Agency Admin. Meeting

October 1st, 2020

AGENDA

1. CoC|Coordinated Assessment|UPLIFT Updates
2. HMIS Newsletter
3. New HMIS Features
4. LSA Data Quality Outreach
5. Quiz Time: Agency Admin. (TA) Responsibilities
6. Report Spotlight: [DQXX-103] Monthly Staff Report
7. Reminders
8. Next Months Meeting

GETTING TO KNOW YOU

What's your favorite Fall food or activity?

CoC Updates

UPLIFT Updates

UPLIFT UPDATES

- As of 9/29/20 we have distributed 1031 Passes for the Oct-Dec Quarter.
- **Passes can be picked up on Tuesdays and Thursdays, 9am-12pm only (any changes will be sent out)**
    - If your agency is unable to pick up passes during those days and times, please let us know.
    - Passes can be pick up downstairs from our office:

2310 N 1st St. 1st floor Reception Area. San Jose, CA 95131

To provide the best service during this time, there will be no allocation limit on Oct 1st.

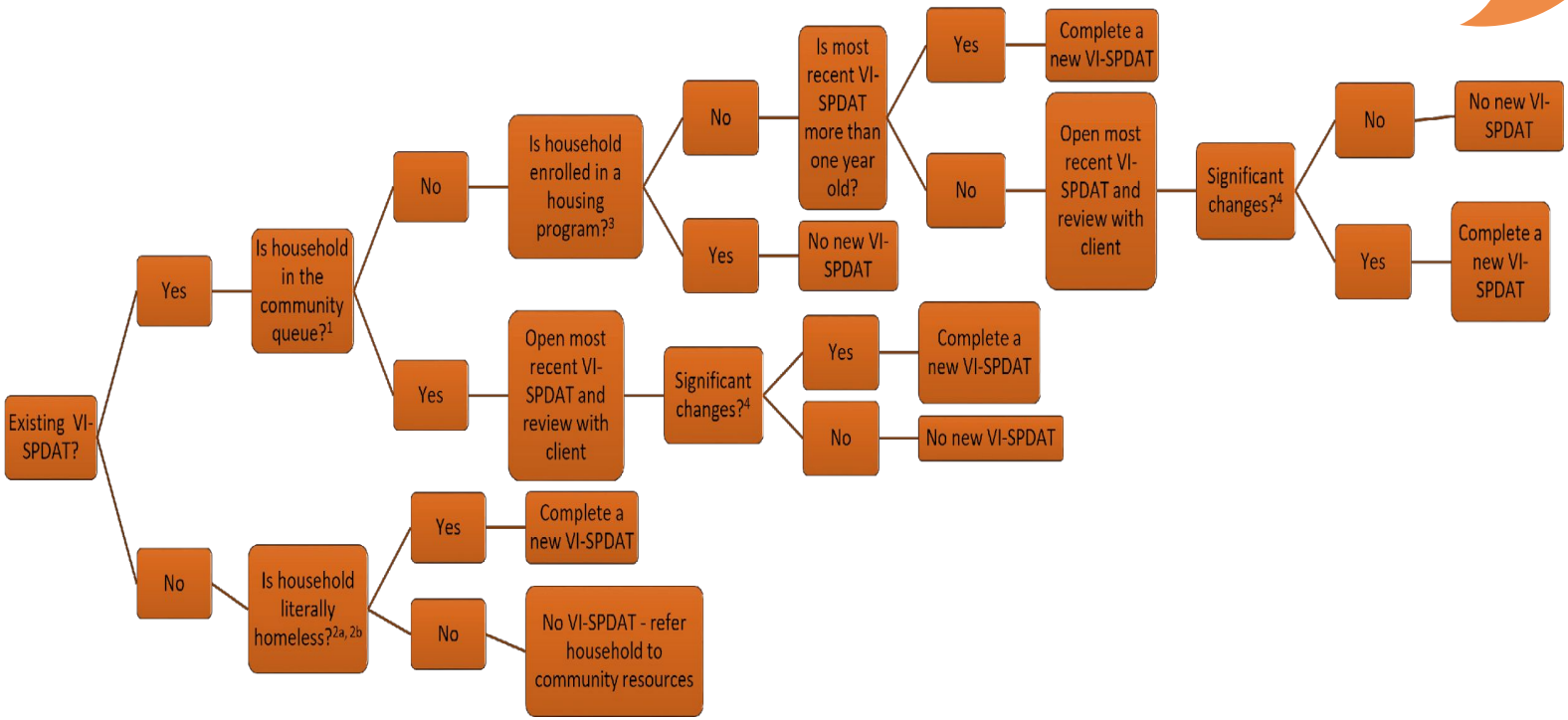
All remaining stickers will be offered to all Agencies, first comes first served.

