



SCC Technical Admin. (TA) Agency Lead Meeting Thursday, May 1st, 2025



Getting to Know You



*What is something totally useless
that you still have memorized?*



Discussion Topics

UPDATES



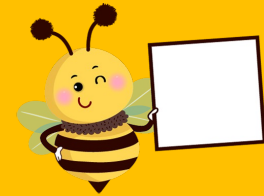
- ❖ CoC Updates
- ❖ UPLIFT Updates
- ❖ HMIS Newsletter

IN THE KNOW



- ❖ HIC/PIT
- ❖ SCC Annual Client Consent Training
- ❖ [CE] Coordinated Entry Program & Assessments
- ❖ Feature Updates

MEMOS



- ❖ Recently Assessed & Not on CHQ
- ❖ SCC Quarterly Compliance Checklist Q1
- ❖ Q & A Time
- ❖ Next Month's Meeting



UPDATES



COC UPDATES



CoC Updates – *Community Plan to End Homelessness*

PLANNING

Planning for the next Community Plan to End Homelessness is in full swing!

COMMITTEE

The Steering Committee that will be guiding the planning process was kicked off in April!



DETAILS

We are looking forward to building on the successes of the last plan. More details to come!

COMMUNITY

Many other community members and partners will be engaged throughout the process as we gather input on the plan.

PARTNERS

Broad range of partners, including people with lived expertise, service providers, and government entities.

May 2025

MON	TUES	WED	THURS	FRI
			1 <u>HMIS Technical Administrator (TA)/Agency Lead Meeting</u>	2
5	6	7	8 <u>10am SCC Clarity Office Hours</u>	9
12 <u>2pm SCC Looker Office Hours</u>	13 <u>10am Data Think Tank</u>	14 <u>9:30am Service Providers Network Meeting</u>	15 <u>1:00pm Performance Management Work Group</u> <u>2:00pm NOFO Committee Meeting</u>	16
19	20	21	22 <u>10am SCC Clarity Office Hours</u> 3pm Rapid Rehousing & Employment Initiatives Meeting <u>2310 N. First St., LED Training Room (Charcot SCC Building)</u>	23
26 Bitfocus is CLOSED - Memorial Day Holiday	27	28 <u>9am SCC CoC VI-SPDAT Training</u> <u>10am Homebase TA Office Hours</u>	29	30



UPLIFT UPDATES



UPLIFT Updates – *FY 2025 Q4 April - June*

THE POOLED PASS PERIOD STARTED TODAY, 5/1

- Around 150 passes are available
- Requests submitted by the 30th by agencies with allocation remaining are processed first
- For agencies who met their allocation limit: ***if your client still needs a pass, you MUST update the enrollment date (new clients) or status assessment (continuing clients) to 5/1***

If you are unsure if your client is "new" or "continuing" please email UPLIFT-submitting the wrong form will result in your request not being received.

REMINDERS

- If a client no longer needs their pass and the sticker is still unused (not on a badge): notify us so we can reassign the sticker to another client in need
- If a replacement badge/pass is needed, make a request for a "Badge Only" on HMIS AND notify [**UPLIFT@hhs.sccgov.org**](mailto:UPLIFT@hhs.sccgov.org)

UPDATES

- Waitlist for potential new partner agencies
- No program expansion/additional sticker increase available currently

