WELCOME!

HMIS Agency Administrators Meeting

Thursday, December 6th, 2018

Agenda

1. CoC / Coordinated Assessment / UPLIFT
2. HMIS Newsletter
3. Housing Inventory Count (HIC)
4. Data Literacy Institute
5. Breakout Groups
6. Client Consent Training and Recertification
7. Longitudinal System Analysis (LSA) Report Updates
8. AHAR Report to Congress
9. OSH Veterans Report

CoC / Coordinated Assessment / UPLIFT

HMIS Newsletter

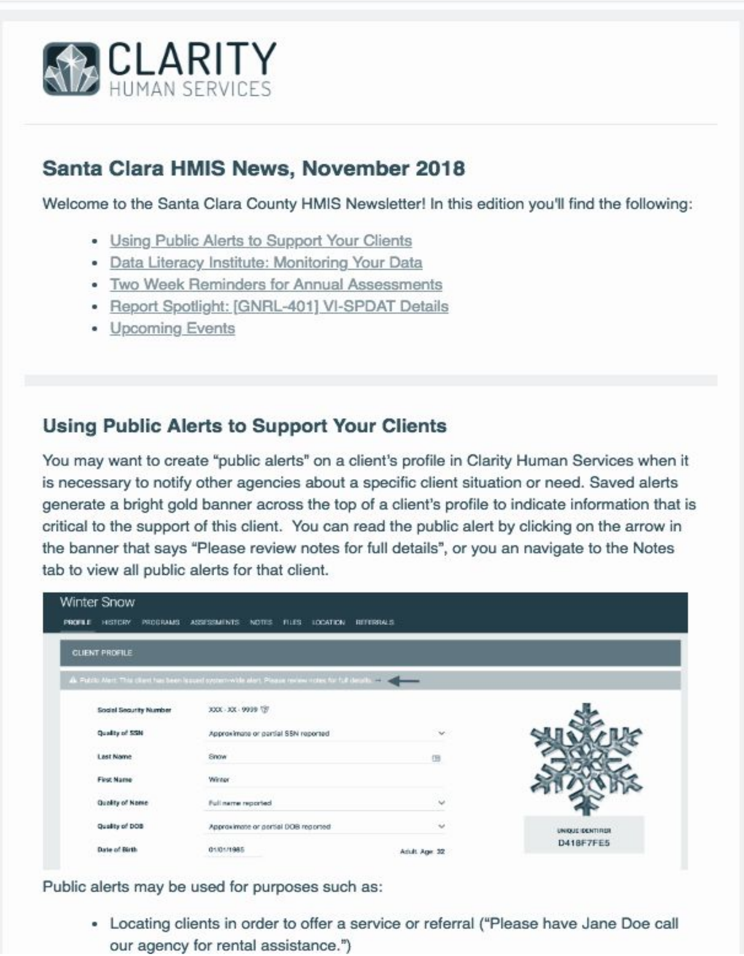
HMIS Newsletter

Sent out monthly to all HMIS users

November 2018 Newsletter included:

- Using Public Alerts to Support Your Clients
- Data Literacy: Monitoring Data at Your Agency
- Two Week Reminders for Annual Assessments
- Report Spotlight: [GNRL-401] VI-SPDAT Details
- Upcoming Events

Web link to the newsletter will available in the Agency Admin meeting minutes



CLARITY HUMAN SERVICES

Santa Clara HMIS News, November 2018

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

- Using Public Alerts to Support Your Clients
- Data Literacy Institute: Monitoring Your Data
- Two Week Reminders for Annual Assessments
- Report Spotlight: [GNRL-401] VI-SPDAT Details
- Upcoming Events

Using Public Alerts to Support Your Clients

You may want to create "public alerts" on a client's profile in Clarity Human Services when it is necessary to notify other agencies about a specific client situation or need. Saved alerts generate a bright gold banner across the top of a client's profile to indicate information that is critical to the support of this client. You can read the public alert by clicking on the arrow in the banner that says "Please review notes for full details", or you an navigate to the Notes tab to view all public alerts for that client.

Public alerts may be used for purposes such as:

- Locating clients in order to offer a service or referral ("Please have Jane Doe call our agency for rental assistance.")

