

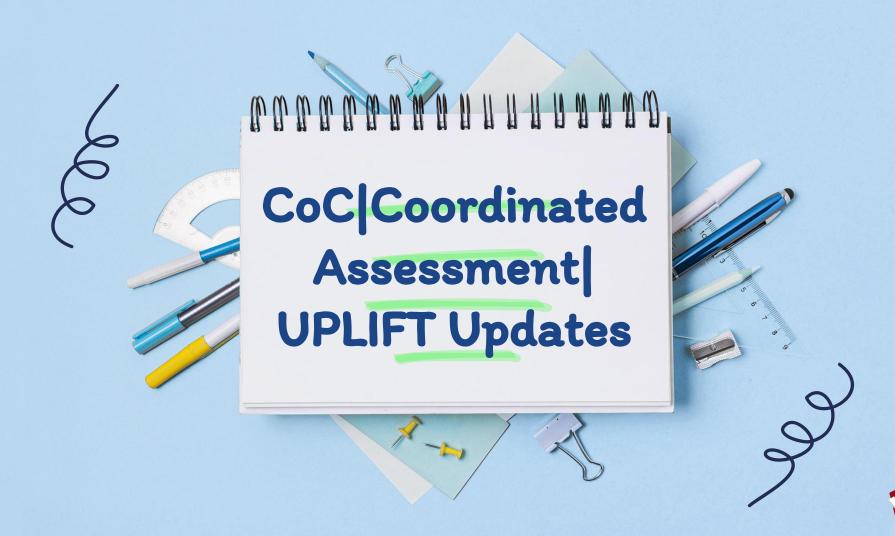
Agenda

- CoC| Coordinated Assessment| UPLIFT Updates
- HMIS Newsletter
- HIC/PIT Updates
- Monitoring Program Inventory and Capacity
- LSA Updates
- Reminders
- Next Months Meeting



What is your favorite vacation destination?









CoC Updates

For CoC Grantees:

- HUD released the FY2020 CoC Program Non-competitive Funding Notice and a list of renewal awards.
- Homebase has reviewed the list of renewal project awards and did not identify any errors or omissions.
- Please review the project list to confirm all of your renewal projects are included and amounts look correct; if you spot any issues, please let Homebase know - you will need to notify HUD ASAP.
- If everything looks correct, there are no next steps
- HUD will be reaching out to execute grant agreements, prioritizing the execution of grant agreement for projects expiring in the first quarter of calendar year 2021.
- Please let Homebase know if you have any questions.





CoC|Coordinated Assessment Undates

PIT Count

- The Santa Clara CoC has submitted a waiver to HUD for the 2021 Unsheltered PIT Count and makes this request due to Covid-19 safety risks, compromised accuracy of the Count, and state/local Public Health orders.
- The waiver has been accepted by HUD.
- The CoC plans to conduct a full unsheltered count and survey in January 2022, and will be required to conduct another full count and survey in January 2023



- As of 2/4/2020- There are **695 (Six-Hundred Ninety-Five)** Jan-Mar'21 quarter stickers left for this quarter.
- Replacement period has started (2/1/2020). Please do NOT pre-date or back-date the referral.
 - Please follow step by step instructions starting on page 19 of the <u>User Handbook</u>.
 - Please remember to email UPLIFT@hhs.sccgov.org the reason(s) for a replacement request or it won't be processed.
 - Bad Example email detailing reason client lost badge:
 - "Hello, Client, HMIS# ABCDEFG Needs a replacement thank you"
 - Good Example email detailing reason client lost badge:
 - "Client, HMIS# ABCDEFG came to the office stating that his bus pass was stolen on MMDD. He is currently homeless and stated that he got really tired and fell asleep in the park and when he woke up his belongings were stolen including his bus pass. He and I explored different options including getting him a lanyard or a badge hold prevent re-occurrence."