HMIS NEWSLETTER



HMIS Newsletter





IN THE KNOW



FEDERAL REPORTING

HIC/PIT DQ



HIC/PIT Data Quality Outreach

01

Emails with DQ changes
will continue

Deadlines Provided; be
sure to submit by then

02

03

Need Help? Contact Us
ASAP

Join Office Hours or
Schedule 1-1 when needed

04



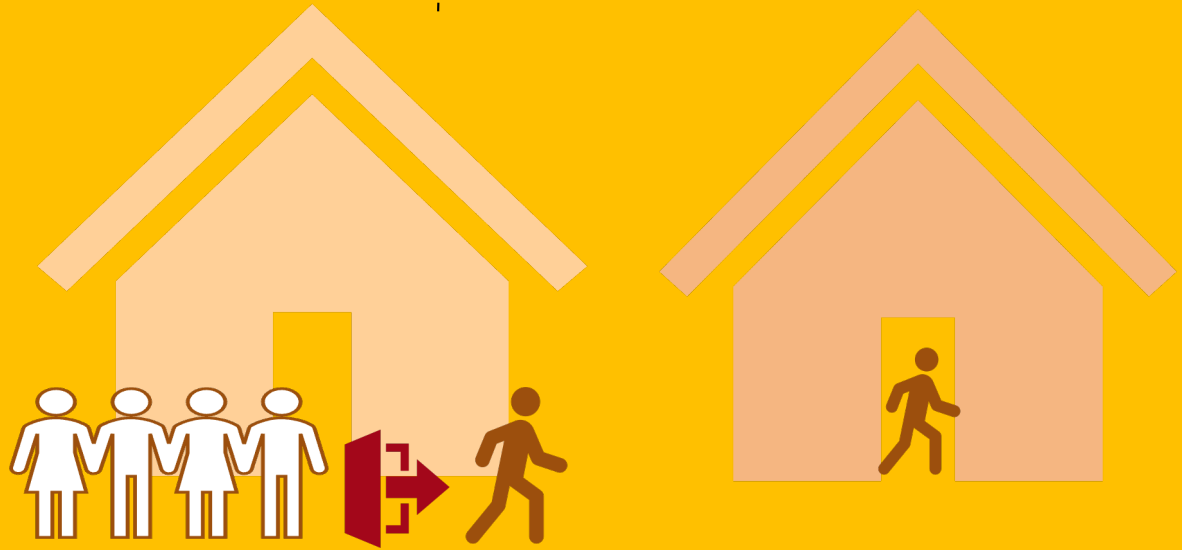
HIC/PIT DQ – *What to Keep in Mind*

OVERLAPPING ENROLLMENTS

MISSING HOH

MOVE-IN DATES

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 fixed; one or two days should be explained.
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HIC/PIT Helpful 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 (from the bed & unit inventory configured for the program)
- **[HUDX-123-AD] Housing Inventory (HIC) Supplemental** - The Housing Inventory Count Supplemental report is designed to be used as a tool to review housing inventory available in a community



ANNUAL CLIENT CONSENT TRAINING



Annual Client Consent Training



End Users should have received a notification via email to commence the SCC Client Consent Training 2025



Monday, May 12th EOB, is the deadline to complete the training - *this includes TA/Agency Leads and anyone who uses HMIS*



End Users that **DO NOT** complete the training will have their **access deactivated!**



[CE] COORDINATED ENTRY PROGRAM & ASSESSMENTS



[CE] Coordinated Entry Program & Assessments

Next Steps

- Review list
- Delete Enrollment(s)
- Revisit workflow with End Users

Access Role

Only the Agency Lead or Agency Manager Access Role can complete this task



[CE] "Agency Name"

Used ONLY To Administer
VI-SPDAT Or CLS

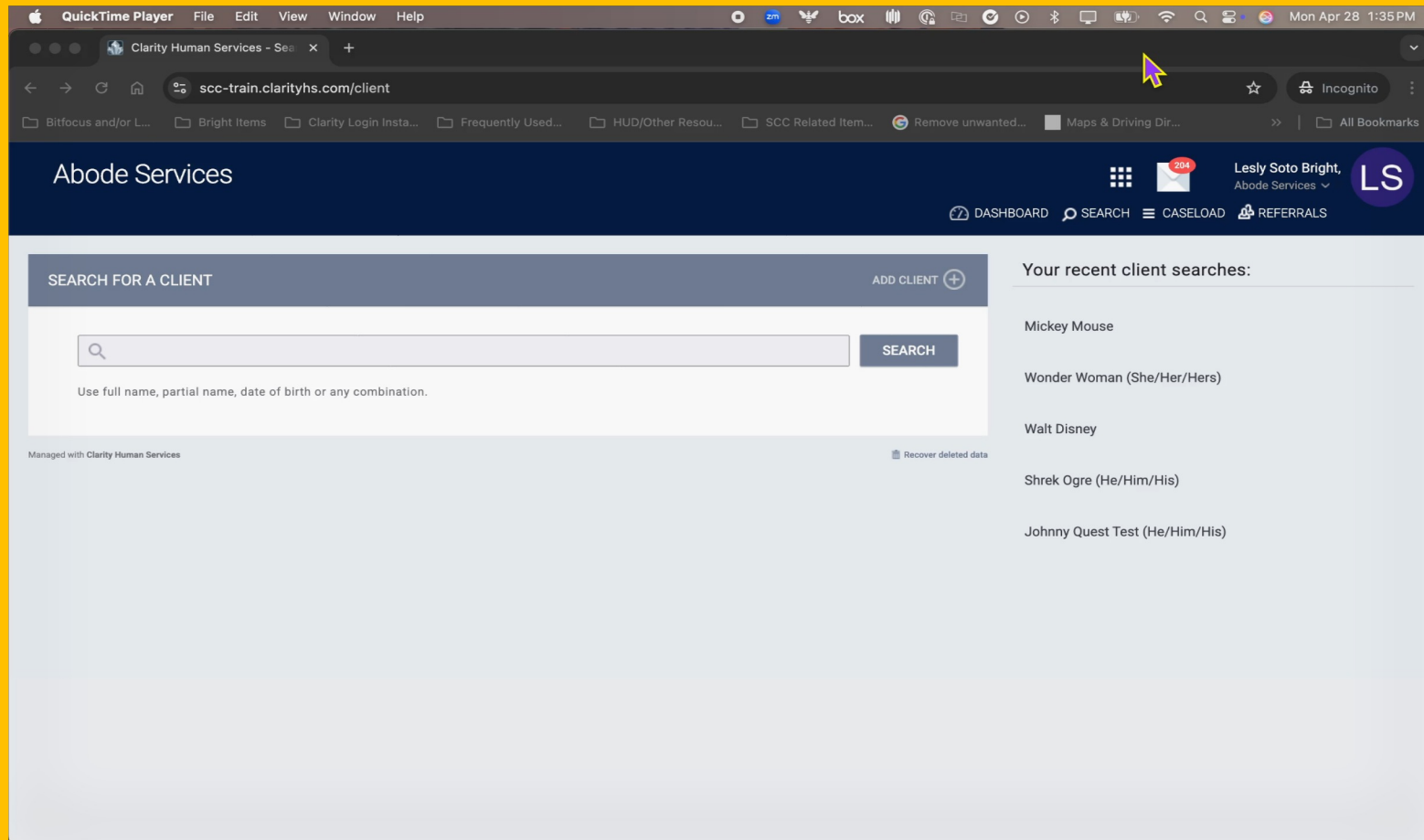
**Please note there are no services in this program*

