Your Technical Assistance Team

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Agenda

1. Welcome and Introductions
2. AB 977 Basics
3. Key Partners
4. HMIS Project Set-Up
5. Client Data
6. Support & Next Steps
Use the Q&A panel to submit questions.

- Access the Q&A by clicking the **Panel options** button at the bottom right-hand side of the screen.

- Click **Q&A** in the menu.

- Use the drop-down menu to send your question to “all panelists.”
AB 977 Basics
AB 977

• AB 977 requires grantees and loanees (recipients) of certain programs to enter data into their local Homeless Management Information System (HMIS).

• (HMIS) is local information technology system used to collect client-level data including demographics and data on housing and services provided to people experiencing homelessness and people at risk of homelessness.

• Grantees have until July 1, 2023 to set up HMIS projects and enter data for all active clients.
HCD Programs Impacted by AB 977

• 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
AB 977 Exclusions

- Projects that do not have units restricted to people experiencing homelessness nor people at-risk of homelessness: HMIS participation optional, TA available.
  - (If recipients chose to use HMIS, projects must be set up as “non-continuum” projects.)

- Tribal recipients: HMIS participation optional, TA available

- Victim Service Providers: Not allowed to enter client data in HMIS
AB 977 Reporting Process and Timeline

HMIS Leads upload HMIS data into the Homeless Data Integration System (HDIS) on a quarterly basis. Grantees do not enter data directly into HDIS.

Cal ICH will monitor compliance through HDIS.

Projects with active clients: HMIS projects must be set up and data for all active clients entered by July 1, 2023.

• Projects without active clients: initiate HMIS project setup at least 90 days in advance of occupancy.

• Ongoing data entry: check with your local CoC policies to ensure data is entered in time for the quarterly upload to HDIS.
Key Partners
for AB 977 Implementation
Key Partners

AB 977 Compliance!

- HCD
- Cal ICH
- TA (Abt)
- HMIS/CoC Leads
- Service Providers
- Grantees/Loanees
The grantee/loanee (aka recipient) is the entity that holds the contract with HCD and is responsible for AB 977 compliance, per statute.

The task of entering HMIS data may be delegated to another entity, such as a service provider, subgrantee, housing partner, etc.

Often the person who is working directly with the client is the best person to collect and enter the client data.
CoC & HMIS Leads

**Continuum of Care (CoC):** A regional or local planning body that coordinates housing and services funding for homeless families and individuals.

- Designates HMIS Lead
- Sets CoC-wide HMIS policies, including timeliness of data entry

**HMIS Lead:** The entity designated by the CoC to manage the CoC's HMIS on the CoC's behalf.

- Contracts with HMIS software provider (aka vendor)
- Provides licenses and training to HMIS users
- Sets up HMIS projects
- Uploads HMIS data to HDIS quarterly

*It is critical that you connect with your HMIS lead as soon as possible if you haven’t already!*
HCD is the compliance agency that holds the contracts for the state funded programs (NPLH, MHP, VHHP, HHC, and Homekey).

HCD maintains webpage for Homelessness Program Data Reporting:

Cal ICH is the lead state agency overseeing AB 977 implementation.

Cal ICH contracted with Abt Associates to provide technical assistance (TA) for the implementation.

**State Agency TA Team** (including Esau & Stephanie) – working directly with state agencies and grantees, answering helpdesk questions, providing trainings, office hours, 1:1 TA as needed

**HMIS TA Team** – working with HMIS leads
HMIS Project Setup

Requirements
**Project Type:** Each HMIS project has one project type based on the project’s activities, type of housing, and the population served.

- Recipients providing different types of services or serving different populations may need to set up more than one project.

