



Agency Admin. Meeting

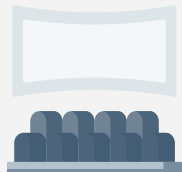
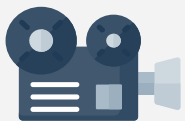
November 5th, 2020

agenda

- CoC|Coordinated Assessment|UPLIFT Updates
- HIC/PIT Updates
- LSA Updates
- HMIS Newsletter
- New Coordinated Entry (CE) Reports
- Potential DEW Topics
- Agency Manager Access Role
- Guest Speaker - Who's Interested?
- Clarity Connect
- Security Checklist
- Updates/Reminders
- Next Months Meeting

Getting to Know you!

What's Your Favorite Movie?





CoC|Coordinated Assessment|UPLIFT Updates



CoC/Coordinated Assessment Updates

CoC membership meeting was held on 10/12. Notes from the meeting will be posted this week. Membership meetings are held twice annually and at the October meeting the membership nominated two individuals for the CoC board to consider for board membership. The board has not yet acted on the nominated members.

Upcoming meetings:

- **The Coordinated Assessment Workgroup Meeting** , *Thursday, November 12, 2020 1:00 PM-2:30 PM*
- **Service Providers Network Meeting**, *Wed, November 11, 9:30am – 11:00am*
- **CAWG**, *Thursday, November 12th, 1:00pm - 2:30pm*



CoC/Coordinated Assessment Updates

COVID-19 Response

- Transmission among the homeless community continues to be lower than the general population. Thank you all for your efforts to protect our community!
- If clients you are working with need isolation and quarantine support due to testing positive or being exposed to a positive individual, please contact the hotline. Isolation and quarantine support is also available for clients who are housed and need support to isolate at home.
- Teams operating the hotel sites are working with clients on re-housing strategies and there will be a rapid rehousing push in the coming months.



CoC/Coordinated Assessment Updates

Community Plan progress

- The CoC is tracking progress towards the community plan targets and will report back at a future meeting.
- We are still asking cities and agencies to endorse the plan and identify agency actions that will advance the strategies and help us meet the community-wide goals.

CoC NOFA

- Still no update from HUD on the CoC competition for 2019.





UPLIFT Updates



UPLIFT Updates

- Prior to making UPLIFT requests, please make sure the client's ROI is valid. You'll find HMIS ROI FAQ [here](#), as well as an illustrated guide [here](#).
- Only data the client consented to release on their ROI can be entered into HMIS!
- Please email UPLIFT@hhs.sccgov.org if any of your clients need a replacement UPLIFT pass.
- We are no longer in the limited allocation period; please order as many passes as your agency needs.
- **VI-SPDAT:** A valid, current VI-SPDAT is now required for any homeless clients for whom you request an UPLIFT pass. Please see the document "[When should I do a VI-SPDAT?](#)" located on the SCC HMIS webpage to ensure your client has a valid VI-SPDAT.





HIC/PIT Updates



HIC/PIT Updates

What is the Point-in-Time Count?

All jurisdictions receiving federal funding to provide housing and services for homeless populations through McKinney-Vento Homeless Assistance Grant are required by the U.S. Department of Housing and Urban Development (HUD) to conduct a biennial Point-in-Time count of unsheltered and sheltered homeless individuals and families. The count must happen within the last ten days of January and all data must be tied to one night.

Why does the Point-in-Time Count matter?

Point-in-Time Count data are the primary data used for federal funding allocations and national estimates of homelessness. The numbers reported by your community are used by the US Interagency Council on Homelessness and all federal departments including Housing and Education. PIT Count numbers are also most often cited by local strategic plans, state, county and city government and the media.



HIC/PIT Updates



The PIT Count will be different in 2021 in a few ways:

- To follow Covid-19 safety guidelines we will be **pre-assigning tracts** to outreach and volunteer teams before the day of count instead of assigning them at deployment locations
- ***Using a mobile app to count homeless individuals***
- **Community involvement and participation is critical** – we look forward to your input and suggestions to make this a successful PIT Count
- ***If you have any questions or did not get an invitation to the meeting please contact Leila Qureishi at the Office of Supportive Housing – leilaqureishi@hhs.sccgov.org***



HIC/PIT Updates

Please join us for our **November Planning Committee Meeting** for the 2021 Point-in-Time Homeless Census and Survey which will take place on:
Tuesday and Wednesday, January 26-27, 2021.

We will be discussing the survey at the November meeting so please come prepared to discuss questions that may be no longer relevant, and questions you would like to see added or possibly removed.

Here is the zoom information:

Topic: Nov 2020 PIT Count Planning Committee

Time: Nov 17, 2020 01:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://sccgov-org.zoom.us/j/94111333515>





LSA Updates



LSA Updates

- LSA 2019 and 2020 have been uploaded to HDX 2.0 and have been accepted
- LSA 2019 and 2020 have been submitted; we should receive within the next few weeks a report of items that require data quality clean-up
- Please be prepared to receive emails requesting your assistance in any clean-up that we are not able to do
- As we know more, we will keep you posted
- **DEADLINE: 11/27/2020 to submit the LSA**





HMIS Newsletter



Santa Clara HMIS Newsletter, October 2019



- New Coordinated Entry Reporting Features
- Report Spotlight: Program Details Report
- Upcoming Events
- Bitfocus is [Hiring](https://bitfocus.com) (bitfocus.com)

[Check out the October Newsletter here!](#)



New Coordinated Entry (CE) Reports



New Coordinated Entry Reports

New Reports Now Available: *6 new reports available all related to coordinated entry assessments and referrals.*

Please note embedded links with more detailed information.