Client Assessments

Unhoused Clients
VI-SPDAT
Current Living Situation
(CLS)



Demonstration – Program Deletion



The screenshot displays a web browser window with the URL `scc-train.clarityhs.com/client`. The page header for "Abode Services" includes a navigation bar with links for DASHBOARD, SEARCH, CASELOAD, and REFERRALS. A user profile for "Lesly Soto Bright, Abode Services" is visible in the top right corner. The main content area features a "SEARCH FOR A CLIENT" section with a search input field and a "SEARCH" button. Below the input field, a note states: "Use full name, partial name, date of birth or any combination." To the right of the search section, a list titled "Your recent client searches:" contains the following entries: Mickey Mouse, Wonder Woman (She/Her/Hers), Walt Disney, Shrek Ogre (He/Him/His), and Johnny Quest Test (He/Him/His). The footer of the page includes the text "Managed with Clarity Human Services" and a link to "Recover deleted data".



[CE] Program – End User Resources



FEATURE FOCUS



FEATURE FOCUS- *Tagging End Users in Notes*

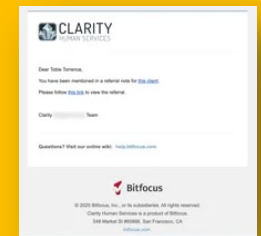


Users with the appropriate access rights to create and edit notes can tag one or more end users in a note

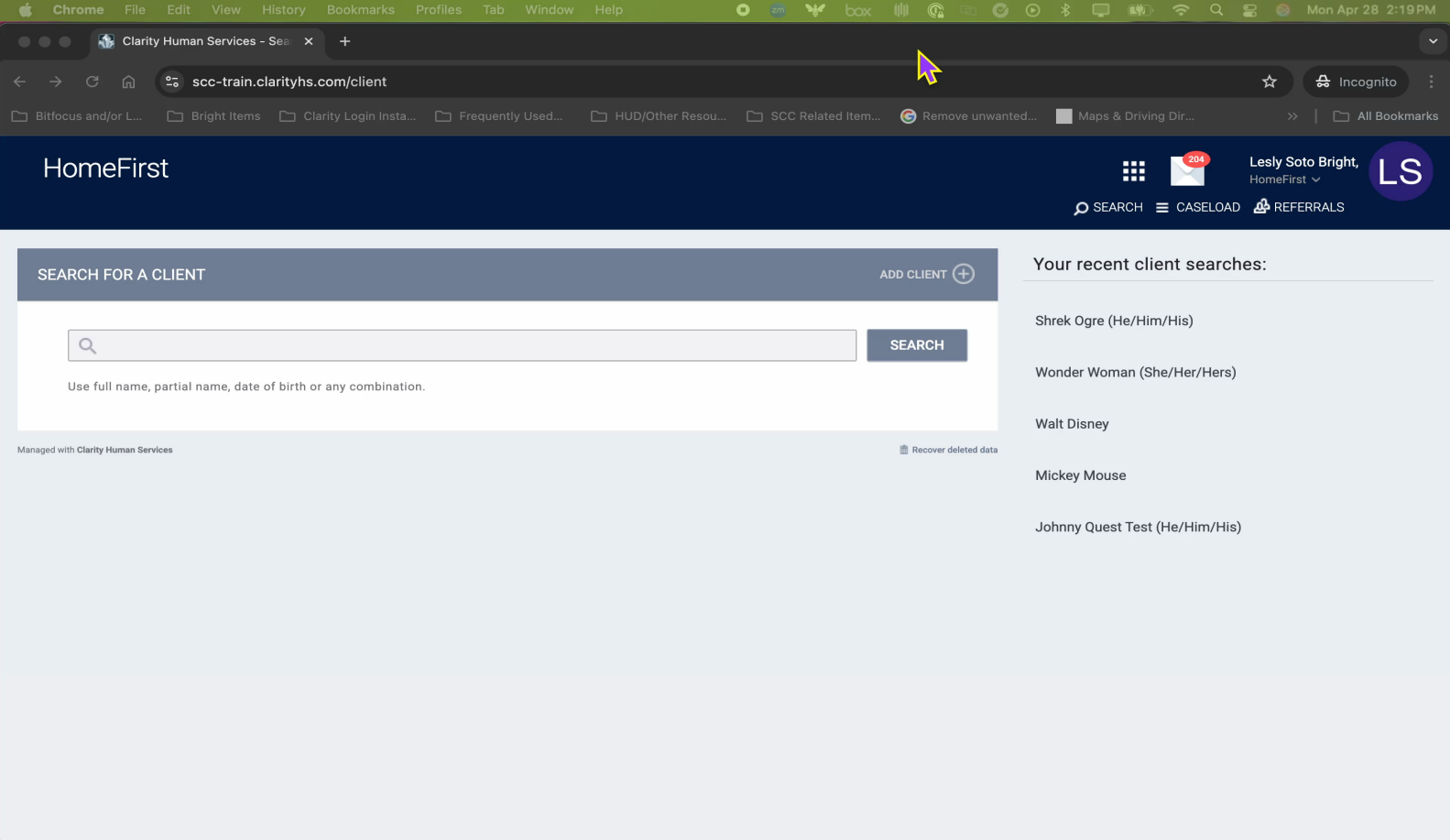
Client Notes
Client Program Notes
Contact Notes
Location Notes
Referral Notes
Service Notes



