

November 2025 TA/Agency Lead Minutes



MEETING OBJECTIVES

UPDATES

- CoC Updates
- UPIFT Updates
- HMIS Newsletter

IN THE KNOW

- Federal Reporting – What’s Next
- MyConnectSV Updates
- SCC HMIS Quarterly Compliance Certification Checklist – DUE
- Upcoming DEW – *The Datastrophes: From Messy to Manageable*

MEMOS

- Client Deceased Toggle
- CE Programs Only & DA Tab
- Recently Assessed & Not on CHQ
- Holiday Schedule
- Q & A
- Next Month’s Meeting

UPDATES

SAVE THE DATE

- **CoC Membership Meeting**
- **WHEN: December 2, 1-3pm!**
- **DISCUSSION:** The meeting agenda will include reviewing and voting on any proposed changes to the [CoC Governance Charter](#), as well as updates on the 2025 CoC NOFO, Community Plan to End Homelessness, and MyConnectSV.

A more detailed agenda will be sent out closer to the meeting date.

[REGISTER HERE!](#)

Upcoming Events

November 2025				
MON	TUES	WED	THURS	FRI
3	4 10am SCC CoC CalWORKS Training	5	6 10am SCC Clarify Office Hours 2pm HMIS Technical Administrator (TA)/Agency Lead Meeting	7
10 2pm SCC Looker Office Hours	11 10-11am Health Fair VETERANS DAY BF CLOSED	12 9-10am Service Providers Network Meeting For the zoom meeting details, please contact the SPH Co-Chair at: jane@hhs.sccgov.org	13 1pm Coordinated Entry Work Group	14
17	18	19 9am SCC CoC VI-SPDAT Training 150 W Tasman Dr. San Jose, CA 95134 USA	20 10am SCC Clarify Office Hours 2pm NOFO Committee Meeting	21
24 2pm SCC Looker Office Hours	25	26 10am SCC TA Office Hours	27 Thanksgiving Holiday Bifocus Closed	28

UPLIFT Updates

No more passes are available for the October-December quarter

- The last remaining passes are currently being processed.
- Providers will be notified next week if their request could not be processed.

*****Please do not submit anymore requests on HMIS*****

Reminders

If a client no longer needs their pass & the sticker is still unused: please notify us so we can reassign the sticker to another client in need

If a replacement badge is needed, make a request for a **“Badge Only”** on HMIS **AND** notify UPLIFT@hhs.sccgov.org

Office of Supportive Housing will be closed on 11/11 for County Holiday

Pass pickup will be unavailable and resume on 11/12.

Questions? Email UPLIFT@osh.sccgov.org

November 2025 TA/Agency Lead Minutes



HMIS Newsletter - New Look!



Table of Contents

- Announcements
- 2026 HUD Data Standards
- Federal Reporting – Upcoming LSA
- Clients Assessed & Not on the CHO
- Report Spotlight: [GNRL-106] Program Roster
- Upcoming events
- Bitfocus is hiring

IN THE KNOW

Federal Reporting – What's Next

10/01/2024 – 09/30/2025

- Reporting Timeline

11/10/2025

- LSA Data Collection Opens

November to December

- Data Cleaning & Review

Mid January

- Submission Deadline

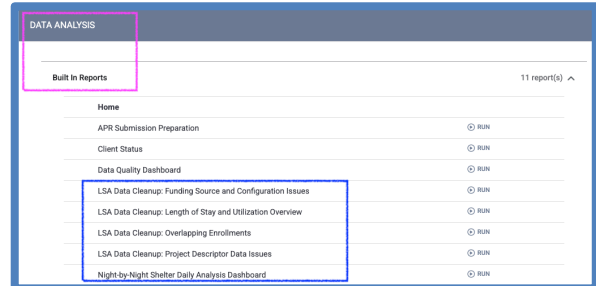
Please respond to any communications you receive regarding Data Quality as soon as possible

Be sure to run the following reports to assist you in the Data Quality process

- [\[HUDX-225\] HMIS Data Quality Report](#)
- [\[GNRL-106\] Program Roster](#)
- [\[GNRL-220\] Program Details Report](#)

If you have questions, please be sure and attend the HMIS Office Hours that occur every other Thursday from 10am-11:30am

