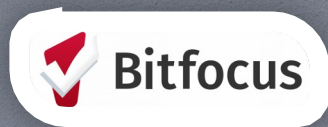


SCC Technical Admin. (TA) Agency Lead Meeting Thursday, August 7th, 2025



Getting to Know You...

What Came First?



Floppy Disk



The Rock



Getting to Know You...

What Came First?



Post-it



Jennifer Lopez



Getting to Know You...

What Came First?



Kmart



Walmart



Getting to Know You...

What Came First?

The Yahoo! logo is displayed in white, lowercase letters with an exclamation mark, set against a solid purple rectangular background.

yahoo!

Yahoo

The Google logo is displayed in its multi-colored, sans-serif font (blue, red, yellow, blue, green, red) on a white rectangular background.

Google

Google



Discussion Topics

UPDATES

- ❖ CoC Updates
- ❖ UPLIFT Updates
- ❖ HMIS Newsletter –
New Look

IN THE KNOW

- ❖ Quarterly Compliance Checklist Q2
DUE
- ❖ TA/Agency Lead Grievance Form
- ❖ VI-SPDAT Changes – *Check-in*
- ❖ Funding Sources – *Why They're
Important*
- ❖ Report Spotlight: [STFF-103] Staff
Active Caseload

MEMOS

- ❖ Upcoming DEW!
- ❖ Recently Assessed &
Not on CHQ
- ❖ Q & A Time
- ❖ Next Month's Meeting

A photograph of a beach at sunset. The foreground is filled with various seashells of different colors and shapes, including a prominent orange and white striped shell on the left and a blue and white striped shell on the right. The background shows a calm sea and a hazy horizon with a warm, golden glow from the setting sun. The word "UPDATES" is overlaid in the center in a bold, dark blue, serif font.

UPDATES



COC UPDATES



COC UPDATES - *Potential 2025 CoC NOFO*

While HUD had announced moving to a two-year funding competition cycle, a recent HUD emailed referenced a 2025 funding competition (instead of waiting until 2026)

As you know, the NOFO process is a huge undertaking in our community, and we start our local review process much earlier in the year to be better prepared

We don't have further details, but our community is trying to prepare for this potential by working with the NOFO committee and CoC Board to

- *shorten the application process*
- *consider what type of new funding/projects we will apply for (if bonus funding is available)*
- *protect current (renewal) projects*

You can join in advocating for HUD to keep its commitment for a two-year cycle

Please act and share with your agency and colleagues

CEO Corner: Week of July 14 - National Alliance to End Homelessness



COC UPDATES – *Upcoming CoC Membership*



Look for an invite for
September (Date TBD)
We will be sharing
updates and data on



Final PIT Results
Point In Time
Count



*Community Plan to
End Homelessness
planning efforts*



August 2025

MON	TUES	WED	THURS	FRI
				1
4 <u>2pm SCC Looker Office Hours</u>	5	6	7 <u>2pm Technical Administrator (TA)/Agency Lead Meeting</u>	8
11	12 <u>10am Data Think Tank</u>	13 <u>9:30am Service Providers Network Meeting</u>	14 <u>10am SCC Clarity Office Hours</u>	15
18 <u>2pm SCC Looker Office Hours</u>	19	20	21 <u>2pm NOFO Committee Meeting</u>	22
25	26 <u>9am SCC CoC VI-SPDAT Training</u>	27 <u>10am Homebase TA Office Hours</u> <u>1pm DEW: ROI's & Managing Household Members</u>	28 <u>10am SCC Clarity Office Hours</u> <u>3pm Rapid Rehousing & Employment Initiatives Meeting</u> 2310 N First Street, San Jose CA LED Training Room (Charcot SCC Building)	29



UPLIFT UPDATES



UPLIFT Updates

We are still processing the last batch of passes

No more passes are available

Please do not submit any new UPLIFT requests

No more passes are available this quarter

If a client no longer needs their pass, we will contact you if your client is next on our waitlist

Next Quarter, Q2 Starts in September




UPLIFT@OSH.SCCGOV.ORG

HMIS NEWSLETTER



HMIS Newsletter



Welcome to the Santa Clara County
HMIS Newsletter!
July 2025

In this edition you'll find...

