night by Night shelter on 8/1, completed a VI-SPDAT on 8/2, stayed the night on 8/3, met with their case manager to discuss housing plans on 8/4, stayed the night 8/5, and did not return. How many CLSs should this person have?
  - 3
  - 8/1 Enrollment
  - 8/2 VI-SPDAT
  - 8/4 Meeting with Case Manager
2. Coordinated Entry Assessments are only recorded in the Coordinated Entry Program.
  - True
  - False: Coordinated Entry assessments can be recorded in any program where the person is currently experiencing homelessness including, shelters, safe parking, outreach, uplift, and coordinated entry
3. A current Living Situation Assessment is required only when completing a Coordinated Entry Program enrollment.
  - False: A current living situation is required at enrollment and should have the same date as the project start date in CE, Street Outreach, Safe Parking, and Night by night shelters

#### Reminders

#### Security Officer Compliance Checklist

- Updated forms and announcement related to the Quarterly Compliance Security Checklist this month
- Including New guidance for remote workers & self certification

#### Update Contact Information in HMIS

1. Log into HMIS
2. Click on the logo of your initials and/or photo
3. Got to ACCOUNT SETTINGS
4. In the Phone Number field, please update your phone number, be sure to include your extension

SAVE CHANGES when done

#### Office Hours

Where Are Office Hours Held?

Looker Office Hours are conducted from the comfort of your own office! Each Office Hours session is hosted online by your Santa Clara County Clarity System Administration team. You can connect using your computer (recommended so that you can see demos and post questions) and/or dial in by phone using the following Zoom (click here to access)

When Every other Monday of the month from 2:00pm-3:00pm

Clarity (HMIS) Office Hours will take place on Zoom every other Thursday from 10:00am-11:30am

#### SCC Clarity HMIS Training Site

Want to hone your skills at data entry without compromising actual client data?

Use the End User Clarity HMIS Training Site

#### SCC Virtual Suggestion Box

We value your opinion and insight. Please share with us your suggestions by using our new SCC Virtual Suggestion Box. You can access it by using the link above or directly from the HMIS Support page under the CONTACT tab and scrolling to Virtual Suggestion Box option.

#### Next Agency Meeting

Meeting Location: [Zoom Link](#)

When: Thursday, September 3rd, 2020

Time: 2:00pm - 3:30pm

Dates and locations for 2020 meetings are listed on the OSH website:

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

#### Bitfocus Contact Information

Support\_Team: [sccsupport@bitfocus.com](mailto:sccsupport@bitfocus.com)

Bitfocus\_System\_Administration\_Team: [scc-admin@bitfocus.com](mailto:scc-admin@bitfocus.com)

Janet Fletcher ([janelf@bitfocus.com](mailto:janelf@bitfocus.com))

Trevor Mellis ([trevorm@bitfocus.com](mailto:trevorm@bitfocus.com))

Alison Wilson ([alisonw@bitfocus.com](mailto:alisonw@bitfocus.com))

Lesly Soto ([leslys@bitfocus.com](mailto:leslys@bitfocus.com))

By Lesly Soto Bright | August 12th, 2020 | Blog, Uncategorized | Comments Off on August 2020 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 system administration activities for the Santa Clara County CoC. This includes coordinated entry configuration, data migration tracking, 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.