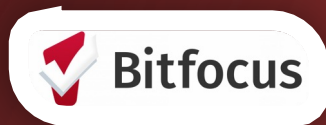# SCC Technical Admin. (TA)/ Agency Lead Meeting

Thursday, December 4th, 2025

Bitfocus

GETTING TO KNOW YOU

Did you make any major changes this year?

DISCUSSION ITEMS

1

UPDATES

A. CoC Updates
B. UPLIFT Updates
C. HMIS Newsletter

2

IN THE KNOW

A. Federal Reporting – What's Next?
B. Upcoming Security Checklist Q4 Deadline
C. SCC User Satisfaction Survey

3

MEMOS

A. Recently Assessed & Not on CHQ
B. Missed the DEW? We Got You!
C. Holiday Schedule
D. Q & A
E. Next Month's Meeting

01

UPDATES

COC UPDATES

CoC Updates – 2025 CoC Funding Competition

12/5 — Submit <u>Intent to Apply Form</u> for each new/transition project you plan to apply for
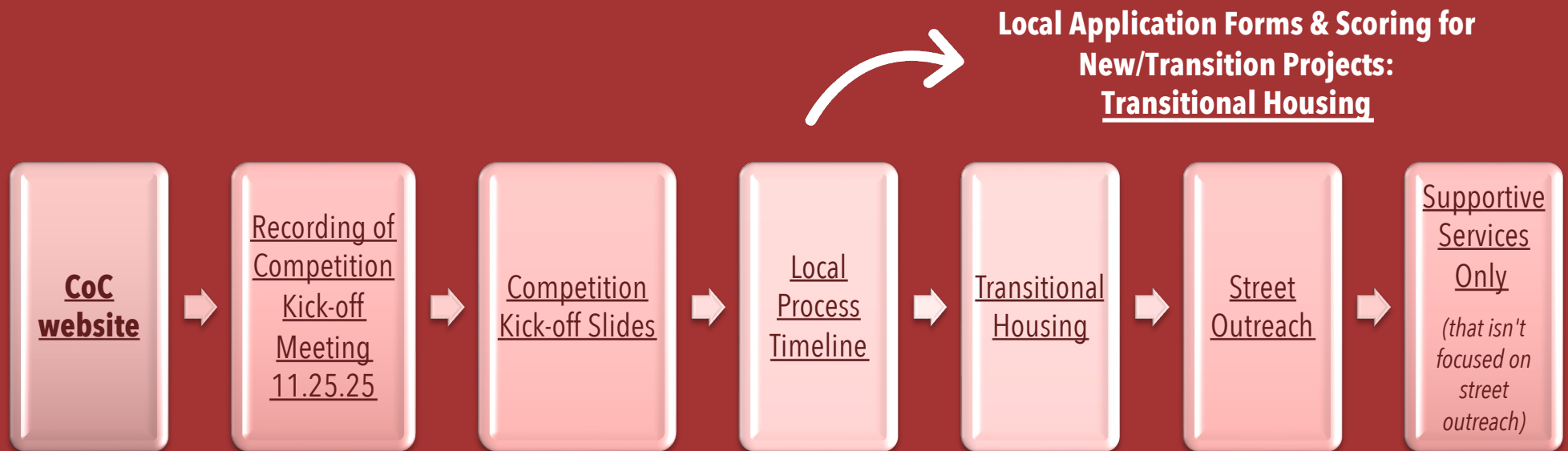
12/10 — Submit Local Application Form and attachments for each new/transition project, including draft HUD esnaps Project Application by Noon

12/23 — Submit draft HUD esnaps Project Applications for each *renewing* PSH project (renewal grantees only)

NOTE for renewal grantees: E-snap applications are not available yet, so this deadline has changed. For renewal applicants, please keep Homebase in the loop on your submissions and any issues. Communication is the most important thing this year! Contact them at: *sccnofa@homebaseccc.org*

CoC Updates – Materials for Applicants

Local Application Forms & Scoring for New/Transition Projects: <u>Transitional Housing</u>

<u>CoC website</u> → <u>Recording of Competition Kick-off Meeting 11.25.25</u> → <u>Competition Kick-off Slides</u> → <u>Local Process Timeline</u> → <u>Transitional Housing</u> → <u>Street Outreach</u> → <u>Supportive Services Only</u> *(that isn't focused on street outreach)*

December 2025

MON	TUES	WED	THURS	FRI
1	2	3	4 10am SCC Clarity Office Hours HMIS Technical Administrator (TA)/Agency Lead Meeting	5
8 1pm SCC Looker Office Hours	9 Data Think Tank	10 9:30am Service Providers Network Meeting	11	12
15	16	17 2pm Navigating Mainstream Benefits–Medicare, Medi-Cal, and Covered CA	18 10am SCC Clarity Office Hours 2pm Navigating Mainstream Benefits–Medicare, Medi-Cal, and Covered CA	19 9am SCC CoC VI-SPDAT Training
22 1pm SCC Looker Office Hours	23	24	25 *Bitfocus Refresh & Renew Week*	26
29 *Bitfocus Refresh & Renew Week*	30	31		

UPLIFT
UPDATES

UPLIFT Updates – *Q3, FY 2026 Jan. – Mar. Starts 12/12/2025*

BEFORE Quarter Starts

●**Exit ALL clients who did not receive a pass** (sticker) from your agency last quarter. These clients will need to have a new enrollment form submitted the next time they need a pass

●Only clients who received a pass last quarter from your agency are considered "continuing clients" and can have a status assessment submitted.

