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Agency Leads Meeting: March 19, 2025

Agenda

Announcements

- Federal Reporting Season Update
- Licensing Policy Update

Upcoming Changes

- Implementing Two-Factor Authentication

Report Spotlight

- [HUDX-225] HMIS Data Quality Report
- [HUDX-123] Housing Inventory (HIC) Supplemental Report

Open Communication Q&A and Poll

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Announcements

- Federal Reporting Update
- Licensing Policy Update

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Upcoming Changes April 1st

Two Factor Authentication

Purpose: A form of multi-factor authentication that requires two separate pieces of information to confirm the identity of a user attempting to log in to the Clarity system.

Who: all users

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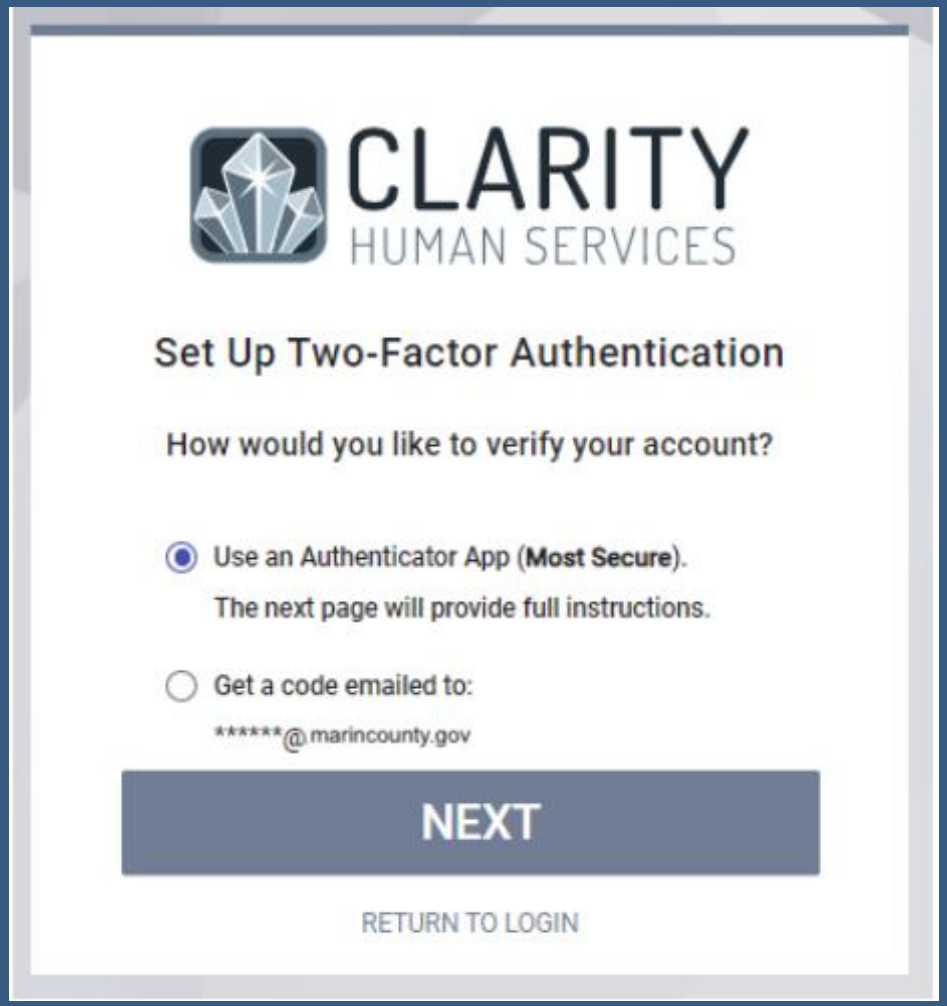
2FA Set - Up

When you log in for the first time with 2FA enabled you will need to set up your 2FA after entering your username and password

- Your Options Are:
  - Authenticator App
  - Email



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How to verify your account

This is how you will receive a 6 – digit code

Email

Google Authenticator
(for Android/IOS Phone)

Microsoft Authenticator
(for windows phone)