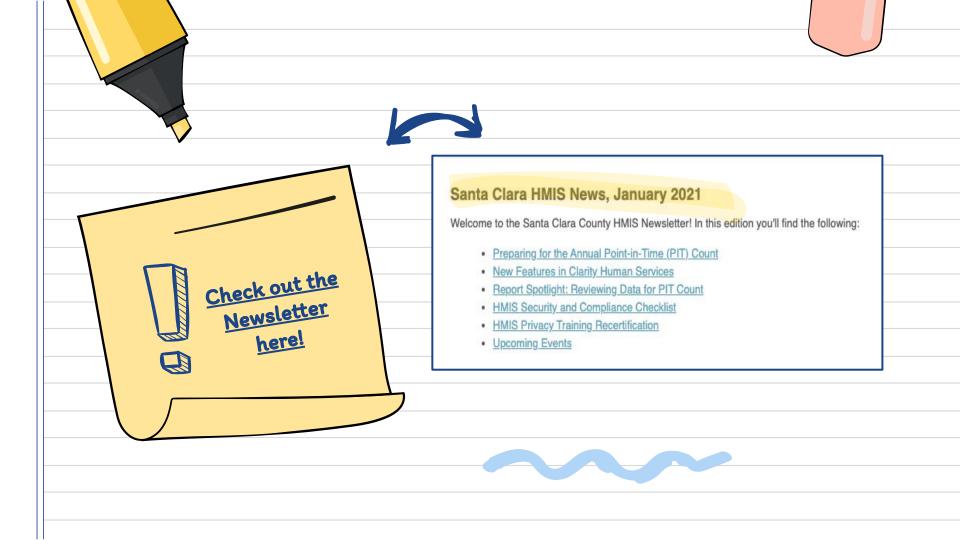






- Last day of the Jan-Mar'21 quarter is March 18, 2021. Apr-Jun'21
 Quarter begins March 19th.
- Reminder to all providers: Before making your request, check your client's most recent (latest start date/signed) HMIS ROI (Release of Information) to ensure it is valid and that you are not entering any data the client did not consent for.
- Remember to email the UPLIFT email address, once a correction is made to prevent delays











"How confident are you that your Housing inventory in HMIS is accurate?"

- A. Very Confident I monitor inventory and occupancy often
- B. Somewhat Confident I think it's correct but have some questions)
- C. Not Confident I don't often track of our programs' housing inventory
- D. No Idea What is Housing Inventory I've never heard of this
- E. N/A My agency does not have any housing programs







"How familiar are you with the types of reports you should use when checking your data in preparation for the HIC?"

- A. Very Familiar I've done this a million times
- B. Somewhat Familiar I think I know where to look
- C. Not Familiar This is my first time doing this
- D. No Idea HMIS has reports?







"All homeless dedicated beds & units are included on the HIC?"

A. YES





Housing Inventory Count (HIC)



The HIC is conducted annually. Report is on shelter and housing programs (ES, TH, RRH, PSH), including non-participating HMIS programs (e.g. DV programs) and includes:

- Bed/unit capacity
- Federal funding source
- HMIS participation
- Location (geocode and address)
- Other project details
- Utilization rate based on clients in shelter/housing during one night in January (point-in-time count)



Point In Time (PIT)

The Point In Time (PIT) Count is conducted annually in late January, on the same day as the HIC. The report includes sheltered clients (ES, TH, Safe Haven), including clients in non-participating HMIS programs (e.g. DV programs):

- Number of households and clients served the night of the PIT
- Number of children, adults aged 18-24, adults over 24
- Race, Ethnicity, Gender, Chronic Homelessness
- Substance Use, Mental Illness, Domestic Violence, HIV/AIDS
- Information is broken out by both household type as well as specific demographics (Veterans, Parenting Youth, Unaccompanied Youth).





HIC/PIT DQ Data Quality & Review

What can you do to assist?

Data Quality

- Demographic data: birth dates reflect minor/adult status correctly, all other demographics complete as possible
- Enrollment/exit data: dates, head of household, group enrollments
- Verify inventory (bed/unit) information is correct on the night of 1/28/2021

Data Corrections

Work with Helpdesk to correct any data you can't fix yourself

Corrections Due by 2/15

Communication

Respond to System Administration Team and HSH outreach prompt





HIC/PIT DQ

Why is data correctness important?

- The HIC is now an important part of the LSA review. They will be using the HIC to compare inventory and other project setup components.
- Inventory and other project details are essential for countywide coordination and reporting.

What Reports to Review

- [HSNG-108] Housing Census to review occupancy
- [HUDX-123-AD] Housing Inventory (HIC) to review inventory and occupancy on 1/28/2021
- [HUDX-225] HMIS Data Quality Report to review data quality





- HUD HIC/PIT Info:
 - https://www.hudexchange.info/programs/hdx/guides/pit-hic/#hic-guides-and--tools
- Project Setup Instructions during COVID Pandemic:
 - O https://files.hudexchange.info/resources/documents/HMIS-Project-Setup-and-Inventory-Changes-during-an-Infectious-Disease-Outbreak.pdf







Monitoring Program & Inventory Capacity



Thank you to all that have provided feedback regarding changes to BUI.

