

SCC Technical Admin. (TA) Agency Lead Meeting Thursday, November 5, 2026

Bitfocus

Getting to Know You...

What is the best thing you watched or read recently?



Discussion Topics

UPDATES

- CoC Updates
- *Conflict of Interest*
- 2027 PIT Count: Volunteers Needed!
- UPLIFT Updates
- HMIS Newsletter

IN THE KNOW

- VI-SPDAT Assessment Change
- 2026 User Satisfaction Survey
- LSA Updates!
- WRA – *Retired!*

MEMOS

- SCC HMIS Quarterly Compliance Checklist DUE!
- Recently Assessed & Not on CHQ
- Q & A Time
- Next Month's Meeting


UPDATES

COC UPDATES



CoC Updates

CoC Membership meeting on December 11, from 10:30am-12pm on Zoom!

A meeting agenda will be sent closer to the meeting date.

As a preview, we will be giving updates on the Community Plan to End Homelessness, discussing the 2027 Point-in-Time count, and reviewing UPLIFT program changes.

A reminder for next PIT Count community meeting this Friday, 11/6, 1-2pm. You can register in advance at this link: Meeting Registration - Zoom

Our meeting will cover

- ✔ Volunteer recruitment
- ✔ Methodology
- ✔ Known location survey demo
- ✔ Volunteer training schedule
- ✔ Q&A

We look forward to seeing you there. Please share this opportunity with your colleagues, families, and friends! Folks can come to the meeting and/or register as a volunteer directly at santaclara.pointintime.info.

2027 PIT COUNT VOLUNTEERS NEEDED



PIT Count Volunteers!



2027 PIT Count: Key Dates & Volunteer Registration

Thank you to everyone who attended our 2027 PIT Kick-off meeting! You can find past materials, recordings, and future updates on our 2027 PIT Webpage.

PIT Count Dates: January 26 & 27, 2027

Volunteer Today: Sign up at santaclara.pointintime.info



Volunteers with lived experience (participating outside of work duties) will receive a **$150 gift card per day**.

- **Spread the Word:** Download and share our volunteer flyers in English and Spanish!
- **Next Community Meeting:** Friday, November 6, from 1:00 PM – 2:00 PM. Click here to register on Zoom



Questions? Email us at SCCPITCount@osh.sccgov.org

2027 PIT Webpage

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CoC Updates – Conflict of Interest

AREA	KEY DETAILS
OVERVIEW	CoC is updating its Quality Assurance Standards to enforce strict Conflict of Interest (COI) compliance for all HMIS partner agencies.
DEFINITION	A conflict of interest occurs when private interests or personal relationships interfere with professional judgment or responsibilities (e.g., serving family, friends, or co-workers).
AFFECTED WORKFLOWS	• Housing assessments (VI-SPDAT) • Verification of homelessness • Rent reasonableness determinations • Housing quality inspections
HARD DEADLINE RULES	Housing documents prepared by anyone with an actual or potential conflict **will not be accepted** (unless an official exception is granted for extenuating circumstances).
RISKS OF NON-COMPLIANCE	Delays or blocks client housing; triggers state/federal penalties, loss of funding, and potential criminal penalties for agencies.
ACTION ITEMS (DUE BY 11/16/2026)	**1. Update P&P:** Review and update internal policies for identifying, reporting, avoiding, and resolving COIs. 2. **Staff Notice:** Issue a clear communication/reminder on COI policies to all relevant staff. 3. **Queue Audit:** Agencies with households placed on the Community Housing Queue as of 10/14/26 must audit their list (sent via encrypted email) for any conflicted entries. 4. **Remediate:** Refer any conflicted client file to a third-party service provider to redo the assessment or verification.
CONTACT	Email **cocinfo@osh.sccgov.org** for questions or missing encrypted audit lists.

