

August 2020 Agency Admin. Minutes



AGENDA ITEMS

- COC|Coordinated Assessment|UPLIFT Updates
- HMIS Newsletter
- Staff Contact Info. on VI-SPDAT
- NEW Coordinated Entry (CE) Canned Reports [GNRL-404 and GNRL-405] Assessment Based
- Coordinated Entry (CE) Looker Dashboard
- Coordinated Entry (CE) Quiz Time
- Reminders

[Want to view the Slide Deck, click here!](#)

CoC|Coordinated Assessment Updates

- CoC NOFA still on hold per HUD
- GIW for CoC grants has been released
 - First step of the NOFA process
- CAWG: Recommendations to improve our process

NCV Prevention Projects Updates

- Destination Home and Sacred Heart Community Service provided \$15million dollars to over 7000 families

FEMA Motels Project Updates

- 2000 households served over the last 5 months
- 865 Housed in permanent housing

UPLIFT Updates

- As of 8/3/20 1030 UPLIFT passes have been processed, and 1018 of the passes have been shipped to our providers
- At this time we're not replacing lost passes
 - We'll replace them sometime later this month, once a majority of unfilled requests are completed
 - An email will be sent with details on when we'll begin replacing passes
 - Passes will be mailed out to the POC
- There will be no allocation limit for this quarter starting 8/10/2020
- Passes will be processed first come first serve

*If there are changes who your UPLIFT Point of Contact is – please inform us @ UPLIFT@hhs.sccgov.org
For all UPLIFT related inquiries please email UPLIFT@hhs.sccgov.org*

HMIS Newsletter

July 2020 Newsletter included:

- Coordinated Entry Updates FAQs
- RemindersL Account Setting Update and New HMIS Documents
- Missing Data
- Reporting Spotlight: Client Reports
- Upcoming Events

[Web link to the newsletter](#)



August 2020 Agency Admin. Minutes

Staff Contact Information on VI-SPDAT

- Accurate staff contact information on the VI-SPDAT and in the client profile can be essential to locating the client and prioritizing them for housing.
- Please note if you are not the person who completed the assessment, be sure to enter the name of the person who did. This is different from the person doing the data entry of the assessment.

NEW Coordinated Entry (CE) Canned Reports [GNRL-404 and GNRL-405] Assessment Based

1. From the launchpad select the REPORTS option
2. From the Report Library select the Assessment Based Reports
3. From the drop down option select either report [GNRL-404 or GNRL-405] & select run
4. Make the appropriate filter selections
5. Run the report

NEW Coordinated Entry (CE) Canned Reports: [GNRL-404]CE Assessment Detail Report

The Assessment Details report is similar to the [GNRL-201] Assessment Details report. The main difference is it widens out the assessment choices to all assessments designated for coordinated entry, not just the VI-SPDAT. This version reports subtotals of the assessment processors, not the details about each assessment field.

NEW Coordinated Entry (CE) Canned Reports: [GNRL-405]CE Assessing Staff Report

The CE Assessing Staff Report details all assessments created during the reporting period, separated by the assessing staff person. It is intended for use by assessing staff and program management.

SCC Community Queue and Assessments Data Quality Dashboard

View a variety of CE data quality issues at your agency including, missing or duplicate assessments, missing referrals. Analysis of assessments done at your agency and fix any issues.

Coordinated Entry (CE) Quiz Time

1. A person enrolled in a Night by Night shelter on 8/1, completed a VI-SPDAT on 8/2, stayed the night on 8/3, met with their case manager to discuss housing plans on 8/4, stayed the night 8/5, and did not return. How many CLSs should this person have?
 - **3**
 - 8/1 Enrollment
 - 8/2 VI-SPDAT
 - 8/4 Meeting with Case Manager
2. Coordinated Entry Assessments are only recorded in the Coordinated Entry Program.
 - True
 - **False:** *Coordinated Entry assessments can be recorded in any program where the person is currently experiencing homelessness including,*



August 2020 Agency Admin. Minutes

shelters, safe parking, outreach, uplift, and coordinated entry

3. A Current Living Situation Assessment is required only when completing a Coordinated Entry Program enrollment.
 - o **False:** *A current living situation is required at enrollment and should have the same date as the project start date in CE, Street Outreach, Safe Parking, and Night by night shelters*

Reminders

Security Officer Compliance Checklist

- Updated forms and announcement related to the Quarterly Compliance Security Checklist this month
- Including New guidance for remote workers & self certification

Update Contact Information in HMIS

1. Log into HMIS
2. Click on the logo of your initials and/or photo
3. Got to ACCOUNT SETTINGS
4. In the Phone Number field please update your phone number, be sure to include your extension
5. **SAVE CHANGES** when done

Office Hours

Where Are Office Hours Held?

Looker 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) and/or dial in by phone

using the following [Zoom \(click here to access\)](#)

When: Every other Monday of the month

Time: 2:00pm-3:00pm

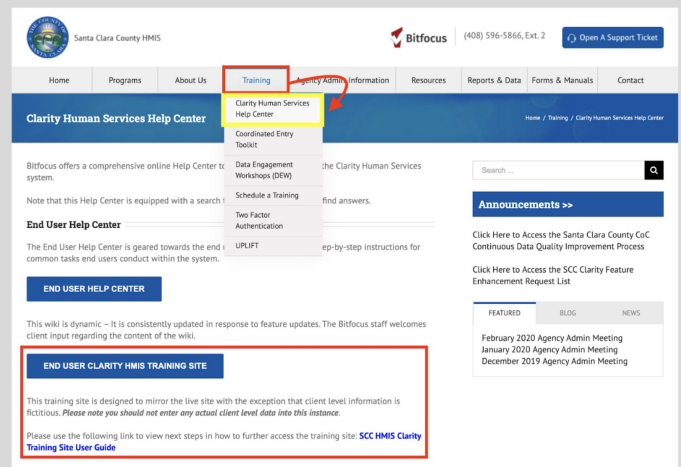
Clarity (HMIS) Office Hours

When: Every other Thursday from 10:00am-11:30am

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

Clarity HMIS Training Site

Want to hone your skills at data entry without compromising actual client data? Use the End User Clarity HMIS Training Site



Click on the image above to access the content.

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 Virtual Suggestion Box option.

Next Agency Admin Meeting

Meeting Location: Zoom Link

When: Thursday, September 3rd, 2020

Time: 2:00pm – 3:30pm

August 2020 Agency Admin. Minutes



Dates and locations for 2020 meetings are listed on the OSH website:

<https://www.sccgov.org/sites/osh/continuumofcare/osh-events/pages/home.aspx>



Bitfocus Contact Information

Support Team:

sccsupport@bitfocus.com

Bitfocus System Administration Team:

scc-admin@bitfocus.com

Senior Project Administrator

Janel Fletcher (janel@bitfocus.com)

Deputy Project Administrator

Trevor Mells (trevorm@bitfoucs.com)

Project Manager

Alison Wilson (alisonw@bitfocus.com)

Project Manager

Lesly Soto (leslys@bitfocus.com)