

October 2025 TA/Agency Lead Minutes



MEETING OBJECTIVES

UPDATES

- CoC Updates
- UPIFT Updates
- HMIS Newsletter

IN THE KNOW

- 2026 Data Standards Changes
- VI-SPDAT Update
- Homeless Prevention Enrollment Update
- Federal Reporting - Upcoming LSA
- SCC HMIS Quarterly Compliance Checklist Due

MEMOS

- Not on CHQ
- Q & A Time
- Next Month's Meeting

UPDATES

CoC Membership Meeting

Date: 10/10/2025

Time: 10am-12pm

Discussion Items:

We will be sharing key updates about 2025 PIT Count findings, Community Plan to End Homelessness, Latino Health Assessment, CoC NOFO, and a Santa Clara County update.

2025 Point -In-Time Count

The 2025 Point-in-Time (PIT) Count report is now available at [Point-in-Time count | Office of Supportive Housing | County of Santa Clara](#).

The full report includes deep analysis on demographics and subpopulations, jurisdictional breakdowns, and survey results that help us see beyond the numbers and understand more about people experiencing homelessness in our community and the causes of their homelessness.

You will see on the link that you can [view the full report](#) and a PDF of the [four page executive summary](#)

A huge thank you to our community for your commitment to better serving our unhoused neighbors!

Upcoming Events

October 2025				
MON	TUES	WED	THURS	FRI
		1 2026 Data Standards Go LIVE!	2 Zoom Technical Administrator (TA)/Agency Lead Meeting	3
6	7	8 9-30am Service Providers Network Meeting	9 10am SCC County Office Hours	10
13 SF Closed - Observed Holiday - Indigenous Peoples Day	14 10am Data Think Tank	15	16 Zoom NOFO Committee Meeting	17
20	21	22 10am SCC TA Office Hours 9am SCC CoC VI-SPDAT Training	23 10am SCC County Office Hours 3pm Rental Behaviors & Enforcement Initiatives Meeting 2310 N First Street, San Jose CA LED Training Room (Charter SCC Building)	24
27 Zoom SCC Leader Office Hours	28	29 10am Homeless TA Office Hours	30	31

UPLIFT Updates

FY 26 Q2

76% of passes have been used

If your agency has exceeded its allocation limit:

We will be removing requests from agencies that have exceeded their allocation limit/notifying program coordinators.

Replacement badges can still be processed

The pooled-pass period will begin November

1st. Additional passes can be requested at this time if any are available.

HMIS Newsletter - New Look!

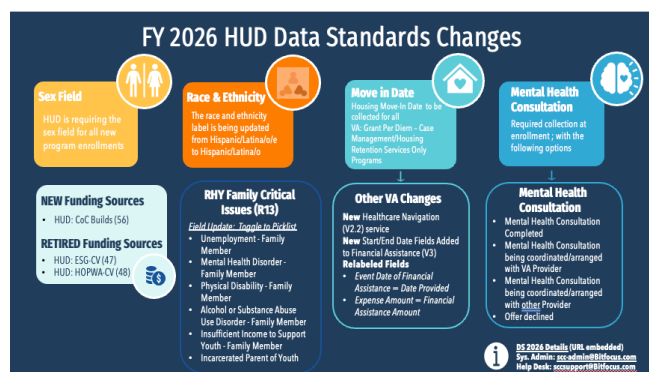


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IN THE KNOW

2026 Data Standards - Live 10/01/2025



VI-SPDAT UPDATE

Eligibility Criteria Housing & Wellness

A. HISTORY OF HOUSING & HOMELESSNESS

ELIGIBILITY CRITERIA FOR A VI-SPDAT BASED ON HISTORY OF HOUSING & HOMELESSNESS

- Ineligible if staying with family/friends ("couch surfing") for 7+ days
- Motel stays:
 - With a voucher → counts as Emergency Shelter (ES) - eligible
 - Paid by client/family/friends → **qualifies only if less than 7 days**
- Ineligible if in Transitional Housing, Hospital, or Treatment Facility for 90+ days
- If in custody and scheduled for release to homelessness within 14 days, complete a JD-VI-SPDAT assessment instead

The updated **Paper Forms** reflecting these changes are now available on the **SCC HMIS Website**.

Where do you sleep most frequently?

Other (Where do you sleep most frequently?)

How long has it been since you lived in permanent stable housing?

In the last three years, how many times have you been homeless?

B. RISKS

In the past six months, received health care at an emergency department/room?