Data Analysis Clean-up Reports



LSA Data Cleanup: Funding Source and Configuration Issues

This dashboard will show potential issues with funding sources set-up for a program, but may also show data quality errors associated with other program configuration issues such as BUI and program start/end dates

A. Funding Source and Bed Inventory Issues								
A. i) GPD and SSVF Projects with No Active Grants During the Reporting Period								
Program Cat	Agency Name	Program Name	Project Type	Program Active?	Operating Start Date	Operating End Date	Count of Active Grants During the Reporting Period	
1	CA-500	Abode Services	ECOP Housing Maintenance (HIS-Project Welcome Home	PH - Permanent Supportive Housing (Stability required for entry)	Inactive	2000-01-01	2000-01-01	0
2	CA-500	BE Wilson Center	Jackson House	Transitional Housing	Inactive	2000-01-01	2024-11-15	0
3	CA-500	BE Wilson Center	SafetyNet Shelter (SHAF)	Emergency Shelter - Entry Exit	Inactive	2021-01-01	2024-10-31	0
4	CA-500	CityTeam Ministries	CityTeam Connect - Non Participating	Emergency Shelter - Night-by-Night	Active	2024-09-01		0

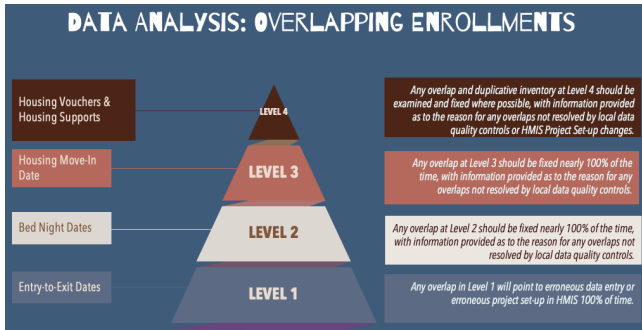
LSA Data Cleanup: Length of Stay and Utilization Overview

This dashboard will identify programs that have utilization issues based on BUI set-up – this is related to low (less than 60%) or high utilization (more than 105%)

A. Length of Stay								
A. i) Entry Exit Emergency Shelters Length of Stay								
Program Cat	Agency Name	Program Name	Project Type	Program Active?	Operating Start Date	Operating End Date	Clients Enrolled During the Reporting Period	Average Days in Project
1	CA-500	Abode Services	Abode - BEHD Emergency Shelter	Emergency Shelter - Entry Exit	Active	2023-09-02	15	50.3
2	CA-500	Abode Services	Bella Vista Abode	Emergency Shelter - Entry Exit	Active	2024-01-01	147	120.4
3	CA-500	Abode Services	BEHD Casa De Novo Interim (H)	Emergency Shelter - Entry Exit	Active	2023-03-01	23	190.8
4	CA-500	Abode Services	Casa De Novo Interim (H)	Emergency Shelter - Entry Exit	Active	2023-07-01	8	42.9

B. Utilization								
B. i) Entry Exit Emergency Shelter, Transitional Housing, and Safe Haven Program Utilization Over the Reporting Period								
Program Cat	Agency Name	Program Name	Project Type	Program Active?	Operating Start Date	Operating End Date	Utilization Rate	Notes About Utilization
1	CA-500	Abode Services	Abode - BEHD Emergency Shelter	Emergency Shelter - Entry Exit	Active	2023-09-02	15	50.3
2	CA-500	Abode Services	Bella Vista Abode	Emergency Shelter - Entry Exit	Active	2024-01-01	147	120.4
3	CA-500	Abode Services	BEHD Casa De Novo Interim (H)	Emergency Shelter - Entry Exit	Active	2023-03-01	23	190.8
4	CA-500	Abode Services	Casa De Novo Interim (H)	Emergency Shelter - Entry Exit	Active	2023-07-01	8	42.9
5	CA-500	Abode Services	Abode - BEHD Emergency Shelter	Emergency Shelter - Entry Exit	Active	2023-09-02	15	50.3
6	CA-500	Abode Services	Abode - BEHD Emergency Shelter	Emergency Shelter - Entry Exit	Active	2023-09-02	15	50.3
7	CA-500	Abode Services	Abode - BEHD Emergency Shelter	Emergency Shelter - Entry Exit	Active	2023-09-02	15	50.3
8	CA-500	Abode Services	Abode - BEHD Emergency Shelter	Emergency Shelter - Entry Exit	Active	2023-09-02	15	50.3
9	CA-500	Abode Services	Abode - BEHD Emergency Shelter	Emergency Shelter - Entry Exit	Active	2023-09-02	15	50.3
10	CA-500	Abode Services	Abode - BEHD Emergency Shelter	Emergency Shelter - Entry Exit	Active	2023-09-02	15	50.3

November 2025 TA/Agency Lead Minutes



LSA Data Cleanup: Overlapping Enrollments

This dashboard enables users to review overlapping residential enrollments and overlapping bed nights for data quality clean-up initiatives and general review.