- Ensuring the correct Bed and Unit Inventory (BUI) for your programs
- Notification of changes to BUI should be provided as soon as the change happens
- Be sure to provide start and end date of new/revised BUI
- Ongoing monitoring and communication from Bitfocus





Who can share with us, how they would describe a Bed vs. a Unit?



How to Determine Bed/Unit Inventory

Option 1: Count the Beds

The number of beds is generally equivalent to the number of persons a project can house on a given night. For emergency shelter project this can be a direct count of the available beds.

Option 2: Count the Units/Vouchers

Projects that only have units and no fixed number of beds can estimate the number of beds based on average household size (e.g., a project with 30 family units and an average family size of 3 would record 90 beds).

Option 3: Additional Methods

Projects that provide housing rental assistance and do not have a fixed number of beds and units can use one of the following methods

- Determine the number of beds and units based on the number of vouchers currently funded and available for use.
- Projects that provide shelter or rental assistance vouchers without a fixed number of units (e.g. Rapid Re- Housing) should determine the number of beds (and units) based on the maximum number of persons (and households) who can be housed on a given night.



Report Spotlight: [HSNG-108] Housing Census

 The Housing Census shows you how many individuals or households were enrolled each night

 Find this report under the Report Library > Housing Reports

Housing Census

Housing Agency Name

Veteran Status: All Report generate for: persons

Report Date Range: 10/01/2019 - 01/01/2021

Housing Program	Max Occupancy: Varies					
Date	# Clients					
10/01/2019	20					
10/02/2019	20					
10/03/2019	20					
10/04/2019	20					
10/05/2019	20					
10/06/2019	20					
10/07/2019	20					
10/08/2019	20					
10/09/2019	20					
10/10/2019	20					
10/11/2019	20					
10/12/2019	20					
10/13/2019	20					
10/14/2019	19					
10/15/2019	20					
10/16/2019	19					
10/17/2019	19					
10/18/2019	19					
10/19/2019	19					
10/20/2019	19					

Report Spotlight: [HUDX-123-AD] Housing Inventory (HIC)

- The Housing Inventory Count shows you all of your housing program details on a single night. This is the report we use to submit information to HUD
- Find this Report under Report Library >> Administrator Reports
- View Information for each project on:
 - Total Capacity: bed and unit inventory on a single night
 - Beds dedicated to certain households types or subpopulations
 - Occupancy: total individuals occupying housing beds

Housing Inventory Report [FY 2020]			CoC: Santa Clara County CoC Reporting Year: 2021 PIT Date: 01/28/2021 Agency CoC Client Location Filter: No											
Sed Inventory														
Project ID	Project Type	Organization	Project Name	Geo Code	Target Population	Mc-Kinney-Vento funded	Other Federal Funding Sources	Inventory Type	Bed Type (ES Only)	with Children				
										Beds	Units	HMIS Beds	Veteran Beds	Youth
1078	Emergency Shelter			060906	Not Applicable	No	Yes	С	Facility-based					
1007	Emergency Shelter			063258	Not Applicable	No	Yes	С	Facility-based	87	29	87		
836	Emergency Shelter			063354	Not Applicable	No	Yes	С	Facility-based					
595	Emergency Shelter			069085	Not Applicable	No	Yes	С	Facility-based					
1083	Emergency Shelter			063258	Not Applicable	No	Yes	С	Other					
552	Emergency Shelter	STATE OF THE STATE		063354	Not Applicable	No	No	С	Facility-based					
43	Emergency Shelter			069085	Not Applicable	No	No	С	Facility-based					
305	Emergency Shelter			063258	Not Applicable	No	Yes	С	Facility-based					
32	Emergency Shelter			063258	Not Applicable	No	Yes	С	Facility-based	77	22	77		
1002	Emergency Shelter			063660	Not Applicable	No	Yes	С	Facility-based					
783	Emergency Shelter		Marin Company	063258	Not Applicable	No	Yes	С	Facility-based					
649	Emergency Shelter			063258	Not Applicable	No	No	С	Facility-based					
716	Emergency Shelter		the second of	063258	Not Applicable	No	No	С	Facility-based					
137	Emergency Shelter		-	063258	Not Applicable	No	Yes	С	Facility-based					
1054	Emergency Shelter			063258	Not Applicable	No	Yes	С	Facility-based					
653	Emergency Shelter			063258	Not Applicable	No	Yes	С	Facility-based					
129	Emergency Shelter		100	063258	Not Applicable	No	Yes	С	Facility-based					
1038	Emergency Shelter		The second second	063258	Not Applicable	No	Yes	С	Facility-based					

