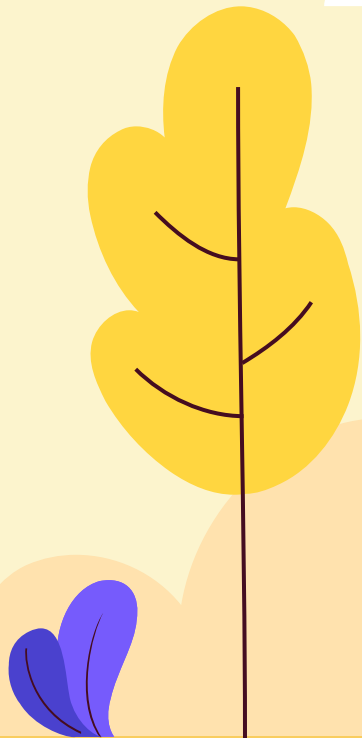


# WELCOME!

Agency Admin. Meeting  
Thursday, August 6th, 2020



# AGENDA ITEMS

01

CoC|Coordinated  
Assessment|UPLIFT Updates

02

HMIS Newsletter

03

Staff Contact Info. on VI-SPDAT

04

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

05

Coordinated Entry (CE) Looker  
Dashboard

06

Coordinated Entry (CE) Quiz  
Time

07

Reminders

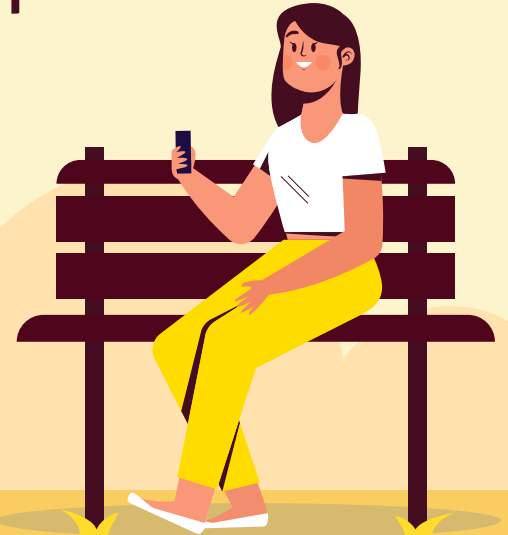
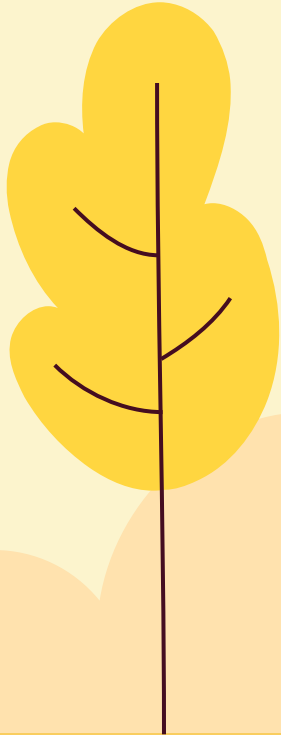
# Getting to Know You!

What was your favorite  
subject in grade school?