November 2026

MON	TUES	WED	THURS	FRI
2	3	4	5 10am SCC Clarity Office Hours HMIS Technical Administrator (TA)/Agency Lead Meeting	6
9 2pm SCC Looker Office Hours	10 9am SCC CoC - Navigating Mainstream Benefits: Women, Infants, and Children (WIC) and General Assistance (GA) 10am Data Think Tank	11 9:30am Service Providers Network Meeting **BITFOCUS HOLIDAY – Veteran's Day**	12	13
16	17	18 11am SCC CoC - Homebase's Criminal Legal System Initiative (CLSI) 101Training	19 10am SCC Clarity Office Hours	20 9am SCC CoC VI-SPDAT Training
23 2pm SCC Looker Office Hours	24	25 10am Homebase Technical Assistance Office Hours	26	27
30				

UPLIFT UPDATES



UPLFT Updates

- We are currently processing pooled-pass requests and anticipate running out of passes by the end of this week.
- If your client is unable to receive a pass this quarter, please remember to *exit* the client out of the UPLIFT program, as they are not currently receiving UPLIFT services for the quarter.

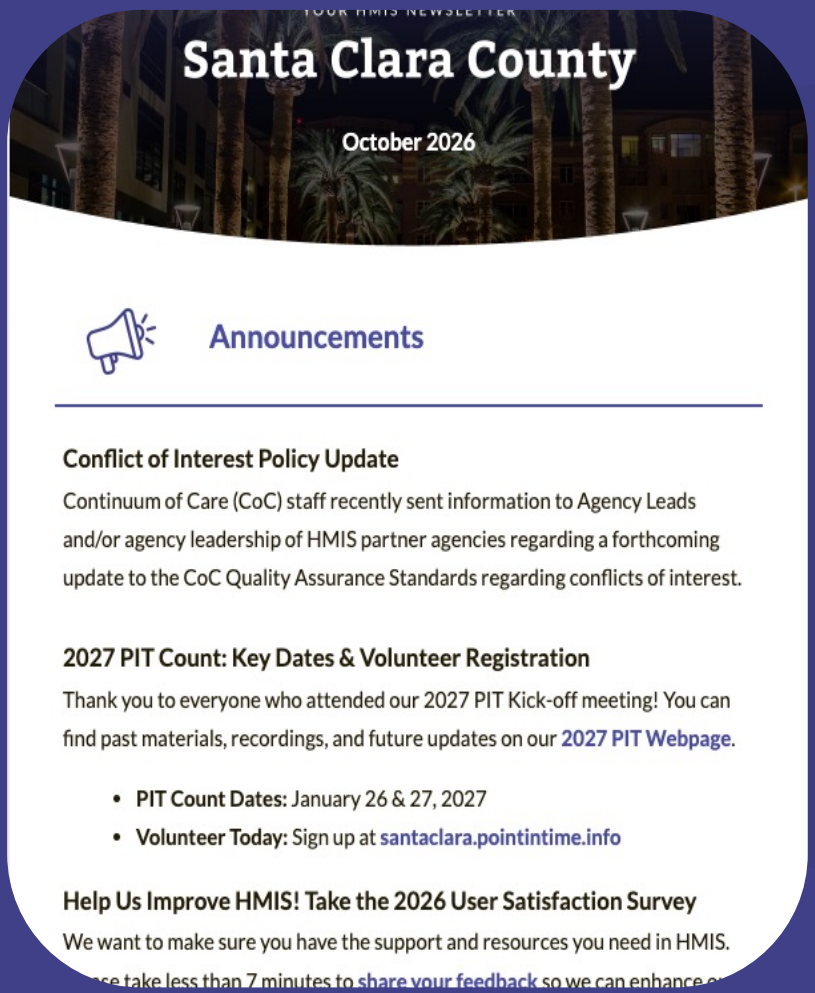
Not exiting the client can result in issues with your request the next quarter.

- FY2027 Q3 January – March will begin on December 18th.
- Quarter reminders and information will be sent beginning of December.
- **The Office of Supportive Housing will be closed on 11/11**, and pickup will be unavailable that day.