Additional Housing Reports

- There are a variety of reports available in the "Housing Reports" Folder to suit individual needs
- These all provide info on housing program occupancy
- Try out different reports or contact the help desk if you have questions



[HSNG-102] CoC Housing Assessment Report

[HSNG-104] Monthly Housing Report

[HSNG-105] Weekly Housing Census

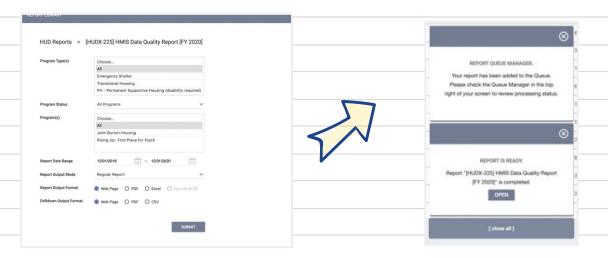
[HSNG-108] Housing Census

[HSNG-200] Current Housing Availability





- Select the report name from the Report Library
- Select all the required filters
- Select SUBMIT when done selecting filters
- When report is done; select OPEN from the pop-up







- LSA has been submitted!!!!
- Thank you for your part and making all the necessary corrections to your data!
- We learned a lot from this process and we hope to take these experiences into consideration moving forward





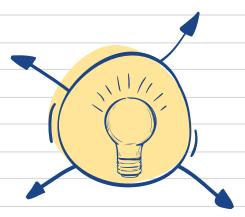
Reminders

Annual Privacy Training Recertification

Process

949

Total number of attempts



906

Completions to date with a score 80% or higher

12

Attempts; but have not passed the quiz

31

Have started the certification process, but have not completed it

- End Users that have not completed the Recertification Process will be contacted and given a definitive time to complete the training and pass with 80% or higher.
- If End User does not complete training by set time frame, access will be removed until training completion.

Security Compliance Checklist



We have received several checklist thanks for those of you who have submitted it!

If you have not submitted your Checklist please send it in as soon as possible.

SCC HMIS Quarterly Compliance

Certification Checklist

Link To Full Announcement

- Submission deadline was Jan 31st, 2021
- This submission should include certification for all staff members who access HMIS
- Please be sure to use the End User First and Last Name vs. HMIS username
- Self certification form is optional and available on our website please do not send these to us; instead retain for your records
- Only the final checklist needs to be submitted to

scc-admin@bitfocus.com

Meeting Reminder: CAWG

(Coordinated Assessment Work Group) Typically held 2nd Thursday each month

Topics Include:

- Review recent assessment and referral data
- Discuss strategies for improving coordinated assessment system access and performance
- Develop coordinated assessment system policy
 - In January CAWG released standard practices for locating clients on the community queue
- Get updates on current coordinated assessment training and evaluation tools

Meeting Reminder: PMWG

(Performance Management Work Group)
Typically held 4nd Thursday every other month

Topics Include:

- Review CoC Data Trends
- Review Performance Data and Set Countywide Performance Benchmarks
- Develop tools and reports for system analysis

Office Hours

Clarity Office Hours

Looker Office Hours

When: Bi-weekly, Thursday Time: 10:00am - 11:30am When: Bi-weekly, Monday Time: 2:00pm - 3:00pm

Have questions about HMIS or Looker?

Join us and get these questions

resolved!



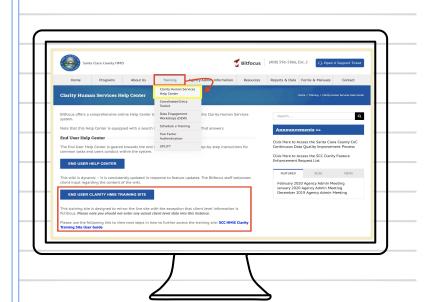


SCC HMIS Training Site

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

Use the End User Clarity HMIS

Training Site









Virtual Suggestion Box

Have ideas about an enhancement and/or addition to HMIS?

Have a general questions you'd like to ask?

Let us know! Drop it in the box!



Next Months Meeting:

Thursday, March 4th, 2021

Thank you!





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