

San Francisco ONE System

Agency Lead Meeting

February 28, 2022



TODAY'S AGENDA

- **Welcome**
- **HIC/PIT Data Clean Up Reminder**
- **Post-Exit Assessments and Services**
- **New Features & Updates**
- **Monthly Staff Reports**
- **Annual Survey**
- **Announcements**
- **Resources**

Welcome

What are some system reports you find helpful?

Please share name, pronouns, and agency when responding.

HIC/PIT Data Clean Up Reminder

HIC/PIT Data Clean Up Reminder

Please update rosters and demographic information for any clients enrolled on the night of February 23 by **March 4th**

HIC/PIT Data Clean Up Reminder

Please run the following reports as soon as possible to begin reviewing your current rosters to ensure they are updated for the PIT/HIC:

The [\[GNRL-106\] Program Roster](#) provides an overview of program stay information for all active, enrolled, or exited clients.

- To run this report:
 - Login to ONE
 - Reports
 - Report Library
 - Program Based Reports
 - [\[GNRL-106\] Program Roster](#)
 - Choose Program(s) >
 - Status = Active within Report Date Range
 - Report Date Range
 - Run

Please enroll and exit any clients to ensure the roster is up to date

HIC/PIT Data Clean Up Reminder

The [\[HSNG-108\] Housing Census](#) will give a day-by-day account of the bed occupancy during the reporting period.

- To run this report:
 - Login to ONE
 - Reports
 - Report Library
 - Housing
 - [HSNG-108] Housing Census
 - Run

HIC/PIT Data Clean Up Reminder

The [\[GNRL-220\] Program Details Report](#) produces a spreadsheet containing all profile, enrollment data (including move-in dates for permanent housing projects), and exit data. This includes all available demographic data, all enrollment/exit data, and accurate housing bed night services (for night-by-night emergency shelters).

- To run this report
 - Login to ONE
 - Reports
 - Report Library
 - Program Based Reports
 - [GNRL-220] Program Details Report [2022]
 - Run

HIC/PIT Data Clean Up Reminder

In the [GNRL-220] Program Details Report review the following fields:




- **Date of Birth** - Even approximate dates of birth ensure that adults and children are categorized correctly
- **Gender**
- **Ethnicity**
- **Race**
- **Chronically Homeless** - This determination is based on answers to the set of Living Situation questions answered at enrollment. Even one missing answer will result in a client not being counted in this category
- **Disability** - HUD is particularly interested in counts of those who have mental health and/or substance abuse disabilities
- **Veteran Status**
- **Total counts of people enrolled** - Do your counts seem too low or too high?
- **Housing services provided** - For night-by-night shelters, it's critical that clients have services entered for the count period

Post-Exit Assessments and Services

Post-Exit Assessments and Services

Services and assessments can be added to program enrollments after a client exit has been recorded

Post-Exit Assessments and Services




Edit

Brilliant Corners-Flexible Housing Subsidy Pool Under 60-Prop C

[TRAINING] Brilliant Corners ⓘ

04/02/2020

11/24/2021



PROGRAM: BRILLIANT CORNERS-FLEXIBLE HOUSING SUBSIDY POOL UNDER 60-PROP C

Enrollment His


PROGRAM: BRILLIANT CORNERS - FLEXIBLE HOUSING SUBSIDY POOL OVER 60-PROP C

Enrollment History Assessments Notes Files Forms

× Exit

End Program for client Luz Lola

Program Exit Date

05/31/2021 

Destination

Staying or living with family, temporary tenure (e.g. room, apartment or ho✓

Exit Reason

Exit by client choice ✓

Remove client exit date

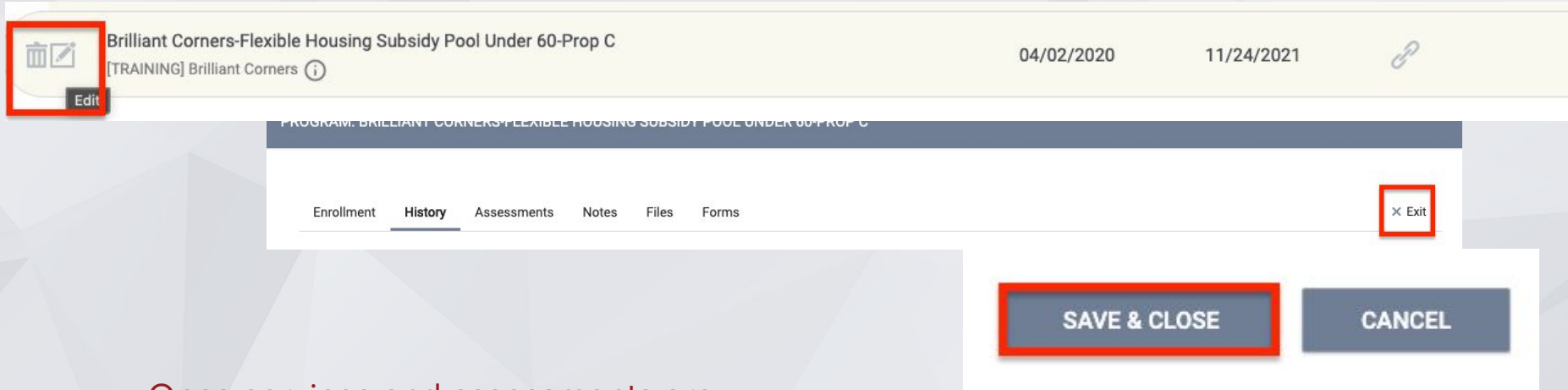
←

SAVE & CLOSE

CANCEL

- Open the program enrollment
- Select **Exit**
- Remove **Program Exit Date**
- Scroll down to bottom of page and select **Save**
- Record services and assessments, as needed.