UPLIFT UPDATES

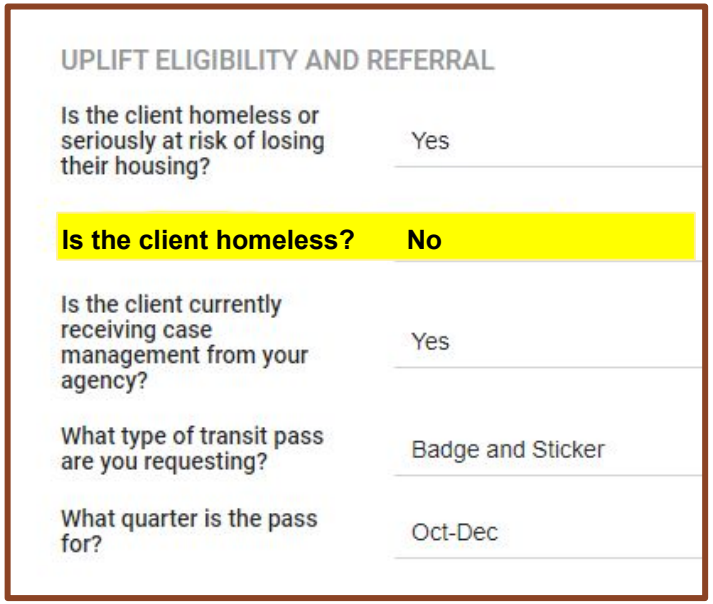
Reminder to all providers:

- 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 you are **not entering data the client did not consent for.**
- We are now reviewing if your client has a VALID/Current VI-SPDAT.
  - To determine if your client needs a VI-SPDAT, please review the decision chart

When Should I do a VI-SPDAT?



If client is NOT homeless at the time of the request



UPLIFT ELIGIBILITY AND REFERRAL

Is the client homeless or seriously at risk of losing their housing?	Yes
Is the client homeless?	**No**
Is the client currently receiving case management from your agency?	Yes
What type of transit pass are you requesting?	Badge and Sticker
What quarter is the pass for?	Oct-Dec

Answer NO when making your request

HMIS Newsletter

HMIS NEWSLETTER

Santa Clara HMIS News, September 2020

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

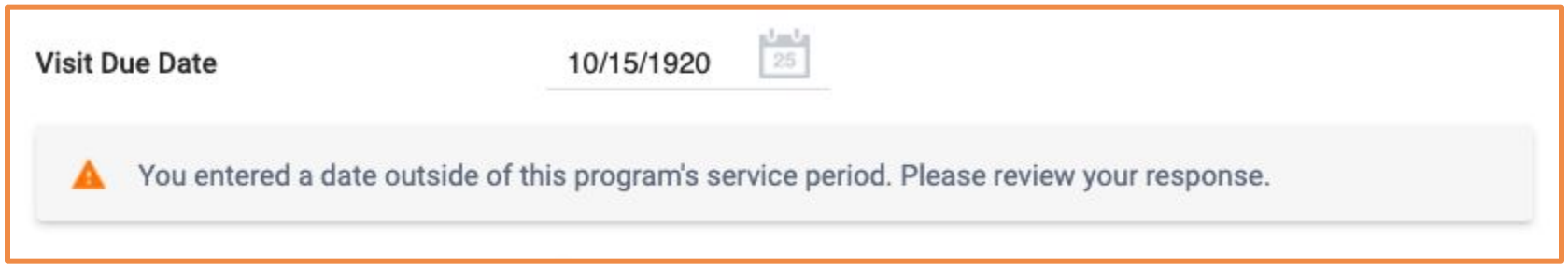
- **New Features in Clarity**
- **Agency Admin Resources**
- **Data Quality Fields: What They Are and Why They Matter**
- **Report Spotlight: [HUDX-227] Annual Performance Report**
- **Upcoming Events**
- **Bitfocus is Hiring!**

Check out the September Newsletter here!