- Fun Poll: What's your preferred method of battling a Zombie Apocalypse?
- VI-SPDAT Changes: Are You Confused Yet?
- Beyond the Desk: How Agency Leads Can File a Grievance
- Report Spotlight – [STFF-103] Staff Active Caseload
- The Regular Rundown
 - 🌟 Upcoming DEW - Updating Client Profiles & Reports 🌟
 - Clients Assessed & Not on CHQ
 - Meetings/Upcoming Events
 - Bitfocus is Hiring!

General Email Version!



Home About Us Training TA/Agency Lead Info Resources Forms and Manuals Contact

July 2025 HMIS Newsletter

Contents

- ✓ [Fun Poll: What's your preferred method of battling a Zombie Apocalypse?](#)
- ✓ [VI-SPDAT Changes: Are You Confused Yet?](#)
- ✓ [Beyond the Desk: How Agency Leads Can File a Grievance](#)
- ✓ [Report Spotlight – \[STFF-103\] Staff Active Caseload](#)
- ✓ [Reminders from our Help Desk](#)
- ✓ [The Regular Rundown](#)
 - ✓ 🌟 Upcoming DEW - Updating Client Profiles & Reports 🌟
 - ✓ Clients Assessed & Not on CHQ
 - ✓ Meetings/Upcoming Events
 - ✓ Bitfocus is Hiring!

Check Out this Fun Poll:

[What's your preferred method of battling a Zombie Apocalypse?](#)



NEW! Webpage Version



A photograph of a beach at sunset. The sand is covered with numerous seashells of various shapes and colors, including white, orange, and grey. The background shows the ocean and a distant shoreline under a warm, orange-hued sky.

IN THE KNOW



SCC QUARTERLY COMPLIANCE CHECKLIST Q2 DUE



SCC QUARTERLY COMPLIANCE CHECKLIST - *Q2 Due*

SCC HMIS Quarterly Compliance Certification Checklist

Deadline
Thursday, July
31st, 2025 EOB

Staff will be
deactivated by
Friday, August
8th, 2025

Please **DO**
NOT submit the
Self Certification
Form

Please submit all
checklists to
[HERE!](#)

Quarterly
Security
Checklist Report:
How to Guide



TA/AGENCY LEAD GRIEVANCE FORM



TA/AGENCY LEAD GRIEVANCE FORM



HMIS Data Misuse & Breach Reporting Form

This form is used to report any data misuses or data breaches to the [Santa Clara County CoC](#).

1. An incident involving unsecured Personally Identifiable Information (PII), if that PII was, or is reasonably believed to have been accessed or acquired by an unauthorized person.
2. A suspected security incident, intrusion, or unauthorized access, use, or disclosure of PII in violation of signed agreements.
3. Data misuse refers to the use of information in ways it wasn't intended for. This can include using personal data for purposes other than those originally intended, often violating user agreements, corporate policies, or data privacy laws.

PII is any information about an individual which can be used to distinguish, trace, or identify their identity, including personal information like name, address, date of birth or social security number.

Please complete as much of this form as possible. Depending on the specific nature of the incident, we may contact you for further details.

Full Name of Technical Administrator/Agency Lead Reporting Incident *

Name of the Agency where incident took place *

Forms & Documents for Technical Administrators (TA)/Agency Leads

- ✓ [SCC HMIS Partner Agency Privacy and Data Sharing Agreement](#) Rev. 2.2025
- ✓ [Technical Administrator and Security Officer Agreement](#) version 10.21.2021
- ✓ [Electronic End User Agreement](#) version 01-29-2020
- ✓ [SCC HMIS Quarterly Compliance Certification Checklist](#) version 07.2021 *(DOC Version)*
- ✓ [SCC HMIS Quarterly Compliance – Self Certification](#)
- ✓ [Santa Clara County Agency Admin. Meeting Attendance Policy](#) Revised 01.2020
- ✓ [Santa Clara County CoC Continuous Data Quality Improvement Process](#) September 2015
- ✓ [HMIS Data Misuse & Breach Reporting Form](#) 8.2025



VI-SPDAT CHANGES CHECK-IN



VI-SPDAT – Family, Singles, & Youth!

Additional Field

Are there other adults (excluding the client) that are in this household?

Family VI-SPDAT

Use this version for households with at least 1 child under the age of 18.

One assessment per household - answer the questions for all members in the household.

Single VI-SPDAT

Use this version for **each adult aged 25 or older** with no children under age 18 in the household.

Youth VI-SPDAT

Use this version for transition age youth (age 18-24) & **provide an assessment for each additional Youth** in household



VI-SPDAT – Are You Confused Yet?