Housing Inventory Count (HIC)

Housing Inventory Count (HIC)

The Housing Inventory Count (HIC) is conducted annually in late January

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)

HIC Preparation

Please review and confirm the information about housing and shelter programs that we previously reported to HUD in THIS SPREADSHEET. Although the spreadsheet may look intimidating at first glance, we are only asking you to look at a few elements:

1. The names of your program(s)
2. HUD Geocodes for the geographic area(s) in which your program(s) operate
3. Inventory type (Current, or Under Development)
4. Housing Type
5. ES bed type (for emergency shelter programs only)
6. Target populations
7. Whether you receive McKinney-Vento Funding
8. Whether you receive other federal funding

Keep the Following in Mind While Reviewing

- Let us know if any new housing or shelter programs have come online during calendar year 2018
- Similarly, let us know if any programs on our list have stopped operating during calendar 2018
- Please leave a comment in any cell where information needs to be changed (Bitfocus will make the actual change, using the information from your comment)
- Lastly, please tell us when you have completed your review of the spreadsheet.

HIC: Client Data Requirements

- All Shelter and Housing projects will need to report the actual number of clients served on one night in January. Information will be used to calculate Utilization Rates for each project.
  - PSH, RRH, and OPH (Other Permanent Housing) Projects will be based on clients housed
  - RRH bed/unit inventory will be based on housed clients
- How you can prepare
  - Run the [GNRL-106] Program Roster and review the list of active clients
    - Exit clients who are no longer in the project
    - Enroll clients who are not yet in HMIS
  - RRH and PSH projects - Fill out the Housing Move-In Date for your housed clients
    - Housing Move-In Date should always be on or after the Project Start Date (if the client was housed at entry, use the Project Start Date)

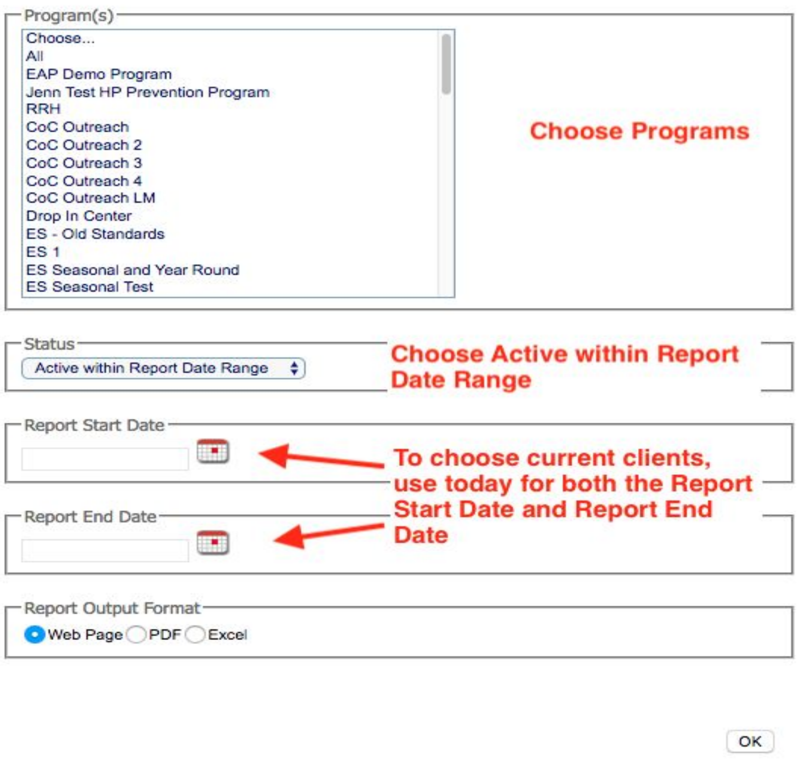
[GNRL-106] Program Roster Report

Where to find it:

- Reports Library, Programs folder

Important Notes:

- Gives basic information about clients and households participating in the program



Housing Move-In Date

Run the [GNRL-106] Program Roster for the period of 10/1/18 to present:

For PSH and RRH programs, check the Housing Move-In Date

- If household moved into housing and the Housing Move-In Date is “undefined”, the Housing Move-In Date needs to be added
- If the Housing Move-In date is not accurate (e.g. is before the program start date), it should be updated

Program Roster Report

Jenn Test Agency
Active within [05/01/2017 - 05/02/2018]