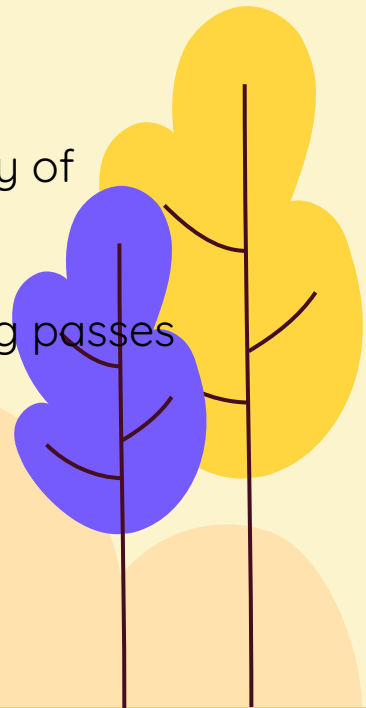


# CoC|Coordinated Assessment|UPLIFT Updates



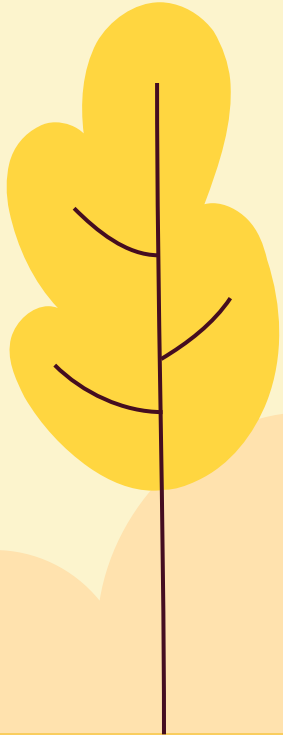
# UPLIFT UPDATES

- 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





# Newsletter



# Newsletter



**CLARITY**  
HUMAN SERVICES

## **Santa Clara HMIS News, July 2020**

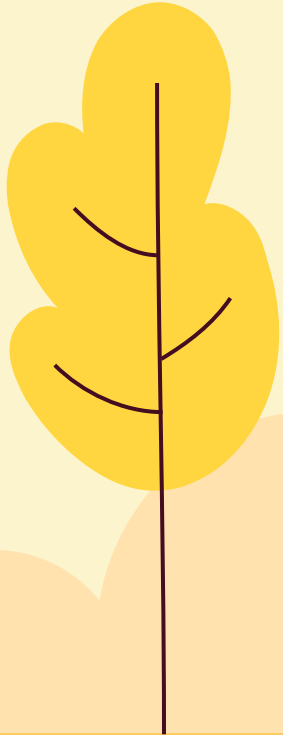
Welcome to the Santa Clara County HMIS Newsletter! In this edition you'll find the following:

- [Coordinated Entry Updates FAQs](#)
- [Reminders: Account Settings Update and New HMIS Documents](#)
- [Missing Data](#)
- [Report Spotlight: Client Reports](#)
- [Upcoming Events](#)





# Staff Contact Info. on VI-SPDAT





# Staff Contact Information on VI-SPDAT

Staff Completing VI-SPDAT Full Name

---

Staff Completing VI-SPDAT Phone Number

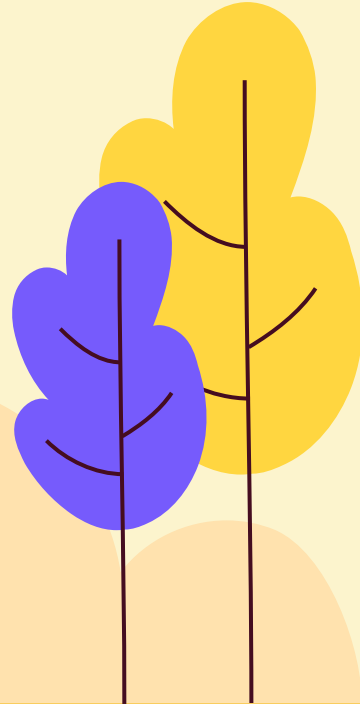
---

Staff Completing VI-SPDAT Email Address

---

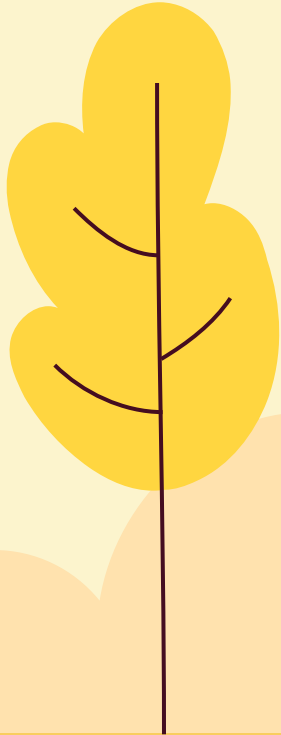
PLEASE REMEMBER TO ADD YOUR EMAIL AND PHONE NUMBER TO YOUR ACCOUNT PROFILE IN THE UPPER RIGHT OF THE SCREEN.

