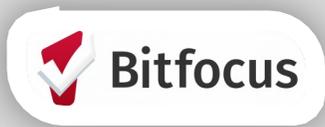




**SCC Technical Admin. (TA)
Agency Lead Meeting
Thursday, April 3rd, 2025**



Getting to Know You



TELEPORTATION

OR



TIME MACHINE



Discussion Topics



UPDATES

- CoC Updates
- UPLIFT Updates
- HMIS Newsletter



IN THE KNOW

- HIC/PIT DQ
- Annual SCC Client Consent Training
- SCC Quarterly Compliance Checklist Q1 (Jan. - Mar.)



MEMOS

- ROI Reminders
- Help Desk vs. Sys. Admin.
- Recently Assessed & Not on CHQ
- Q & A Time
- Next Month's Meeting



UPDATES



COC UPDATES



CoC Updates – MyConnectSV Video



April 2025

MON	TUES	WED	THURS	FRI
2pm SCC Looker Office Hours	1	2 10am Santa Clara County Homelessness CoC - Fair Housing	3 11am Santa Clara County Homelessness CoC Serving Older Adults Training HMIS Technical Administrator (TA)/Agency Lead Meeting	4
7	8 10am Data Think Tank	9 9:30am Service Providers Network Meeting 10am Santa Clara County Homelessness CoC - Fair Housing	10 10am SCC Clarity Office Hours	11
14 2pm SCC Looker Office Hours	15	16 10am Santa Clara County Homelessness CoC - Fair Housing	17 2:00pm NOFO Committee Meeting	18 9am SCC CoC VI-SPDAT Training
21	22	23 11:15am SCC Clarity Office Hours PLEASE NOTE DATE & TIME CHANGE	24 1:00pm Performance Management Work Group 3pm Rapid Rehousing & Employment Initiatives Meeting 2310 N. First St., LED Training Room (Charcot SCC Building)	25
28 2pm SCC Looker Office Hours	29	30 10am SCC TA Office Hours		



UPLIFT UPDATES



UPLIFT Updates – *FY 2025 Q4 April - June*

IF YOUR AGENCY HAS MET ITS ALLOCATION LIMIT, THE REQUEST WILL BE REMOVED FROM HMIS

- Please do not submit any further requests in HMIS if your allocation limit was reached
- You can resubmit a new request when pooled period starts May 1st
- You can still order a replacement badge

REPLACING LOST PASSES

- If your agency does not have allocation remaining: You can request a replacement starting May 1st (Pooled pass period)
- If your agency has remaining allocation, you can order a replacement pass right now
- ***Be sure to email UPLIFT when requesting a replacement pass, otherwise it will get removed as a duplicate request

POOLED-PASS PERIOD REMINDERS

- Replacement/Pooled pass period begins May 1st, 2025
- Requests by agencies with remaining allocation submitted by 11:59pm April 30th will still be processed first
- All other requests must be dated for 05/01, will be processed on a first-come, first-served basis
- You may submit pooled-pass period requests the day before (April 30th), but they must be dated 05/01

IMPORTANT!

IF A CLIENT NO LONGER NEEDS THEIR PASS AND THEY HAVE NOT USED THEIR STICKER, PLEASE NOTIFY US IMMEDIATELY SO WE CAN REASSIGN THE STICKER TO ANOTHER CLIENT IN NEED

HMIS NEWSLETTER



HMIS Newsletter



Santa Clara HMIS News
March 2025

Welcome to the Santa Clara HMIS March 2025 Newsletter!

In this edition you'll find the following:

- Check Out This Fun Poll: [Do you prefer a written calendar or an electronic calendar for personal/home use?](#)
- Federal Reporting - HIC/PIT Updates
- Notes - Agency Level, Program Level and Service Level
- Release of Information (ROI) - Out With The Old In With The New!
- SCC Client Consent Training - Updates
- MyConnect SV - Video
- Report Spotlight - [\[QUTS - 108\] CE Demographics Report](#)
- Resource Highlight
- Clients Assessed & Not on CHQ
- Meetings/Upcoming Events
- Bitfocus is Hiring!