Housing Move-in: Undefined = Unknown HoH or Move-in is Null, = Non PH Project

Client	Unique Identifier	Birth Date	Age At Entry	Current Age	Enroll Date	Exit Date	LOS	Housing Move-in	Assess-ments	Services	Assigned Staff
Program: EAP Demo Program											
Kitty, Hello	1C8A64AFD	01/01/1980	37	38	07/01/2017	-	306		0	3	J. Ong
Bombadil, Tom	77FAD8A1B	01/01/1900	-	-	07/01/2017	-	306		0	1	J. Test5
Program: Jenn Test HP Prevention Program											
Potato, Hot	BE2456D1C	01/01/1980	38	38	01/02/2018	-	121		0	1	J. Ong
Program: RRH											
Bombadil, Tom	77FAD8A1B	01/01/1900	-	-	11/01/2015	-	914	undefined	0	0	J. Ong
Cotta, Ri	3B830C101	01/01/2010	5	8	11/01/2015	-	914	undefined	0	0	J. Ong
Tea, Ginger	53020163C	02/01/2015	0	3	11/05/2015	-	910	undefined	0	0	O. Jenn
Tea, Jasmine	6A120C62D	01/01/1998	17	20	11/05/2015	-	910	undefined	0	2	O. Jenn
Lo, He	9A22165C7	01/01/1975	40	43	11/01/2015	-	914	undefined	0	0	J. Ong
Lo, Je	BAD9F1241	01/01/1975	40	43	11/01/2015	-	914	undefined	0	0	J. Ong
Client, Hello	E869E4460	01/01/1980	37	38	03/01/2017	-	428	undefined	0	0	J. Ong
Daniel, Dear	996EDFD20	01/01/2015	2	3	08/01/2017	-	275	undefined	0	2	J. Ong
Kitty, Hello	1C8A64AFD	01/01/1980	37	38	03/01/2017	-	428	undefined	0	3	J. Ong
Cat, Allie	9FFB3597F	01/01/2010	7	8	09/01/2017	-	244	undefined	1	0	J. Ong
Cat, Bob	901BCEED5	01/01/2010	7	8	09/01/2017	-	244	undefined	1	2	J. Ong
Cola, Coca	171F67E3C	01/01/2000	17	18	09/01/2017	09/21/2017	20	undefined	0	0	J. Ong
Cola, Ri	4152D2D03	01/01/1980	37	38	09/01/2017	09/21/2017	20	undefined	1	0	J. Ong
Client, Anonymous	EEC147421	-	-	-	10/01/2017	-	214	undefined	0	0	J. Ong
Program: CoC Outreach											
Bombadil, Tom	77FAD8A1B	01/01/1900	-	-	03/01/2016	-	822		0	0	J. Ong

Data Literacy Institute Updates

Upcoming DLI Workshops

Agency Staff:

- Tue, Feb 12, 9:30-11:30am | Statistics, Charts, and Graphs | In person
- May (TBD) | Data Quality

Agency Manager:

- Thurs, Feb 7, 1:30-2:30pm | How to Tell Your Story
- Thurs, May 2, 1:30-2:30pm | Data Quality

