

HMIS Agency Administrators Meeting

June 1, 2017

Agenda

1. CoC / Coordinated Assessment / UPLIFT Updates
2. Performance Management Work Group and Agency Admin Meeting
3. New Partner Agency and End User Agreements
4. 2014 Version of APR Retiring
5. Current and Upcoming Projects
6. System Performance Measures Update
7. Continuous Data Quality Improvement (CDQI)

CoC / Coordinated
Assessment /
UPLIFT Updates

UPLIFT Reports Available in Data Analysis Tab

For Agency Managers who have UPLIFT access, there are 2 reports available

1. Go to Reports Library
2. Click Data Analysis tab
3. Under Santa Clara County HMIS Reports section, click “Run” next to the report you would like to view

The screenshot shows the UPLIFT interface with the 'Data Analysis' tab selected. Under the 'Santa Clara County HMIS Reports' section, two reports are listed under the 'UPLIFT' category. These reports are highlighted with a red box, and their respective 'Run' buttons are also highlighted.

Report Name	Action
Percent Allocated by Agency (Apr-Jun 2017 Allocations) rev 4-28-17	Run
Clients with More than One Badge or Sticker Mar-Jun- 2017 revised 4/28/17	Run

UPLIFT Percent Allocated by Agency

For the current quarter, shows each agency's

- Clients with an UPLIFT sticker (Clients Number of Clients)
- Stickers given out (Service Attendance Dates Count)
- Allocation (1st month Allotment)
- Percent of allocation used (Percent Utilized)

A new version for July-Sept will be available in mid-June

Report Library

Explore

Data Analysis

Search

Caseload

Percent Allocated by Agency (Apr-Jun 2017 Allocations) rev 4-28-17

Save Look

38 rows · from cache · 15m ago

Run

+

FILTERS

Enrollments Reporting Period Filter Is in the past 2 years

Agencies Agency Name Is "UPLIFT"

Service Attendance Dates Date Date Is from 2017/03/17 until 2017/06/17

VISUALIZATION

DATA

RESULTS

Calculations

Row Limit 500

Totals

	Services Name ^	Agencies Agency Name	Agency	Clients Number of Clients	Service Attendance Dates Count	1st Month Allotment	Percent Utilized
1	*Admin Use Only* [UPLIFT] Abode Services Transit Pass	UPLIFT	Abode Services	17	17	10	170.0%
2	*Admin Use Only* [UPLIFT] Bill Wilson Center Transit Pass	UPLIFT	Bill Wilson Center	8	8	20	40.0%
3	*Admin Use Only* [UPLIFT] California Youth Outreach Transit Pass	UPLIFT	California Youth Outreach	11	11	10	110.0%
4	*Admin Use Only* [UPLIFT] Catholic Charities: Criminal Justice Transit Pass	UPLIFT	Catholic Charities: Criminal Justice	43	43	45	95.6%
5	*Admin Use Only* [UPLIFT] City Team Ministries Transit Pass	UPLIFT	City Team Ministries	110	110	100	110.0%
6	*Admin Use Only* [UPLIFT] Community Services Agency of Mountain View Transit Pass	UPLIFT	Community Services Agency of Mountain View	30	30	25	120.0%
7	*Admin Use Only* [UPLIFT] Community Solutions Transit Pass	UPLIFT	Community Solutions	48	48	40	120.0%
8	*Admin Use Only* [UPLIFT] County of Santa Clara: CCTP Transit Pass	UPLIFT	County of Santa Clara: CCTP	11	12	15	80.0%
9	*Admin Use Only* [UPLIFT] County of Santa Clara: Evans Lane Transit Pass	UPLIFT	County of Santa Clara: Evans Lane	9	9	10	90.0%
10	*Admin Use Only* [UPLIFT] County of Santa Clara: MHD AB109 Transit Pass	UPLIFT	County of Santa Clara: MHD AB109	3	3	10	30.0%
11	*Admin Use Only* [UPLIFT] County of Santa Clara: OSH Transit Pass	UPLIFT	County of Santa Clara: OSH	3	3	50	6.0%
12	*Admin Use Only* [UPLIFT] County of Santa Clara: Social Services CC25 Transit Pass	UPLIFT	County of Santa Clara: Social Services CC25	6	6	25	24.0%
	Admin Use Only [UPLIFT] County of Santa Clara: SSI						