LSA Data Cleanup: Overlapping Enrollments

Entry Exit || Entry Exit Overlaps

Overlapping Enrollments in Entry Exit Project Types (ES-EE, PH, RRH, SH, & TH) Ⓢ

Overlapping Program - ID	Overlapping Agency - Name	Overlapping Project - Name	Overlapping Project - ID	Overlapping Project - Start Date	Overlapping Project - End Date	Overlapping Project - Status	Overlapping Project - Type	Overlapping Project - Subtype	Overlapping Project - Location	Overlapping Project - Address	Overlapping Project - City	Overlapping Project - State	Overlapping Project - Zip	Overlapping Project - Phone	Overlapping Project - Email	Overlapping Project - Website	Overlapping Project - Notes
3	CA-500	Santa Clara County Housing Authority (SCCHA)	PH-1	2018-03-27	2018-03-27	Active	PH-1	RRH	RRH	RRH	RRH	RRH	RRH	RRH	RRH	RRH	RRH
4	CA-500	Santa Clara County Housing Authority (SCCHA)	PH-1	2018-03-27	2018-03-27	Active	PH-1	RRH	RRH	RRH	RRH	RRH	RRH	RRH	RRH	RRH	RRH

Overlapping Enrollments Level 1

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 (w/in report dates)	Any overlap by any number of days is physically impossible
Safe Haven (1) start-to-end date range (w/in report dates)	Safe Haven (2) start-to-end date range (w/in report dates)	Any overlap by any number of days is physically impossible
Safe Haven 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
Transitional Housing (1) start-to-end date range (w/in report dates)	Transitional Housing (2) start-to-end date range (w/in report dates)	Any overlap by any number of days is physically impossible

Overlapping Enrollments Level 2

Inventory/Enrollment #1	Inventory/Enrollment #2	DQ Analysis Issue
Emergency Shelter 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.
Emergency Shelter (1) Bed Night (w/in report dates)	Emergency Shelter (2) Bed Night (w/in report dates)	A bed night recorded in two different Emergency Shelter nbn projects on the same date for the same household is physically impossible and should be resolved 100% of the time
Emergency Shelter Bed Night (w/in report dates)	Safe Haven start-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 Bed Night (w/in report dates)	Transitional Housing start-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.

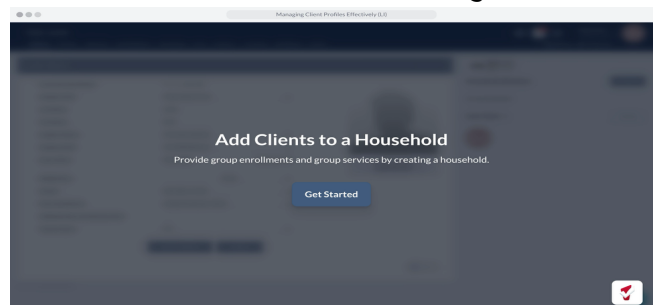
Overlapping Enrollments Level 3

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 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.