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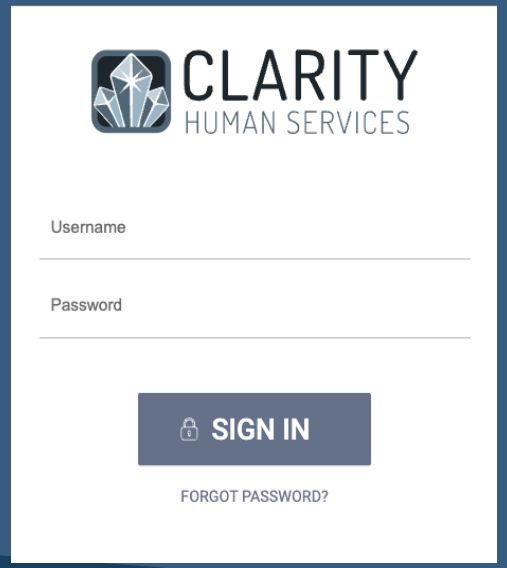
When 2FA is enabled, to log in to Clarity Human Services you must enter:

- ⇢ The 6 –digit verification code
- ⇢Check "Trusted Device"

Then proceed to login as normal with your username and password

Step 1

Step 2



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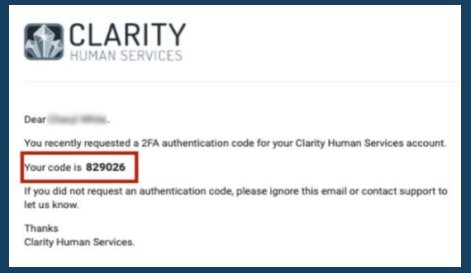
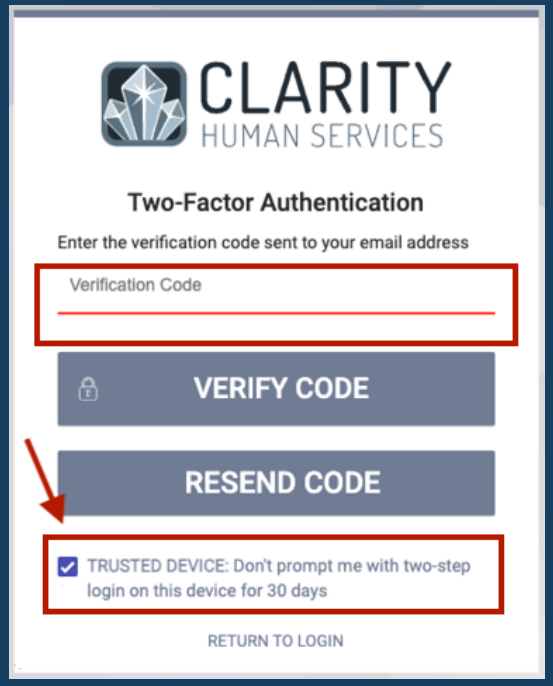
Step 1
Setup

Step 2
Verify

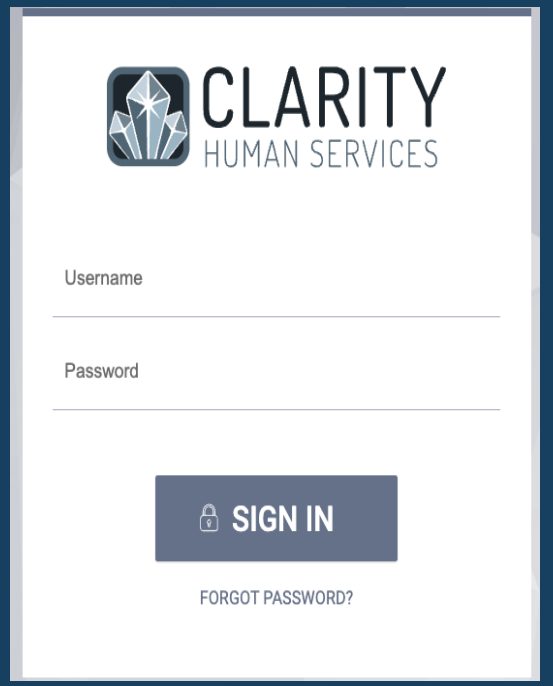
Email



Step 3
Enter 6 digit code



Step 4
Login



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Note: You will NOT need to do this every single time.

