DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF STATE FINANCIAL ASSISTANCE
STATE GRANT MANAGEMENT SECTION
2020 W. El Camino Avenue
Sacramento, CA 95833-1829

AB 977 HMIS Project Setup Instructions

March 23, 2023

STATE AGENCY: California Department of Housing and Community Development

PROGRAM(S):

- The No Place Like Home Program (NPLH)
- The Multifamily Housing Program (MHP), including the following subsidiary programs:
    - Supportive Housing Multifamily Housing Program (SHMHP)
    - Homeless Youth Multifamily Housing Program (HYMHP)
- Veterans Housing and Homeless Prevention Act (VHHP)
- Housing for a Healthy California Program (HHC)
- Homekey

Background

Pursuant to Assembly Bill 977 (AB 977), the State of California requires grantees and loanees (henceforth called "recipients") of state funded homelessness programs to enter specific data elements related to individuals and families into their local Homeless Management Information System (HMIS). The additional and improved data made available by these new reporting standards will create a more accurate account of the individuals served by the homelessness response system. These improvements will result in a more comprehensive understanding of the effects of state funded homelessness programs and allow for better informed policy decisions.

California Department of Housing and Community Development (HCD) is providing the HMIS Project Setup Instructions in partnership with Abt Associates, the technical assistance provider for AB 977 implementation. The Instructions are based on project setup information provided by the California Interagency Council on Homelessness (Cal ICH) as part of broader technical assistance efforts aimed at supporting recipients with AB 977 compliance. This document specifies the entry format for HMIS data entry and describes the project setup requirements for recipients of these programs. Recipients should work with their local HMIS Lead Agency to gain access to the HMIS for the Continuum of Care(s) in which the projects are located and for more information on training, policies and procedures, and other local HMIS requirements. Recipients that operate projects in multiple CoCs will need to set up projects in the HMIS for every CoC in which projects are located. The data fields required as part of AB 977 are drawn from the United States Department of Housing and Urban Development HMIS Data Standards (Welfare and Institutions Code section 8256(d)(8).

Technical assistance providers from Abt Associates are available to help recipients identify and connect with contacts at their CoCs and HMIS Lead agencies. For assistance, please email AB 977_TA@abtassoc.com.   Abt Associates, in consultation with HCD will be providing office hours, trainings, and additional technical assistance between the issuance of this guidance and the deadline for implementation to ensure that recipients are prepared to achieve compliance with the requirements of AB 977.

Overview of Data Entry Requirements

All recipients (and subrecipients) operating projects that have units restricted to serving people experiencing homelessness or people at-risk of homelessness are required to comply with the HMIS project setup and data entry requirements set forth in HUD's HMIS Data Standards as well as the additional project setup requirements described in this document. Ensuring that projects are setup correctly will allow Cal ICH and administering agencies and departments to track AB 977 compliance and develop reports from California's Homeless Data Integration System (HDIS), a state data warehouse that integrates data from local HMIS systems. Data is submitted into HDIS by HMIS leads and does not require any data submission by recipients beyond data entry to HMIS.

Recipients that commenced before July 1, 2021, are required to enter data into HMIS for clients currently active[1] in their program by July 1, 2023. Recipients that self-certified that they would comply by January 1, 2023, are encouraged to begin entering client data in April 2023. Projects that do not have any active clients on July 1, 2023 must begin entering client data on the first day when the first individual or household is served by the program. Recipients should initiate the process of setting up projects in HMIS 90 days in advance of anticipated initial occupancy.

State homelessness programs that commenced on or after July 1, 2021, and grantees that were awarded on or after July 1, 2021 of the existing state programs, may be granted an extension of up to one year from program launch to meet the identified requirements. More information on the timeline for these grantees will be forthcoming.

AB 977 HMIS requirements do not apply to the following:

- Projects that do not have units restricted to people experiencing homelessness nor people at-risk of homelessness should not set up projects and enter client data into HMIS.
- Victim Service Providers are prohibited from entering client-level data into HMIS, thus victim service providers are not required to comply with AB 977.
- In accordance with Cal ICH AB 977 guidance, California Department of Housing and Community Development is not requiring tribal recipients to enter data into HMIS at this time because tribes are considered sovereign entities and do not have their own local HMIS. However, technical assistance is available to those tribal recipients that want to enter data into HMIS.