*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



# NEW Coordinated Entry (CE) Canned Reports: Running the Reports

Abode Services

REPORT LIBRARY EXPLORE DATA ANALYSIS

REPORT LIBRARY

Administrator Reports 29 report(s) ▼

Agency Management 4 report(s) ▼

Agency Specific 11 report(s) ▼

Assessment Based Reports 3 report(s) ▼

[GNRL-210] Assessment Details Report RUN SCHEDULE MORE INFO~

[GNRL-404] CE Assessment Details Report BETA RUN SCHEDULE

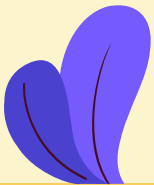
[GNRL-405] CE Assessing Staff Report BETA RUN SCHEDULE

SETUP MANAGE **REPORTS** CALENDAR

MERGE DATA IMPORT

No reports

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

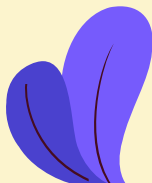
## Abode Services

01/01/2020 - 08/03/2020

											Sub-scores					
Gender	Veteran	CE Household Type	Adults in CE Household	Children in CE Household	Referred to Queue	Contact Info	Assessing Program	Staff	Staff Home Agency	Assessment Score	General	History of Housing & Homelessness	Risks	Socialization & Daily Function	Wellness	Family Unit
Female	No					Yes			Abode Services	12	1	1	2	2	2	4
Female	No				Default	Yes			Abode Services	12	1	1	1	1	5	3
Male	No					Yes			Abode Services	8	0	0	1	2	3	2
Female	No				Default	Yes			Abode Services	11	1	1	1	3	2	3
Male	No				Default	Yes			Abode Services	5	1	1	0	2	1	0
Female	No				Default	No			Abode Services	18	1	2	3	4	4	4
Female	No				Default	No			Abode Services	6	0	1	0	1	2	2
Female	No					Yes			Abode Services	3	1	1	0	0	0	1
Female	No					Yes			Abode Services	15	1	1	3	3	4	3
Female	No	Without Children	1	0	Default	No	SCC Outreach		Abode Services	20	1	2	4	4	6	3
Female	No				Default	No			Abode Services	5	0	1	0	2	0	2
Male	No				Default	Yes			Abode Services	18	1	2	4	3	4	4
Male	No					Yes			Abode Services	3	1	1	0	0	0	1
Female	No					Yes			Abode Services	9	1	2	1	1	2	2

## Purpose

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.

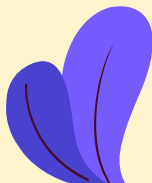


# NEW Coordinated Entry (CE) Canned Reports: [GNRL-405] CE Assessing Staff Report

CE Assessing Staff Report														Abode Services	
01/01/2020 - 08/03/2020															
Alex Ralli: Abode Services															
Date	Client Full Name	Unique ID	Age	Gender	Veteran	CE Household Type	Adults in CE Household	Children in CE Household	Assessment Name	Assessment Score	Referred to Queue	Contact Info	Assessing Agency	Assessing Program	
04/13/2020			32	Female	No				VI-F-SPDAT Prescreen for Families [V2] with SCC local questions	18	Default	No	Abode Services		
06/02/2020			24	Female	No				VI-F-SPDAT Prescreen for Families [V2] with SCC local questions	13	Default	No	Abode Services		
07/01/2020			43	Female	No	Without Children	1	0	VI-F-SPDAT Prescreen for Families [V2] with SCC local questions	14	Default	No	Abode Services	SCC Outreach	
01/06/2020			29	Female	No				VI-F-SPDAT Prescreen for Families [V2] with SCC local questions	19	Default	Yes	Abode Services		
04/24/2020			36	Female	No				VI-F-SPDAT Prescreen for Families [V2] with SCC local questions	18	Default	Yes	Abode Services		
03/25/2020			32	Female	No				VI-F-SPDAT Prescreen for Families [V2] with SCC local questions	18	Default	No	Abode Services		
01/30/2020			53	Female	No				VI-F-SPDAT Prescreen for Families [V2] with SCC local questions	18		Yes	Abode Services		
04/21/2020			37	Female	No				VI-F-SPDAT Prescreen for Families [V2] with SCC local questions	16	Default	No	Abode Services		
03/16/2020			27	Female	No				VI-F-SPDAT Prescreen for Families [V2] with SCC local questions	16		Yes	Abode Services		