New HMIS Features

NEW HMIS FEATURES: DATA ENTRY WARNINGS

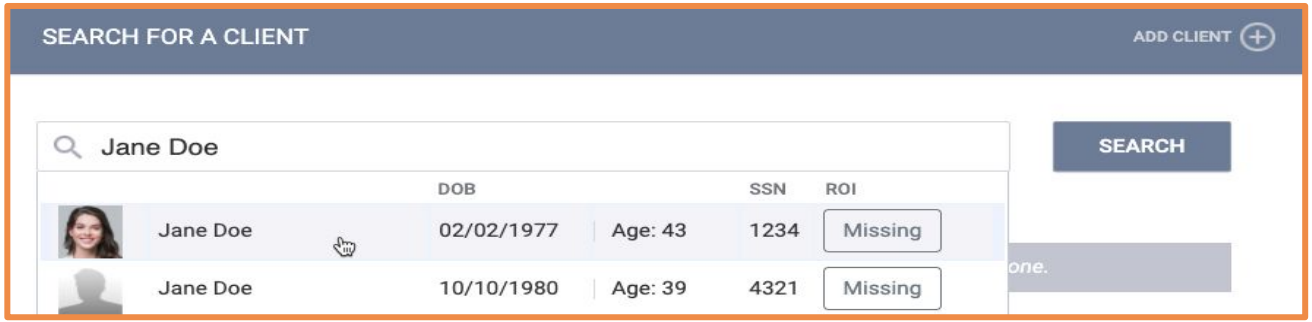
We've added a new *Warnings* feature to Clarity *Screens*. System Administrators can now configure screen to include a warning message under certain circumstances. The warning displays in the screen for users with an orange warning icon.



NEW HMIS FEATURES: SEARCH ENHANCEMENTS

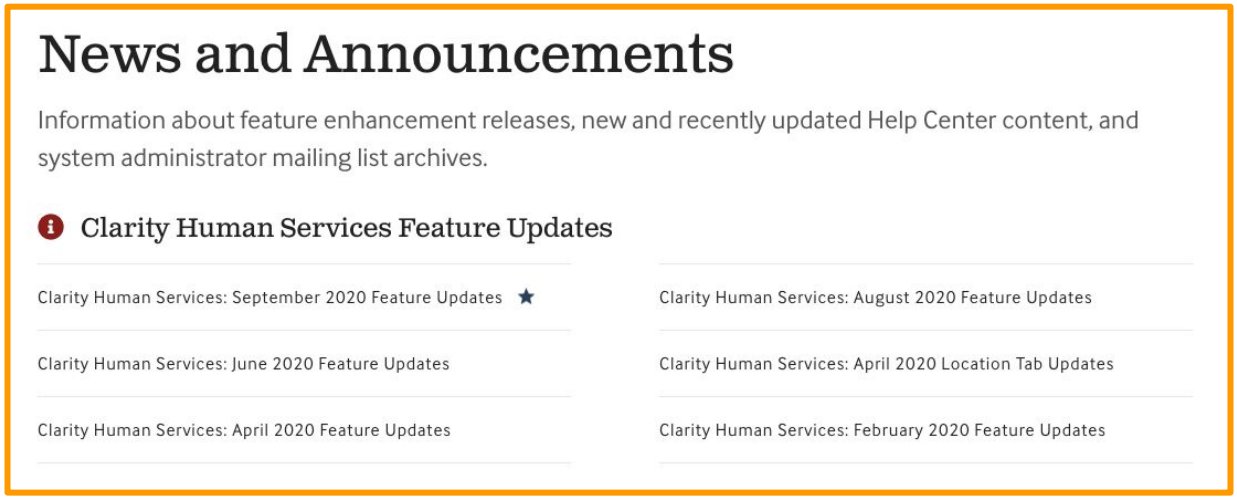
There are several updates to the client search page to allow for easier navigation.