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[1] "Active" refers to having enrolled in the project (have a project start date) and have not yet exited the project (do not have a project exit date).

Project Setup

HMIS projects must be set up before client-level data elements can be entered into HMIS, as required by AB 977. Project Descriptor Data Elements (PDDEs) are fields in the HUD Data Standards Manual that identify the organizations, specific projects, and details of the projects in which clients are enrolled. Depending on the HMIS implementation, PDDEs are entered either by the recipient or the HMIS administrator, in consultation with the recipient. Recipients should work with their HMIS Lead agencies to ensure their projects' PDDEs align with both the HMIS Data Standards and the below requirements. A template for recipients to gather the required project information is included in Appendix A: Project Setup Template of this document.

Recipients with Existing HMIS Projects

Recipients may have set up projects and entered client data in HMIS prior to the issuance of this guidance. These recipients will need to modify their existing HMIS project data to comply with the requirements in AB 977. Depending on the specific HMIS software used by the CoC, this may require creating new projects. All active clients (new or existing) are required to be entered into the "new" project at the time the new project is set up for the purposes of AB 977 compliance. Recipients should work with their HMIS Lead to determine the best method for updating their existing projects and client data. Abt TA providers can provide additional support to recipients and facilitate this process with the HMIS Lead agencies.

Organization Name: Enter the name of the organization providing state-funded assistance or housing. Subrecipient or subcontractor organizations must create separate projects in HMIS. For recipients that are housing developers, the organization name in HMIS should be the name of the organization that will be entering the client data into HMIS. For example, many developers subcontract with nonprofit organizations to provide direct services or assistance to clients. If staff at the nonprofit service provider will be recording client information in HMIS for that project, the organization name should be the name of the nonprofit provider.

Project Type: Select the Project Type based on the type of shelter, housing, or services the recipient or subrecipient provides. Recipients are required to set up projects consistent with the HMIS Data Standards Manual, section *2.02 Project Information*. As prescribed by the HMIS Data Standards, each project can only be assigned one project type. If the recipient provides more than one type of shelter, housing, or services they will need to set up more than one HMIS project.

HUD-defined HMIS Project Types and examples of project activities within each Project Type are provided in Table 1. This table does not reflect an exhaustive list of project activities. Recipients should refer to this list while working with their HMIS Lead and TA provider to determine the appropriate project type for their project and may request assistance by contacting AB977_TA@abtassoc.com.

HMIS Project Type	HCD Programs	Client Eligibility Restrictions	Project Activities
Permanent Housing – Permanent Supportive Housing (PSH) (*disability required*)	• MHP • VHHP • Homekey • HHC • NPLH	People experiencing homelessness at entry with disabilities	• Long-term housing (24+ months) • Supportive services
Permanent Housing – Permanent Housing with Services (*no disability required*)	• MHP • VHHP • Homekey • HHC	People experiencing homelessness at entry (Continuum = Yes) or people at-risk of homelessness (Continuum = No)	• Long-term housing (24+ months) • Supportive services
Permanent Housing – Housing Only	• MHP	People experiencing homelessness at entry (Continuum = Yes) or people at-risk of homelessness (Continuum = No)	• Long-term housing (24+ months)
Transitional Housing (TH)	• MHP • VHHP • Homekey	People experiencing homelessness	• Temporary lodging • Services to facilitate moving families and individuals into permanent housing within a specified period of time (less than 24 months)

Continuum Project: Continuum Projects are projects within the geographic boundaries of the Continuum(s) of Care whose primary purpose is to meet the specific needs of people who are homeless by providing lodging and/or services. Most projects created under AB 977 should be set up as Continuum Projects (Continuum Project = "Yes"). There are a few special cases, as described below.:

Table 2: Special Cases for Continuum and Non-Continuum Projects

Project Description	HMIS Required	Continuum Project
Projects that serve clients at-risk of homelessness with homelessness prevention (services and/or financial assistance) to stabilize their housing	Yes	Yes
Other project types restricted to serving clients who are at-risk of homelessness (Services Only, Permanent Housing Only, and Permanent Housing with Services)	Yes	No

