



**SCC Technical Admin. (TA)  
Agency Lead Meeting  
Thursday, May 1st, 2025**



# Getting to Know You



*What is something totally useless  
that you still have memorized?*



# Discussion Topics

## UPDATES



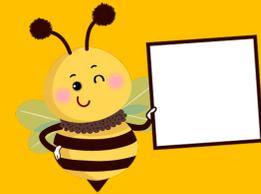
- ❖ CoC Updates
- ❖ UPLIFT Updates
- ❖ HMIS Newsletter

## IN THE KNOW



- ❖ HIC/PIT
- ❖ SCC Annual Client Consent Training
- ❖ [CE] Coordinated Entry Program & Assessments
- ❖ Feature Updates

## MEMOS



- ❖ Recently Assessed & Not on CHQ
- ❖ SCC Quarterly Compliance Checklist Q1
- ❖ Q & A Time
- ❖ Next Month's Meeting



# UPDATES



# COC UPDATES



# CoC Updates – *Community Plan to End Homelessness*

## PLANNING

Planning for the next Community Plan to End Homelessness is in full swing!

## COMMITTEE

The Steering Committee that will be guiding the planning process was kicked off in April!



## DETAILS

We are looking forward to building on the successes of the last plan. More details to come!

## COMMUNITY

Many other community members and partners will be engaged throughout the process as we gather input on the plan.

## PARTNERS

Broad range of partners, including people with lived expertise, service providers, and government entities.

# May 2025

MON	TUES	WED	THURS	FRI
			1 <u>HMIS Technical Administrator (TA)/Agency Lead Meeting</u>	2
5	6	7	8 <u>10am SCC Clarity Office Hours</u>	9
12 <u>2pm SCC Looker Office Hours</u>	13 <u>10am Data Think Tank</u>	14 <u>9:30am Service Providers Network Meeting</u>	15 <u>1:00pm Performance Management Work Group</u> <u>2:00pm NOFO Committee Meeting</u>	16
19	20	21	22 <u>10am SCC Clarity Office Hours</u>  3pm Rapid Rehousing & Employment Initiatives Meeting <u>2310 N. First St., LED Training Room (Charcot SCC Building)</u>	23
26 <b>Bitfocus is CLOSED - Memorial Day Holiday</b>	27	28 <u>9am SCC CoC VI-SPDAT Training</u> <u>10am Homebase TA Office Hours</u>	29	30



# UPLIFT UPDATES



# UPLIFT Updates – *FY 2025 Q4 April - June*

## **THE POOLED PASS PERIOD STARTED TODAY, 5/1**

- Around 150 passes are available
- Requests submitted by the 30<sup>th</sup> by agencies with allocation remaining are processed first
- For agencies who met their allocation limit: ***if your client still needs a pass, you MUST update the enrollment date (new clients) or status assessment (continuing clients) to 5/1***

*If you are unsure if your client is "new" or "continuing" please email UPLIFT-submitting the wrong form will result in your request not being received.*

## **REMINDERS**

- If a client no longer needs their pass and the sticker is still unused (not on a badge): notify us so we can reassign the sticker to another client in need
- If a replacement badge/pass is needed, make a request for a "Badge Only" on HMIS AND notify [UPLIFT@hhs.sccgov.org](mailto:UPLIFT@hhs.sccgov.org)

## **UPDATES**

- Waitlist for potential new partner agencies
- No program expansion/additional sticker increase available currently

# HMIS NEWSLETTER



# HMIS Newsletter



Welcome to the Santa Clara County  
HMIS April Newsletter!  
April 2025

In this edition, you will find the following:

- **Some Fun:** Take Our Poll
- **SCC Client Consent Training:** Have You Completed it?
- **Data Quality (DQ):** [CE] "Program Name" & Assessments
- **Federal Reporting:** HIC/PIT Updates
- **Feature Updates:** April 2025
- **Resource Highlight:** Reminders from Our Help Desk Team
- **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 - *What to Keep in Mind*

## OVERLAPPING ENROLLMENTS

## MISSING HOH

## MOVE-IN 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 fixed; one or 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.
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# 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



End Users should have received a notification via email to commence the SCC Client Consent Training 2025



**Monday, May 12<sup>th</sup> EOB**, is the deadline to complete the training - *this includes TA/Agency Leads and anyone who uses HMIS*



End Users that **DO NOT** complete the training will have their **access deactivated!**



**[CE] COORDINATED ENTRY  
PROGRAM  
&  
ASSESSMENTS**



# [CE] Coordinated Entry Program & Assessments

## Next Steps

- Review list
- Delete Enrollment(s)
- Revisit workflow with End Users

## Access Role

Only the Agency Lead or Agency Manager Access Role can complete this task



## [CE] "Agency Name"

Used ONLY To Administer VI-SPDAT Or CLS

*\*Please note there are no services in this program*

## Client Assessments

Unhoused Clients  
VI-SPDAT  
Current Living Situation (CLS)



# Demonstration – Program Deletion

The screenshot displays the Abode Services web application interface. The browser window shows the URL `scc-train.clarityhs.com/client`. The page header includes the "Abode Services" logo, a user profile for "Lesly Soto Bright, Abode Services" with initials "LS", and navigation links for "DASHBOARD", "SEARCH", "CASELOAD", and "REFERRALS".