FAMILY

Do NOT administer separate assessments for these "Other Adults." The assessment itself now captures this information, so discontinue any previous workarounds that involved separate assessments for them.

SINGLE & YOUTH

If "Other Adults" are added, please have them complete their own separate assessment. This allows us to account for potential future changes in household composition, such as couples separating or living situations changing.

FUNDING SOURCES

Why They're Important



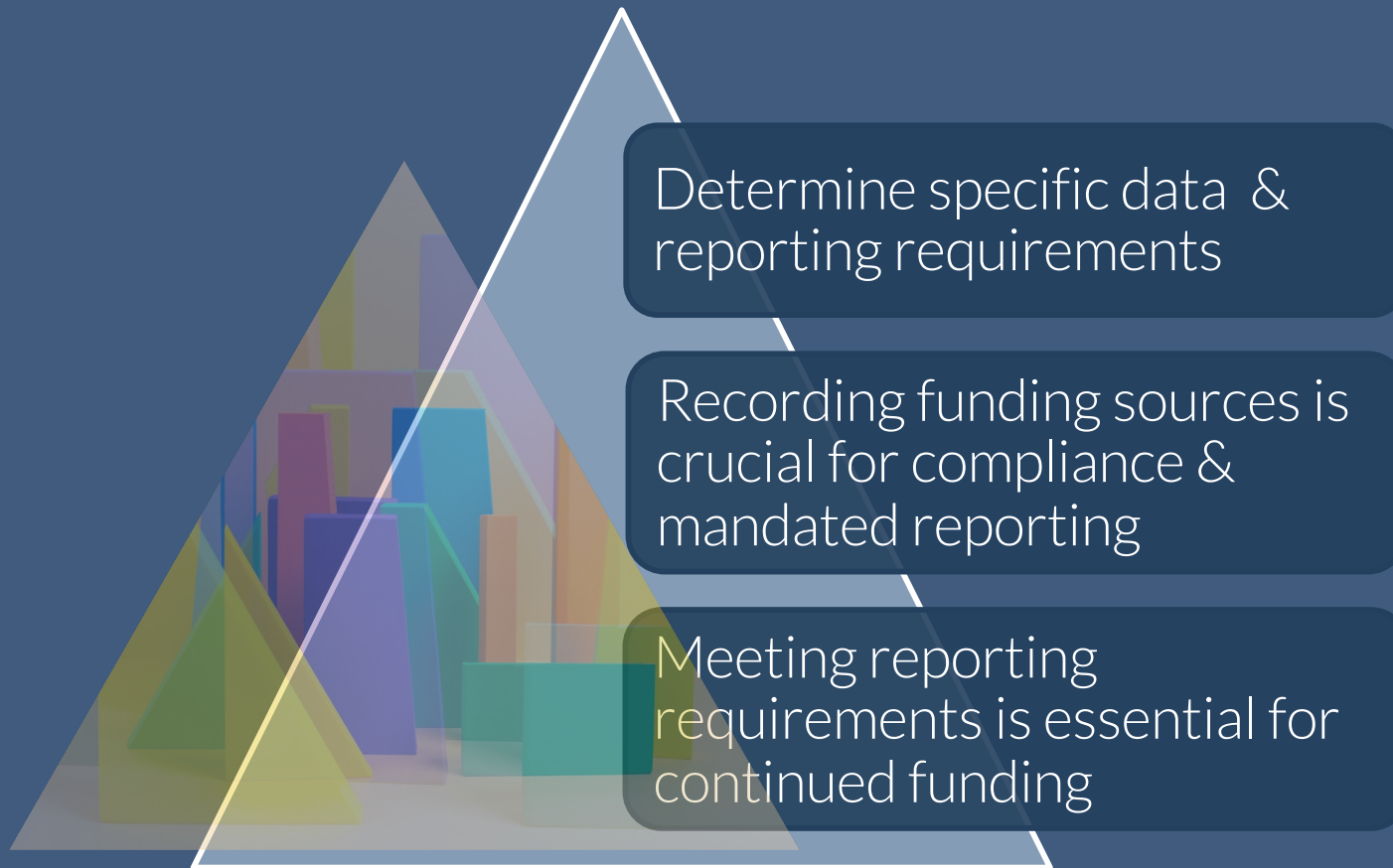
FUNDING SOURCES - *Why They're Important*



Entering funding sources into HMIS is crucial for several reasons, impacting both program effectiveness and funding continuity



FUNDING SOURCES – *Reporting & Compliance*



FUNDING SOURCES – *Data Accuracy & Collection*

- ✓ Different funding programs have varying definitions of homelessness and specific data collection requirements
- ✓ Selecting the correct funding source guides the data collection process, ensuring that accurate and relevant information is gathered for each program

Program Funding

Selecting the correct funding source is crucial—avoid defaulting to "Local or Other Funding Source" without confirmation, as it can impact reporting and compliance. If unsure, add a note in the comments section or consult your Grants or Contract Manager. Accurate setup from the start supports both program success and contract requirements.