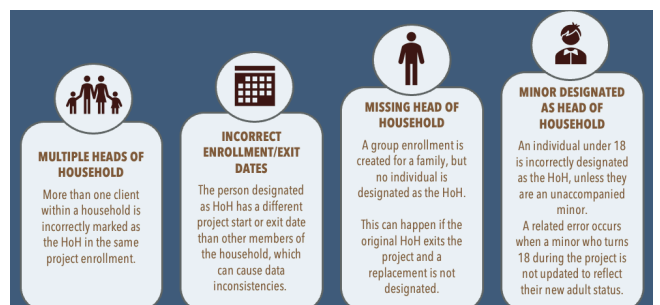
Overlapping Enrollments Level 4

Inventory/Enrollment #1	Inventory/Enrollment #2	DQ Analysis Issue
*PSH (1) Housing Move-In Date-to-end date range (w/in report dates)	PSH (2) Housing Move-In Date-to-end date range (w/in report dates)	Any overlap by any number of days is physically impossible
*PSH (1) Entry date-to-end date range (w/in report dates)	PSH (1) Entry date-to-end date range (w/in report dates)	Any overlap by any number of days is physically impossible
*RRH (1) Entry date-to-end date range (w/in report dates)	RRH (1) Entry Date-to-end date range (w/in report dates)	Any overlap by any number of days is physically impossible
RRH, PH-Housing Only, PH-Housing with Services Housing Move-In Date-to-end date range (w/in report dates)	PSH Housing Move-In Date-to-end date range (w/in report dates)	*See supplemental funding source breakdown below
*RRH, PH-Housing Only, PH-Housing with Services (1) Housing Move-In Date-to-end date range (w/in report dates)	RRH, PH-Housing Only, PH-Housing with Services (2) Housing Move-In Date-to-end date range (w/in report dates)	*See supplemental funding source breakdown below

How Do I Create a Household and Manage Members?



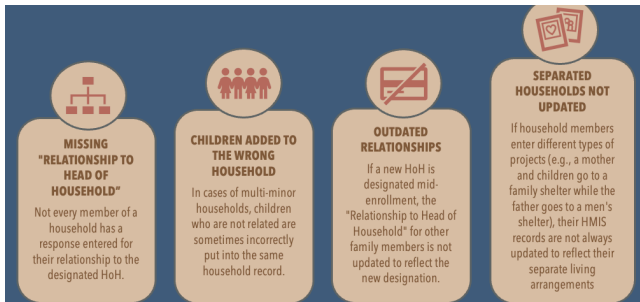
LSA HoH Common Error





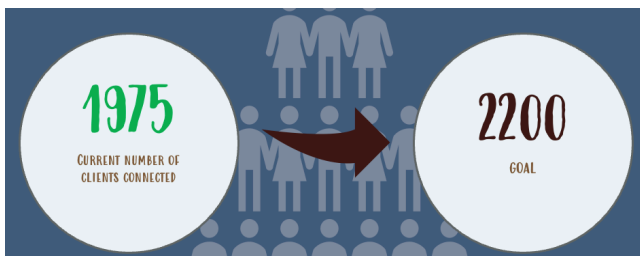
November 2025 TA/Agency Lead Minutes

LSA HoH Common Error



MyConnectSV - Updates

LET'S GET CLIENTS CONNECTED TO MCSV!



Agencies and Number of End Users

Agency Name	Users - Oct 2025
HomeFirst	33
Community Solutions	23
PATH	18
County: OSH	17
The United Effort Organization	15
LifeMoves	10
Abode Services	10
South County Community Services	9
City of San Jose	8
Bill Wilson Center	5
Amigos de Guadalupe	5
Family Supportive Housing	5
California Youth Outreach	4
Mission Possible	4
County: SCVHHS - BHSD	4
Downtown Streets Team	3
St. Andrew's Residential Programs for Youth	3

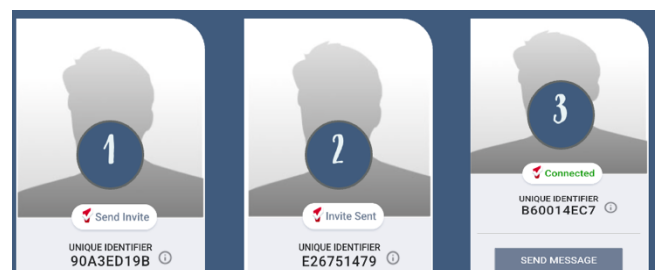
Goodwill of Silicon Valley	3
Bible Way / Destiny	3
Carry the Vision (CTV)	2
County: Reentry Resource Center	2
Destination: Home	2
Move Mountain View	2
New Directions - Peninsula Healthcare Conn	2
Sunnyvale Community Services	2
County: SSA - DEBS General Assistance	2
Community Hotline	1
County of Santa Clara: SCVHHS - Public Hea	1
County: SCVHHS - Ambulatory	1
Catholic Charities	1
Pathway Society	1
Razing the Bar	1
Roots Community Health Center	1
Sacred Heart Community Service	1
Silicon Valley Independent Living Center (SVI	1
Superior Court of CA, County of Santa Clara	1

How to connect clients...