- When you search by name, the system will now only include results where the first letters of the first or last name match the search term. For example, “Jo” will return results for “John” and “Joseph” but not “Marjorie.”
- The system will now include the Client Profile image, the client’s age, and ROI status in search results.



NEW HMIS FEATURES:

- Many other updates and fixes in this release
- Reminder: You can always view new or upcoming features on the News & Announcements section of our help site
- NEXT UP: A brief demo



LSA Data Quality Outreach

LSA DATA QUALITY OUTREACH

Thank you for all of your Data Quality clean up efforts so far!

We will continue to reach out to you as we hear feedback from our submission

Submission is planned for between mid October and November

Stay tuned!

Quiz Time: Agency Admin. Responsibilities

Report Spotlight: [DQXX-103] Monthly Staff Report

[DQXX-103] MONTHLY STAFF REPORT

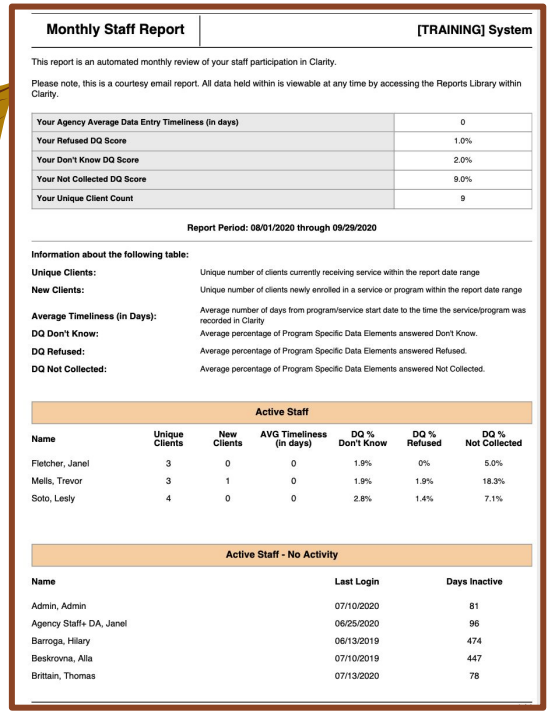
Report Purpose & Summary

The Monthly Staff Report provides three categories of information:

- General data quality
- User Activity (including the number of clients, [both existing and new] that each staff member worked with during the time frame of report)
- Data quality by data element (e.g. Date of Birth, Race, Ethnicity, Veteran Status, etc.) for all clients served

The report also includes staff from other agencies with "additional access" to the reporting agency data.

[DQXX-103] Monthly Staff Report



Monthly Staff Report [TRAINING] System

This report is an automated monthly review of your staff participation in Clarity.

Please note, this is a courtesy email report. All data held within is viewable at any time by accessing the Reports Library within Clarity.

Your Agency Average Data Entry Timeliness (in days)	0
Your Refused DQ Score	1.0%
Your Don't Know DQ Score	2.0%
Your Not Collected DQ Score	9.0%
Your Unique Client Count	9

Report Period: 08/01/2020 through 09/29/2020

Information about the following table:

Unique Clients: Unique number of clients currently receiving service within the report date range

New Clients: Unique number of clients newly enrolled in a service or program within the report date range

Average Timeliness (in Days): Average number of days from program/service start date to the time the service/program was recorded in Clarity

DQ Don't Know: Average percentage of Program Specific Data Elements answered Don't Know.

DQ Refused: Average percentage of Program Specific Data Elements answered Refused.