Affordable housing projects that do not have any units restricted to people experiencing	Optional	No	

If only some of the lodging/services fall under the definition of continuum project, two separate projects will need to be created. For example, if a recipient operates a Permanent Housing development with units restricted to people experiencing homelessness and other units that are for people at-risk of homelessness, they must set up two separate projects in HMIS: one non-Continuum Permanent Housing project for people at-risk of homelessness and one Continuum Permanent Housing project for people experiencing homelessness. If there are other units that are not restricted for either people at-risk or experiencing homelessness (i.e., general affordable housing units or reserved for households with income below a certain Area Median Income (AMI) threshold), those units can be excluded from HMIS.

Funding Sources: Recipients must enter the standardized funding source code provided by Cal ICH. HMIS allows projects to record multiple funding sources for the same project. For projects that receive multiple types of funding from state departments a separate funding source record with the applicable funder code and grant/loan identifier for each program must be entered into HMIS. Please consult your HMIS Lead agency for assistance entering funding sources into the CoC's specific HMIS software.

- **Funding Program**: Select "Local or Other Funding Source (Please Specify)" in the Funding

  - **Other funder text box:**
    Table 3
- **Grant/loan Identifier:** Enter the grant/loan or contract ID assigned by your program's state
    Table 3

Table 3: Recipient Funding Codes and Grant/Loan Identifiers

Program	Other Funder Code	Grant/loan ID with County Code*	Example grant/loan ID
Homekey	CA-HCD-Homekey	Enter the HCD contract number with the 3-digit county code appended.	
MHP	CA-HCD-MHP		
VHHP	CA-HCD-VHHP		
HHC-II	CA-HCD-HHCII		99-HK-99999-999
NPLH-Balance of State	CA-HCD-NPLH		Contract number / County code
NPLH-Alternative Process County	CA-County-NPLH	Enter the NPLH contract number assigned by the Alternative Process County for this project with the 3-digit county code appended.	

* See Appendix B: County Codes

Bed and Unit Inventory: All residential projects (Emergency Shelter, Transitional housing, Safe Haven, and all Permanent Housing project types) must record bed and unit inventory in HMIS; this must represent the total number of units and beds that are available for the clients enrolled in that specific

HMIS project and are reported by household type (Adults with Children, Adults without Children, and Child Only households).

For projects that operate with rental assistance or hotel/motel vouchers instead of a set number of units, bed and unit inventory is the maximum number of people and households that could be housed on a single night. For projects without a fixed number of beds, units, or vouchers recipients should estimate based on the average number of people and household types that are housed each night. Projects that serve more than one household type and do not dedicate a specific number of beds or units to any one household type should estimate the number of beds and units by household type by their average usage.

Client-Level Data Elements

Recipients are required to enter Universal Data Elements (UDEs), items 3.01-3.917, and Program Specific Common Data Elements (CDEs), items 4.02-4.20 and W52 for all clients and members of their household being served by the specified state funding programs, as shown in Appendix C: Required Universal and Common Data Elements by Project Type. Universal Data Elements are elements required to be collected by all projects participating in HMIS, regardless of funding source. The "Common" Program Specific Data Elements are elements that are required by at least one of the HMIS Federal Partner programs and are collected across most programs.

Each HMIS Lead agency conducts HMIS end-user trainings with information on entering data into their specific HMIS software. Abt will be providing additional trainings and guidance documentation on entering the required UDEs and CDEs prior to the July 1, 2023 AB 977 implementation deadline. Recipients can also email AB977_TA@abtassoc.com with specific questions on the required data elements or for help connecting to their CoC's HMIS Lead agency.

Universal Data Elements: Self-Certification Recipients that need to set up new projects to align with AB 977 project setup requirements should enter UDEs for all clients (new and existing) being served at the time the new project is set up.

Request for Extension Recipients should enter UDEs for every person active in the project on July 1, 2023. For all recipients, the UDEs must be entered for clients active in the project on or after July 1, 2023.

Some UDEs are only entered at the time the client record is created (i.e., at "Record Creation"), for example the client's name. If some of the project's clients already have records in HMIS, recipients need only confirm these elements are correct. Please refer to Appendix C, which outlines which UDEs are only entered at "Record Creation."