1. [\[OUTS-108\]](#) [CE Demographics Report](#)
2. [\[GNRL-404\]](#) [CE Assessment Details Report](#)
3. [\[GNRL-405\]](#) [CE Assessing Staff Report](#)
4. [\[RFRL-103\]](#) [Referral Statistics \(inbound\)](#)
5. [\[RFRL-104\]](#) [Referral Statistics \(outbound\)](#)
6. [\[RFRL-122\]](#) [CE Community Queue Detail](#)

[RFR-103] Referral Statistics - Inbound

Referral Statistics - Inbound

Name of Agency Running Report

Date Range:

A direct referral is when a client is referred directly to a program regardless of eligibility criteria. Direct referrals are made from the eligibility determination screen of the client's referral tab or from the referrals tab without going to the eligibility screen.

	Direct	CQ	Total
Number of Agency referrals received	0	7	7
Pending Referrals			
Number of pending referrals	0	1	1
Oldest pending referral in days	0	10	10
Newest pending referral in days	0	10	10
Average pending referral in days	0	10	10
Pending - In Process Referrals			
Number of pending in process referrals	0	0	0
Oldest pending in process referral in days	0	0	0
Newest pending in process referral in days	0	0	0
Average pending in process referral in days	0	0	0
Completed Referrals			
Number of referrals resulting in Program enrollment	0	0	0
Longest time to connect a referral in days	0	0	0

This report provides counts of the referrals received by your agency, and shows counts by "status" such as: pending, in-process, denied, expired, including the number of days since referral.



Potential DEW Topics



Potential DEW Topics?

If you didn't already know, the DEW are data engagement workshops that consist of a series of training opportunities and development of learning materials for the CoC and community partners. The goal is to help staff at all levels enhance their understanding of the data collected in HMIS, how to measure program performance, and how to use data to effectively communicate the success of your programs.

Past Workshops Include:

1. Getting Started with Looker: Exploring Looks to Support Data Entry
2. Taking a Closer Look at Looker Dashboards & Reports in Clarity
3. Data Done Right: Data Quality vs. Data Accuracy
4. Our Friend, Excel
5. How To Tell Your Story
6. How to Request Data (How to Monitor Your Data)
7. Panning for Data Requests
8. HMIS Data In Action
9. HMIS Starter Kit
10. Demographics - A Deep Dive to Understanding & Presenting Demographic Information





Agency Manager Access Role



Agency Manager Access Role

- Agency Manager Role is reserved for Agency Leads
- Notification went out to staff that were not listed as an Agency Lead, who had Agency Manager Role
- If staff was not an Agency Lead, Agency Staff Access Role was provided
- *Requesting Staff access? Check out the different type of Access Roles [here](#).*





Guest Speaker - Who's Interested?



Guest Speaker

As a guest speaker you can share with the rest of the group the array of services provided by your agency

Provide insight on Data Quality practices you have in place as it pertains to HMIS

You will be provided a list of different potential topics and/or ideas you can share





Bitfocus Clarity Connect





Checkout Our
Virtual Conference
here!



Security Checklist



SCC HMIS Security Checklist

SCC HMIS Quarterly Compliance Certification Checklist

will be Due for each agency by

January 31st, 2020



[View the Email Announcement!](#)



Reminders





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**

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 users find answers.

End User Help Center

The End User Help Center is geared towards the end user to provide 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

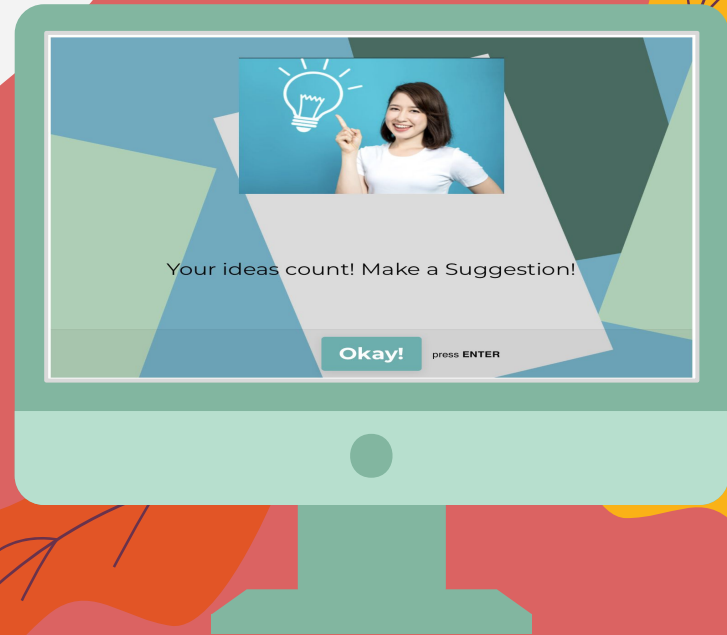
FEATURED **BLOG** **NEWS**

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!

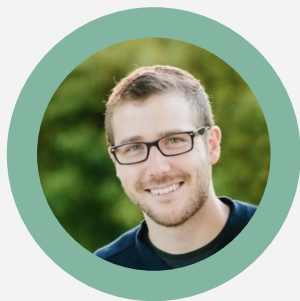


Next Meeting

Thursday, December 3rd, 2020
2:00pm - 3:30pm
Zoom Meeting



Your System Administration Team



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