Agency Admin. Information

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Contact

October 2019 Agency Admin Meeting

Date: Thursday, October 3rd, 2019

Programs

October 2019 Agency Admin Meeting

About Us

Training

Time: 2:00PM - 3:30PM Place: San Jose Berger Auditorium 1555 Berger Dr., Building #2 San Jose, CA 95112

Agency Admin. Lead and/or Representative in Attendance: Channy singh Abode services

Admin Iris quiroz Amigos de Guadalupe Ingrid Granados Bill Wilson Center Laura Foster James Alvarado City Team Community Services Agency Nicole Fargo Nosich Maria Del Villar Community Solutions Community solutions CUSD

Mark fries Bleysyka harris Ariana Ayala Custody Behavioral Health Destination: Home Maureen Damrel Downtown Streets Team EVC CCN ambulatory Family Supportive Housing Gardner Health Services Housing Choices Midtown Family Services

Justin Damrel Lourdes Rivera Alex Le Sophie Smith Jan Stokley Marty Estrada Teresa Garcia **New Directions** Office of Reentry Services Juan Vela Leila Qureishi OSH OSH Steven Tong

Emrica Agossa Roots Community Health Center Paulina Soto Sacred Heart Kathryn Kaminski Santa Clara County OSH St. Joseph family center Rosemary carranza Catherine Farry Sunnyvale Community Services The Health Trust Thao Nguyen

Luis Gonzalez

Zoom Callers

Aida Tesfai Abode Services Abode Services Rani Jain Abode Services Julianna Juarez **Abode Services** Robin-Daniels-Wilson BHSD Janessa villarruel Gilroy Compassion Center Teresa Schmitz HomeFirst Cindy Lui LifeMoves Rita Anzualda Pathway Society Cassandra Brenzel Santa Clara County SSI Advocacy Nelsa Alexandre Vocational Services Audrey Bui West Valley Community Services Jade Bradley West Valley Community Services

Slides from the presentation are here:



HUD 2020 Data Standards

Continuous Data Quality Improvement • Customization of HMIS|Feature Enhancements Reminders

Upcoming PMWG

UPLIFT

- Next Months Meeting CoC / Coordinated Assessment / UPLIFT
- **NOFA Updates** • The CoC submitted our application in late September for approximately \$28M. Thank you to all of the agencies who participated over the months-long process, especially to all the agencies who submitted applications. We expect to hear about our award in January and we will send an announcement as soon as we hear.
- **SCC Community Plan Meeting** • The CoC and the County are in the process of developing our next 5-year Community Plan to End Homelessness. We are in the process of gathering input from
- Please see the attached flyer for info about the upcoming three meetings. **CAWG Meeting** • Thursday, November 14th, 1-2:30pm. All are welcome.

community members to inform the plan. Thank you to everyone who has participated in stakeholder meetings, focus groups, and interviews thus far. We are holding

• As of 10/03/2019 – there are 801 Uplift Stickers left for the quarter

• Thursday October 10th, 1-2:30pm at Excite Credit Union. All are welcome.

- Reminder to all providers: Before making your request, check your client's HMIS ROI (Release of Information) to ensure it is valid • If client did not consent to have a photo posted, **DO NOT** upload a photo of the client • All 5 pages of the ROI must be uploaded for ROI to be valid • Requests with Invalid ROIs will not be processed, and client will be deleted from the UPLIFT Program
- Replacement and Pooled Sticker period will begin on November 1st **HMIS Newsletter**

• Remember to email the UPLIFT email address, once a correction is made to prevent delays

three public meetings this week and next week, one in North County, on in South County, and one in San Jose.

- September 2019 Newsletter included:
- Data Standards Changes Coming to HMIS • HMIS in the Community: Performance Management Work Group
- Report Improvements and Updates
- Using [GNRL-103] Service Census report to Review Daily Attendance

Report Spotlight:

- Upcoming Events
- Bitfocus id Hiring! Web link to the newsletter
- **Breakout Groups** Scenario #1 with Response
- access to HMIS?

Scenario #2 with Response

What are actions/steps that should be taken to help minimize and/or to prevent a data breach?

A new staff person is on-boarding and will be doing HMIS data entry. What are the next steps that you need take as the Agency Lead to ensure this staff person is granted



According to the Agency Administrator agreement (Technical Administrator and Security Officer Agreement), how frequently should an agency administrator review data quality at their agency? • Data quality reports should be run at least once per month throughout the year. In the weeks prior to submitting a report, data quality reports may need to be run on a daily basis. And in some instances as deemed necessary on program need.