Location and dial in same as HMIS Agency Admin meetings

Agency Dashboard

There is a new dashboard available to help monitor your agency's data

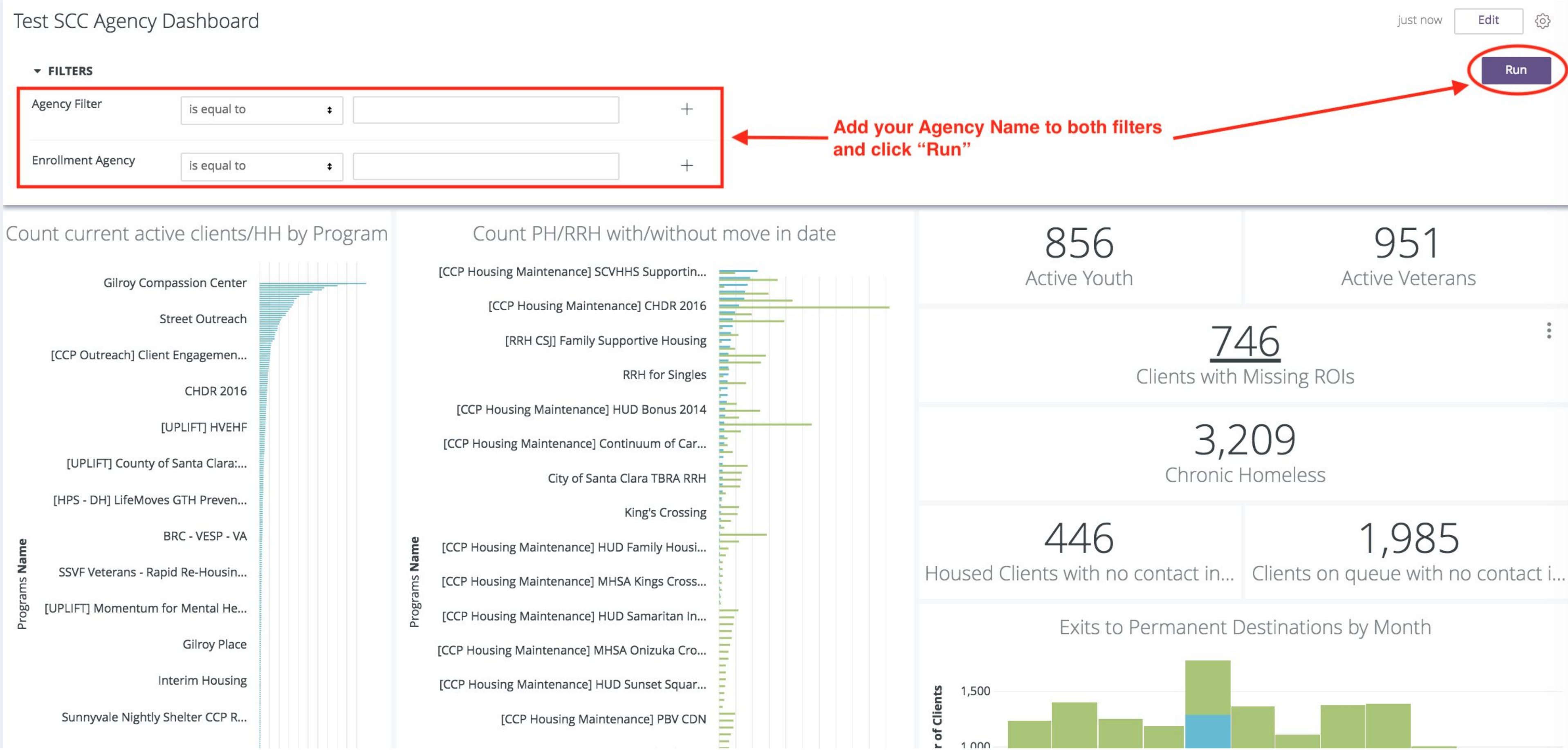
Dashboard Name: SCC Agency Dashboard

Who can access it: Users with access to the Data Analysis tab

Where to find it: Data Analysis tab in the Santa Clara County HMIS Reports folder

Information Included:

- Current clients/households by program
- Housed/unhoused clients for RRH/PSH programs (based on Housing Move-In Date)
- Demographics (Youth, Veterans, Chronic Homeless)
- Data quality
- Exits to permanent housing


Test SCC Agency Dashboard
just now
Edit
FILTERS
Run
Agency Filter
is equal to
Enrollment Agency
is equal to
Add your Agency Name to both filters and click "Run"
Count current active clients/HH by Program
Gilroy Compassion Center
Street Outreach
[CCP Outreach] Client Engagemen...
CHDR 2016
[UPLIFT] HVEHF
[UPLIFT] County of Santa Clara:...
[HPS - DH] LifeMoves GTH Preven...
BRC - VESP - VA
SSVF Veterans - Rapid Re-Housin...
[UPLIFT] Momentum for Mental He...
Gilroy Place
Interim Housing
Sunnyvale Nightly Shelter CCP R...
Programs Name
Count PH/RRH with/without move in date
[CCP Housing Maintenance] SCVHHS Supportin...
[CCP Housing Maintenance] CHDR 2016
[RRH CSJ] Family Supportive Housing
RRH for Singles
[CCP Housing Maintenance] HUD Bonus 2014
[CCP Housing Maintenance] Continuum of Car...
City of Santa Clara TBRA RRH
King's Crossing
[CCP Housing Maintenance] HUD Family Housi...
[CCP Housing Maintenance] MHSA Kings Cross...
[CCP Housing Maintenance] HUD Samaritan In...
[CCP Housing Maintenance] MHSA Onizuka Cro...
[CCP Housing Maintenance] HUD Sunset Squar...
[CCP Housing Maintenance] PBV CDN
Programs Name
856
Active Youth
951
Active Veterans
746
Clients with Missing ROIs
3,209
Chronic Homeless
446
Housed Clients with no contact in...
1,985
Clients on queue with no contact i...
Exits to Permanent Destinations by Month
1,500
1,000