Common Data Elements: Grant/loanees should enter CDEs for the relevant household members and project types shown in Appendix C. Each CDE is collected at a specified "Collection Point," meaning the point(s) at which the data must be able to be collected in an HMIS. Recipients are **not** required to collect

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[2] Recipients should collect and enter the fields appropriate to that project type and funding program in alignment with guidance provided within HUD's manual. For example, a "Rapid Rehousing Project" would not be required to enter "Emergency Shelter Bed Night." Federal Partner Data Element W5 would be required for a project that received funding from HOPWA.

CDEs at project entry for clients that enrolled in the project before it was set up in HMIS, but these data elements must be collected at project start for all clients who enter the project on or after July 1, 2023.

Appendix A: Project Setup Template

Recipients can use the form below to gather information in preparation for a conversation with the local HMIS Lead Agency. The HMIS Lead and AB 977 TA providers will assist you with finalizing the responses before setting up the project in the local HMIS implementation. This template is provided for reference; each HMIS Lead may require you to use their own locally adopted form for collecting project information. Recipients are encouraged to reach out to their HMIS Lead as soon as possible for any additional local requirements. Abt TA providers can also assist recipients with connecting to their HMIS Lead. If a grant/loan includes multiple project types or a continuum and non-continuum project, multiple setup templates should be used.

The descriptions and guidance below are not intended to supplant official guidance from HUD on the proper use of a CoC's HMIS. For more details, please refer to the HMIS Data Standards Manual and to the body of the *AB 977 HMIS Project Setup and Funding Codes* guidance document.

Table 4: Project Descriptor Data Elements

Project Descriptor Data Element	Description	Project Response
Organization Information		
Organization Name	The legal name of the organization or agency operating project; recipients can provide a legal and a "common" name in the system, if there is another name that is more useful to the community. Projects funded by recipients that are housing developers, but are operated by a service provider, should enter the name of the service provider organization.	
Victim Service Provider	Enter "No" if not a Victim Service Provider. If the organization is a Victim Service Provider, they are prohibited from entering client-level data into HMIS and are not required to comply with AB 977.	
Project Information		
Project Name	Create project name to uniquely identify project; recipients can provide a legal and a "common" name in the system, if there is another name that is more useful to the community.	
Operating Start Date	Date project began providing services and/or housing. This should match the date the first client was served in the project and can be in the future if the project has not yet started serving clients.	

Operating End Date	Leave blank until project ceases providing services and/or housing to clients	
Continuum Project	Indicate "yes" if this project's primary purpose is to meet the specific needs of people who are homeless by providing lodging and/or services; see detailed guidance in *AB 977 HMIS Project Setup and Funding Codes*	
Project Type	Use the table in *AB 977 HMIS Project Setup and Funding Codes* to select the most appropriate anticipated project type; the HMIS lead and AB 977 TA providers will provide additional guidance on selecting project types	
Housing Type	Indicate if the project is 1) site-based in a single location, 2) site-based in a few different locations, or 3) tenant-based	
Continuum of Care Location Information		
Project Street Address	Enter the address of the project; for multi-site projects, enter the address in which most of the project's clients are housed. Tenant-based projects enter the administrative address. Note that if a project is identified as a Victim Services Provider, only the ZIP field is required.	
Project City		
Project State		
Project Zip Code		
Funding Sources (select all funding sources that apply to each project)		
Funder Program and Components	Select "Local or Other Funding Source" from the dropdown menu. This field is a "many to one" to a project, so if there are multiple funding sources to track, HMIS software should accommodate that type of set up. In other words, a project for each funding source used by the project is not required.	Local or Other Funding Source
If other, specify	Enter Other Funder Code from *Table 2: Grant/loan Funding Codes and Grant/loan Identifiers by Program* in *AB 977 HMIS Project Setup and Funding Codes*	
Grant/loan Identifier	Enter grant/loan identifier or contract number provided by the	