IN THE KNOW



FEDERAL REPORTING

HIC/PIT DQ



HIC/PIT Data Quality Outreach

01

Emails with DQ changes will continue

Deadlines Provided; be sure to submit by then

02

03

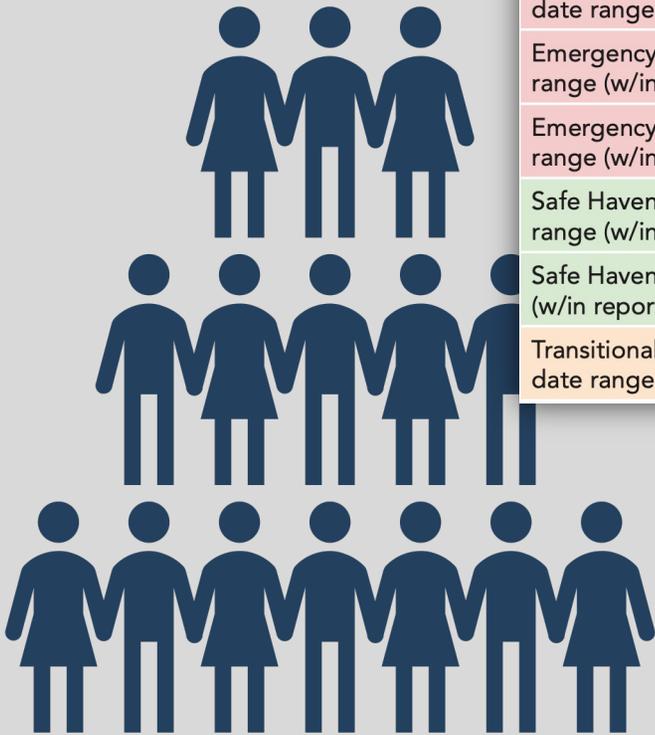
Need Help? Contact Us ASAP

Join Office Hours or Schedule 1-1 when needed

04



HIC/PIT DQ - Overlapping Enrollments



Inventory/Enrollment #1	Inventory/Enrollment #2	DQ Analysis Issue
Emergency Shelter (1) start-to-end date range (w/in report dates)	Emergency Shelter (2) start-to-end date range (w/in report dates)	Any overlap by any number of days is physically impossible
Emergency Shelter start-to-end date range (w/in report dates)	Transitional Housing start-to-end date range (w/in report dates)	Any overlap by any number of days is physically impossible
Emergency Shelter start-to-end date range (w/in report dates)	Safe Haven start-to-end date range	Any overlap by any number of
Inventory/Enrollment #1	Inventory/Enrollment #2	DQ Analysis Issue
Safe Haven (1) start-to-end date range (w/in report dates)	Emergency Shelter Bed Night (w/in report dates)	Any overlap of more than two consecutive days should be fixed; one or two days should be explained.
Safe Haven start-to-end date range (w/in report dates)	Emergency Shelter (1) Bed Night (w/in report dates)	
Transitional Housing start-to-end date range (w/in report dates)	Emergency Shelter (2) Bed Night (w/in report dates)	
Inventory/Enrollment #1	Inventory/Enrollment #2	DQ Analysis Issue
Emergency Shelter start-to-end date range (w/in report dates)	PSH Housing Move-In Date-to-end date range (w/in report dates)	Any overlap of more than two days should be explained.
Safe Haven start-to-end date range (w/in report dates)	PSH Housing Move-In Date-to-end date range (w/in report dates)	Any overlap by any number of days is physically impossible
Transitional Housing start-to-end date range (w/in report dates)	PSH Housing Move-In Date-to-end date range (w/in report dates)	Any overlap by any number of days is physically impossible
Emergency Shelter Bed Night (w/in report dates)	PSH Housing Move-In Date-to-end date range (w/in report dates)	Any overlap of more than two consecutive days should be fixed; one or two days should be explained.
Emergency Shelter start-to-end date range (w/in report dates)	RRH, PH-Housing Only, PH-Housing with Services Housing Move-In Date-to-end date range (w/in report dates)	Any overlap of more than two days should be fixed; one or two days should be explained.
Safe Haven start-to-end date range (w/in report dates)	RRH, PH-Housing Only, PH-Housing with Services Housing Move-In Date-to-end date range (w/in report dates)	Any overlap by any number of days is physically impossible
Transitional Housing start-to-end date range (w/in report dates)	RRH, PH-Housing Only, PH-Housing with Services Housing Move-In Date-to-end date range (w/in report dates)	Any overlap by any number of days is physically impossible
Emergency Shelter Bed Night (w/in report dates)	RRH, PH-Housing Only, PH-Housing with Services Housing Move-In Date-to-end date range (w/in report dates)	Any overlap of more than two consecutive days should be fixed; one or two days should be explained.