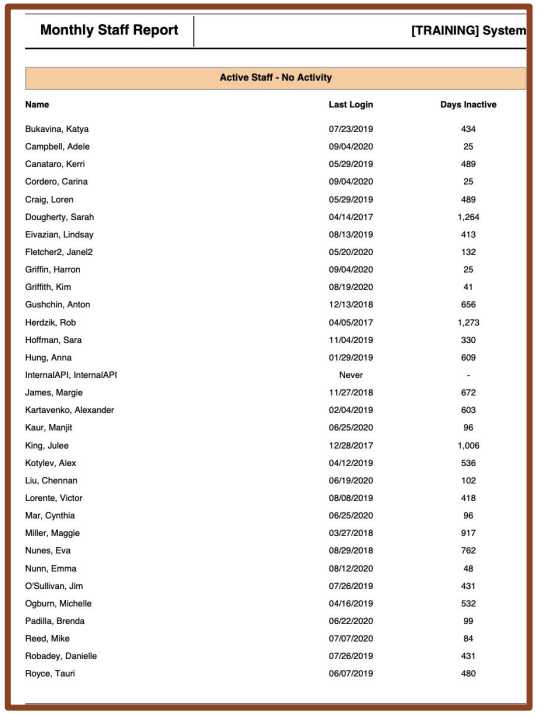
DQ Not Collected: Average percentage of Program Specific Data Elements answered Not Collected.

Active Staff

Name	Unique Clients	New Clients	AVG Timeliness (in days)	DQ % Don't Know	DQ % Refused	DQ % Not Collected
Fletcher, Janel	3	0	0	1.9%	0%	5.0%
Mells, Trevor	3	1	0	1.9%	1.9%	18.3%
Soto, Lesly	4	0	0	2.8%	1.4%	7.1%

Active Staff - No Activity

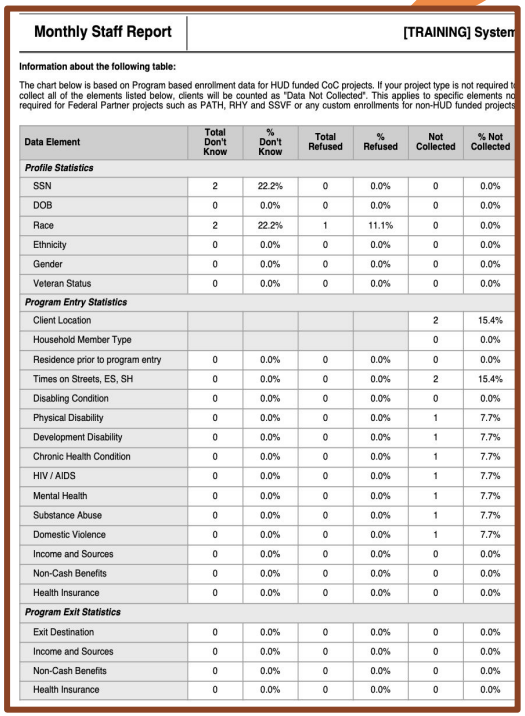
Name	Last Login	Days Inactive
Admin, Admin	07/10/2020	81
Agency Staff+ DA, Janel	06/25/2020	96
Barroga, Hilary	06/13/2019	474
Beskrovna, Alla	07/10/2019	447
Brittain, Thomas	07/13/2020	78



Monthly Staff Report [TRAINING] System

Active Staff - No Activity

Name	Last Login	Days Inactive
Bukavina, Katya	07/23/2019	434
Campbell, Adele	09/04/2020	25
Canataro, Kerri	05/29/2019	489
Cordero, Carina	09/04/2020	25
Craig, Loren	05/29/2019	489
Dougherty, Sarah	04/14/2017	1,264
Eivazian, Lindsay	08/13/2019	413
Fletcher2, Janel2	05/20/2020	132
Griffin, Harron	09/04/2020	25
Griffith, Kim	08/19/2020	41
Gushchin, Anton	12/13/2018	656
Herdzik, Rob	04/05/2017	1,273
Hoffman, Sara	11/04/2019	330
Hung, Anna	01/29/2019	609
InternalAPI, InternalAPI	Never	-
James, Margie	11/27/2018	672
Kartavenko, Alexander	02/04/2019	603
Kaur, Manjit	06/25/2020	96
King, Julee	12/28/2017	1,006
Kotylev, Alex	04/12/2019	536
Liu, Chennan	06/19/2020	102
Lorente, Victor	08/08/2019	418
Mar, Cynthia	06/25/2020	96
Miller, Maggie	03/27/2018	917
Nunes, Eva	08/29/2018	762
Nunn, Emma	08/12/2020	48
O'Sullivan, Jim	07/26/2019	431
Ogburn, Michelle	04/16/2019	532
Padilla, Brenda	06/22/2020	99
Reed, Mike	07/07/2020	84
Robadey, Danielle	07/26/2019	431
Royce, Tauri	06/07/2019	480



