March 2021 Agency Admin. Minutes

AGENDA ITEMS

- CoC|Coordinated Assessment|UPLIFT Updates
- HMIS Newsletter
- HIC/PIT Updates
- NOFA APR Updates
- **Special Guest Speaker**: Aida Zaldivar - Intimate Partner Violence & Housing Service Program Manager - Community Solutions
- "How Well Do You Know the HIC/PIT"
- Performance Management Work Group Meeting
- Reminders
- Next Months Meeting

CoC Updates

Please join Homebase and Community Solutions for a three-part series where we will review regulatory safeguards and CoC policies applicable to survivors and delve into strategies for recognizing survivors of violence, providing effective support, and protecting client confidentiality and choice.

SCC Training Day 1: A Collaborative, Intersectional Approach to Gender Based Violence
When: Tue, March 9, 2pm – 4pm
Please register here:
https://homebaseccc.zoom.us/meeting/register/tJ0pdu uvqz8jGtBNJEB0L14WR6nCYJJh8Cpa

SCC Training Day 2: Supporting Survivors of Gender Based Violence

When: Thu, March 11, 9:30am – 11:30am

Please register here:
https://homebaseccc.zoom.us/meeting/register/tJckd-2 qrjkoH9KiUBuDGjzH7NXwI9DtvRuA

SCC Training Day 3: Federal, State, and CoC Policies
When: Thu, March 18, 10am – 11am

Please register here:
https://homebaseccc.zoom.us/meeting/register/tJIvcu6 qqz4oGNYqqHE4qrV_myB6nZ4bPUHY

Coordinated Assessment Work Group
When: Thu, March 11, 1:00pm – 2:30pm

CoC NOFA Committee Meeting
When: Wed, March 24, 1pm – 3pm
Where: Link

UPLIFT Updates
VTA

- VTA's paused fare collection will extend to the end of March, and may also extend into April
- We will continue to operate our program at full capacity for this current quarter (Jan-Mar) and the next quarter (Apr-Jun) during this time, as we predict fare collection will resume within the spring quarter
- VTA in collaboration with the County of Santa Clara is routing transit lines to over 20 COVID Vaccination Sites
  - No fare is required
  - A interactive map to find a list of current vaccine locations can be found here
  - For additional information : https://www.vta.org/blog/vta-off ers-free-rides-covid-vaccination- sites

Current Jan-Mar Quarter

- There are 512 passes left for this quarter

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- **Last day to request for Jan-Mar quarter is March 18th**
- In preparation for the next quarter, please review your request to prevent delays due to errors
- **Please ensure users are exiting clients from your UPLIFT program if:**
    - You are no longer requesting UPLIFT passes
    - You are no longer working with the client
    - The client is no longer eligible for the program

Upcoming Apr-Jun Quarter

- Quarter will start on Friday, March 19th. All requests for this quarter must be made on or after this day
- **DO NOT** predate or postdate any requests; this will cause errors with your request
- There will not be any allocation limits for this quarter, all passes will be offered on a first come, first serve basis, at the start of the quarter (March 19th). This applies for all agencies.

If there are changes who your UPLIFT Point of Contact is – please inform us @ UPLIFT@hhs.sccgov.org

For all UPLIFT related inquiries please email UPLIFT@hhs.sccgov.org

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HMIS Newsletter

Santa Clara HMIS News, February 2021

Welcome to the Santa Clara County HMIS Newsletter! In this edition you'll find the following:

- Thank You! System Performance Measures & PIT/HIC Reports
- Utilizing the Program History Tab
- New Feature - Unsupported Browser Warning Page

[Web link to the newsletter](#)

HIC/PIT Updates

Thank you to everyone for your participation and follow-up as we complete this process!

HIC/PIT occured on the night of **Thursday, Jan 28**

Review each of your programs:

- **Inventory information**: Please do a review and confirm the information
- Let us know if any new housing or shelter programs have come online during calendar year 2020
- Similarly, let us know if any programs on our list have stopped operating during calendar year 2020
- **Client data**: Please review data for the number of clients housed the night of Thursday, Jan 28 and let us know if the numbers do not look accurate

- We have emailed information on the current program inventory and clients housed on the night of the PIT for you to verify
- Run the [HUDX-123-AD] Housing Inventory (HIC) to review up to date inventory and occupancy info.

NOFA Updates

Please note some of you will receive a copy of your APR for review for the 2021 HUD Continuum of Care project review process

Here is the timeline for this:

By March 15, Bitfocus to send preliminary Annual Performance Reports to CoC Grantees
  - All reports will be for the same time period: 1/1/2020 - 12/31/2020.
  - Please review the full APR, including the list of HMIS Projects that were included for each report.

By April 12, agencies may clean up data in order to improve report accuracy
  - Bitfocus will provide support to all agencies and their HMIS users to understand how to identify and correct data errors.
  - Bitfocus will NOT be responsible for correcting data errors or otherwise ensuring that each agency or program's data is correct.
  - Bitfocus will send only one draft report for each program on or before March 15. Agencies may run as many additional reports as they would like to help verify accuracy. Bitfocus will not send final reports to agencies for approval before submitting them to HomeBase.

