Santa Clara HMIS News
January 2024

Welcome to the Santa Clara HMIS January 2024 newsletter!

In this edition you'll find the following:

- Happy New Year!
- Check Out this Fun Poll: ***What do you think is the least kept New Year's resolution (personally or generally)?***
- LSA Submission
- HIC Updates & Next Steps
- Report Spotlight: **[HUDX-123-AD] Housing Inventory Count (HIC) Supplemental**
- **SCC HMIS Quarterly Compliance Certification Checklist** Due 01/31/2024
- Reminder: Coordinated Entry (CE) Assessments Missing Referral to the CQ
- Bitfocus Holiday Schedule (February 19 – President's Day)
- Meetings/Upcoming Events
- Bitfocus is Hiring!

Happy Holidays!

We hope that you are on to a great start this year – whatever happened in the past year, the New Year brings fresh beginnings and new opportunities! May this year be better than the last and if you set resolutions in place may they come to pass. Here's to another year of a great partnership!
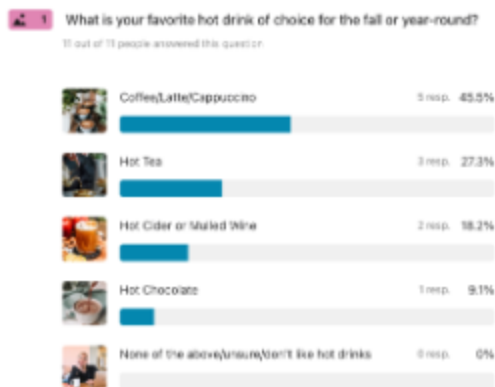
Announcements

Check Out This Fun Poll

Check Out This Fun Poll: _What do you think is the least kept New Year's resolution (personally or generally)?_

Check out this fun poll and check out the newsletter next month to see what your colleagues said! Please note that your individual response is anonymous.

URL for Poll: https://bitfocus.typeform.com/to/u0M8GmOh

Here are the results from last month's poll: What is your favorite hot drink of choice for the fall or year-round?

Take the poll!

Updates

LSA Updates

Thank you all for your assistance in Data Quality clean-up for the LSA. The LSA was due on January 24, 2024, and we successfully submitted the report ahead of schedule.

News

HIC Updates & Next Steps

This year SCC will not be doing an Unhoused Count; therefore, we will only be focusing on the HIC (Housing Inventory Count). The date that has been selected for the HIC this year is **Thursday, January 25, 2024**. Reports run for Data Quality should focus on this date.

What's the HIC

- The Housing Inventory Count (HIC) is a point-in-time inventory of programs within a CoC that provide beds and units dedicated to serve people experiencing homelessness, and for permanent housing projects where the client is homeless at entry.
- The HIC also provides information on the number of unduplicated clients sheltered and housed on the night of the PIT count.
- All homeless-dedicated beds must be included, regardless of funding source or whether they use the HMIS.
- This data is pulled directly from the HMIS and must be collected externally from non-participating programs.

Project Types included on the HIC

- Emergency Shelter (ES)
- Transitional Housing (TH)
- Safe Haven
- Rapid Re-Housing (RRH)
- Permanent Supportive Housing (PSH)

- Other Permanent Housing (OPH)

Data Quality

Review relevant data on 01/25/2024

- Demographic data (DOB, Gender. Race & Ethnicity)
- Enrollment/Exit data (Head of Household [HoH]), Move-in Dates, Bed Nights, Chronically Homeless, Disability)
- Project Descriptor data – Review Bed and Unit Inventories and Project Types
- Utilization Rates – Do counts of clients housed seem too high (over 100%) or too low (under 65%)

Useful Reports

- **[HUDX-225] HMIS Data Quality Report** to review data quality
- **[GNRL-220] Program Details Report** to review all client-level data
- **[GNRL-106] Program Roster** to review enrollment, exit, and housing move-in dates
- **[HSNG-108] Housing Census** to review bed nights and maximum bed occupancy

Next Steps

- Communication from your Sys. Admin. Team (**scc-admin@bitfocus.com**) for any required data clean-up and/or questions
- Template for non-HMIS participating projects that don't collect data in the HMIS
- 1:1 Technical Assistance through the Help Desk via chat, email, phone, or Zoom – **sccsupport@bitfocus.com**
- Standing Office Hours every other Thursday from 10 -11:30 a.m.