UPLIFT Clients with More than One Badge or Sticker

Report that lists clients who have received 2+ badges or 2+ stickers in the same quarter

Use the Programs Name filter to find clients at your agency

A new version for July-Sept will be available in mid-June

The screenshot shows the UPLIFT Data Analysis interface. The report title is "Clients with More than One Badge or Sticker Mar-Jun- 2017 revised 4/28/17". The interface includes a left sidebar with dimensions and measures, a main filter section, and a results table. Red annotations highlight the "Programs Name" filter and the "Run" button.

Filters:

- Enrollments Reporting Period Filter: is any time
- Agencies Agency Name: is equal to UPLIFT
- Programs Name: is equal to** (highlighted with a red box)
- Service Attendance Dates Date Date: is in range 2017-03-17 until (before) 2017-06-17
- Service Attendance Dates Count: is greater than 1

Visualization:

DATA RESULTS

Services Service Item Name	Badge	Sticker
Clients Unique Identifier	Clients Client Full Name	Service Attendance Dates Count
1		2
2		2
3		2
4		2
5		2
6		2
7		2
8		2
9		2
10		2
11		2
12		2

1. Enter your agency's UPLIFT program
2. Hit "Run"

Performance Management Work Group & Agency Admin Meeting

New Partner Agency and End User Agreements

New Partner Agency and End User Agreements are being reviewed and finalized

The new forms will include Coordinated Entry items, based on feedback from the Coordinated Assessment Working Group

More details will be announced at a later date

2014 Version of APR Retiring

The [HUDX-120] Annual Performance Report [OCT2014] will be retired on August 1, 2017

From now until August 1, the report will no longer be supported

The new version of the APR is [HUDX-226] Annual Performance Report [2017]

Report Library			Explore	Data Analysis
HUD Reports			9 report(s)	
[HUDX-111] HUD CSV / XML Program Data Export		Run		
[HUDX-120] Annual Performance Report [OCT2014]	Retired	Run Schedule	Retiring	
[HUDX-221] ESG CAPER [2016]		Run Schedule		
[HUDX-202] Program Based Annual Homeless Assessment Report [AHAR]		Run MORE INFO		
[HUDX-104] Service Based Annual Homeless Assessment Report V4 [AHAR]		Run MORE INFO		
[HUDX-106] HUD Veteran By-Name List	BETA	Run Schedule		
[HUDX-224] PATH Annual Report [2017]		Run Schedule		
[HUDX-225] HMIS Data Quality Report		Run Schedule		
[HUDX-226] Annual Performance Report [2017]		Run Schedule	Latest version	

Current and Upcoming Projects

- June
 - HUD System Performance Measures (SPM) due 6/5
 - PIT Report released end of the month
- July - Sept
 - Launch of new Homeless Prevention programming
 - Standardizing Rapid Rehousing workflow
 - CCP workflow review
- Oct
 - New Data Standards go live
- Nov
 - Annual Homeless Assessment Report (AHAR) due (exact date TBA)

HUD System Performance Measures

System Performance Measures Update

Over the last month, Bitfocus asked agencies to review Data Quality and other information related to the HUD SPM report.

The report is due 6/5, and covers:

- SPM results for 10/1/2015 - 9/30/2016
- Data Quality for 10/1/2012 - 9/30/2016

Thanks for your help!