Primary Federal Funding Source *

If no Federal Funding Source, select "N/A" or "Local or Other Funding Source" and fill in the text box below.

1. HUD:CoC – Homelessness Prevention (High Performing Comm. Only)

2. HUD:CoC – Permanent Supportive Housing

3. HUD:CoC – Rapid Re-Housing

4. HUD:CoC – Supportive Services Only

5. HUD:CoC – Transitional Housing



FUNDING SOURCES – *Program Planning & Evaluation*

Funding source data allows for the analysis of which programs are most effective in addressing homelessness

This information helps identify where resources are most impactful

The data is used to pinpoint service gaps, inform funding decisions, and adjust program priorities

By doing so, organizations can maximize the reach and effectiveness of each dollar spent



FUNDING SOURCES – *Performance Measurement*

Understanding the start and end dates of each funding source is essential for accurate performance measurement and reporting to HUD

Dates help determine which projects or activities should be included or excluded from grant-level or system-level performance reports

This ensures compliance with reporting requirements and provides an accurate representation of progress



REPORT SPOTLIGHT
[STFF-103] Staff Active
Caseload



REPORT SPOTLIGHT - [STFF-103] Staff Active Caseload

59 DAYS ACTIVE PROGRAM

Program Type: Group (2)

Program Start Date: 04/13/2021

Assigned Staff

Head of House

Program Group

Status Assessments (+)