Additional Resources: **PIT and HIC Guides, Tools, and Webinars**

Report Spotlight

[HUDX-123-AD] Housing Inventory County (HIC) Supplemental

The Housing Inventory Count Supplemental report is designed to be used as a tool to review housing inventory available in a community that is dedicated for homeless persons. The report also offers a point-in-time look at utilization.

Running the Report

Due to the nature of this report and the information available in the drill downs, it is included in the Administrator section of the Report Library. The report works for both methods of managing bed inventory in Clarity Human Services -- at the program level and through the Inventory module.

Who Can Run the Report

System Administrators and users with additional access can run the report across multiple agencies.

Report Tables

Due to the width of the HIC, the graphics below show the two sides of the report.

Housing Inventory Report [FY 2020]		CoC: _____
		Reporting Year: 2021
		PIT Date: 01/27/2021
		Program CoC
		Client Location Filter: No

RRH Household Data Quality Problems:

Number of Unknown Type Households: 2

Number of Households with undefined HoH: 21

Number of Households with missing move-in date: 40

Note: These households have been excluded from the Housing Inventory Count for RRH projects.

Bed Inventory

Project ID	Project Type	Organization	Project Name	Geo Code	Target Population	Mc-Kinney-Vento funded	Other Federal Funding Sources	Inventory Type	Bed Type (ES Only)
1132	Emergency Shelter				Not Applicable	Yes	No	C	Facility-based
1933	Emergency Shelter				Not Applicable	Yes	No	C	Facility-based
1385	Emergency Shelter				Not Applicable	No	No	C	Other
1634	Emergency Shelter				Domestic Violence victims	No	No	C	Facility-based
1870	Emergency Shelter				Not Applicable	No	No	C	Facility-based
1989	Emergency Shelter				Domestic Violence victims	Yes	Yes	C	
1956	Emergency Shelter				Persons with HIV/AIDS	No	No	C	Facility-based
1958	Emergency Shelter				Domestic Violence victims	No	No	C	Facility-based
1150	Emergency Shelter				Not Applicable	Yes	No	C	Facility-based

All Year-Round Beds/Units for Households...																				Total Beds	PIT Count
...with Children						...without Children					...with only Children<18				Seasonal Beds			Overflow Beds				
Beds	Units	HMIS Beds	Veteran Beds	Youth Beds	Chronic Beds	Beds	HMIS Beds	Veteran Beds	Youth Beds	Chronic Beds	Beds	HMIS Beds	Chronic Beds	Beds	HMIS Beds	Start Date	End Date	Beds	HMIS Beds		
						50	50													50	0
						25	25		25											25	0
						50														50	0
						1														1	0
						0														0	1
																				12	0
						10		2												10	0
						1	1	1	1											1	0

Newly Closed Or Newly Opened Projects

Organization ID	Organization	Project ID	Project Name	Project Type	Operating Start Date	Operating End Date
				Emergency Shelter		
	Help Center Agency		Off #2 Test	Emergency Shelter		
	Test HIT - Common Test		Program Block	Emergency Shelter		
	Trevor Test Agency		Trevor Test Shelter	Emergency Shelter		
	Help Center Agency		LTD Sample Program II	TH - Housing Only		

For further details about the report and additional specs, please check out the link **here!**

News

SCC HMIS Quarterly Compliance Certification Checklist – DUE 01/31/2024

- Please note the Compliance Checklist is due today, **January 31, 2024 at EOB**
- Still need to submit? Here is the required form: **SCC HMIS Quarterly**
- Resource: **Quarterly Security Checklist Report: How to Guide**

We ask that when you send your certification to our team, you also complete this form, providing the names and email addresses of Non-HMIS Assessors at your agency. These are staff who DO NOT have HMIS access but complete paper VI-SPDATs to clients. Most of you will not have staff that do this but we want to make sure to capture this information in order to ensure that any updates to VI-SPDATs are sent to them.

