

WELCOME!



Agency Admin. Meeting

Thursday, September 5th

GETTING TO KNOW YOU

If you could travel back in time, who would you visit and what would you tell them?

AGENDA



AGENDA

- ❀ CoC|Coordinated Assessment UPLIFT Updates
- ❀ ROI Compliance Update
- ❀ HMIS Newsletter
- ❀ HUD 2020 Data Standards
- ❀ Reminders
- ❀ Next Month's Meeting



CoC|Coordinated Assessment|UPLIFT Updates

ROI COMPLIANCE UPDATE

ROI COMPLIANCE TESTING



Thanks to Everyone who responded so quickly and fixed the issues or spoke with staff

Moving forward this will be a quarterly review we will carry out to ensure compliance with Client consent policies

ROI COMPLIANCE TESTING-NEXT STEPS

- Ran the ROI Compliance report in *HMIS* -
[SCC-104-AD] ROI Compliance Report
- Looked at users who made the most data entries for clients with **no** ROI
- Emailed Agency Amin. Leads (regarding non-compliance)
- Asked for expired ROIs to be uploaded for clients
- Users reminded of the protocol

ROI COMPLIANCE TESTING-RUNNING THE REPORT

REPORT LIBRARY	
REPORT LIBRARY	
Administrator Reports	28 report(s) ▼
Agency Management	3 report(s) ▼
Agency Specific	11 report(s) ▼
Community and Referrals	
Data Quality Reports	
Email Reports	

REPORT LIBRARY	
REPORT LIBRARY	
[OUTS-205-AD] Program Recidivism	⏮ RUN 📅 SCHEDULE MORE INFO ▼
[OUTS-720-AD] Client Program Service	⏮ RUN 📅 SCHEDULE
[RFRL-150-AD] Community Queue Query	⏮ RUN 📅 SCHEDULE MORE INFO ▼
[SCC-100-AD] CCP Housing Retention	⏮ RUN 📅 SCHEDULE
[SCC-104-AD] ROI Compliance Report	⏮ RUN 📅 SCHEDULE
[SCC-106-AD] RRH Utilization Report	⏮ RUN 📅 SCHEDULE
[SCC-107-AD] ES/TH Utilization Report	⏮ RUN 📅 SCHEDULE
[SCC-110-AD] HP Utilization Report	⏮ RUN 📅 SCHEDULE

ROI COMPLIANCE TESTING-REPORT RESULTS

ROI Compliance Report (Date Range: 08/01/2019 and 08/29/2019)

Client Profile		Client Service		Client Program		Client Assessment		Client Notes		Client File		Client Location		Client Referral	
# No	# Missing	# No	# Missing	# No	# Missing	# No	# Missing	# No	# Missing	# No	# Missing	# No	# Missing	# No	# Missing
0	2	0	0	0	1	0	0	0	0	0	0	0	0	0	0
0	0	0	0	1	4	0	0	0	0	0	0	0	0	1	47
0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0
0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	1	0	0	0	0	0	1	0	0	0	0	0	0

ROI Compliance Report - Details

Staff: Wilson, Alison Date Range: 08/01/2019 and 08/30/2019

Client Name	Unique Id	Date	Details
Rabbit, Peter	A578875EA	08/30/2019	Client Services: Outreach: Outreach
Rabbit, Peter	A578875EA	08/30/2019	Client Services: Outreach: Outreach
Rabbit, Peter	A578875EA	08/30/2019	Client Services: Outreach: Outreach

HMIS NEWSLETTER



HMIS NEWSLETTER



- ▲ Data Standards Changes Coming to HMIS
- ▲ HMIS in the Community: Performance Management Work Group
- ▲ Report Improvements and Updates
- ▲ Report Spotlight:
 - *Using [GNRL-103] Service Census report to Review Daily Attendance*
- ▲ Upcoming Events
- ▲ Bitfocus id Hiring!

Web link to the Newsletter will be available in the Agency Admin meeting minutes

HUD 2020 DATA STANDARDS



DATA STANDARDS CHANGES COMING TO HMIS

Every year HUD updates the data elements that agencies participating in HMIS are required to collect. Some of these changes will impact how users enter data into HMIS, so we want to highlight a few of these changes, which will be going into effect October 1, 2019.

Disabling Condition

Disabling Condition is currently collected on enrollment, status/annual update, and exit screens. After October 1, this element will ONLY be collected on enrollment screens.

Prior Living Situation and Exit Destination

- Interim Housing is being removed as an option. Instead, users should select another situation that reflects that the person was currently experiencing homelessness: Place not meant for habitation, Emergency shelter, including hotel or motel paid for with emergency shelter voucher, Safe Haven
- Four new options are being added: Host Home (non-crisis); Rental by client, with RRH or equivalent subsidy; Rental by client, with HCV voucher (tenant or project based); Rental by client in a public housing unit

DATA STANDARDS CHANGES COMING TO HMIS

Housing Move-in Date

Like Disabling Condition, Housing Move-in Date is currently collected on enrollment, status/annual update, and exit screens. After October 1, this element will ONLY be collected on enrollment screens. **For clients who have Housing Move-in Dates entered on annual/status update screens, or on exit screens, Bitfocus will be mapping those dates to the enrollment screens.**

Changes for PATH Programs

PATH programs will be required to collect a client's domestic violence status at project entry. This field will be added to the enrollment screen.