A notification with a link to the tagged note and relevant client record will be sent to the user's email and/or Staff Inbox, depending on their preferences



Demonstration - Tagging End Users



The screenshot shows a web browser window with the address bar displaying `scc-train.clarityhs.com/client`. The page header includes the HomeFirst logo, a user profile for Lesly Soto Bright, and navigation links for SEARCH, CASELOAD, and REFERRALS. A search bar is prominently displayed with the placeholder text "SEARCH FOR A CLIENT" and an "ADD CLIENT" button. Below the search bar, a message states: "Use full name, partial name, date of birth or any combination." To the right of the search bar, a list titled "Your recent client searches:" shows the following entries:

- Shrek Ogre (He/Him/His)
- Wonder Woman (She/Her/Hers)
- Walt Disney
- Mickey Mouse
- Johnny Quest Test (He/Him/His)

At the bottom left of the page, it says "Managed with Clarity Human Services". At the bottom right, there is a link to "Recover deleted data".



FEATURE FOCUS- *What to Keep in Mind*

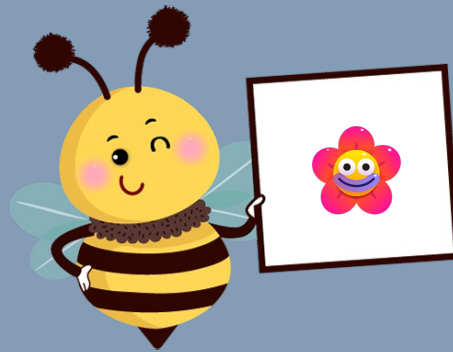


If the user has **full access** to the item with a note, then their **name will populate**, and it is possible to tag them



If the user **does not** have edit access to the item with a note, and therefore cannot see the Notes field, it is **not possible to tag them**





MEMOS



SCC Quarterly Compliance Certification Checklist



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 Deadline

Wednesday, April 30th

- 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 **01/01/2025 - 03/31/2025**
- 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



**RECENTLY ASSESSED
& NOT ON CHQ**



RECENTLY ASSESSED & NOT ON CHQ

AGENCY NAME		
LifeMoves		9
HomeFirst		6
Social Impact Team (SIT) Property Owners Downtown Association		6
Mission Possible		6
Family and Children Services		3
City of San Jose		3

AGENCY NAME		
Gardner Health Services		2
County: SCVHHS - BHSD		2
PATH		2
Bill Wilson Center		2
The United Effort Organization		2
WeHOPE		2
Family Supportive Housing		2

AGENCY NAME		
Horizon Services, Inc - DBA Mission Street Sobering Center		1
Roots Community Health Center		1
San Jose State University Research Foundation (SJSU)		1
County of Santa Clara: SCVHHS – Public Health		1
Momentum for Health		1





Q & A



Next Month's
Thursday, June 5th, 2025