Questions?
Email UPLIFT@osh.sccgov.org

HMIS NEWSLETTER

OCTOBER HMIS NEWSLETTER

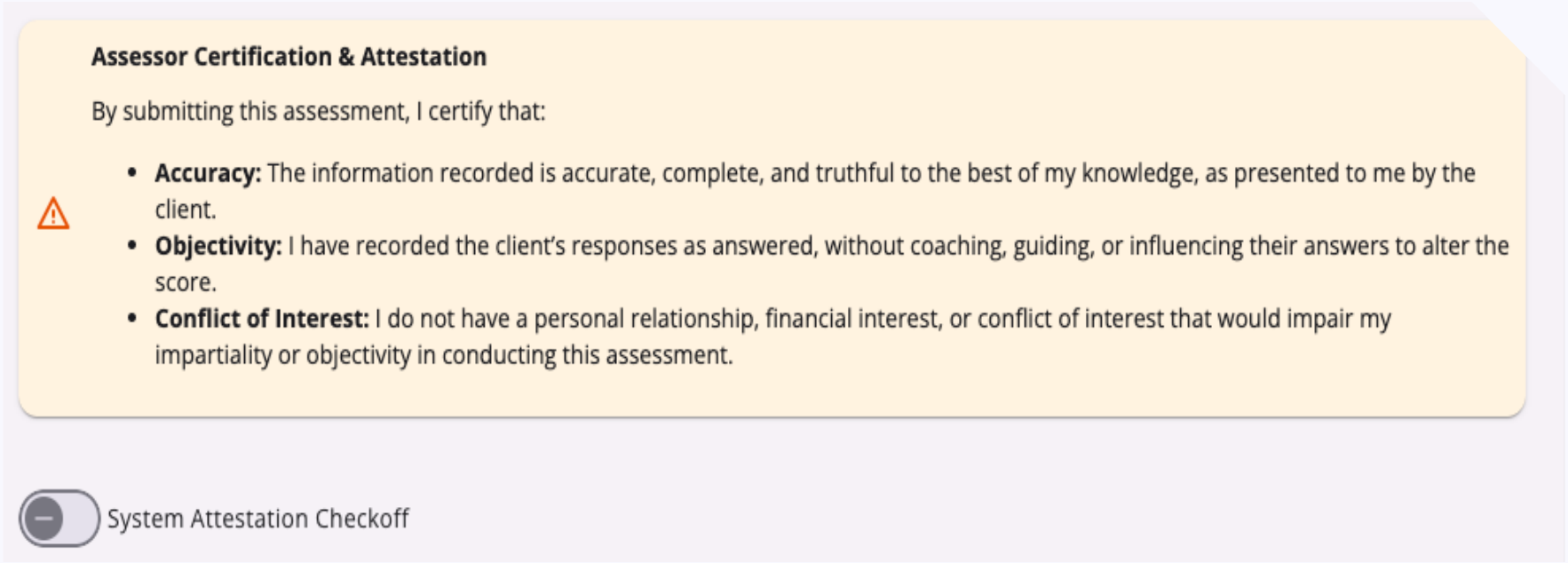



IN THE KNOW



VI-SPDAT ASSESSMENT CHANGES

VI-SPDAT Changes...Assessor Attestation





2026 User Satisfaction Survey

User Satisfaction Survey

HELP US IMPROVE HMIS! TAKE THE 2026 USER SATISFACTION SURVEY

We want to make sure you have the support and resources you need in HMIS.

Please take **less than 14 minutes** to share your feedback so we can enhance our training, resources, and technical support.

- **Deadline: Friday, November 20, 2026**
- **Note: *Only one submission per person is required*.**

👉 **Click Here to Complete the Survey**

Thank you for your time and for everything you do! If you have any questions, feel free to contact us.