⇢You will be required to verify with 2FA when the following occur:

- ⇢ Setting up 2FA for the 1st time
- ⇢ If you use an Incognito browser
- ⇢ If you use a different device, computer, phone etc.
- ⇢ Did not check "Trusted device"

⇢Time Limit on trusted device: 30 days

⇢Remember if logging in frequently on the same device they will not be prompted to verify 2FA

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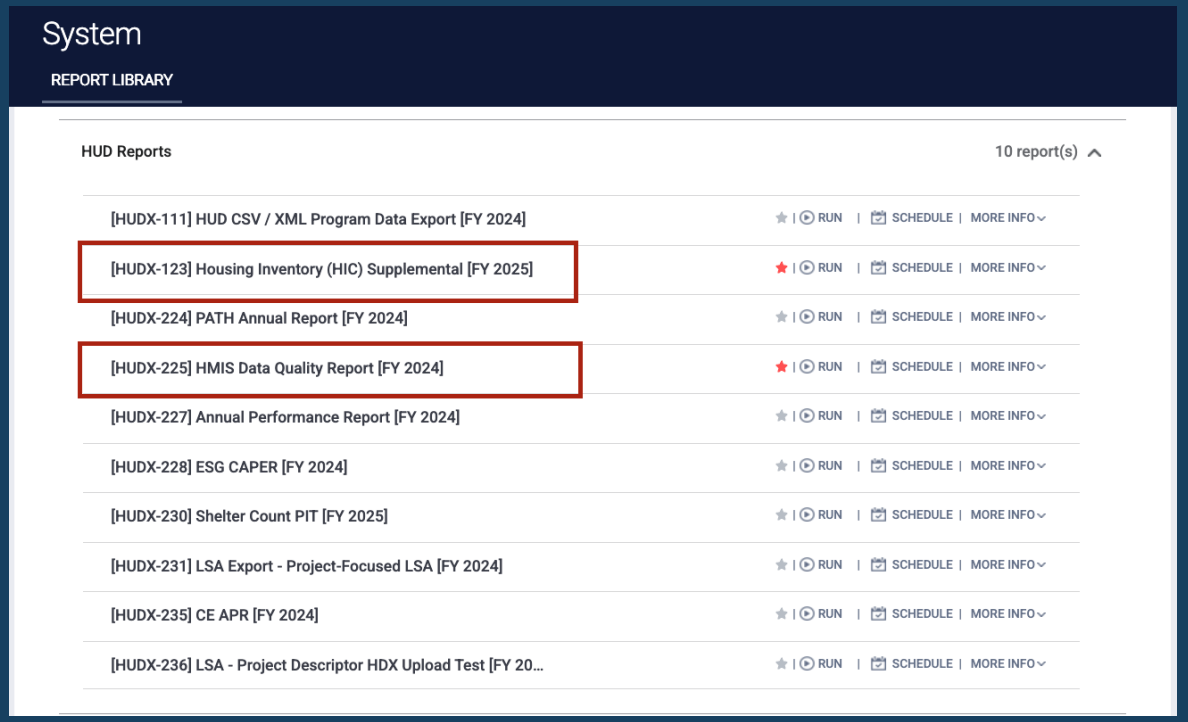
Report Spotlight

[HUDX-225] HMIS Data Quality Report

[HUDX-123] Housing Inventory (HIC) Supplemental Report



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Why is this report Important?

[HUDX-225] HMIS Data Quality Report

- Important and useful for
  - Impacts federal reporting season
  - Preparing for the APR
  - Cleaning up data for System Performance Measures
  - Reviewing overall data quality
- Recommended Workflow
  - HMIS Lead responsibility to monitor data quality
  - Monthly/quarterly basis

Q4. Income and Housing Data Quality

Program Applicability: All Projects

Data Element	Client Doesn't Know/Prefers Not to Answer	Information Missing	Data Issues	Total	% of Issue Rate
Destination (3.12)	0	0		0	0.00%
Income and Sources (4.02) at Start	0	0	2	2	33.33%
Income and Sources (4.02) at Annual Assessment	0	1	0	1	100.00%
Income and Sources (4.02) at Exit	0	0	0	0	0.00%
Non-Cash Benefits (4.03) at Start*	0	0	3	3	50.00%
Non-Cash Benefits (4.03) at Annual Assessment*	0	1	0	1	100.00%
Non-Cash Benefits (4.03) at Exit*	0	0	0	0	0.00%