Post-Exit Assessments and Services



Brilliant Corners-Flexible Housing Subsidy Pool Under 60-Prop C
[TRAINING] Brilliant Corners ⓘ

04/02/2020 11/24/2021

PROGRAM: BRILLIANT CORNERS-FLEXIBLE HOUSING SUBSIDY POOL UNDER 60-PROP C

Enrollment **History** Assessments Notes Files Forms

✕ Exit

SAVE & CLOSE **CANCEL**

Once services and assessments are recorded, exit the client again.

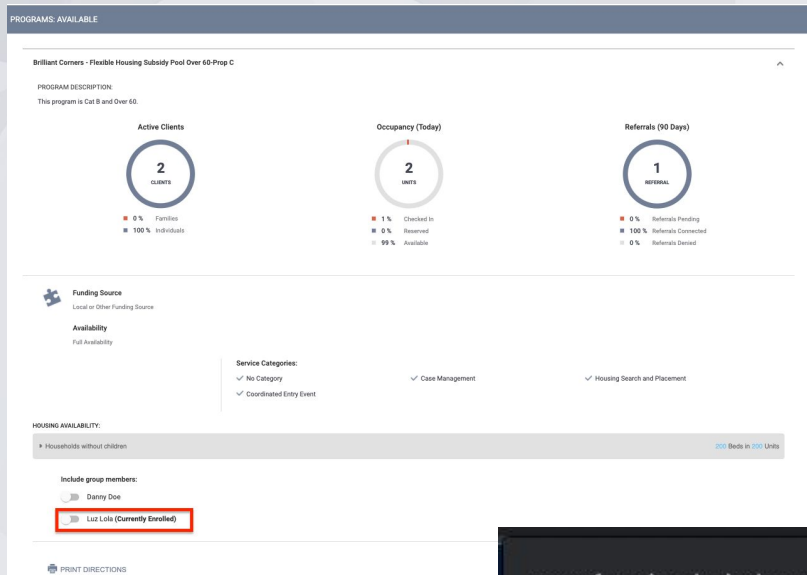
New Features & Updates



New Features

“Currently Enrolled” Label for Household Members

- This will show for clients who are already enrolled in the same program



onesf-train.clarityhs.com says

Please note that at least one of these household members has an active enrollment in this program. To continue with the creation of this enrollment, please select the "OK" button below.

Cancel

OK

Updates

The following reports have been modified to reflect updates to HUD definition of Active Clients.

[Learn more here.](#)

HUD/Federal Reports

- [HUDX-225] HMIS Data Quality Report
- [HUDX-227] Annual Performance Report
- [HUDX-228] ESG CAPER
- [HUDX-233] HMIS Client-Level Length of Time Homeless Report

General Reports

- [CLNT-125] Client Summary
- [HSNG-102] CoC Housing Assessment Report
- [HSNG-104] Monthly Housing Report
- [HSNG-200] Current Housing Availability
- [OUTS-102] Performance Monitoring
- [OUTS-106] Client Demographics

Monthly Staff Reports

Monthly Staff Reports



Monthly Staff Participation Report

System,

This report is an automated monthly review of your staff participation in the San Francisco ONE System.

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

This is an automated email. Please do not reply to this message.

Questions? Visit our online wiki: get.clarityhs.help

Monthly Staff Report

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	0%
Your Don't Know DQ Score	0%
Your Not Collected DQ Score	0%
Your Unique Client Count	0

Date Range: 01/01/2022 thru 01/31/2022

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 - No Activity

Monthly Staff Reports

Please send names of folks you want to receive this monthly to onesf-admin@bitfocus.com

Please note that recipients must have a ONE System account to receive report.

Annual Survey

Annual Survey

If interested, please complete soon! This is not required but is helpful in optimizing the ONE System.

There is a section specifically for Agency Leads

<https://bitfocus.typeform.com/to/tRhDTqjA>

Announcements

Announcements

Office Hours: March 22, 2-3 PM - <https://bitfocus.zoom.us/j/97952799994>

Helpful Resources

ONESF Help Center Website

<https://onesf.bitfocus.com>

Bitfocus Helpdesk

onesf@bitfocus.com

415.429.4211

Thank You From Your SF Team!



**Ja Eun Guerrero
Huh, LCSW
Senior Project
Administrator**



**Andrea Bañas
Deputy Project
Administrator**