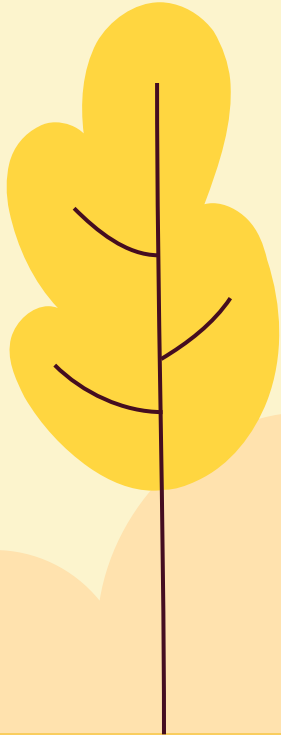
## Purpose

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



# Coordinated Entry (CE) Looker Dashboard

The screenshot displays the Coordinated Entry (CE) Looker Dashboard interface. The top navigation bar includes the 'System' header, a 'REPORT LIBRARY EXPLORE' section with 'DATA ANALYSIS' highlighted, and a user profile for Trevor Mells. A central menu lists options: SETUP, MANAGE, REPORTS (highlighted), and CALENDAR. Below this, a list of reports is shown, with 'Santa Clara County HMIS Reports' and 'Coordinated Entry Data Quality' highlighted.

**System**  
REPORT LIBRARY EXPLORE **DATA ANALYSIS**

**DATA ANALYSIS**

**Built In Reports**

**Santa Clara County HMIS Reports** 55 report(s) ^

- root
- Data Quality UDEs RUN
- FEMA Covid-19 Shelter Details with VI-SPDAT score RUN
- HDAP Updated Look with added filters RUN
- PSH Utilization and Outcomes RUN
- Public Housing Dashboard RUN

**Coordinated Assessment Evaluation**

- Coordinated Assessment Scoring by User RUN
- Coordinated Assessments and Referral Results RUN
- Coordinated Entry Data Quality**
- SCC Community Queue and Assessments Data Quality Dashboard (2020) RUN

**Data Analysis Tab**

- Active Program Reference List RUN

# Coordinated Entry (CE) Looker Dashboard

The dashboard displays four data tables, each with a count and a 'Details' view. The tables are:

- 99 CE Enrollments Missing CE Assessments - Details**

Unique Identifier	Personal ID	Enrollment ID	Project Start Date	RoH	Household Type	Assign
1		[CE]...		Yes	Single Adult	Ty...
2		[CE]...		Yes	Single Adult	Lin
3		[CE]...		Yes	Single Adult	Rot
4		[CE]...		Yes	Single Adult	Dai
Totals						
- 234 CE Assessments Missing CLS A... - Details**

Unique Identifier	Personal ID	Enrollment ID	Agency Name	Name	Project Start D...	Assigned Staff
3			County: Reentry R...	[CE] County: Reen...		
4			County: OSH	[CE] County: OSH		
5			Family and Child...	[CE] Family and C...		
6			Momentum for M...	[CE] Momentum f...		
7			Housing Authority...	[CE] Housing Auth...		
Totals						
- 115 CE Enrollments Missing CLS AS... - Details**