	applicable state department; see table above.	
Grant/loan Start Date	Enter the start date of the grant/loan. This should be on or before client activity is recorded in HMIS.	
Grant/loan End Date	*Left blank until grant/loan year/funding round ends*	
Bed and Unit Inventory *(ES, TH, and PH project types only)*	Enter the number of units and beds available for occupancy on a typical night. Projects that do not have a fixed number of beds can estimate based on the average household size. Projects that use vouchers or tenant-based rental assistance should estimate based on the capacity needed for the average number of clients served. Beds must be separated out by the Household (HH) Type served (a separate number for HH with Adults and Children, HH without Children, and HH with Only Children). These numbers can be estimated based on average household type for projects that serve multiple household types. Projects also must report the number of these beds that are dedicated to any of the indicated population groups: Veterans, Youth, or Chronically Homeless (or any combination thereof). A dedicated bed is a bed that **must** be filled by a person in the subpopulation category (or a member of their household) unless there are no persons from the subpopulation who qualify for the project located within the geographic area.	

Enter beds and units for each household type (based on average or typical clients served)	Adults with Children *(At least one member 18+ and at least one member under 18)*	Adults without Children *(All household members 18 or older)*	Child only *(All household members under 18)*
Total Units			
Total Beds			
Dedicated Beds (subset of total beds above):			
Chronically homeless (CH) veterans			
Youth veterans			
Any other veterans			
CH youth			
Any other youth			
Any other CH			

Appendix B: County Codes

Table 5: County Codes

County	County Code
Alameda	001
Butte	002
Colusa	003
Contra Costa	004
Del Norte	005
El Dorado	006
Fresno	007
Glenn County	008
Humboldt County	009
Kern	010
Kings	011
Lake County	012
Lassen	013
Los Angeles	014
Madera	015
Marin	016
Mendocino	017
Merced	018
Modoc	019
Monterey	020
Napa County	021
Nevada	022
Orange	023
Placer	024
Plumas	025
Riverside	026
Sacramento	027
San Benito	028
San Bernardino	029
San Diego	030
San Francisco	031
San Joaquin County	032
San Luis Obispo	033
San Mateo	034
Santa Barbara	035
Santa Clara	036
Santa Cruz	037
Shasta	038
Sierra	039
Siskiyou	040

Solano	041
Sonoma	042
Stanislaus	043
Sutter	044
Tehama	045
Trinity	046
Ventura	047
Yolo	048
Yuba	049

Appendix C: Required Universal and Common Data Elements by Project Type
Table 6: Universal and Common Data Elements

Number	Element Name(s)	Collected About	Collection Point(s)	Permanent Housing (all)	Transitional Housing
3.01-3.06	Name, SSN, DOB, Race, Ethnicity, Gender	All Clients	Record Creation	X	X
3.07	Veteran Status	All Clients	Record Creation	X	X
3.08	Disabling Condition	All Clients	Project Start	X	X
3.1	Project Start Date	All Clients	Project Start	X	X
3.11	Project Exit Date	All Clients	Project Exit	X	X
3.12	Destination	All Clients	Project Exit	X	X
3.15	Relationship to Head of Household	All Clients	Project Start	X	X
3.16	Client Location	Head of Household (HOH)	Project Start, Update	X	X
3.20	Housing Move-in Date	HOH	Occurrence Point	X	
3.917	Prior Living Situation	HOH and Adults	Project Start	X	X
4.02	Income and Sources	HOH and Adults	Project Start, Update*, Annual Assessment, and Project Exit	X	X
4.03	Non-Cash Benefits	HOH and Adults	Project Start, Update, Annual Assessment, and Project Exit	X	X
4.04	Health Insurance	All Clients	Project Start, Update, Annual Assessment, and Project Exit	X	X
4.05	Physical Disability	All Clients	Project Start, Update, and Project Exit	X	X
4.06	Developmental Disability	All Clients	Project Start, Update, and Project Exit	X	X
4.07	Chronic Health Condition	All Clients	Project Start, Update, and Project Exit	X	X
4.08	HIV/AIDS	All Clients	Project Start, Update, and Project Exit	X	X
4.09	Mental Health Disorder	All Clients	Project Start, Update, and Project Exit	X	X
4.10	Substance Use Disorder	All Clients	Project Start, Update, and Project Exit	X	X
4.11	Domestic Violence	HOH and Adults	Project Start, Update	X	X

*The data collection point of "Update" indicates the element may be collected and entered at any point during a project stay to track changes over time or document the occurrence of events (e.g., a service is provided)