Other

Select

- RV (Recreational Vehicle)
- Trailer/Camper/Van
- Hospital or Treatment Facility (less than 90 days)
- Hotel or Motel (paid by client for less than 7 days)
- Other (not listed)
- Client doesn't know
- Client prefers not to answer
- Data not collected

Please ensure the respondent is eligible for an assessment based on their homeless location

Shelters, Outdoors, and Car (includes trailer/camper/van) are places not meant for human habitation/ Homeless

Couch Surfing: Staying indoors with friends or family less than 7 days

Transitional Housing, Hospital, or Treatment Facility: Less than 90 days and homeless prior

Currently in custody in Jail or Prison; scheduled for release to homelessness within 14 days "should" complete JD-VI-SPDAT

Motel: Paid with voucher: qualifies as Emergency Shelter
Paid by client or friend/family: only qualifies if less than 7 days

HOMELESS PREVENTION

[HPS-DH] & [HPS-OSH] ENROLLMENT UPDATE MEMOS

Additional Field Added to capture **"How long have you been at your current residence?"**

ADDITIONAL HOMELESS PREVENTION INFORMATION

How long have you been at your current residence?

What is your current monthly rent?

How many times have you been evicted in the last 7 years (only include evictions that went through the court/legal system)?

Has a recent rent increase contributed significantly to your risk of homelessness?

What was your monthly gross income three months ago?

Select

- 1 calendar month or less
- 2-3 months
- 4-5 months
- 6-8 months
- 9-11 months
- 12-18 months
- 19-24 months
- 24+ months

FEDERAL REPORTING - UPCOMING LSA LONGITUDINAL SYSTEMS ANALYSIS (LSA)

- This is an annual report submitted to HUD
- It's a complex analysis of key projects within the Continuum of Care (CoC) system, using data from the Homelessness Management Information System (HMIS)
- The LSA replaced the Annual Homeless Assessment Report (AHAR) in 2018

What Can You Do?

[HUDX-225] HMIS Data Quality

Run the [HUDX-225] HMIS Data Quality Report (found in the Clarity Human Services Report Library) for 10/1/24 to 9/30/25.

Fix all data errors, prioritizing any that show an error rate over 5%.

For more details, see the Help Center article.

[GNRL-106] Program Roster

- This report is under Program Based Reports and make sure household groups are correct (households are separated by bold lines. Clients not separated by lines are grouped together in a household).
- If clients are grouped together incorrectly, contact the Helpdesk to get them corrected. Some measures only count

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heads of household, so it's important that households be configured correctly! Check out our Help Center article:

[\[GNRL-106\] Program Roster](#)

[\[GNRL-220\] Program Details Report](#)

- **DATES:** Ensure accurate birth dates for proper demographic counts. The Housing Move-in Date must fall within the client's project start and exit dates.
- **INCOME/BENEFITS:** Update these fields before a client exits, as they are a key performance measure for communities.
- **COMPLETENESS:** Avoid using "Client doesn't know," "Prefers not to answer," or "Data not collected" for fields like Living Situation and Exit Destination. These elements are crucial for measuring entries from and returns to homelessness.
- **BED/UTILIZATION RATES:** Verify that the number of beds and units is accurate year-round. Utilization rates should be between 90-105%. For "Night-by-night" shelters, resolve any missing exits or abandoned enrollments.

SCC HMIS QUARTERLY COMPLIANCE CHECKLIST

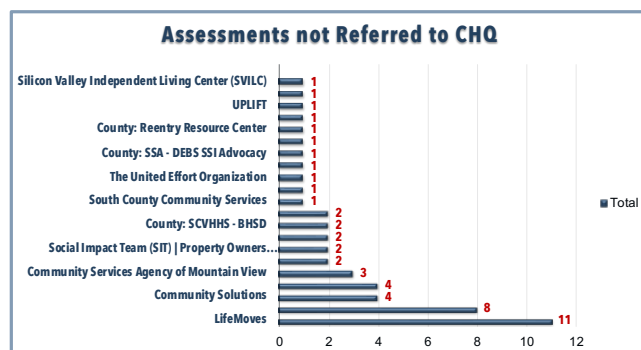
Process

- 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
- Include all NEW HMIS users at your agency for this quarter

Certification Deadline - Friday, October 31

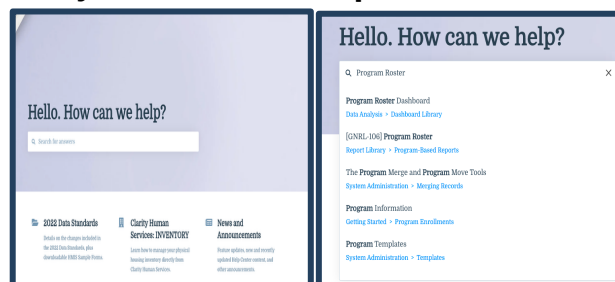
- [SCC HMIS Quarterly Compliance Certification Checklist](#)
- [\(DOC Version\)](#)

RECENTLY ASSESSED & NOT ON CHQ

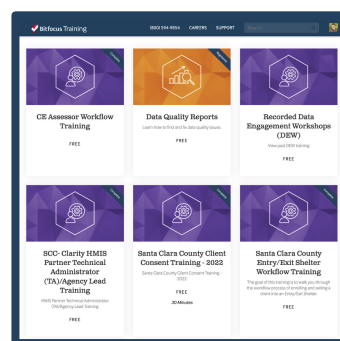


Resources

Clarity Human Services Help Center



Link to page embedded in image!



Link to page embedded in image!

