



Mar 2017 Agency Admin Meeting

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Mar 2017 Agency Admin Meeting

Date: Thursday, March 2, 2017
Time: 3:00 – 4:00PM
Place: Charcot Training Center
 2310 North First Street, Suite 102, Room TC1 – San Jose

Slides from the meeting can be found here:



Please use the following link to download slide deck if desired.

Agenda

- 1. CoC/Coordinated Assessment Updates
- 1. UPLIFT
- 1. New HMIS Program Request Form
- 1. HUD Reporting
- 1. CDQI: HIC & PIT

CoC/Coordinated Assessment Updates

- Upcoming meetings – see listserv emails for more information
 - Training 3/16 Milpitas Sobrato, 8am – Overview of Access Mainstream Benefits (for frontline staff)
 - 3/20 CoC Membership Meeting, 2pm, Learning Partnership
- Coordinated Assessment
 - VI-SPDAT Subcommittee of Coordinated Assessment Work Group has been meeting and will bring recommendations to the main work group
 - Staff should do another VI-SPDAT for clients who haven't had a VI-SPDAT in the past year
 - Look in Clarity HMIS before doing VI-SPDAT to see if there is already one created for your clients
 - Working with Bitfocus on customizations to improve Community Queue functionality

"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](#)

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UPLIFT

- Start date to request April-June transit passes is Friday, March 17
- Reminder: If a client has been enrolled in UPLIFT for a year, use the Annual Assessment to request a pass (instead of a Status Assessment)
- In-Person Trainings:
 - Fri, March 3, 1:30-3pm and Mon, March 6, 1:30-3pm
 - Charcot Training Center (Room 4), 2310 N. First Street, Suite 102, San Jose, CA 95131
 - Sign up at: <http://scc.hmis.cc/training/schedule-a-training>
 - Bitfocus will contact your agency's UPLIFT main contact to confirm that training attendees are approved to request UPLIFT for your agency.
 - In-Person Trainings not required – you can also watch the training online
 - <http://scc.hmis.cc/training/uplift>
 - Don't forget to Submit a Certification of Completion!
- Next quarter: if you are close to hitting your allocation within the first month of the quarter and need more, email the UPLIFT admin (UPLIFT@hhs.sccgov.org) and OSH will see if your allocation can be increased
- This quarter (Jan-Mar), there are only 24 passes left (out of 2400 total)

New HMIS Program Request Form

- Form to request a new program in Clarity is at <http://scc.hmis.cc/client-forms/>
 - It is called "HMIS Program Setup Request Form"
- It is an online Google form – once it is submitted, it is sent to Bitfocus. No need to email the Help Desk as well.
- Bitfocus will contact the agency if there are additional questions about program setup
- Why the new form:
 - Agencies that don't request new programs often may not know what information they need to provide
 - Improved communication between the agency, Bitfocus, and OSH
 - OSH would like to approve the program and can help clarify issues, ask relevant questions
 - OSH program manager and CoC Lead will approve
- Form asks for information such as:
 - Funding source (important to identify required questions/setup in HMIS)
 - Program Start/End Dates
 - Geocode (HUD code for city/county locations)
 - Program/Site Type
 - Program Contact Information
 - Bed/Unit Inventory
 - Is program part of CCP?
 - Services you'd like to set up for the program
 - Additional notes you'd like Bitfocus to know
- Smaller changes to services, program inventory, etc – ask the Help Desk
 - Program changes (inventory, set-up) may need to be approved by OSH

HUD Reporting

- We are working on HUD reports year-round
- HUD Reporting Deadlines
 - 5/1 – Housing Inventory Count (HIC)
 - 5/1 – Point In Time Count (PIT)
 - Between 5/1-10/31 – NOFA
 - HUD has not released formal timeline – this is an estimate
 - 5/31 – System Performance Measures (SPM)
 - We will have the option to update last year's submission, and this year's submission will be due
 - Last year's submission will be the baseline to compare against for future years to see if we are improving
 - This will be important as HUD will look at this report when determining funding (along with policies and procedures, HMIS data quality). Last year, the CoC received \$20M. The SPM scored 81/100 on the CoC NOFA so there is room to improve.
 - After 10/1 – Annual Homeless Assessment Report (AHAR)
- New Reports Available by 4/1 (will be available in the Report Library)

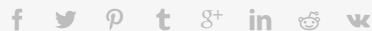
- Annual Performance Report (APR)
 - Will be submitted in csv format into new Sage system
 - Can check data quality using current “2014” APR
- HMIS Data Quality Report
 - Includes overall number of clients
 - Data Quality for Personal Identifying Information (name, DOB, etc)
 - Chronic Homelessness
 - Timeliness
 - Inactive Records (no contact with clients in Outreach/ES Night-by-Night programs for a certain length of time)
 - Request from group:
 - have the report run by user
 - have the report be able to list the detail of which clients need information to correct (so Agency Admins can send the report to users who need to correct)
 - have the ability to transfer a run report to another user within Clarity
 - have a view that shows all the data quality issues by client
- PATH Annual Report

CDQI: HIC & PIT

- In past months, Bitfocus has asked agencies to verify information for the 2017 HIC
- This month, we are asking agencies to review HIC and PIT data
- Agencies will need to verify:
 - Housing Type (Site-Single, Site-Multiple, Tenant-Based)
 - If McKinney-Vento funded, specific funding source
 - Bed/Unit Counts broken out by Household Type (Note: for RRH programs, this equals number of clients/households enrolled and housed on 1/24)
 - Number of beds/units dedicated to Veterans, Chronic Homeless (CH), and Youth
 - Number of beds participating in HMIS
 - Seasonal/Overflow beds
 - PIT – number of clients in the program the night of 1/24
- Starting early next week, you can access and verify this information here: <https://docs.google.com/spreadsheets/d/1-DLCRY1joPVz2ke7ThjPjr9ZBdJP1tCuaSi5Rn0-Vpg/edit?usp=sharing>
 - Spreadsheet is read only – add comments if something needs to be changed. Bitfocus will review and update the HIC and HMIS
 - ***Please review this information by Fri, 3/17 and let Bitfocus know when you've finished your review***
- PIT information will be pulled from HMIS – if the number is not accurate, then please make sure your data is up-to-date in HMIS
- OSH will also be viewing this information and signing off on it

By Jenn Ong | March 3rd, 2017 | Blog, Uncategorized | Comments Off on Mar 2017 Agency Admin Meeting

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About the Author: Jenn Ong



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OUR VISION: No one lives outside.

We are dedicated to removing barriers and providing affordable housing to ensure the economic self-sufficiency of all persons in Santa Clara County.

Homelessness ends when everyone has a home.

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