The main content area features a search section titled "SEARCH FOR A CLIENT" with an "ADD CLIENT +" button. Below this is a search input field with a magnifying glass icon and a "SEARCH" button. A note below the input field reads: "Use full name, partial name, date of birth or any combination." Below the search section, there is a link to "Recover deleted data".

To the right of the search section, there is a section titled "Your recent client searches:" which lists the following search results:

- Mickey Mouse
- Wonder Woman (She/Her/Hers)
- Walt Disney
- Shrek Ogre (He/Him/His)
- Johnny Quest Test (He/Him/His)

At the bottom right of the screenshot, there is a small red and white checkmark icon.

# [CE] Program – End User Resources



# FEATURE FOCUS



# FEATURE FOCUS- *Tagging End Users in Notes*

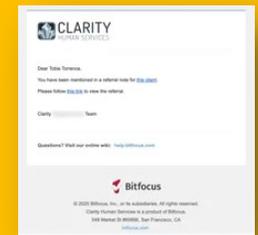


Users with the appropriate access rights to create and edit notes can tag one or more end users in a note

**Client Notes**  
**Client Program Notes**  
**Contact Notes**  
**Location Notes**  
**Referral Notes**  
**Service Notes**



A notification with a link to the tagged note and relevant client record will be sent to the user's email and/or Staff Inbox, depending on their preferences



# Demonstration - Tagging End Users

The screenshot shows a Chrome browser window displaying the HomeFirst client search interface. The browser's address bar shows the URL `scc-train.clarityhs.com/client`. The page header includes the HomeFirst logo, a user profile for Lesly Soto Bright, and navigation links for SEARCH, CASELOAD, and REFERRALS. The main content area features a search bar with the placeholder text "SEARCH FOR A CLIENT" and an "ADD CLIENT" button. Below the search bar is a search input field with a magnifying glass icon and a "SEARCH" button. A note below the input field reads: "Use full name, partial name, date of birth or any combination." To the right of the search bar, there is a section titled "Your recent client searches:" which lists several search results: "Shrek Ogre (He/Him/His)", "Wonder Woman (She/Her/Hers)", "Walt Disney", "Mickey Mouse", and "Johnny Quest Test (He/Him/His)". At the bottom of the page, there is a small red and white logo.

# FEATURE FOCUS- *What to Keep in Mind*

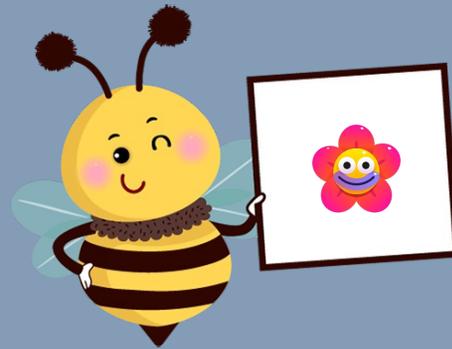


If the user has **full access** to the item with a note, then their **name will populate**, and it is possible to tag them



If the user **does not** have edit access to the item with a note, and therefore cannot see the Notes field, it is **not possible to tag them**





# MEMOS



# **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 Deadline

***Wednesday, April 30<sup>th</sup>***

- 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](mailto:scc-admin@bitfocus.com)



**RECENTLY ASSESSED  
& NOT ON CHQ**



# RECENTLY ASSESSED & NOT ON CHQ

## AGENCY NAME

LifeMoves	9
HomeFirst	6
Social Impact Team (SIT)   Property Owners Downtown Association	6
Mission Possible	6
Family and Children Services	3
City of San Jose	3

## AGENCY NAME

Gardner Health Services	2
County: SCVHHS - BHSD	2
PATH	2
Bill Wilson Center	2
The United Effort Organization	2
WeHOPE	2
Family Supportive Housing	2

## AGENCY NAME

Horizon Services, Inc - DBA Mission Street Sobering Center	1
Roots Community Health Center	1
San Jose State University Research Foundation (SJSU)	1
County of Santa Clara: SCVHHS - Public Health	1
Momentum for Health	1





Q & A



**Next Month's**  
Thursday, June 5th, 2025