No matter where participants are in their housing journey, MyConnectSV can help!

1. If you already have access to HMIS in SCC, all you need to do is complete a quick training and confirm your completion with the [Bitfocus Help Desk](#).
2. Then, you're ready to leverage MyConnectSV as you provide excellent care for service participants!

START YOUR MYCONNECTSV TRAINING!



November 2025 TA/Agency Lead Minutes



SCC HMIS QUARTERLY COMPLIANCE CHECKLIST

DEADLINE: Thursday, October 31st EOB

[Details HERE!](#)

NON-SUMISSION

Staff not certified will be made inactive

*Once submitted staff can contact the Help Desk
(sccsupport@bitfocus.com) to be reinstated*

Upcoming DEW - The Datastrophes From Messy to Manageable

DATE: 1 PM 11/19/2025

Are you spending too much time manually correcting data errors? Join this essential workshop focused on helping you maintain clean, reliable data in Clarity!

This session will teach staff how to efficiently monitor data quality and implement practical steps to fix data errors as they appear in Clarity. We'll show you how to leverage the system's tools to ensure your reporting is accurate.

WHO SHOULD ATTEND?

All Clarity users are welcome, but this training is a must for those actively involved in data integrity.

This includes

- Contract Monitors
- Program Managers
- End-Users responsible for data quality reconciliation
- **WHAT YOU'LL LEARN - MONITORING DATA QUALITY**
- Stop guessing and start analyzing! Are you unsure which reports are available for tracking and analyzing data quality in Clarity?
- We'll provide a detailed, hands-on review of the available data monitoring reports so you know exactly where to look and what to do next.

REGISTER HERE!

MEMOS

Client Deceased Toggle

CE Programs & DA Tab

CE Agencies ONLY - [CE] Agency Name] TA/Agency Leads will no longer have access to the DA Tab in HMIS.

Instead, a report will be provided to you if it necessitates the access.

For example, for the Security Checklist, it will be provided to you. *This is due to a change in SCC OSH policy as it pertains to End User access and the DA Tab.*

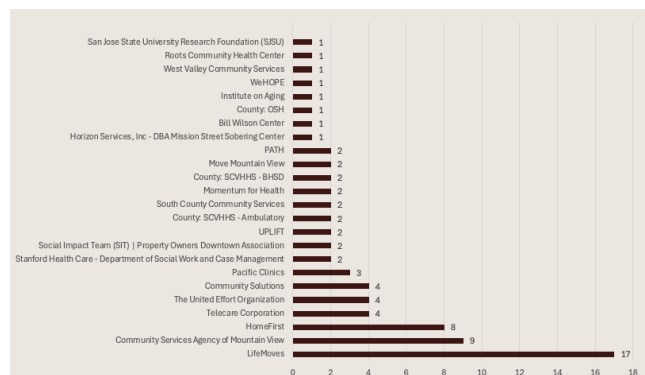


November 2025 TA/Agency Lead Minutes

CE Programs & DA Tab - Agencies Impacted

AACI
Carry the Vision (CTV)
City of Morgan Hill
Escuela Popular
Family and Children Services
Gardner Health Services
Institute on Aging
Jewish Family Services of Silicon Valley
Law Foundation of Silicon Valley
Midtown Family Services
Mission Possible (a.k.a. Maranatha)
Roots Community Health Center
San Jose State University Research Foundation
Santa Clara Office of Education (SCOE)
School Health Clinics of Santa Clara County
Superior Court of CA, County of Santa Clara
Telecare Corporation
TRUST (Trusted Response Urgent Support Team)
Ujima Adult and Family Services