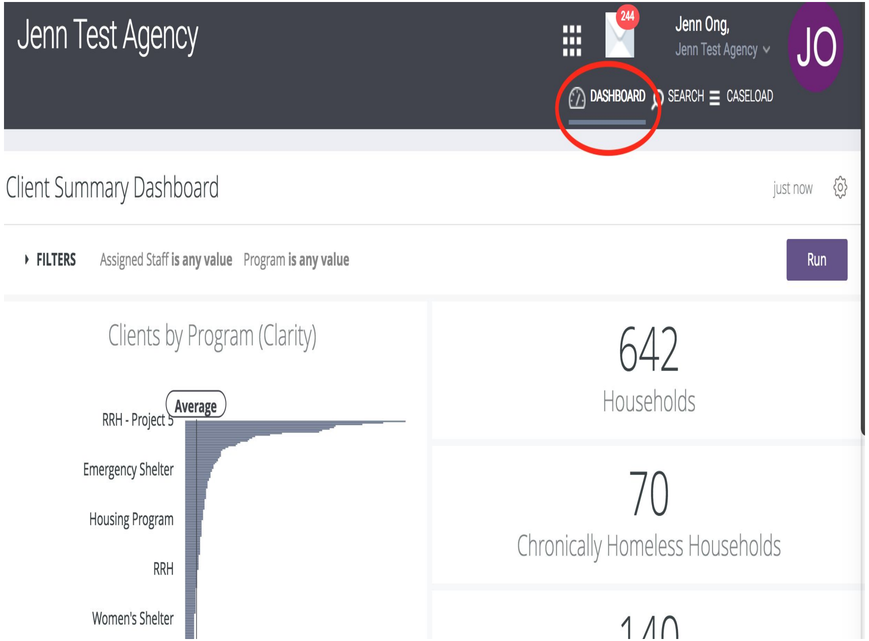
Want to Review the Dashboard Regularly?

If your agency is interested, Bitfocus can set up the dashboard so that it automatically appears every time you log in

If your agency opts in, then every user with a license that allows for Data Analysis will see the dashboard when they first log in

The dashboard will also be accessible as a tab next to the Search tab

Let Bitfocus know if you are interested in this option



Access to Data Analysis Tab

If there are users at your agency who need access to the Data Analysis tab, there are now 2 access levels in HMIS:

> **NEW!** If the user just needs access to the Data Analysis and Explore tabs (i.e. Looker, custom report building), request the **Agency Staff with Data Analysis** license.
>
> If the user needs additional access (e.g. ability to delete services or program enrollments for your agency), request the **Agency Manager** license. Note: there are a limited number of these per agency!

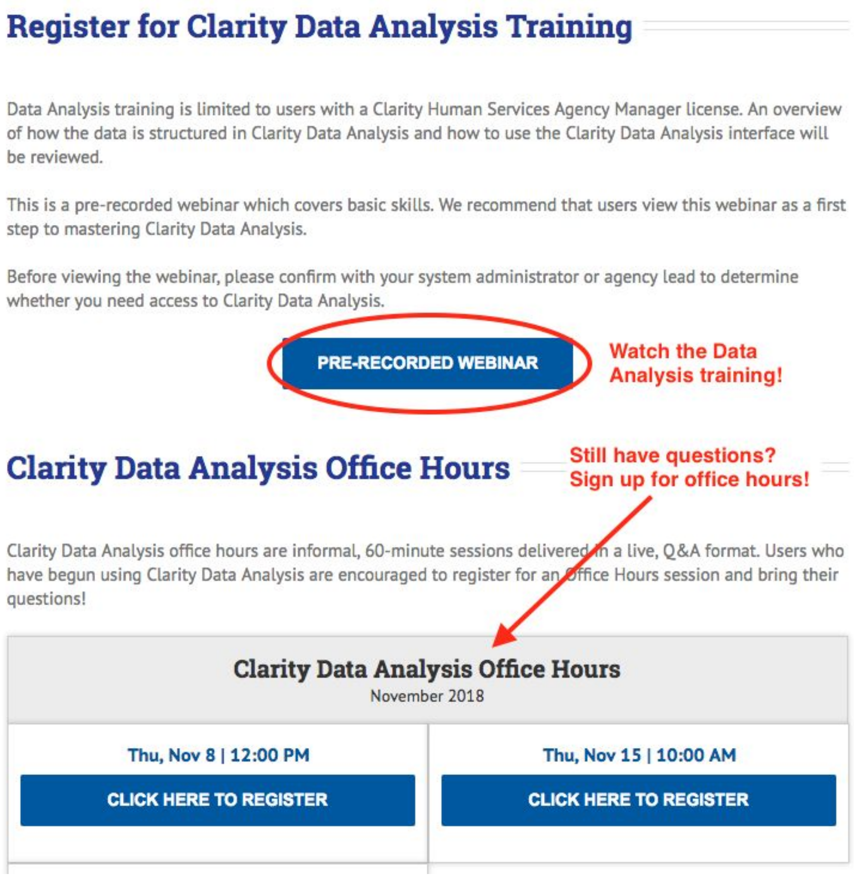
Requesting access: the user should take the Data Analysis training. *Bitfocus will need the HMIS Agency Administrator to request/approve data analysis/agency manager access for users at your agency.*