Unique Identifier	Personal ID	Enrollment ID	Project Type C...	Agency Name	Name	Project Start D...
1			Services Only	UPLIFT	[UPLIFT] Teen Cha...	
2			Services Only	UPLIFT	[UPLIFT] Teen Cha...	
3			Emergency Shelter	HomeFirst	BRC - 60 Day Prog...	
4			Emergency Shelter	HomeFirst	BRC - 60 Day Prog...	
5			Services Only	UPLIFT	[UPLIFT] Teen Cha...	
Totals						
- 9 VI-F-SPDAT Assessments Missing ... - Details**

Unique Identifier	Personal ID	Enrollment ID	Project Start Date	Assessment Name	Household Type
1		[CE]...		VI-F-SPDAT Prescreen F...	Single Adult
2		[CE]...		VI-F-SPDAT Prescreen F...	Single Adult
3		[CE]...		VI-F-SPDAT Prescreen F...	Single Adult
4		[CE]...		VI-F-SPDAT Prescreen F...	Single Adult
Totals					

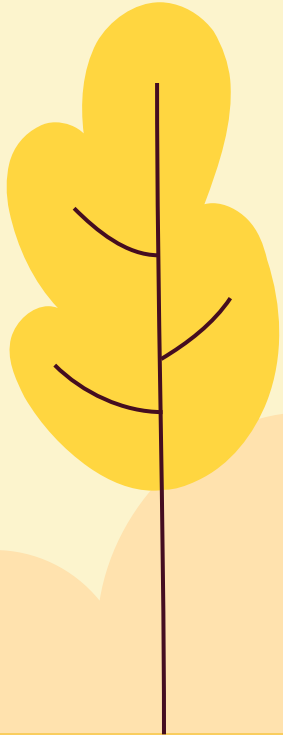
## Purpose

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.



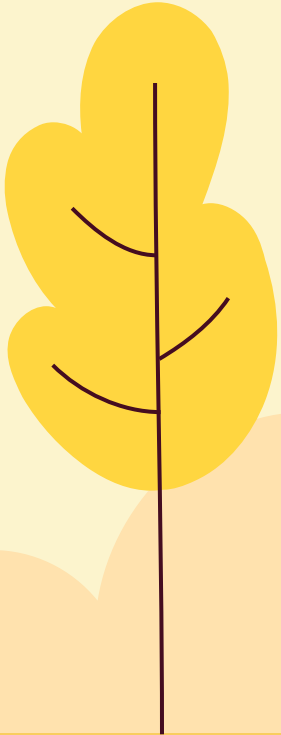


# Coordinated Entry (CE) Quiz Time





# Reminders



# Security Officer Compliance Checklist

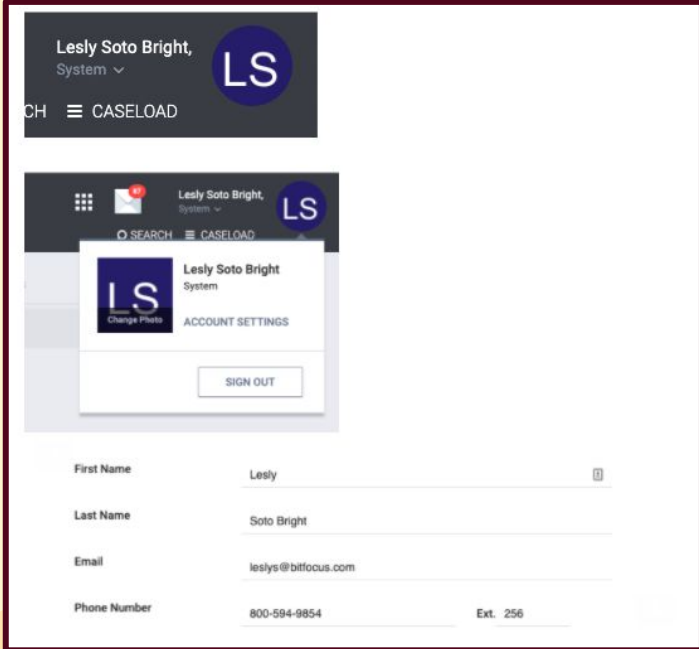
- Updated forms and announcement related to the Quarterly Compliance Security Checklist this month
- Including New guidance for remote workers & self certification