No Statuses

Active

CHANGE ASSIGNED STAFF

Make Program Private

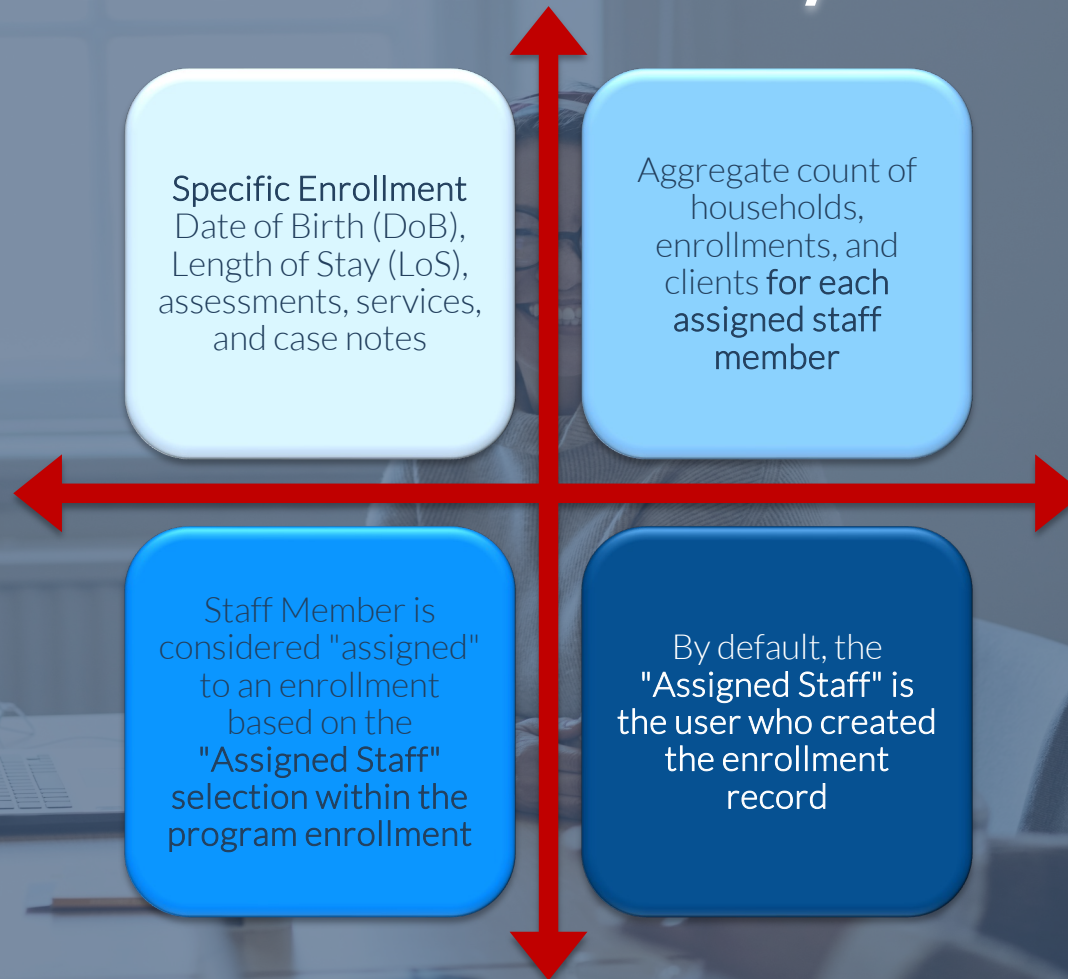
Staff/Name

SAVE CHANGES CANCEL

The report provides a detailed look at a user's current caseload.



REPORT SPOTLIGHT - *Specifications*



REPORT SPOTLIGHT – *Report Output*

Staff Active Caseload Report

Program(s): All

Staff Status(es): Active, Inactive, Locked

Staff: All

Assigned Staff: LastName, First Name

Client Name	Unique ID	Birth Date	Relationship to HoH	Start Date	LoS	Assessments	Services	Case Notes
Jade C Program - Project Type: Coordinated Entry								
Regina C	B6B6AAD3D	01/01/1975	Self	07/17/2024	336	1	0	0
Lupe C	237D65840		Self	07/22/2024	331	1	0	0
Priscilla C	16DD88320	01/01/2000	Self	07/22/2024	331	3	1	1
Jade C Program - Project Type: Other								
Priscilla C	16DD88320	01/01/2000	Self	12/11/2024	189	0	2	0
Amelia C	892B34FC4	01/01/1980	Self	05/30/2025	19	0	0	0
Jade C Program - Project Type: PH – Permanent Supportive Housing (disability required for entry)								
Priscilla C	D74711EAE	10/28/1987	Self	04/01/2022	1,174	3	0	0



Report Spotlight – *Report Output*

Staff Caseload Overview Table

Staff Caseload Overview								
Staff Name	# of Households	# of Enrollments	# of Clients		Staff Name	# of Households	# of Enrollments	# of Clients
John Doe	0	0	0		John Doe	0	0	0
Jessica Smith	14	16	14		Jessica Smith	0	0	0
John Doe	0	0	0		John Doe	0	0	0
John Doe	1	1	1					

1 / 1



Report Spotlight – *Report Output*

Assessments Drilldown Table

Staff Active Caseload Report

Assessments Drilldown

Loki, Angourion - B6B6AAD3D

Assigned Staff: Ernesto, James

Note: Program Assessments are currently toggled off within the Program Setup Screen.

Assessment Name	Assessment Date	Assessment Score
Assessment	07/17/2024	1

Total Assessments: 1

1 / 1



Report Spotlight – *Report Output*

Services Drilldown Table

Staff Active Caseload Report		16DD88320				
Services Drilldown		Assigned Staff:				
Service Category	Service Name: Service Item Name	Delivery Type	Start Date	End Date	Total Service Days	Expenses
Employment	Employment: Employment	Long Term	05/14/2025	05/14/2025	1	
						Total Services: 1

1 / 1



Report Spotlight – *Report Output*

Case Notes Drilldown Table

Staff Active Caseload Report		Client Name: Unique ID		
Case Notes Drilldown		Program Name:		
		Assigned Staff: Staff Name		
Title	Category	Date	Time Tracking	Case Note
test	Case Notes	05/14/2025		test
				Total Case Notes: 1



A photograph of a beach at sunset. The foreground is filled with various seashells on the sand. The background shows the ocean and a distant shoreline under a warm, orange-hued sky. The word "MEMOS" is overlaid in the center in a bold, dark blue font.

MEMOS



UPCOMING DEW
ROI'S & MANAGING HOUSEHOLD
MEMBERS



UPCOMING DEW *ROI'S & MANAGING HOUSEHOLD MEMBERS*

The August 27, 2025, workshop is for new and returning Clarity users who need to learn about or refresh their skills on two main topics

1. Updating a client's Release of Information (ROI)
2. Managing Household Members



The workshop will cover how to modify an existing ROI, and how to add or remove individuals from a household.