Data Analysis Training and Resources

Video training is available on the SCC HMIS website:

http://scc.hmis.cc/training/schedule-a-training/

In addition, regular office hours are available to answer any questions you have about using the Data Analysis and Explore tabs



Register for Clarity Data Analysis Training

Data Analysis training is limited to users with a Clarity Human Services Agency Manager license. An overview of how the data is structured in Clarity Data Analysis and how to use the Clarity Data Analysis interface will be reviewed.

This is a pre-recorded webinar which covers basic skills. We recommend that users view this webinar as a first step to mastering Clarity Data Analysis.

Before viewing the webinar, please confirm with your system administrator or agency lead to determine whether you need access to Clarity Data Analysis.

PRE-RECORDED WEBINAR

Watch the Data Analysis training!

Clarity Data Analysis Office Hours

Still have questions? Sign up for office hours!

Clarity Data Analysis office hours are informal, 60-minute sessions delivered in a live, Q&A format. Users who have begun using Clarity Data Analysis are encouraged to register for an Office Hours session and bring their questions!

Clarity Data Analysis Office Hours

November 2018

Thu, Nov 8 | 12:00 PM	Thu, Nov 15 | 10:00 AM
CLICK HERE TO REGISTER	CLICK HERE TO REGISTER

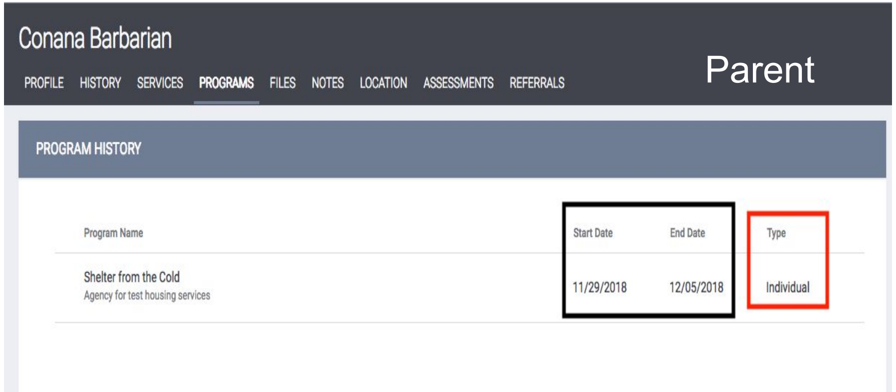
Breakout Groups

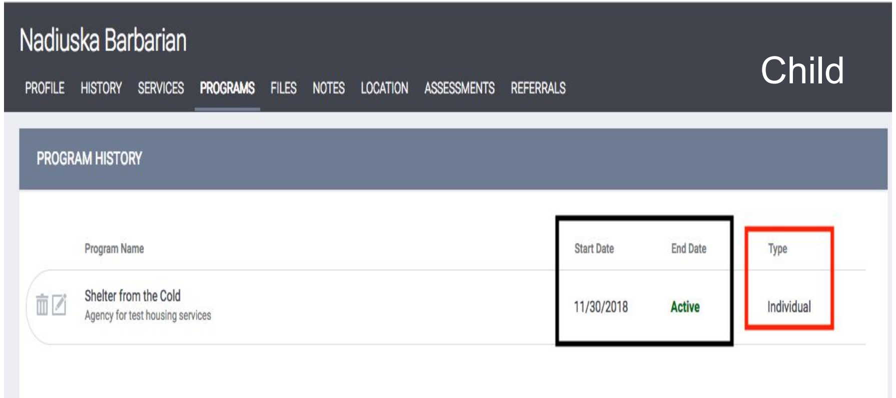
Scenario 1

In running reports of your program's data, you realize that you have minors that are listed as Head of Households (HoH). You know these clients have parents that should be listed as HoH and wonder what may have happened.