#	Workstation Checklist Items
1	An HMIS Privacy Statement is visibly posted at each HMIS intake desk (or comparable location). If the workstation is not in a fixed location HMIS Privacy Statement must be provided as a handout.
2	Each HMIS workstation computer is in a secure location where only Authorized Persons * have access.
3	Each HMIS workstation computer is password-protected and locked when not in use. (Changing passwords on a regular basis is recommended)
4	Documents printed from HMIS are sent to a printer in a secure location where only Authorized Persons have access.
5	Non-authorized persons are unable to view any HMIS workstation computer monitor.
6	Each HMIS workstation computer has antivirus software with current virus definitions (i.e., within the past twenty-four (24) hours), and each HMIS workstation computer has had a full system scan within the past week.
7	Each HMIS workstation computer has and uses a hardware or software firewall.
8	Unencrypted protected personal information ("PPI") ** has not been electronically stored or transmitted in any fashion (including, without limitation, by hard drive, flash drive, email, etc.). (Encrypted hard drives are recommended)
9	Hard copies of PPI (including, without limitation, client files, intake forms, printed reports, etc.) are stored in a physically secure location.
10	Each HMIS workstation computer password information, including each Authorized Person's user identification information, is kept electronically and physically secure.

# 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
5. **SAVE CHANGES** when done



The screenshot displays the HMIS user interface. At the top, a dark header bar shows the user's name 'Lesly Soto Bright', a dropdown menu for 'System', and a circular profile picture with the initials 'LS'. Below this, a navigation bar includes a search icon, a 'CASELOAD' link, and another 'LS' profile picture. A modal window titled 'ACCOUNT SETTINGS' is open, featuring a 'Change Photo' button and a 'SIGN OUT' button. The main content area contains a form with the following fields:

Field	Value
First Name	Lesly
Last Name	Soto Bright
Email	lesiys@bitfocus.com
Phone Number	800-594-9854 Ext. 256

# Office Hours

## Clarity HMIS Office Hours

**When:** Bi-weekly, Thursday

**Time:** 10:00am - 11:30am

## Looker Office Hours

**When:** Bi-weekly, Monday

**Time:** 2:00pm - 3:00pm

*Anyone is welcome to  
join!*

*Need help or have  
questions?*

**Join the  
conversation!**

# 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**

The screenshot shows the Santa Clara County HMIS website. The top navigation bar includes links for Home, Programs, About Us, Training, Agency Admin, Information, Resources, Reports & Data, Forms & Manuals, and Contact. The 'Training' link is highlighted with a red box, and a red arrow points to the 'Clarity Human Services Help Center' link in the dropdown menu. The 'Clarity Human Services Help Center' link is also highlighted with a yellow box. Below the navigation bar, the 'Clarity Human Services Help Center' section is visible, featuring a search bar, a list of announcements, and a 'FEATURED' section. The 'END USER CLARITY HMIS TRAINING SITE' link is highlighted with a red box in the 'FEATURED' section. The text below the link states: 'This training site is designed to mirror the live site with the exception that client level information is fictitious. Please note you should not enter any actual client level data into this instance. Please use the following link to view next steps in how to further access the training site: SCC HMIS Clarity Training Site User Guide'.

Santa Clara County HMIS

Bitfocus (408) 596-5866, Ext. 2 Open A Support Ticket

Home Programs About Us Training Agency Admin Information Resources Reports & Data Forms & Manuals Contact

Clarity Human Services Help Center

Home / Training / Clarity Human Services Help Center

Bitfocus offers a comprehensive online Help Center to assist users with the Clarity Human Services system. Note that this Help Center is equipped with a search function to help find answers.

**End User Help Center**

The End User Help Center is geared towards the end user and provides step-by-step instructions for common tasks end users conduct within the system.

**END USER HELP CENTER**

This wiki is dynamic – It is consistently updated in response to feature updates. The Bitfocus staff welcomes client input regarding the content of the wiki.