Breakout groups will be available for more in-depth learning on various topics!
No prior expertise required!



[Register Here!](#)

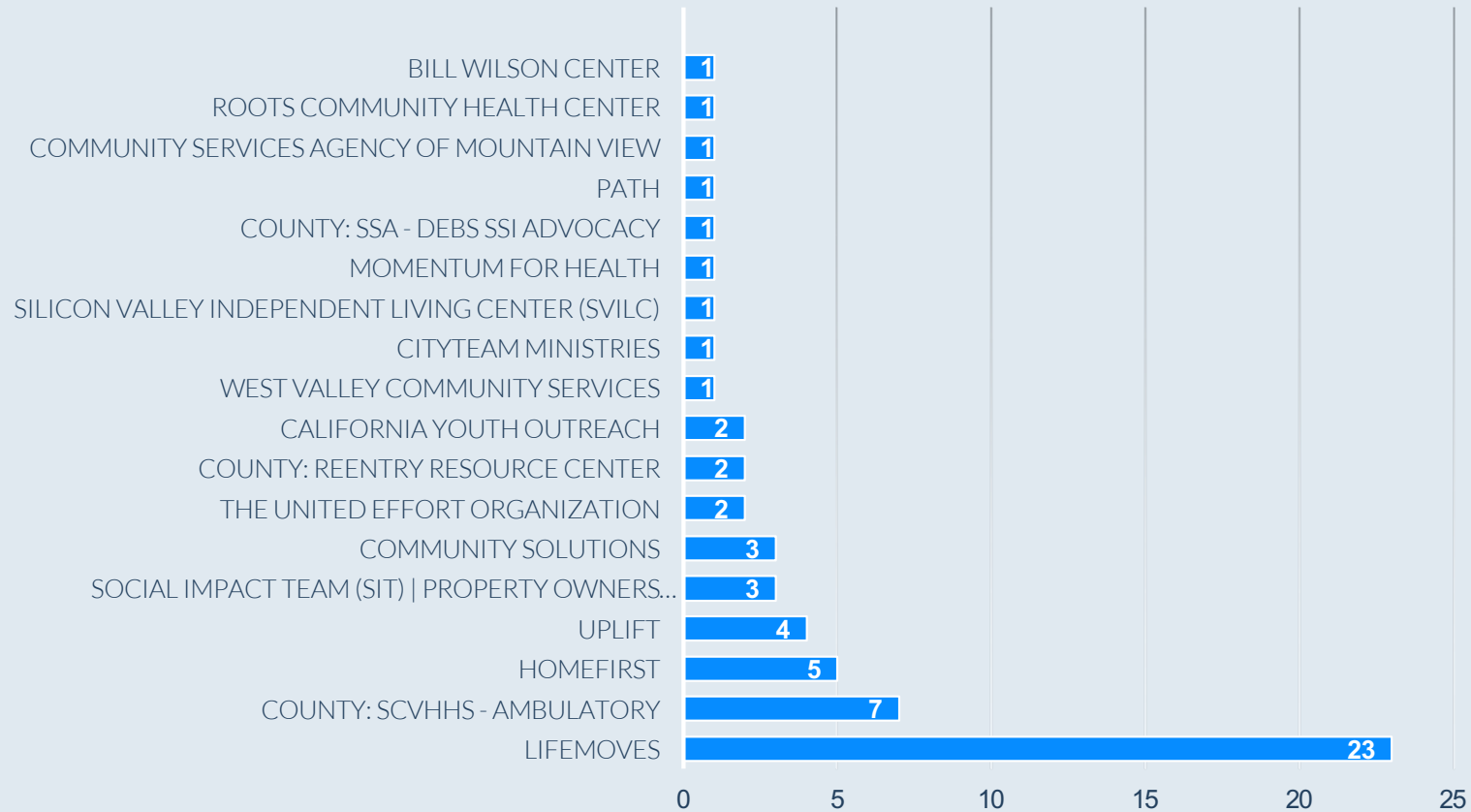


**RECENTLY ASSESSED & NOT ON
CHQ**



RECENTLY ASSESSED & NOT ON CHQ

Agency & Client Count



A photograph of a beach at sunset. The foreground is filled with various seashells and a dried, reddish-brown leaf. The background shows the ocean and a distant shoreline under a warm, orange-hued sky. The text "Q & A" is centered in the lower half of the image.

Q & A





**Next Month's Meeting
Thursday, September 4th!**

