Monthly Agency Leads Meeting

San Francisco, July 2025

Bitfocus

Today's Agenda

Welcome!

System Updates

Data Standards 101

Understanding APRs

Announcements

Wrap Up & Future Meeting Discussion

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Welcome!

⋯→ What was the first job that you ever had?

⋯→ Please share your name, pronouns, and agency when responding.

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System Updates

⇢ Welcome back Holly from Maternity Leave!

⇢ 2026 Data Standards changes are coming!

   ⇢ More information later in the presentation

⇢ Upcoming changes to San Francisco APR reporting for programs in consolidated grants.

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Data Standards 101

---→ HMIS Data Standards are established by the US Department of Housing and Urban Development (HUD).

---→ Purpose is to identify and standardize data elements required in an HMIS (Homeless Management Information System)

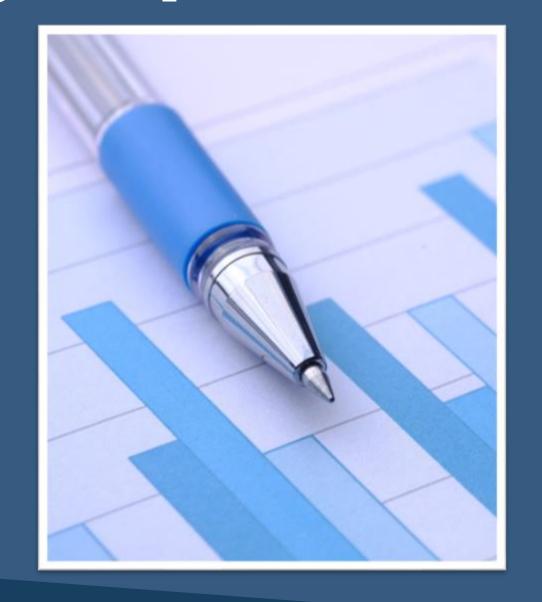---→ Updates are made every 2 years and the previous update was made in 2023.

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Data Standards 101: Change Examples

Language Updates:
- Domestic Violence Victims changed to **"Domestic Violence Survivors"**
- Client refused changed to **"Client prefers not to answer"**

Changes to Existing Data Elements:
- **Name:** Clients may provide their Preferred Name; "Legal Name" optional if not required by funding.
- **Race and Ethnicity:** Merged into one data element and additional options added (Hispanic/Latina/e/o, Middle Eastern/North African)

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Data Standards 101: Change Examples

Changes/Updates by Funding Type:
- **Sexual Orientation:** CoC PSH projects mist provide this information for improved support
- **VA (Veterans Affairs):** Additions and alterations to branches, financial aid and targeting criteria

Retiring Data Elements:
- **Ethnicity**
- **Well Being**
- **Last Permanent Address**

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Data Standards 101: What this All Means

- You will receive updates from HSH and from Bitfocus regarding the upcoming 2026 Data Standards changes

  - HUD has not yet confirmed what the changes will be

  - We will inform you all of what they will be and how it may effect ongoing data collection

- HSH and Bitfocus will make the necessary changes to the ONE System data elements

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What Are APRs?

⋯→ APR = Housing & Urban Development (HUD) Continuum of Care (CoC) Annual Performance Report

⋯→ Updated regularly to align with HUD Data Standards

⋯→ Comprehensive view of the ONE System client data and program outcomes

⋯→ Required to be submitted by direct recipients of HUD funding

⋯→ Utilize the online Sage Reporting Repository to submit

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Why APRs matter

This report can help answer key program evaluation and improvement questions

- Who have we served and for how long?

- What has changed for the people we have served?

- What data are we missing?