REMINDERS Requesting Passes

- New Client = **Enrollment form** (program start date should say 12/12)

- Continuing client = **Status assessment** (make sure they received a pass last quarter under "Program Service History")

- MUST be dated **12/12/2025 or onward**

- Quarter: **Jan-Mar**

- Request either a "Sticker" **OR** "Badge and Sticker"

- ONLY request a "Badge and Sticker" if:

  - Enrolling a new client

  - A continuing client has lost their badge

  - **Clients should be reusing their UPLIFT badges each quarter**

Please check HMIS to see if another agency has already requested UPLIFT for the client before submission.

UPLIFT Updates – *Q3, FY 2026 Jan. – Mar. Starts 12/12/2025*

COMMON ERRORS

- No photo
- Wrong quarter
- Wrong enrollment/status assessment form
- Wrong date
- Unusable photo (face coverings, poor photo quality)
- No client name
- ROI (outdated, permission denied)

UPLIFT PROGRAM COORDINATORS

- Allocation surveys have been sent out; Due 12/10
- Final allocations sent 12/11
- Email UPLIFT@osh.sccgov.org if the program coordinator at your agency changed.

No openings for new agencies currently

HMIS NEWSLETTER

HMIS Newsletter

Table of Contents

2024 LSA and SPM Reporting is Underway!

HDX
Homelessness Data Exchange 2.0

2025 federal reporting season is here! We have already begun preparing for two of HUD's major CoC reports: the Longitudinal Systems Analysis (LSA) and System Performance Measures (SPM).

HUD's Longitudinal Systems Analysis (LSA) is a report submitted to HUD annually that includes a complex analysis across key projects participating in the Continuum of Care (CoC) Homelessness Management Information System (HMIS). The LSA replaced the Annual Homeless Assessment Report's (AHAR) data component in the 2018 reporting year.

HUD's System Performance Measures (SPM) focus on evaluating local homeless responses as a coordinated system of homeless assistance options. This data is reported to HUD annually and includes key indicators of a high performing system including length of time homeless, exits to permanent housing, returns to homelessness, and more.

02

IN THE KNOW

FEDERAL REPORTING
WHAT'S NEXT?

LSA – Continued Data Quality

Overlapping Enrollments

Checking client *History Tab* before enrolling into NEW program

HoH Errors

Ensure HoH is correct for program enrollment; should be an *Adult and active in Program*

BUI Accurate

Utilization Rates are based on BUI set-up; ensure proper bed and unit inventory for programs

LSA – Continued Data Quality

Program Closures

Have your program(s) closed? Be sure and let us know

Funding Sources

Need to update or change start/end date?

Bed Night Services

Make sure clients in NbN programs have a Bed Night Service

LSA – *NEW Flags*

Disability Status

Review enrollment data to check if any unknown Disability data can be updated

PSH Living Situation

Review enrollment data to check if any missing or invalid Prior Living Situation data can be updated

ES|TH|SH Exit Destination

Review enrollment data for this project type and household type to check if any missing or invalid Destination data can be updated

UPCOMING SECURITY CHECKLIST Q4 DEADLINE

SCC HMIS Compliance Checklist

Process
- ✓ Email reminder sent of upcoming deadline
- ✓ You will run report in DA Tab for list of End Users (CE program will receive a list)
- ✓ You will send list of certified End Users to Sys. Admin. Team per usual

Certification Deadline
Friday, January 30
- Include all ACTIVE 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 – 12/31/2025
- 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

SCC USER SATISFACTION SURVEY 2025

We Need Your Feedback!

It's that time of year again, where we ask you and all End Users to submit feedback for our **Annual SCC User Satisfaction Survey.**