By April 26, Bitfocus will send APRs to Homebase for use in the Review and Rank process

Special Guest Speaker: Aida Zaldivar

Intimate Partner Violence & Housing Service Program Manager - Community Solutions

Solutions to Violence

- Our division is dedicated to providing proactive and progressive services in response to intimate partner abuse, sexual assault, CSEC, and human trafficking.

We Provide

- Empowerment-based services to strengthen and support survivors
- Prevention and education services for groups, schools, and the community

What is intimate Partner Abuse?
A pattern of abusive behaviors exerted by one individual in order to control or exercise power over his/her partner in the context of an intimate relationship.

Types of Abuse

- Physical
- Threats/Intimidation
- Emotional/Verbal
- Isolation
- Sexual
- Financial
- Using Children
- Coercive Control

Why don't people just leave?

There are plenty of reasons why someone may not leave an abusive relationship.
- Fear
- Believe the abuse is normal
- Love
- Concern for the children
- Lack of financial resources
- Pressure from family and friends

- Embarrassment or shame
- No support network
- Language barriers
- Cultural/religious reasons
- Fear of being outed
- Physical limitations

How to get connected:

24-Hour Hotline: 1-877.363.7238

Morgan Hill: 16264 Church St. Suite #103 Morgan Hill, CA 95037 (408) 779.2113

Gilroy: 9015 Murray Ave. Suite # 100 Gilroy, CA 95020 (408) 779.2113

Hollister: 341 Tres Pinos Rd. Suite #202B Hollister, CA 95023 (831) 637-1094

"How Well Do You Know the HIC/PIT?"

When did the PIT take place this year?

A) The night of Wednesday, January 27th, 2021
B) **The night of Thursday, January 28th, 2021**
C) The night of Monday, Feb 1st, 2021
D) There was no PIT in 2021

Which report will show both bed and unit inventory and occupancy on the night of the HIC/PIT?

A) [HSNG-108] Housing Census
B) **[HUD-123-AD] Housing Inventory (HIC)**
C) [HUDX-225] HMIS Data Quality Report
D) None of the above

TRUE/FALSE This year's PIT included an unsheltered count? FALSE

How many times per year does the CoC need to complete the HIC? Once per year!

Why is the PIT important?

Important to understanding the extent and nature of homelessness in each continuum. Provide insight into clients needs, homelessness trends, and funding allocation.

What can I do to prepare for the HIC?

- Verify the bed/unit inventory for your program is correct and up to date
- Ensure that your clients who are in RRH programs have a move-in date
- Run DQ reports that will help do some data clean-up
- Check to make sure that all the relevant program information in HMIS is up to date (site address, funding source, geocode)

Performance Management Workgroup Meeting (PMWG)

You may be interested in...

The Performance Management Work Group (PMWG) is a CoC meeting facilitated by Bitfocus and the Office of Supportive Housing.

- Review HMIS data reported Santa Clara County Continuum of Care.
- Help inform and implement our community's performance management process

Next Meeting Scheduled:
Thursday, Match 18th, 1-2:30pm
Announcement via CoC list-serve

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Security Compliance Checklist

If you have not submitted your Security Compliance Checklist, please do so.

SCC HMIS Quarterly Compliance Certification Checklist

Self certification form is optional and available on our website - please do not send these to us; instead retain for your records

Office Hours

Where Are Office Hours Held? 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).
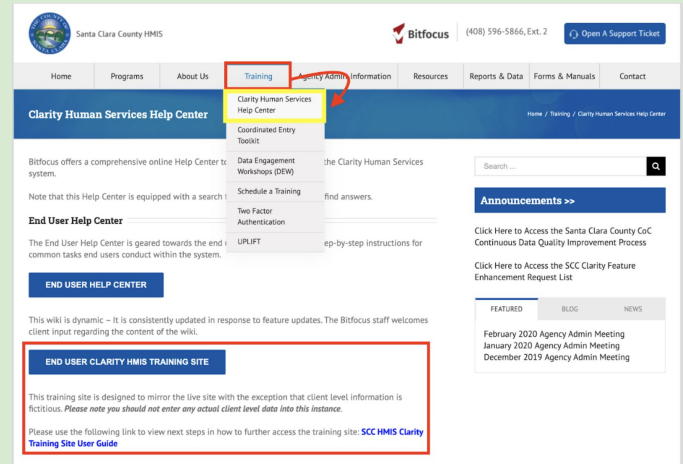
Looker Office Hours
When: Every other Monday of the month
Time: 2:00pm-3:00pm
Zoom (click here to access)

Clarity (HMIS) Office Hours
When: Every other Thursday from 10:00am-11:30am
Zoom (click here to access)

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

Click on the image above to access the content.

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 Admin Meeting
Meeting Location: Zoom Link
When: Thursday, April 1st, 2021
Time: 2:00pm – 3:30pm
Dates and locations for 2020 meetings are listed on the OSH website:
CoC Events Calendar - Supportive Housing - County of Santa Clara

Bitfocus Contact Information

Support Team:
sccsupport@bitfocus.com
Bitfocus System Administration Team:
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Lesly Soto (leslys@bitfocus.com)