**END USER CLARITY HMIS TRAINING SITE**

This training site is designed to mirror the live site with the exception that client level information is fictitious. Please note you should not enter any actual client level data into this instance.

Please use the following link to view next steps in how to further access the training site: [SCC HMIS Clarity Training Site User Guide](#)

**Announcements >>**

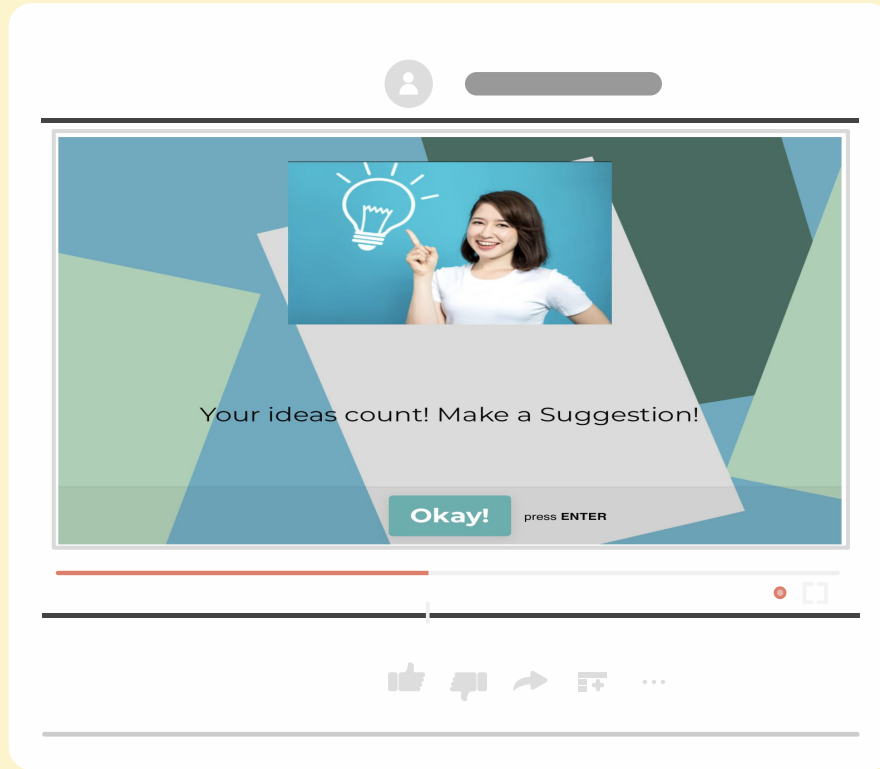
Click Here to Access the Santa Clara County CoC Continuous Data Quality Improvement Process

Click Here to Access the SCC Clarity Feature Enhancement Request List

**FEATURED** BLOG NEWS

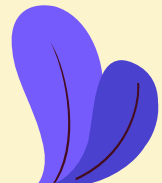
February 2020 Agency Admin Meeting  
January 2020 Agency Admin Meeting  
December 2019 Agency Admin Meeting

# 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 MONTH'S MEETING

**DATE:** Thursday, September 3rd, 2020

**TIME:** 2:00pm - 3:30pm

**LOCATION:** [ZOOM](#)





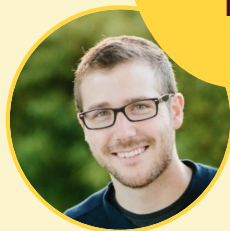
# System Admin. Team

Janel  
Fletcher



JanelF@bitfocus.com

Trevor  
Mells



TrevorM@bitfocus.com

Alison  
Wilson



AlisonW@bitfocus.com

Lesly  
Soto  
Bright



LeslyS@bitfocus.com

# THANKS

**Any questions?**

» [sccsupport@bitfocus.com](mailto:sccsupport@bitfocus.com)

To request new users & general questions

» [scc-admin@bitfocus.com](mailto:scc-admin@bitfocus.com)





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