RECENTLY ASSESSED & NOT ON CHO



HOLIDAY SCHEDULE

Bitfocus Observed Holiday

Veterans Day, Tuesday, November 11th, 2025

Thanksgiving Day, Thursday, November 27th, 2025

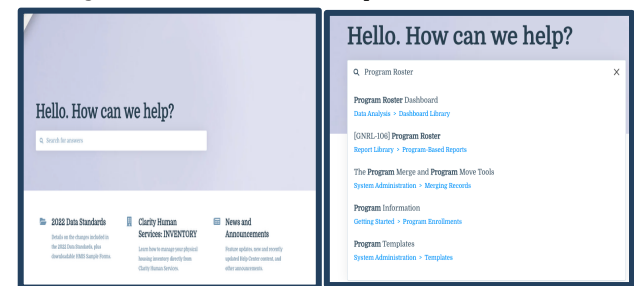
& Friday, November 28th, 2025

HELP DESK

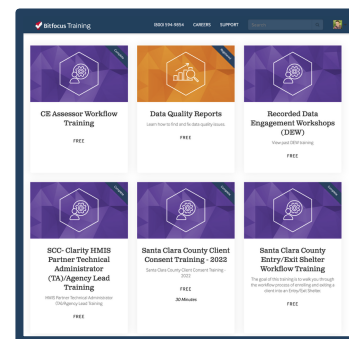
- Skeleton Crew
- Limited Availability via Email
- Please submit requests, but be patient

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

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

November 2025 TA/Agency Lead Minutes



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

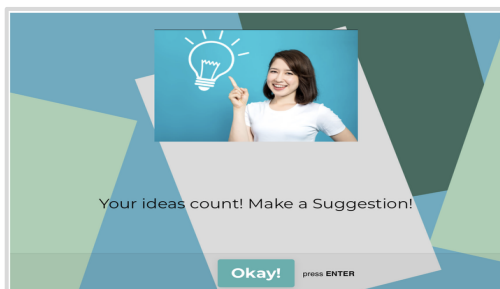
sccsupport@bitfocus.com

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, December 4, 2025**

Time: 2:00pm – 3:30pm

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

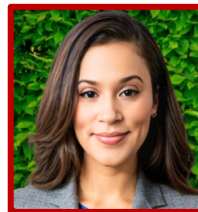
[CoC Events Calendar - Supportive Housing - County of Santa Clara](#)

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



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	Representative
Agency Name	Full Name
Abode Services	Aida Tesfai
Amigos de Guadalupe	Aurora Olivares
Bible Way / Destiny	Aretha Cromwell
Bill Wilson Center	Laura Foster

November 2025 TA/Agency Lead Minutes



Bill Wilson Center	Randi Rosen	
Bill Wilson Center	Sujata Panda	
California Youth Outreach	Anthony Ortiz Jr.	
California Youth Outreach	Julian Delgadillo	
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 Services Agency of Mountain View	Amy Kaiser	
Community Solutions	Lindsay Mullins	
ConXion to Community	Caroline Mireles-Sailor	
County: OSH	Fang Zhu	
County: OSH	Leila Qureishi	
County: SCVHHS - Ambulatory	Andrea Medellin	
County: SCVHHS - Ambulatory	Rebecca Siqueiros	
County: SCVHHS - Ambulatory	Sia Bandabaila	
County: SCVHHS - BHSD	Jeremy Golden	
County: SCVHHS - BHSD	Kalie Brewster	
County: SSA - DEBS General Assistance	Angelica Garay	
Family and Children Services	My Nguyen	
Family Supportive Housing	Alex Le	
HomeFirst	Alisha Parret	
Institute on Aging	Christina Strine	
Jewish Family Services of Silicone Valley	Chemy Kasampula	
LifeMoves	Carmen Kapanga	
Nation's Finest	Kim Decker	
New Directions - Peninsula Healthcare Connection	Meyerlyn Sanchez	

North East Medical Services (NEMS)	Candido Anicete
Pathway Society	Rita Anzualda
Razing the Bar	Molly Orsburn
Roots Community Health Center	Shamese Smalling
Sacred Heart Community Service	Paulina Soto
Sacred Heart Community Service	Paulina Soto (deleted)
San Jose State University Research Foundation (SJSU)	Jesse Mejia
Santa Clara County Office of Education (SCCOE)	Alexander Klein
School Health Clinics of Santa Clara County	Jazmin Dominguez
School Health Clinics of Santa Clara County	Rose Anne Pierre
Silicon Valley Independent Living Center (SVILC)	Ashlee Perez
Social Impact Team (SIT) Property Owners Downtown Association	Chris Kendrix
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
Starlight Community Services	Kutlo Rasetshwane
Sunnyvale Community Services	Catherine Farry
The United Effort Organization	Carolyn Stratton

November 2025 TA/Agency Lead Minutes



VAPAHCS	Maria Magallanes
WeHOPE	Anita Blount