Updates

Reminder: Coordinated Entry (CE) Assessments Missing Referral to the CQ

- **Please remember that we have a new process** in which the Agency Lead is responsible for running the report for Clients who were administered a VI-SPDAT but were not referred to the Community Housing Queue (CHQ).
- **We recommend you run this report bi-weekly** to avoid having a large number of clients who may need a referral
- **This report shows you** clients who were assessed over the last year but are not currently on the Community Housing Queue. Please review the client record to ensure they still need to be on the Community Housing Queue before referring. You may have clients who are missing referrals but do not need to be referred.
- Resource: **CE Assessment Referral Errors: How to Guide**

List of Agencies with missing referrals to CQ:

Agency	#of Clients
LifeMoves	176
HomeFirst	34
Amigos de Guadalupe	23
County: SCVHHS - Ambulatory	23
PATH	18
Bill Wilson Center	17
Santa Clara Family Health Plan (SCFHP)	16
Sunnyvale Community Services	13
Community Solutions	9
Family and Children Services	7
Horizon Services, Inc - DBA Mission Street Sobering Center	6
The United Effort Organization	4
UPLIFT	4
County: Reentry Resource Center	3
Midtown Family Services	3
Mission Possible	3
California Youth Outreach	2
County: SCVHHS - BHSD - AOA - CWS	2
County: OSH	2
CityTeam Ministries	2
Parisi House on the Hill	2
WeHOPE	1
St. Joseph's Family Center	1
Roots Community Health Center	1
Mental Health Systems (MHS)	1
County: SCVHHS - BHSD - Whole Person Care (WPC)	1
Goodwill of Silicon Valley	1
Community Services Agency of Mountain View	1
City of Morgan Hill	1
Bible Way / Destiny	1
Momentum for Health	1
County: SCVHHS - BHSD - AOA - FDR	1
New Directions - Peninsula Healthcare Connection	1
County: SSA - DEBS SSI Advocacy	1
County: SSA - Department of Family and Children's Services (DFCS)	1
West Valley Community Services	1
Abode Services	1
Razing the Bar	1

News

Bitfocus Holiday Schedule

In observance of Presidents Day on February 19, 2024, the Help Desk team will be

working a modified schedule. While they are processing tickets on that day most

Bitfocus staff will be off; so please expect some delays in response from our team as we work diligently to prioritize the needs in the order that they are received. We will resume normal processing of tickets Tuesday morning - February 20, 2024.

📅

Upcoming Events

Meeting/Upcoming Events

HMIS Technical Administrator (TA)/Agency Lead Meeting

When: Thursday, February 1, 2024

Time: 2:00 - 3:30 p.m.

Where: Zoom

This meeting, formerly known as the Agency Admin meeting, will discuss the reports and data collection requirements in HMIS. This naming convention change does not alter the content, requirements, or attendees of the meeting. Please send an agency representative to this meeting who is responsible for supporting staff in their HMIS data collection responsibilities.

Data Think Tank

When: Tuesday, February 13, 2024

Time: 10:00 – 11:00 a.m.

Where: Email Angiee@bitfocus.com for Zoom Link

Service Providers Network Meeting

When: Wednesday, February 14, 2024

Time: 9:30 – 11:00 a.m.

Where: County of Santa Clara - Adult Probation Office

2314, North 1st Street, 2nd Floor (Orientation Room)

San Jose, CA 95131

Performance Management Work Group Meeting (In-Person)

When: Thursday, February 15, 2024

Time: 1:00 - 2:30 p.m.

Where: **Register Here!**

Rapid Rehousing and Employment Initiatives Meeting (In-Person)

When: Thursday, February 22, 2024

Time: 3:00 - 4:30 p.m.

Where: Charcot Training Center Suite #102

2310 N First St. San Jose, CA 95131

VI-SPDAT In-Person Training

When: Tuesday, February 28, 2024

Time: 9:00 a.m. – 1:00 p.m.

Where: **Register Here!**

SCC TA Office Hours

When: Wednesday, February 28, 2024

Time: 10:00 - 11:00 a.m.

Where: **Zoom**

Training

Check out February's training offerings.

SCC Clarity Office Hours

When: Thursday, February 1, 15 and 29, 2024

Time: 10:00 -11:30 a.m.

Where: Zoom

SCC Looker Office Hours

When: Monday, February 5, and 19, 2024

Time: 1:00 - 2:00 p.m.

Where: Zoom

News

Bitfocus is Hiring!

Check out great career opportunities **here** as Bitfocus seeks to expand its reach!

Questions? Your HMIS Administrator is happy to help.

Phone: 408.596.5866 Ext. 2
Email: sccsupport@bitfocus.com

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