Monthly Staff Report [TRAINING] System

Information about the following table:

The chart below is based on Program based enrollment data for HUD funded CoC projects. If your project type is not required t
collect all of the elements listed below, clients will be counted as "Data Not Collected". This applies to specific elements no
required for Federal Partner projects such as PATH, RHY and SSVF or any custom enrollments for non-HUD funded projects

Data Element	Total Don't Know	% Don't Know	Total Refused	% Refused	Not Collected	% Not Collected
Profile Statistics						
SSN	2	22.2%	0	0.0%	0	0.0%
DOB	0	0.0%	0	0.0%	0	0.0%
Race	2	22.2%	1	11.1%	0	0.0%
Ethnicity	0	0.0%	0	0.0%	0	0.0%
Gender	0	0.0%	0	0.0%	0	0.0%
Veteran Status	0	0.0%	0	0.0%	0	0.0%
Program Entry Statistics						
Client Location					2	15.4%
Household Member Type					0	0.0%
Residence prior to program entry	0	0.0%	0	0.0%	0	0.0%
Times on Streets, ES, SH	0	0.0%	0	0.0%	2	15.4%
Disabling Condition	0	0.0%	0	0.0%	0	0.0%
Physical Disability	0	0.0%	0	0.0%	1	7.7%
Development Disability	0	0.0%	0	0.0%	1	7.7%
Chronic Health Condition	0	0.0%	0	0.0%	1	7.7%
HIV / AIDS	0	0.0%	0	0.0%	1	7.7%
Mental Health	0	0.0%	0	0.0%	1	7.7%
Substance Abuse	0	0.0%	0	0.0%	1	7.7%
Domestic Violence	0	0.0%	0	0.0%	1	7.7%
Income and Sources	0	0.0%	0	0.0%	0	0.0%
Non-Cash Benefits	0	0.0%	0	0.0%	0	0.0%
Health Insurance	0	0.0%	0	0.0%	0	0.0%
Program Exit Statistics						
Exit Destination	0	0.0%	0	0.0%	0	0.0%
Income and Sources	0	0.0%	0	0.0%	0	0.0%
Non-Cash Benefits	0	0.0%	0	0.0%	0	0.0%
Health Insurance	0	0.0%	0	0.0%	0	0.0%

Reminders

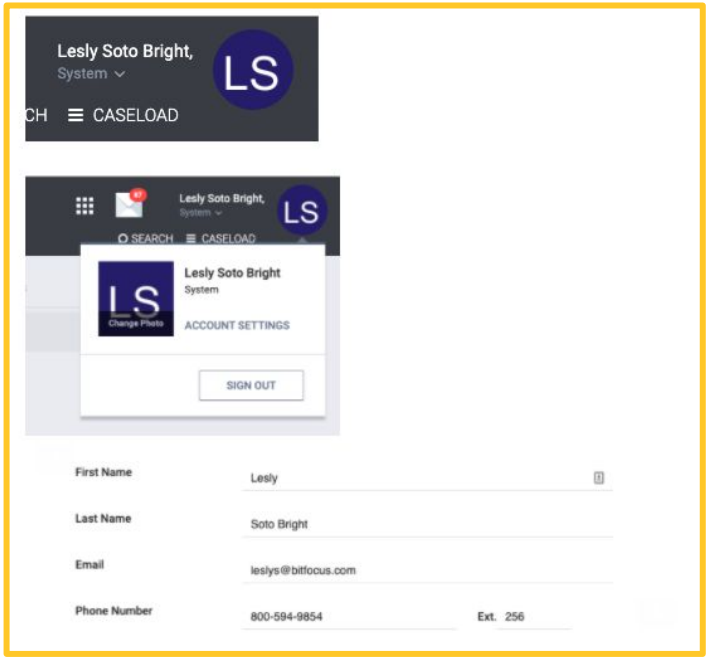
Data Engagement Workshop

- Join us for our upcoming data engagement workshop
- Held October 15th from 2-3:30
- This session we are getting hands on with several intermediate looker topics and how you can use these to better explore demographic and other data at your organization