We estimate that **it will take 10 minutes or less to finish**. We know and understand how busy you are, but getting your input is important and valuable.
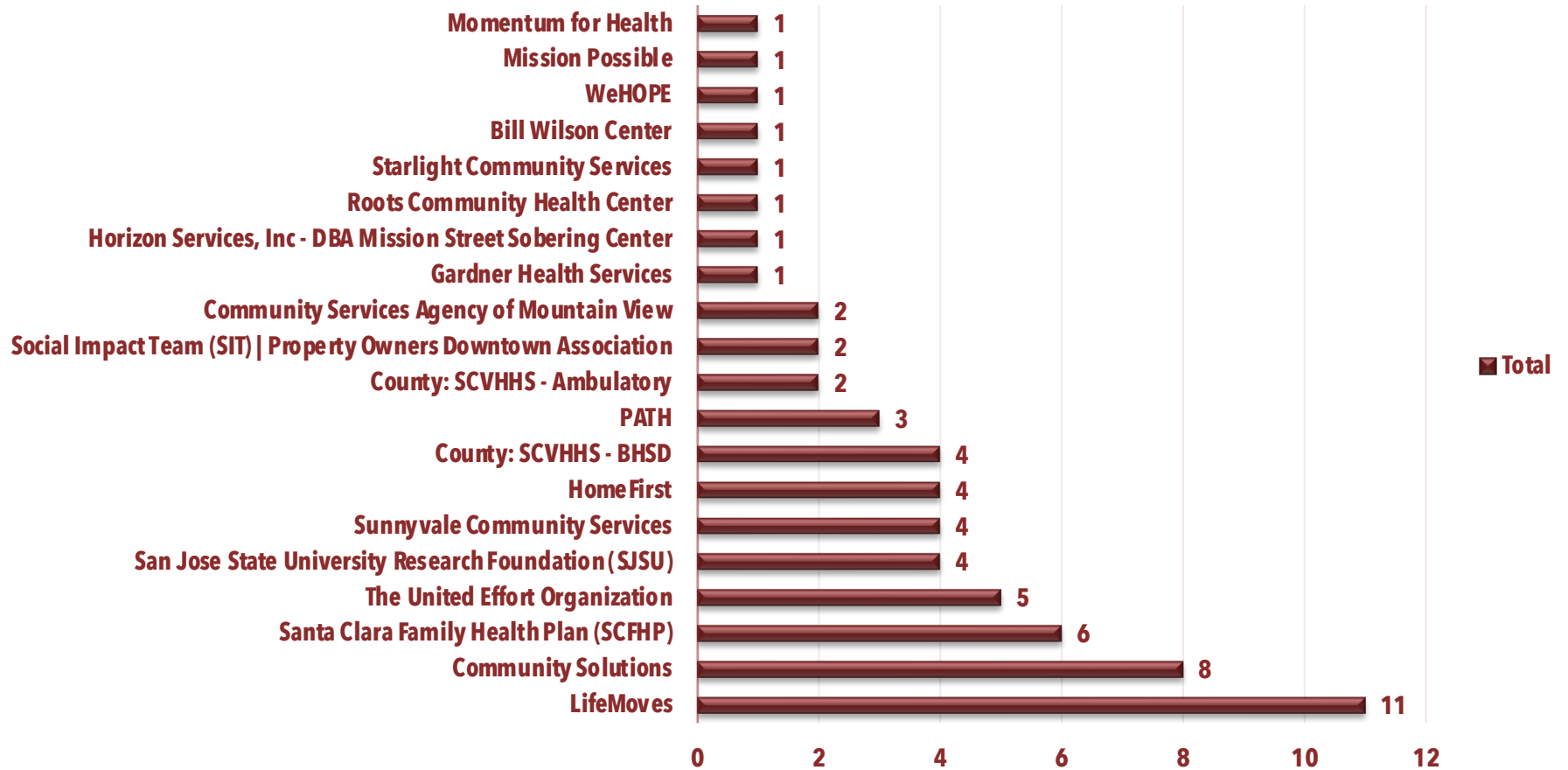
Link to Survey can be found here!

03

MEMOS

RECENTLY ASSESSED & NOT ON CHQ

Clients Assessed & Not On CHQ

Organization	Total
Momentum for Health	1
Mission Possible	1
WeHOPE	1
Bill Wilson Center	1
Starlight Community Services	1
Roots Community Health Center	1
Horizon Services, Inc - DBA Mission Street Sobering Center	1
Gardner Health Services	1
Community Services Agency of Mountain View	2
Social Impact Team (SIT) | Property Owners Downtown Association	2
County: SCVHHS - Ambulatory	2
PATH	3
County: SCVHHS - BHSD	4
Home First	4
Sunnyvale Community Services	4
San Jose State University Research Foundation (SJSU)	4
The United Effort Organization	5
Santa Clara Family Health Plan (SCFHP)	6
Community Solutions	8
LifeMoves	11

MISSED THE DEW...*WE GOT YOU!*

The Datastrophes: *From Messy to Manageable*

November 19, 2025

Check out this DEW where we help you 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.

Recording Found Here

HOLIDAY SCHEDULE

Holiday Schedule

Bitfocus Upcoming Holiday Schedule*
During the Holiday Schedule, the Help Desk will operate with modified support which includes email tickets and chat.

Calls will be directed to Voicemail – leaving a message will generate a ticket. Response time may be impacted.

Starting Thursday, December 25th, through Thursday, January 1st, 2026
There will be limited coverage from the Help Desk during the refresh week.

Christmas Day and New Year's Day Help Desk is Closed

Q & A

2026

JANUARY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Next Month's Meeting — CANCELLED

~~Thursday, January 1, 2025~~

As the holiday season approaches, we want to take a moment to extend our warmest wishes to you and your family. We deeply appreciate your continued partnership and the shared commitment to our unified goal of ending homelessness.