System Performance Measures

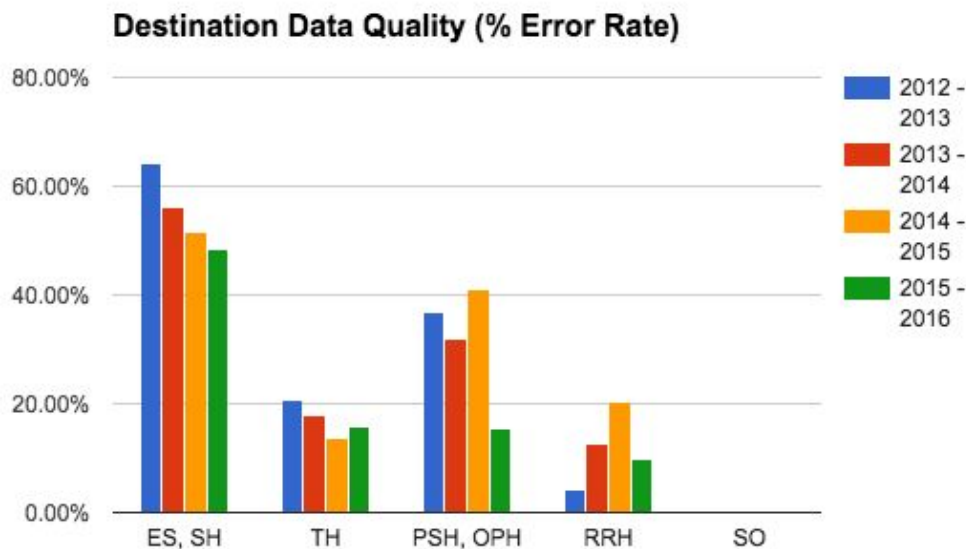
1. Length of Time Persons Remain Homeless
2. Returns to Homelessness within 6 to 12 months
3. Number of Homeless Persons
4. Employment and Income Growth
5. Number of Persons who become Homeless for the First Time
6. N/A
7. Successful Placement in or Retention of Permanent Housing

SPM Highlights: Data Quality

Data review in May improved 2015-2016 exit destination data quality by 3-4% for Transitional Housing and Rapid Rehousing

Data quality has been improving year after year for almost all program types

We still have some way to go to meet our CDQI goals



Continuous Data Quality Improvement Process

June's CDQI Focus: Data Completeness

By next Agency Admin meeting, start to review:

- Age
- Gender
- Ethnicity
- Race
- Veteran Status
- Disabling Condition
- Residence Prior to Project Start
- Length of Stay at Prior Place
- Income
- Exit Destination

Reports affected:

- AHAR
 - Covers 10/1/2016 - 9/30/2017
 - For ES & TH
 - Due Nov
- SPM
 - Covers 10/1/2016 - 9/30/2017
 - For ES, TH, PH, RRH, SO
 - Due next year
- CoC Local Measures

Time period to look at: 10/1/2016 - 5/31/2017

Ways to Check Data Quality

- [HUD-225] HMIS Data Quality Report
- Looker Data Quality Report (new option)
- Reports listed on the CDQI document
 - [HUDX-120] Annual Performance Report [OCT2014] (now being replaced by 2017 version and [HUD-225] Data Quality report)
 - [DQXX-110] Duplicate Clients
 - [DQXX-103] Monthly Staff Report
 - [DQXX-102] Program Data Review
 - [DQXX-105] Monthly Agency Utilization Report

[HUDX-225] HMIS Data Quality Report

Where to find it:

- Reports Library, HUD Reports folder

Important Notes:

- Uses HUD-defined requirements for data quality
- Required to be used with APRs and SPM
- Web Page format has drilldown option

Report Library | Explore | Data Analysis

HUD Reports 9 report(s)

[HUDX-111] HUD CSV / XML Program Data Export	Run
[HUDX-120] Annual Performance Report [OCT2014]	Retired Run Schedule
[HUDX-221] ESG CAPER [2016]	Run Schedule
[HUDX-202] Program Based Annual Homeless Assessment Report [AHAR]	Run MORE INFO
[HUDX-104] Service Based Annual Homeless Assessment Report V4 [AHAR]	Run MORE INFO
[HUDX-106] HUD Veteran By-Name List	BETA Run Schedule
[HUDX-224] PATH Annual Report [2017]	Run Schedule
[HUDX-225] HMIS Data Quality Report	Run Schedule
[HUDX-226] Annual Performance Report [2017]	Run Schedule