*Note: * denotes additional rows, not provided by HMIS Reporting Glossary*

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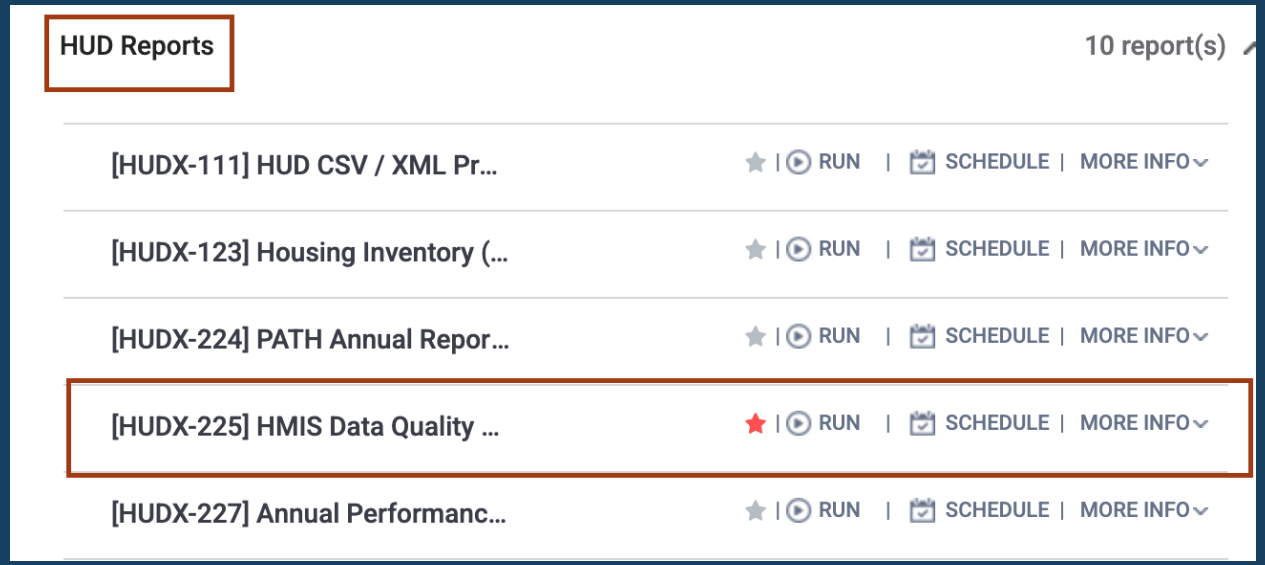
Demo