Scenario 2

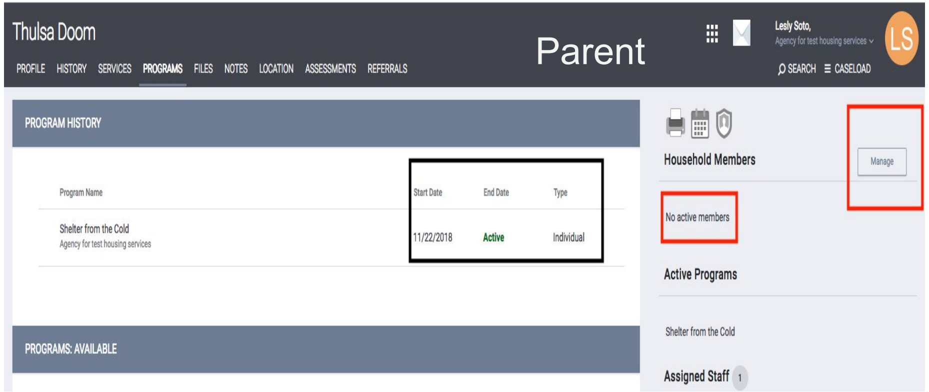
As you review your data you notice that you have minors that are set as Head of Households (HoH). You realize this is not correct. You begin pulling up the client profiles to see what the issues may be. You come to the realization that the parents and the minors from the report have **separate enrollments** and are enrolled as individuals instead of as a group. In addition, the parents have different start and end dates compared to the children.

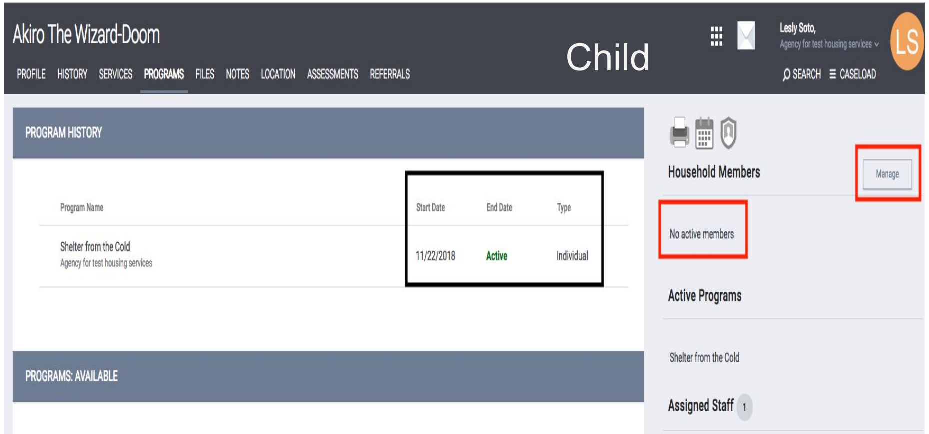




Scenario 3

In running reports of your data, you notice you have minors listed as Head of Households (HoH). You do further investigation to see what the issue may be. You discover the parents for some reason are not **linked to the minor**, the parents were entered as an Individual to the program as was the child. You also verified that the dates of service were also the same.





Scenario 4

You are doing data entry of a family member into Clarity and realize the clients other family members have already been enrolled into the program in HMIS. How would you continue this enrollment, what steps would you take to ensure these family members are linked?

Scenario 5

Partway through their program stay, the HOH leaves the program. The rest of the family decides to continue services. What updates are needed in HMIS?

Client Consent Training
&
Recertification

Client Privacy Recertification

Every year, HMIS users are required to retake the Client Consent training and recertify

The new and improved Client Consent training will be released soon and added to the SCC HMIS website http://scc.hmis.cc/