LSA DATA QUALITY



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New Warnings for LSA – Destination & Living Situation

FLAG NAME	PROGRAMS AFFECTED	THE ISSUE (WHY IT FLAGGED)	WHAT NEEDS TO BE FIXED IN HMIS
PSH Destination & EST Destination	•PSH •ES •SH •TH	Over 5% of households exited without a valid destination recorded.	Update blank or vague answers: Replace answers like 'Other', 'No exit interview completed', or 'Data not collected' with an actual destination whenever possible. Check program dates: If a client's exit date falls outside the project's official operating or HMIS participation dates, the system truncates the enrollment and marks it unknown.
PSH Living Situation & EST Living Situation	•PSH •ES •SH •TH	Over 5% of households entered without a complete prior living situation.	Fill in missing living situations: Make sure entry forms do not say 'Data not collected' or stay blank. Fill in the follow-up question: If a client was in subsidized housing ('Rental by client, with ongoing housing subsidy'), make sure the specific 'Rental Subsidy Type' is selected—do not leave it blank. Night-by-Night Shelters: Ensure there is an actual bed-night logged on the client's entry date. Check program dates: Ensure entry dates fall within the project's active operating and HMIS participation dates.

New Warnings for LSA

Quick Action Checklist for Leads & Case Managers

AVOID PLACEHOLDER ANSWERS	*Audit exits and entries to replace 'Other', 'No exit interview', or 'Data not collected' with accurate details.*
WATCH DEPENDENT QUESTIONS	*If 'Rental by client, with ongoing housing subsidy' is selected, verify that the 'Rental Subsidy Type' dropdown is answered.*
BED NIGHTS ON DAY ONE	*For ES Night-by-Night projects, confirm every client has a bed-night recorded on their exact project entry date.*
VERIFY PROJECT OPERATING DATES	*Ensure entry and exit dates do not fall outside the project's official operating start/end or HMIS participation dates.*

New Warnings for LSA - DV

FLAG NAME	WHO IS AFFECTED	THE ISSUE (WHY IT FLAGGED)	WHAT NEEDS TO BE FIXED IN HMIS
DV Status	• Adults & Heads of Households • Across the flagged project type and household type	More than 10% of adults / Heads of Households are missing Domestic Violence status data.	**FILL IN MISSING ANSWERS:** • Update records where 'Survivor of Domestic Violence' is blank or marked 'Data not collected'. **CHECK FUNDING REQUIREMENTS (HDX NOTE):** • Per HMIS Data Standards (4.11), DV is a program-specific element not required by all funders. If your project's funding source doesn't require DV data, write an explanatory note in HDX. **CHECK ENTRY DATE TRUNCATION:** • Verify client entry dates fall within the project's official operating and HMIS participation dates. **NIGHT-BY-NIGHT SHELTERS:** • Ensure every client has a bed-night logged on their exact entry date.