Report Spotlight

[HUDX-225] HMIS Data Quality Report

Located in the Report Library

- Under HUD Reports
- Available Help Desk Article



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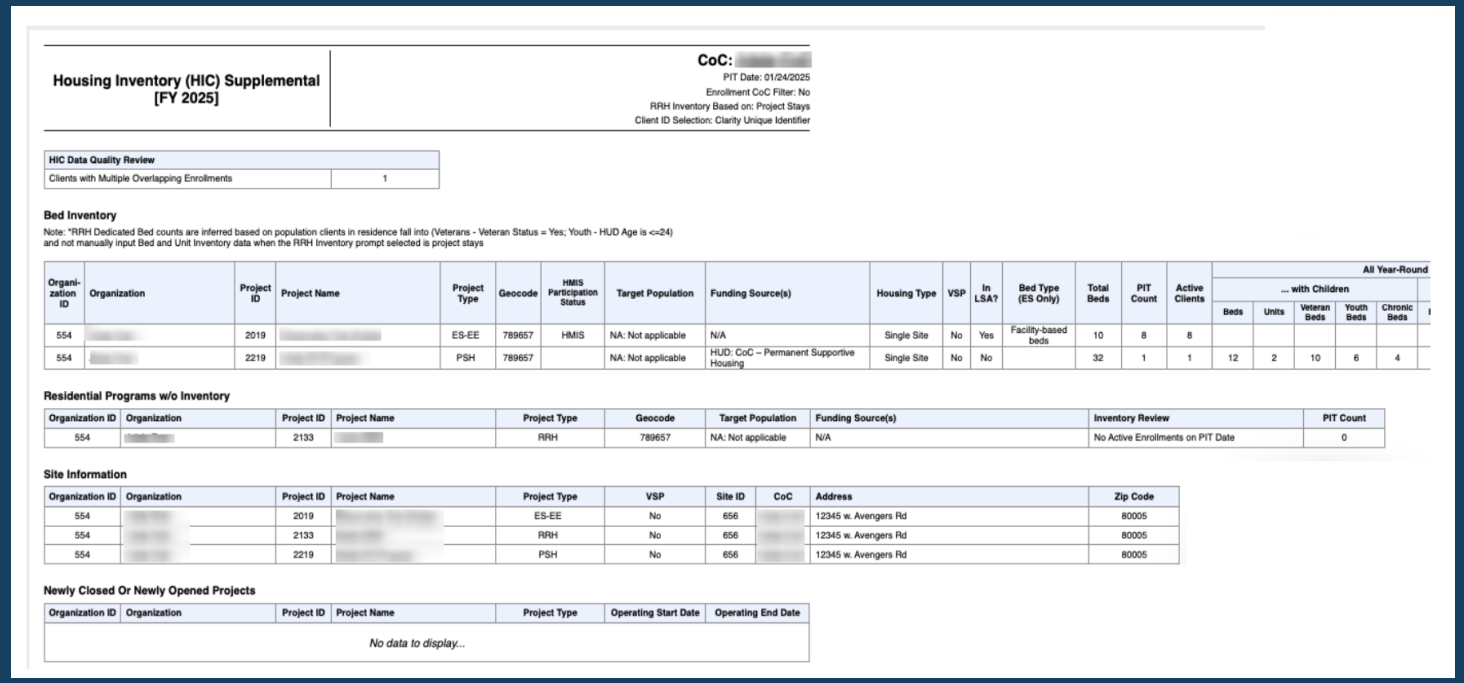
Report Spotlight

[HUDX-123]
Housing Inventory (HIC) Supplemental Report

- Purpose:
  - Tool to review available housing inventory for people experiencing homelessness
- Use
  - Provides a point-in-time look at utilization and supports LSA review for HIC submissions



Housing Inventory (HIC) Supplemental [FY 2025]

CoC: [redacted]
PIT Date: 01/24/2025
Enrollment CoC Filter: No
RRH Inventory Based on: Project Stays
Client ID Selection: Clarity Unique Identifier

HIC Data Quality Review	
Clients with Multiple Overlapping Enrollments	1

Bed Inventory

Note: *RRH Dedicated Bed counts are inferred based on population clients in residence fall into (Veterans - Veteran Status = Yes; Youth - HUD Age is <=24) and not manually input Bed and Unit Inventory data when the RRH Inventory prompt selected is project stays

Organi-zation ID	Organization	Project ID	Project Name	Project Type	Geocode	HMIS Participation Status	Target Population	Funding Source(s)	Housing Type	VSP	In LSA?	Bed Type (ES Only)	Total Beds	PIT Count	Active Clients	All Year-Round					
																... with Children					
																Beds	Units	Veteran Beds	Youth Beds	Chronic Beds	
554	[redacted]	2019	[redacted]	ES-EE	789657	HMIS	NA: Not applicable	N/A	Single Site	No	Yes	Facility-based beds	10	8	8						
554	[redacted]	2219	[redacted]	PSH	789657		NA: Not applicable	HUD: CoC – Permanent Supportive Housing	Single Site	No	No		32	1	1	12	2	10	6	4	

Residential Programs w/o Inventory

Organization ID	Organization	Project ID	Project Name	Project Type	Geocode	Target Population	Funding Source(s)	Inventory Review	PIT Count
554	[redacted]	2133	[redacted]	RRH	789657	NA: Not applicable	N/A	No Active Enrollments on PIT Date	0

Site Information

Organization ID	Organization	Project ID	Project Name	Project Type	VSP	Site ID	CoC	Address	Zip Code
554	[redacted]	2019	[redacted]	ES-EE	No	656	[redacted]	12345 w. Avengers Rd	80005
554	[redacted]	2133	[redacted]	RRH	No	656	[redacted]	12345 w. Avengers Rd	80005
554	[redacted]	2219	[redacted]	PSH	No	656	[redacted]	12345 w. Avengers Rd	80005

Newly Closed Or Newly Opened Projects

Organization ID	Organization	Project ID	Project Name	Project Type	Operating Start Date	Operating End Date
No data to display...						