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APR Data

Where APR Data comes from

- **Enrollments**
  - At enrollment collect and enter as much accurate information as possible

- **Annual Assessments**
  - Confirm and update any changes or new health, income, benefit and insurance information

- **Exits**
  - At exit, exit destination is a key field in your APR as is ensuring that health, income, benefits and insurance information is up to date

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APR Reports

Run these reports to check for program data quality

- **[GNRL 106] Program Roster**
  - Who's stayed in the program during the reporting period
  - List program stay information for clients within the selected programs and who have the selected status

- **[HUDX-225] HMIS Data Quality Report [FY 2024]**
  - Comprehensive data review that shows what data is missing or incomplete

- **[HUDX-227] Annual Performance Report [FY 2024]**
  - CSV version of this report is submitted in SAGE
  - Can also be run as a web page to view data before submission
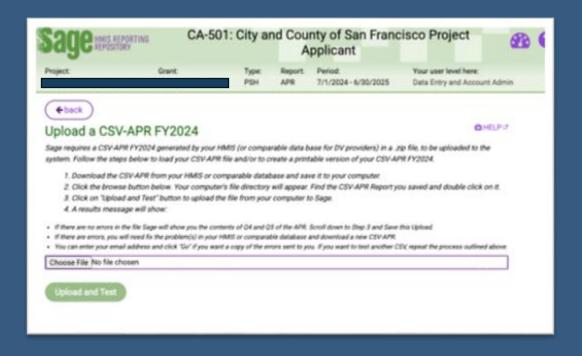
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APR Submission Reminders

Timeline for APR Submission

- You will receive an email from Bitfocus staff **90 days** before the APR submission date to inform you that is is due.

  - Email will contain the HUD submission deadline, pdf versions of the [HUD-225] Dat Quality and [HUD-227] APR reports, general APR resources and HSH guidance on submission

- The HSH CoC team will need to review your APRs before the final HUD submission deadline, so please make sure you are reviewing and fixing your data on time, so they have a chance to review

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APR Submission Process

APRs are submitted through SAGE

- Currently, all programs will upload their APRs CSVs individually to SAGE.
  - Download the [HUD-227] APR from ONE as a CSV-Upload type
  - You can test your APR CSV submission on the SAGE website to see if it will be accepted before uploading it fully.
  - Once you have uploaded your APR CSV to SAGE, alert HSH so they can review your submission data
- Bitfocus and HSH are currently reviewing this submission process.

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Helpful Resources

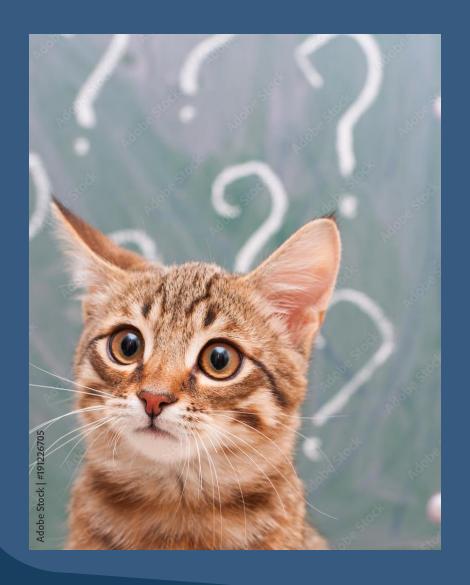

ONESF Help Center Website

- onesf.bitfocus.com

Bitfocus Help Center

- help.bitfocus.com

Bitfocus Helpdesk

- onesf@bitfocus.com
- 415.429.4211

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Don't forget about Office Hours!

⇢ ONE System Office Hours occur **every 4th Tuesday of the month at 2pm**

⇢ Available to everyone who is a user of the ONE System

⇢ No problem too big, no question too small!

⇢ Register at bitfocus.zoom.us/meeting/register/tZcrce-rqTouHNZejrOoeyxIgx7faH4_LdNK#/registration

Announcements

Monthly Office Hours:
- August 26 @2pm
- September 22 @2pm

Next Agency Leads Meetings:
- August 25 @10:30am
- September 23 @ 10:30am

Registration Links: onesf.bitfocus.com

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Thank You From Your SF Team!

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