New Warnings for LSA

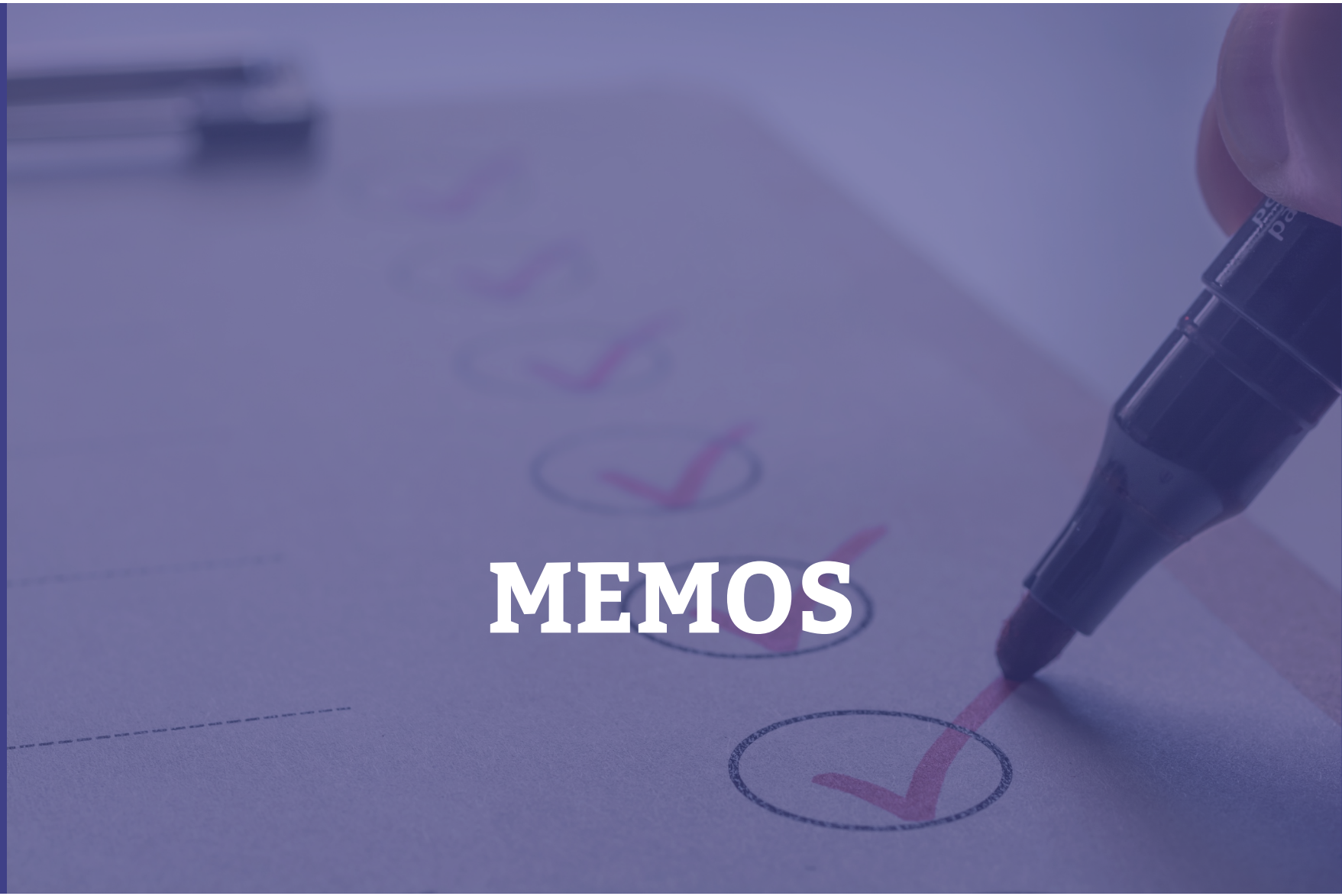
Quick Action Checklist for Leads

CHECK REQUIRED FUNDERS	*Determine if your funding source mandates DV collection (element 4.11). If not required, document this in your HDX explanation note.*
UPDATE BLANK OR SKIPPED FIELDS	*Look up clients with 'Data not collected' or blank DV fields and record Yes/No if known from intake records.*
CONFIRM ACTIVE PROJECT DATES	*Ensure client entry dates do not fall outside the project's active operating or HMIS dates (which forces data to be cut off).*
NIGHT-BY-NIGHT BED NIGHTS	*For ES Night-by-Night projects, check that an entry date has a matching bed-night record logged on day one.*

Work Readiness Assessment (WRA)

Please note the WRA, which was used for designated agencies has been retired and will no longer be available.