Changes for SSVF Programs

SSVF programs will be required to collect a client's domestic violence status at project entry. This field will be added to the enrollment screen. Additionally, new services will appear under the SSVF Services Provided & SSVF Financial Assistance categories.

DATA STANDARDS CHANGES COMING TO HMIS

Changes for RHY Programs

Sexual Orientation

Although RHY programs already collect sexual orientation at client enrollment, this field will now be required for YHDP (Youth Homelessness Demonstration Project) projects as well. Additionally, this field will include a new option of "Other," (as well as a text box for further information) that can be used when a client does not identify with any of the listed options.

We may be reaching out to you to update this information if applicable, for clients who are active in RHY projects on October 1.

DATA STANDARDS CHANGES COMING TO HMIS

Changes for VA Programs

Employment Status

VA: GPD programs will be required to collect a client's employment status at enrollment and exit. This field will display on enrollment and exit screens.

VAMC Station Number

VA:GPD, VA: Contract Residential Services, and VA: Community Contract Safe Haven programs will start collecting VAMC Station Number on the new VA System Enrollment screen.

Changes to Outreach, Night-by-Night Shelter and Services Only Programs

Current Living Situation

One big change this year is the introduction of Current Living Situation Assessments.

Beginning October 1st, a Current Living Situation Assessment needs to be completed at each client encounter (including at client enrollment), for clients enrolled in Outreach, Night-by-Night Emergency Shelter and Services Only programs.

The Current Living Situation Assessment will replace Contact services which are used to document housed status during each client interaction-all historic Contact service data will be mapped to Current Living Situation assessments

Changes in Outreach, Night-by-Night Shelter and Services Only Programs

Current Living Situation

The questions on the assessment are as follows:


- Date
- Current Living Situation (matches picklist for Prior Living Situation and Exit Destination)
 - If client is not homeless: Is client going to have to leave their current living situation within 14 days?
 - If yes the following questions are asked:
 - Has a subsequent residence been identified?
 - Does individual or family have resources or support networks to obtain other permanent housing?
 - Has the client had a lease or ownership interest in a permanent housing unit in the last 60 days?
 - Has the client moved 2 or more times in the last 60 days?
- Living Situation Verified By
- Location Detail

Current Living Situation assessment in Clarity

Jade Khan

PROFILEHISTORYPROGRAMSSERVICESASSESSMENTSNOTESFILESCONTACTLOCATION

PROGRAM HISTORY

Program Name	Start Date	End Date	Type
 Demo Standard CoC Program (PSH) [TRAINING] System	09/05/2019	Active	Individual

EnrollmentHistoryAssessmentsGoalsNotesFilesChartForms

Assessments

LINK FROM ASSESSMENTS

Status Update Assessment

START

Annual Assessment

START

Current Living Situation

START

123 Assessments

START

UPDATES TO MAKE BEFORE OCTOBER 1ST

The Bitfocus System Administration team will reach out to agencies to review their data make the following updates

Disabling Condition

Update active clients who have a different disabling condition on the enrollment screen vs the status or exit screen.

Prior Living Situation and Exit Destination

Update clients who have an active program enrollment and reported interim housing their prior living situation.

Housing Move-in Date


Review clients who have an active program enrollment and reported different move-in dates on entry, status, or exit screens to ensure that the dates on the most recent screens are the correct dates.

Updates will appear on the Enrollment screen

Jade Khan

PROFILE HISTORY **PROGRAMS** SERVICES ASSESSMENTS NOTES FILES CONTACT LOCATION


Enroll Program for client Jade Khan

Project Start Date	09/05/2019 
Zip Code of Last Address	24353
Is the Client an Adult or Head of Household?	Yes (Automatically Generated Response)
Is the Program Type a Permanent Housing Program Type?	Yes (Automatically Generated Response)

COMPLETE HOUSING MOVE-IN DATE WHEN CLIENT MOVES INTO A PERMANENT HOUSING UNIT

Housing Move-In Date	<input type="text"/> / <input type="text"/> / <input type="text"/> 
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LIVING SITUATION

Type of Residence	Place not meant for habitation
Length of Stay in Prior Living Situation	One night or Less
Approximate Date Homelessness Started	08/01/2019 
Number of times on the streets, in ES, or Safe Haven in the past three years	One Time
Total number of months homeless on the streets, in ES, or Safe Haven in the past three years	One month (this time is the first month)

DISABLING CONDITIONS AND BARRIERS

Disabling Condition	No 
Physical Disability	No 
Developmental Disability	No 
Chronic Health Condition	No 
HIV - AIDS	No 
Mental Health Problem	No 
Substance Abuse Problem	No 

UPDATES TO MAKE AFTER OCTOBER 1ST

SSVF Services Provided & SSVF Financial Assistance Services

Record new services for clients with active program enrollments

SSVF Services Provided

- ▲ Extended Shallow Subsidy
- ▲ Returning Home
- ▲ Rapid Resolution

SSVF Financial Assistance Type

- ▲ Extended Shallow Subsidy - rental assistance

UPDATES TO MAKE AFTER OCTOBER 1ST

Changes for RHY Programs

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The sexual orientation field will now include a new option of "Other," (as well as a text box for further information) that can be used when a client does not identify with any of the listed options.