- Space is limited, attendees should have access to Data Analysis in Clarity
- Email Announcement to follow

HMIS CONTACT INFORMATION

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



OFFICE HOURS

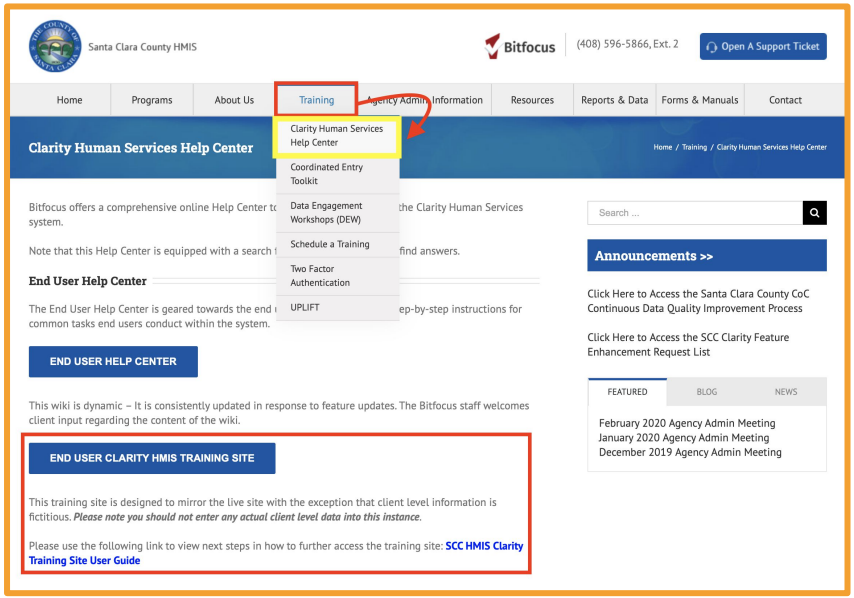
Clarity HMIS Office Hours
When: Bi-Weekly, Thursday
Time: 10:00am - 11:30 am

Looker Office Hours
When: Bi-Weekly, Monday
Time: 2:00pm - 3:00pm

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**



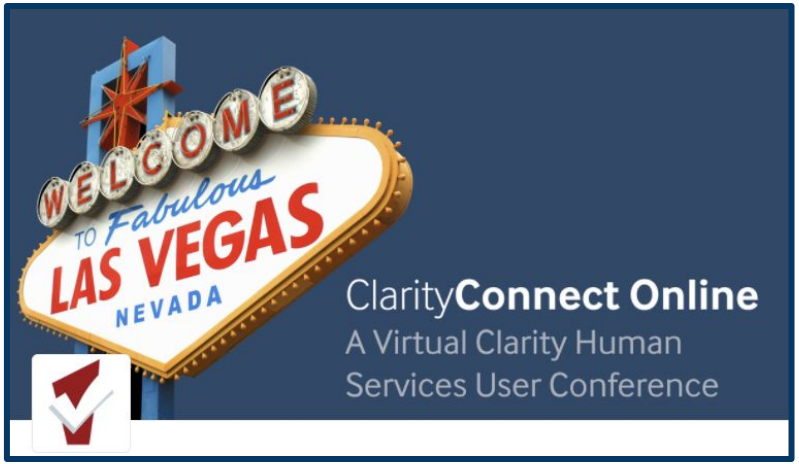
VIRTUAL SUGGESTION BOX

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!

ClarityConnect Virtual Conference

- Join Bitfocus for our third annual (and first virtual) Clarity Human Services customer conference.
- We're convening online October 21-22 for a robust agenda of keynotes and breakout sessions full of practical learnings to unleash your organization's best work.
- Check out website for a registration LINK
- **Registration is FREE**



NEXT MEETING:

Thursday, November 5th, 2020

ZOOM Meeting

YOUR SYS. ADMIN. TEAM

Janel Fletcher

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Alison Wilson

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Trevor Mells

TrevorM@bitfocus.com

Lesly Soto Bright

LeslyS@bitfocus.com

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