MEMOS

SCC HMIS QUARTERLY COMPLIANCE CHECKLIST - DUE



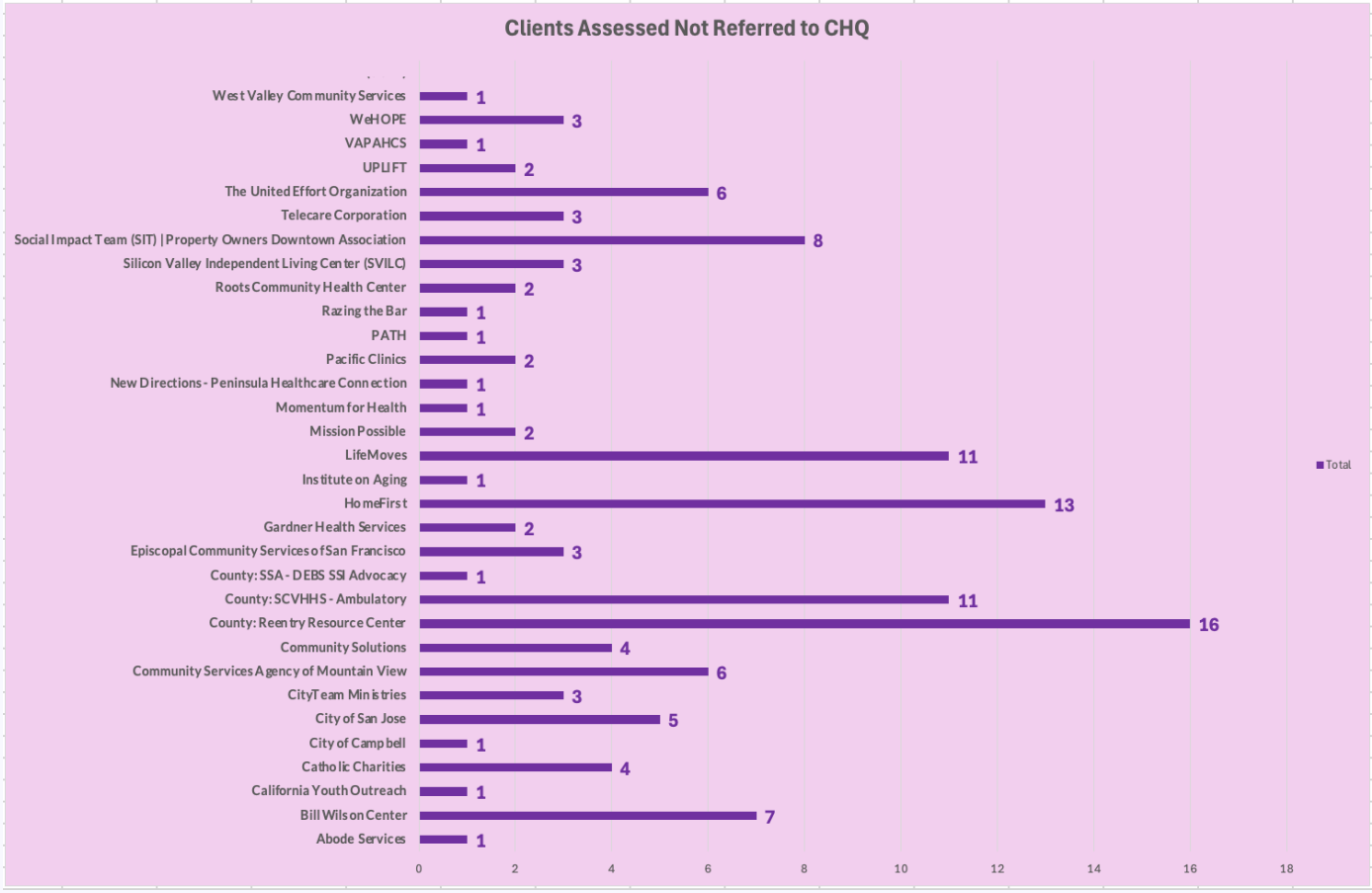
SCC HMIS Compliance Checklist

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 ***Friday, October 30, 2026***	•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 07/01/2026 – 09/30/2026 •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

RECENTLY ASSESSED & NOT ON CHQ



Clients Assessed Not in CHQ



[CE Assessment Referral Errors: How to Guide - SCC Community Queue Assessments Data Quality]



Q & A



Next Month's Meeting

Thursday, December 3, 2026