We may be reaching out to you to update this information if applicable, for clients who are active in RHY projects on October 1st.

UPDATES TO MAKE AFTER OCTOBER 1ST

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REMINDERS

REMINDERS: *HMIS Enhancements*

Current Feature Enhancements in Place

- ▲ Aged into Adulthood Notification at Program Exit
- ▲ Filter by Type on History Tab
- ▲ Reduce missing Queue referrals by making “Refer to Queue” step more visible and unavoidable
- ▲ Community Queue and House clients cross-check

Coming Soon!

- ▲ Project Type Code listed in Active Programs
- ▲ Require and rename “Denied Message” field on Referral: Edit Screen
- ▲ Add Warning for Recent Assessment

Have an idea to improve Clarity...submit your idea to the [Virtual Suggestion Box](#)

REMINDERS: *Partner Agency Privacy & Data Sharing*

The Agency will not alter or overwrite information entered by a Partner Agency with the exception of basic demographic information if that data has not been entered or was found to be incorrect.

Agencies use the information in SCC HMIS to: improve housing and services quality; identify patterns and monitor trends over time; conduct needs assessments and prioritize services for certain homeless and low-income subpopulations; enhance inter-agency coordination; and monitor and report on the delivery, impact, and quality of housing and services.

REMINDERS: *Partner Agency Privacy & Data Sharing*

The Agency will not share assigned passwords and access codes for the SCC HMIS with any Partner Agency or other entity or individual.

The Agency will utilize the SCC HMIS as part of the CoC's Coordinated Assessment system in accordance with the CoC's Policies and Procedures. Use of SCC HMIS for Coordinated Assessment includes, but is not limited to, entering data from the triage assessment survey recommended by the County in order to place clients into the community queue for prioritization in housing programs, and accepting referrals for clients from the community queue.

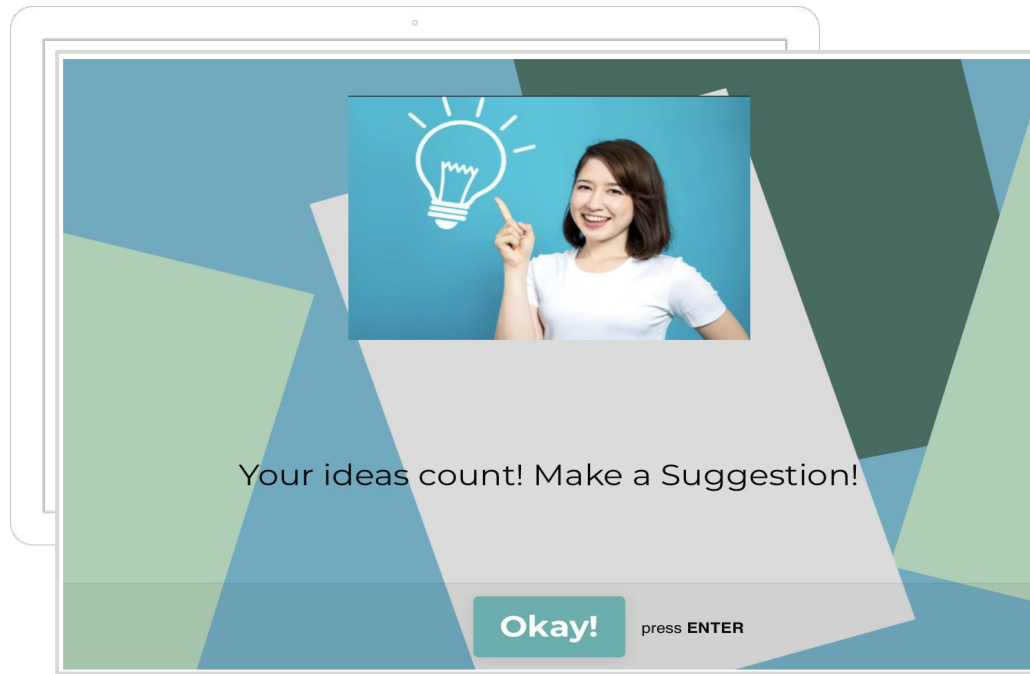
REMINDERS: *Changes to Meeting Structure*

MEETING
STRUCTURE

TIME
2:00-3:30pm

LOCATION
Please
check
location

7/11
Required
Attendance



Virtual Suggestion Box

WANTED: Continuous improvement ideas! We'd love to get your feedback.

NEXT MONTHS MEETING

NEXT MONTHS MEETING



Alone we can do so little, together we can do so much.

Helen Keller

DATE: Thursday, October 3rd, 2019

TIME: 2:00 pm - 3:30 pm

LOCATION: Berger Auditorium San Jose