- Multiple Training Opportunities and Refreshers
- Select the training you want to watch
- Don't have enough time to watch it all - pick up next time where you left off

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Office Hours

Where Are Office Hours Held? Office Hours are conducted from the comfort of your own office! Each Office Hours session is hosted online by your Santa Clara County Clarity System Administration team. You can connect using your computer (recommended so that you can see demos and post questions).

Looker Office Hours

When: Every other Monday of the month Time: 2:00pm-3:00pm

[Zoom \(click here to access\)](#)

Clarity (HMIS) Office Hours

When: Every other Thursday from 10:00am-11:30am

[Zoom \(click here to access\)](#)

Using the Help Desk

When requesting the following please be sure and contact the Help Desk:

1. End User Access
2. Update a user's access after completion of the VI-SPDAT required training
3. Verifying an end user has completed required training
4. Access to the SCC HMIS Training Instance/Sandbox
5. General Assistance with reporting

How To Contact the Help Desk

sccsupport@bitfocus.com

Or

(408) 596.5866 Ext. 2

SCC Virtual Suggestion Box

We value your opinion and insight. Please share with us your suggestions by using our new SCC Virtual Suggestion Box. You can access it by using the link above or directly

from the [HMIS Support](#) page under the CONTACT tab and scrolling to the Virtual Suggestion Box option.



Have ideas about an enhancement and/or addition to HMIS?

Have any general questions you'd like to ask?

Let us know! Drop it in the box!

Next Agency Admin Meeting

Meeting Location: [Zoom Link](#)

When: **Thursday, November 6, 2025**

Time: 2:00pm – 3:30pm

Dates and locations for 2025 meetings are listed on the OSH website:

[CoC Events Calendar - Supportive Housing - County of Santa Clara](#)

Bitfocus Contact Information

Support Team: sccsupport@bitfocus.com

Bitfocus System Administration Team: scc-admin@bitfocus.com

Your Sys. Admin. Team:



Bryanna Corsbie

bryannac@bitfocus.com

Senior Project Admin, Santa Clara County
San Jose, CA
800.594.9854

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Lesly Soto Bright

leslys@bitfocus.com

Senior Project Admin, SCC

South Bay, CA

888.866.1533 x256

List of Participants

If you attended the meeting but are not listed, please let us know.

Agency Name	Agency Rep.
Amigos de Guadalupe	Aurora Olivares
Bible Way / Destiny	Aretha Cromwell
Bill Wilson Center	Sujata Panda
Carry the Vision (CTV)	Renee Ridgway
Catholic Charities	Jesse Aguirre
City of Morgan Hill	Brian Malicdem
City of San Jose	My Nguyen
City of San Jose	Nathaniel Montgomery
CityTeam Ministries	Christopher Chamberlain
Community Solutions	Lindsay Mullins
County of Santa Clara: SCVHHS – Public Health	Alan Garate
County: OSH	Fang Zhu
County: OSH	Juan Hernandez
County: OSH	Taylor David
County: SCVHHS - Ambulatory	Rebecca Siqueiros
County: SCVHHS - BHSD	Jeremy Golden
County: SSA - DEBS General Assistance	Angelica Garay
County: SSA - DEBS General Assistance	Stacy Diaz
Emergency Rental Assistance (ERA)	Paulina Soto

Family and Children Services	My Nguyen
Family Supportive Housing	Alex Le
Gardner Health Services	Jovani Quinones
Goodwill of Silicon Valley	Micheal Baca
HomeFirst	Teresa Moore
Housing Choices Coalition	Nooria Alam
Institute on Aging	Christina Strine
International Children Assistance Network (ICAN)	Kit Nguyen
JobTrain	Brodie Storey
JobTrain	Syed Ali
LifeMoves	Carmen Kapanga
LifeMoves	Juan Hernandez
Move Mountain View	Avir Kishan
Move Mountain View	Jay Singh
Move Mountain View	Kevin Ashline
Nation's Finest	Kim Decker
PATH	Aiko Yep
Pathway Society	Rita Anzualda
Roots Community Health Center	Shamese Smalling
Sacred Heart Community Service	Paulina Soto (deleted)
Salvation Army	Owen Persons
San Jose State University Research Foundation (SJSU)	Jesse Mejia
Santa Clara County Office of Education (SCCOE)	Emiko Taylor
School Health Clinics of Santa Clara County	Rose Anne Pierre
Social Impact Team (SIT) Property Owners Downtown Association	Chris Kendrix

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Social Impact Team (SIT) Property Owners Downtown Association	Debra Rossi
South County Community Services	Jose Macias
South County Community Services	Silvia Jimenez
St. Andrew's Residential Programs for Youth (STAR)	Vicky Taylor
Stanford Health Care - Department of Social Work and Case Management	Priscilla Q3Checklist Lopez
Starlight Community Services	Kutlo Rasetswane
Sunnyvale Community Services	Catherine Farry
Telecare Corporation	Christian Castellon
The United Effort Organization	Carolyn Stratton
VAPAHCS	Maria Magallanes