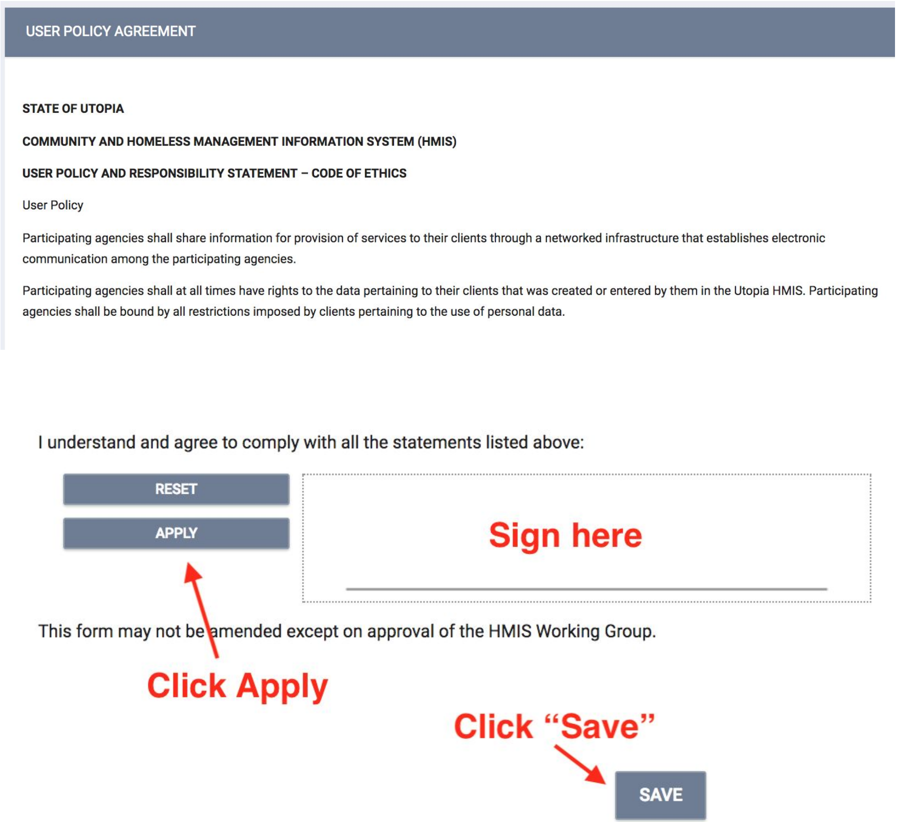
Recertification will take place for all HMIS users:

- Users will be asked to watch the Client Consent training
- On a specific date (about 2 weeks after), HMIS users will be required to fill out a recertification form the next time they log in to HMIS, to verify that the watched the consent training
- An email will be sent to all users with instructions and timeline

Recertification Form: Preview

When users are required to recertify, they will:

1. Log in to HMIS
2. An electronic user agreement will appear - read the form
3. Sign the agreement and click “Apply”
4. Click “Save”



Longitudinal System Analysis (LSA) Report Updates

LSA Background

In the past, CoCs would submit the Annual Homeless Assessment Report (AHAR) on an annual basis. The AHAR is a national-level report that provides information about homeless service providers and people and households experiencing homelessness. It informs strategic planning for federal, state, and local initiatives designed to prevent and end homelessness.

This year, HUD has redesigned the AHAR report and replaced it with the Longitudinal System Analysis (LSA) report. The LSA will be due in late Nov / early Dec and cover the federal fiscal year of 10/1/17 - 9/30/18.

Over the next few months, we will be asking agencies to review their data to prepare for the LSA.

LSA Overview

- Includes five project types: ES/SH/TH (reported as a combined group), RRH, and PSH
- Focuses on adults and heads of household – age is the only demographic reported for non-heads of household under 18
- Report includes data on demographics, length of time homeless, information on specific populations such as veterans and chronically homeless persons, housing outcomes
- Includes not just the federal fiscal year, but includes some historic data prior to the FY as well
- The LSA is a much larger report than the AHAR and requires the upload of a csv file instead of manually entering the data (for example, one table in the LSA is about 4 times the size of the entire AHAR report)

Submission Timeline

December 14th, 2018: Official LSA submission deadline

Late December: HUD will contact CoCs with questions/feedback based on review

Late January: Deadline to resolve data quality flags

Late February: Data usability determinations are communicated to CoCs

Please note Bitfocus may contact your Agency with any last question or requests.

AHAR Report to Congress

AHAR Report to Congress

HUD recently released the final part of the 2017 Annual Homeless Assessment Report (AHAR)

Part 1: PIT Estimates of Homelessness in the US (released Dec 2017)

> Based on the 2017 Housing Inventory Count (HIC) and Point in Time (PIT) Count data submitted by CoCs nationwide

Part 2: Estimates of Homelessness in the US (released Oct 2018)

> Based on 2017 Annual Homeless Assessment Report (AHAR) submitted by CoCs nationwide

OSH Veterans Report

Next Month’s Meeting Time and Location

Next Agency Admin Meeting

When: Thurs, January 3rd, 2019
Time: 1:30-3:30pm

NEW Meeting Location:

Sobrato Conference Center, San Jose

1400 Parkmoor Avenue

San Jose, CA 95126

The first hour will be a Performance Management Work Group meeting

Dates and locations for 2018 meetings are listed on the OSH website:

https://www.sccgov.org/sites/osh/continuumofcare/osh-events/pages/home.aspx

Questions, Comments, Concerns?