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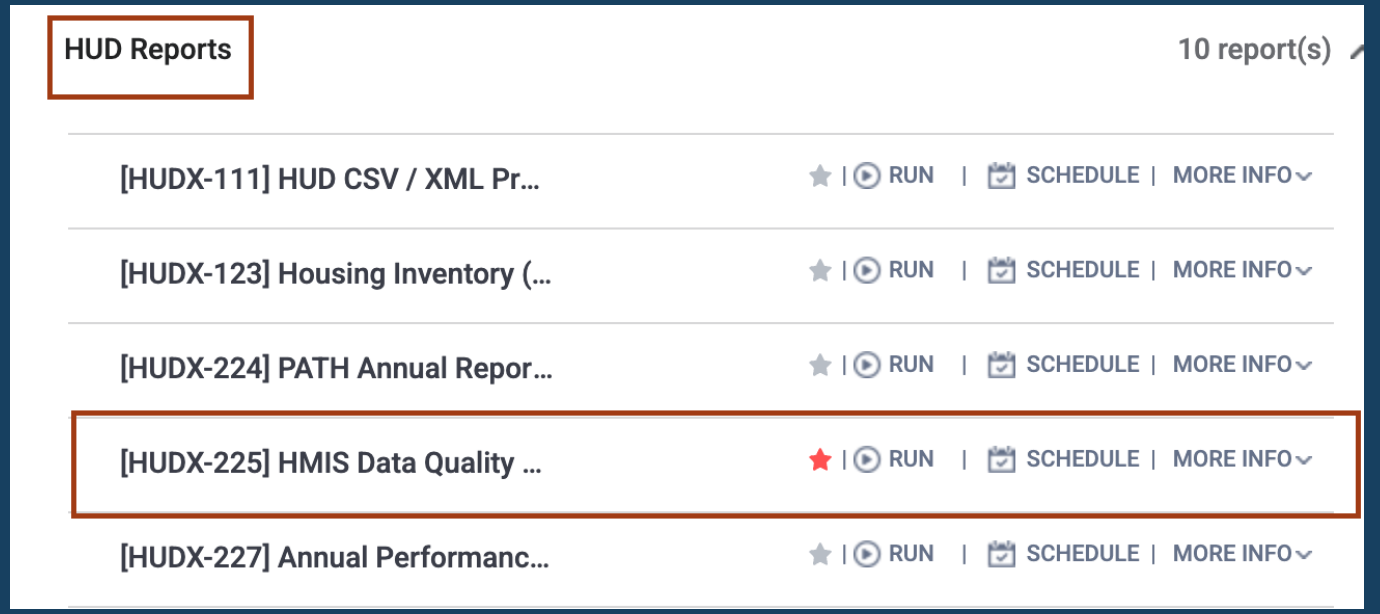
[HUDX-123] Housing Inventory (HIC) Supplemental Report



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Open Communication

Resource sharing

Problem solving

Ideas for future Leads meetings – What do you want to see more/less of? What's helpful? What's not?

Cross-agency Collaboration

Future presentation/discussion topic ideas – How to make these meetings most effective and impactful for you?

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Agency Leads Meeting Poll

Help Desk Support

How to get in touch with the Help Desk:

- Use the chat feature on the website or directly from within your HMIS account.
- Call 415-429-1400
- Email marin@bitfocus.com
  - Escalate to Community Admin as needed
- *Pro-tip: You may always request to meet with them via Zoom to screen-share. This can be especially helpful when troubleshooting any issues you might be having.*

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Questions, Comments, or Concerns?

Next Agency Leads Meeting: May 21, 2025

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