HIC/PIT DQ – Missing HoH



No head of household is designated



More than one client in a group enrollment is designated as head of household



The client in a group enrollment designated as head of household has an enrollment date after others in the group or an exit date before others in the group enrollment



The client designated as head of household is a young child or has an incorrect DOB making them appear to be a minor



HIC/PIT DQ – Move-in Dates



Documents the date a household is admitted into a permanent housing project

This date is critical to Housing Inventory Count (HIC) and Point-in-Time (PIT) counts

Differentiates households which have already moved into permanent housing from households which are enrolled in a Permanent Housing project but are still experiencing literal homelessness (in Emergency Shelter, Safe Haven, Transitional Housing, or on the street) as they prepare to move into an available unit



HIC/PIT DQ – Move-in Dates



The enrollment must have one and only one *Head of Household* designated



The HoH entered the project on or before the date, all other household members entered



A *Move-in Date* is required for the HoH



HIC/PIT Helpful Reports

- **[HUDX-225] HMIS Data Quality Report to review data quality**
- **[GNRL-220] Program Details Report to review all client-level data**
- **[GNRL-106] Program Roster to review enrollment, exit, and housing move-in dates**
- **[HSNG-108] Housing Census to review bed nights and maximum bed occupancy (from the bed & unit inventory configured for the program)**
- **[HUDX-123-AD] Housing Inventory (HIC) Supplemental - The Housing Inventory Count Supplemental report is designed to be used as a tool to review housing inventory available in a community**



ANNUAL CLIENT CONSENT TRAINING



Annual Client Consent Training

2025

Each year HMIS users in Santa Clara County are required to retake and pass the Client Consent Training

TBD

The training was scheduled to release in March, but there are some updates taking place – right now the date will be sometime in April



Please be sure and let your staff know this is forthcoming and is required!



SCC Quarterly Compliance Certification Checklist



SCC HMIS Compliance Checklist

Process

- Email reminder sent of upcoming deadline
- You will run report in DA Tab for list of End Users
- You will send list of certified End Users to Sys. Admin. Team per usual

Certification Due

Wednesday, April 30th

- Include all NEW HMIS users at your agency on **the standard form found here**
- This means that your date range filter in the report on the DA tab will be **01/01/2025 - 03/31/2025**
- The report has been preset with this date range; so just select your agency name
- Detailed steps on running the report can be found here

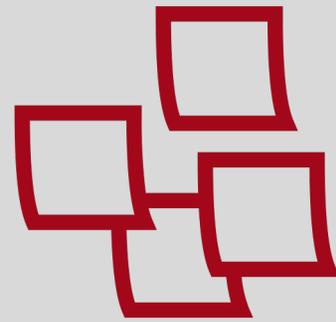
Non-HMIS End Users Assessors

Please provide the names and email addresses of Non-HMIS Users at your agency who provide VI-SPDATs to clients; we want to make sure to capture this information to ensure updates to VI-SPDATs are provided to them. **We have created a form for this here.**

Questions

email us scc-admin@bitfocus.com





MEMOS



ROI REMINDERS



ROI Reminders

Process

- Updating an Expired ROI
- Updating an ROI that has changes (client permissions are now different)

Expired ROI

- Upload the NEW ROI
- **Recall that NO ROI means that a client will not be able to be housed**
- Be sure the ROI has all the pages (uploaded) and items checked off

Replacing ROI

- The client has signed a new ROI and has granted different permissions
- Replace the existing ROI by updating the End Date of the pre-existing ROI to 1-day before the new/revised ROI
- **NOTE** the Agency Name of the "revised end date" ROI will now list your agency - this is OK
- Upload the NEW ROI as per usual

Questions

email us scc-admin@bitfocus.com



HELP DESK vs SYS. ADMIN.



HELP DESK ...*How Can We Help?*



sccsupport@Bitfocus.com
(408) 596.5866 x2



- ✓ First time HMIS access
- ✓ Reinstatement of HMIS access
- ✓ Confirmation of Training completion & Next Steps
- ✓ General Questions related to HMIS & Looker (Embedded included)
- ✓ Assistance with making clients anonymous or merging client records



SYS. ADMIN. ...*How Can We Help?*



scc-admin@Bitfocus.com
(800) 594.9854



NEW PROGRAMS



PROGRAM CHANGES



NEW AGENCY LEAD
DESIGNATION



FEDERAL REPORTING



REPORT REQUESTS



**RECENTLY ASSESSED
& NOT ON CHQ**



RECENTLY ASSESSED & NOT ON CHQ

AGENCY NAME

Bill Wilson Center	9
LifeMoves	7
Mission Possible	6
County: SCVHHS - Ambulatory	5
WeHOPE	4

AGENCY NAME

PATH	3
HomeFirst	3
City Team Ministries	3
The United Effort Organization	2
County: SCVHHS - BHSD	2

AGENCY NAME

Institute on Aging	2
Community Services Agency of Mountain View	2
Social Impact Team (SIT) Property Owners Downtown Association	1
County: OSH	1
VAPAHCS	1

AGENCY NAME

San Jose State University Research Foundation (SJSU)	1
Community Solutions	1
Silicon Valley Independent Living Center (SVILC)	1
City of San Jose	1
San Jose State University Research Foundation (SJSU)	1





Q & A



Next Month's

Thursday, April 3rd, 2025