HMIS Data Quality Report

Santa Clara County CoC: System

Report period 10/01/2016 - 05/31/2017

Q1. Report Validations Table	
Program Applicability: All Projects	
Total number of persons served	11
Number of adults (age 18 or over)	8
Number of children (under age 18)	3
Number of persons with unknown age	0
Number of leavers	2
Number of adult leavers	1
Number of adult and head of household leavers	1
Number of stayers	9
Number of adult stayers	7
Number of veterans	2
Number of chronically homeless persons	1
Number of youth under age 25	1

Looker Data Quality Report

Where to find it:

- Reports Library, Data Analysis tab
- Available to Agency Managers (if your agency needs access, please let Bitfocus know)

Important Notes:

- Shows data quality by client
- First version of data quality report in Looker, more basic than [HUD-225] HMIS Data Quality Report (Income information not yet included)

The screenshot shows the Looker Reports Library interface. At the top, there are three tabs: 'Report Library', 'Explore', and 'Data Analysis'. The 'Data Analysis' tab is selected and circled in red. Below the tabs, there are two sections: 'Built In Reports' and 'Santa Clara County HMIS Reports'. The 'Built In Reports' section shows 0 report(s). The 'Santa Clara County HMIS Reports' section shows 3 report(s). Under 'Santa Clara County HMIS Reports', there are four sub-sections: 'root', 'CCP Reports', 'Coordinated Assessment', and 'Data Analysis Tab'. The 'Data Analysis Tab' section contains three reports: 'UPLIFT Percent Allocated by Agency (Apr-Jun Allocations) rev 4-28-17', 'UPLIFT Clients with More than One Badge or Sticker Apr-Jun 2017 revised 4/28/17', and 'Data Quality Report (rev 2016-05-31)'. The 'Data Quality Report' is highlighted with a red box, and its 'Run' button is also highlighted. Red arrows point from the 'Data Analysis' tab and the 'Data Quality Report' to the text instructions: '1. Go to Reports Library, click Data Analysis tab' and '2. Run Data Quality Report'.

Report Library Explore **Data Analysis**

Built In Reports 0 report(s) ▼

Santa Clara County HMIS Reports 3 report(s)

root

CCP Reports

Coordinated Assessment

Data Analysis Tab

UPLIFT Percent Allocated by Agency (Apr-Jun Allocations) rev 4-28-17 [Run](#)

UPLIFT Clients with More than One Badge or Sticker Apr-Jun 2017 revised 4/28/17 [Run](#)

Data Quality Report (rev 2016-05-31) [Run](#)

1. Go to Reports Library, click Data Analysis tab
2. Run Data Quality Report

Report LibraryExploreData AnalysisSearchCaseload

Data Quality Report revised 5-31-2017

Save Look

1 row · 0.1s · just now

Run

+

FILTERS

Custom Filter

Enrollments Reporting Period Filter

is in range

2016-10-01

until (before)

2016-11-01

Agencies Agency Name

is equal to

System

Programs Name

is equal to

1. Update Agency and Program filters

2. Hit Run

VISUALIZATION

DATA

RESULTS

Calculations

Row Limit 500

Totals

nts	Entry Screen Disabling Condition	Entry Screen Residence Prior to Project Start	Entry Screen Length of Stay at Prior Place	Update/Exit Screen Exit Destination	Age DQ Issue	Gender DQ Issue	Ethnicity DQ Issue	Race DQ Issue	Veteran DQ Issue	Prior Residence DQ Issue	LOS Prior Residence DQ Issue	Destination DQ Issue	Disabling Condition DQ Issue
	Client doesn't know	Client doesn't know	Client doesn't know	Staying or living with friends, temporary tenure	No	No	No	No	No	Yes	Yes	No	Yes

Review green "DQ Issue" columns. "Yes" = data needs review

Looker Data Quality Report

Data Quality Reminders

- If the client does not have a valid ROI, please complete one before updating their information
- Check the full list of options before choosing “Other” (for example, when choosing the client’s exit destination, “Other” does not count as a successful exit)