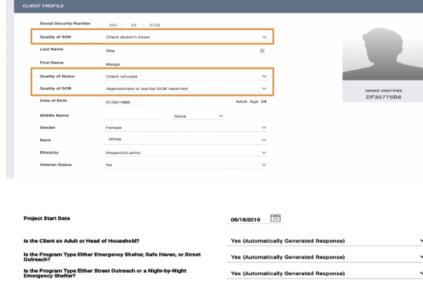
documents

Additionally, check for the following

•Can we match the data set across data stores?

• Conduct a complete and accurate quarterly review of the Partner Agency's compliance with all applicable plans, forms, manuals, standards, agreements, policies, and governance

- Accuracy
- Scenario #4 with Response Identify the data quality errors that are found in this client's profile



Scenario #5 with Response Please note this client is enrolled in a RRH program with employment assistance. Identify issues that you notice. **Program Exit**

• **Disabling Condition** (yes/no): Only appears on the enrollment screen.

• Move-in date: Only appears on enrollment screen. To record a move-in date, open the program enrollment and enter the move-in date on the enrollment screen. • Current Living Situation Assessments: Replaces Outreach Contact services for Night-by-Night shelters, Street Outreach, and Services Only projects • New SSVF Services: Extended Shallow Subsidy, Returning Home, Rapid Resolution, and Extended Shallow Subsidy – rental assistance (financial assistance service) • RHY Programs: New "Other" option and textbox for sexual orientation field

Reminders:

HUD 2020 Data Standards are Live!

Continuous Data Quality Improvement (CDQI)

Data Quality UDE's Report This report is designed to show data collection issues on the profile screen: Data elements recorded as: Client Doesn't Know, Client Refused, and Data not Collected.

• SSN errors will also include "Possibly Invalid" (all 0s collected and full SSN reported in quality field) and "Too Short" when the SSN reported is not 9 digits • "Null" indicates that no response was recorded on the Profile Screen for that data element • "None" indicates that there is no error with the data collection **Customization of HMIS Features & Enhancements**

• Outreach Meeting 9/27/19: Alerts for incongruent changes

• Must participate in **7** in-person meetings (*Zoom does not count*)

• CAWG 9/12/19: Staff contact information in HMIS • CAWG 9/12/19: Notification of alert for the person who touched the client last • Outreach Meeting 9/27/19: ISP case management functionality • Outreach Meeting 9/27/19: Automated refer to queue button

• Staff who miss the 60-day threshold after being granted access to HMIS will receive a courtesy email (OSH|Agency Lead| End User) from Bitfocus

• Staff will have 72 hours to register for an upcoming training and must show verification of sign-up to prevent account deactivation

• VA Programs: Required to collect employment status on enrollment and exit screens. Required to enter VAMC station number on enrollment screen.

Data Elements on the Profile Screen are a part of a group of Universal Data Elements (UDE) that are required to be collected when a record is made in HMIS.

• CCP Meeting 9/30/19: Looker dimension to compare the change in income category b/t entry/status/exit Have ideas about an enhancement and/or addition to HMIS? Let us know! Drop it in the box! Virtual Suggestion Box Reminders

• If you cannot make it, please send a representative (who uses HMIS) Countdown began with the meeting in September **Upcoming: Data Engagement Workshop (DEW)**

2020 Data Standards Training for End Users

• REGISTER HERE!

Agency Admin. Meeting Requirement

• Staff who do not show up to a training will have account disabled

• Please ensure staff are using a work related email address

Click here for direct link!

VI-SPDAT Impact on HMIS Access

Agency Admin. Structure Survey

Next Agency Admin Meeting

Time: 2:00pm - 3:30pm

Bitfocus Contact Information

Meeting Location:

When: Thursday, November 7th, 2019

• Survey will be sent out on Thursday, October 10th Report Update: [DQXX-103] Monthly Staff Report • Report glitch has been fixed, please expect to receive report on the first and last day of the month • If you are listed as an Agency Lead, you will receive this report • If you'd like you can run this report located in the Report Library under **Email Reports** 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.

Meeting Location: PLEASE NOTE LOCATION CHANGE

San Jose Public Library, Community Room 4270 Pearl Ave. San Jose, CA 95136 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_System_Administration_Team: scc-admin@bitfocus.com Janel Fletcher (janelf@bitfocus.com) Alison Wilson (alisonw@bitfocus.com)

By Lesly Soto Bright | October 9th, 2019 | Blog, Uncategorized | Comments Off on October 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 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

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a variety of sources. Comments are closed.

assist with ongoing analysis of Continuum of Care coordination efforts, federal reporting requirements, partnering agency data analysis, and special projects data obtained from

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

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