**Funding Codes and Grant Identifiers:** must be entered into the Funding Program fields in HMIS.

- Projects can have more than one funding program record.
- Multiple projects can share the same grant identifiers.
Program vs. Project

**Program**: A funding source (e.g., NPLH, MHP, VHHP, HHC, Homekey).

**HMIS Project**: A distinct unit of an organization as set up in the HMIS in which clients are enrolled to track receipt of services or housing.
Funding Codes and Grant Identifiers

<table>
<thead>
<tr>
<th>Program</th>
<th>Other Funder Code</th>
<th>Grant/loan ID with County Code*</th>
<th>Example grant/loan ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homekey</td>
<td>CA-HCD-Homekey</td>
<td>Enter the HCD contract number with the 3-digit county code appended.</td>
<td>[Image]</td>
</tr>
<tr>
<td>MHP</td>
<td>CA-HCD-MHP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VHHP</td>
<td>CA-HCD-VHHP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HHC-II</td>
<td>CA-HCD-HHCII</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NPLH-Balance of State</td>
<td>CA-HCD-NPLH</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NPLH-Alternative Process County</td>
<td>CA-County-NPLH</td>
<td>Enter the NPLH contract number assigned by the Alternative Process County for this project with the 3-digit county code appended.</td>
<td>[Image]</td>
</tr>
</tbody>
</table>

Note: You can add multiple funder codes or grant IDs to a single project if project receives funding from more than one funding source.
## Project Types

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

Continuum Projects are defined in the HUD HMIS Data Standards: “A project within the geographic boundaries of the Continuum(s) of Care served by the HMIS whose primary purpose is to meet the specific needs of people who are homeless by providing lodging and/or services. A continuum project is not limited to those projects funded by HUD and should include all federal and non-federally funded projects functioning within the Continuum.”

Projects that are dedicated to serving individuals experiencing homelessness should be marked as Continuum.
Non-Continuum Projects

Permanent Housing Projects (Permanent Housing Only, Permanent Housing with Services, Other) serving clients who are at-risk of homelessness should be designated as non-continuum projects and entered in HMIS.

Projects neither dedicated to people experiencing homelessness nor people at risk of homelessness are not required to be in HMIS. If they are entered in HMIS, they must be set up as non-continuum projects.
Determining Project Inventory

• Grantees should enter number of units and beds available for occupancy on a typical night.

• A “unit” is the capacity to serve a single household. For permanent housing programs, this would typically be an apartment. For a transitional housing program, this could be an apartment or a room.

• A “bed” is the capacity to serve a single person. This can be based by average occupancy and household size.
  – A one-bedroom apartment occupied by a single person would be one unit and one bed.
  – A one-bedroom apartment occupied by a couple would be one unit and two beds.
  – A two-bedroom apartment occupied by a 2-person family would be one unit and two beds.
  – A two-bedroom apartment occupied by a 4-person family would be one unit and four beds.
  – A ten-unit project with an average of 20 occupants would be ten units and 20 beds.
Dedicated Inventory

- Projects 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.
Project Information

**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.

Enter the date the project started serving clients even if those clients are no longer active in the project.

**Operating end date**

Leave blank until project ceases providing services and/or housing to clients.
Project Already Entering HMIS Data

All projects:

• Add funding codes
• Add grant ID’s

Some projects:

• Change project type or create new projects
• May need to transfer or re-enter client data

Work with your HMIS lead!
Projects in Development

AB 977 requires grantees operating specified state homelessness programs to enter data on individuals and families served into its local HMIS.

For interim or permanent housing construction, acquisition, or rehabilitation projects, data must be entered beginning on the first day when the first individual or household is served by the program.

Cal ICH recommends grantees initiate the process of setting up projects in HMIS 90 days in advance of initial occupancy.
HMIS Project Setup

Examples
Valley View Apartments receives funding from NPLH round one and round two of funding. They need to:

1. Work with the HMIS lead to enter the Funder Code CA-HCD-NPLH for the HMIS project.

2. Work with the HMIS lead to enter both grant identifiers for the project (contract number and county code).
Sunshine Villa receives funding from VHHP as well as federal funding that requires HMIS participation. They already have a project set up in HMIS with the federal funding source code. They need to:

1. Work with the HMIS lead to add the funding code CA-HCD-VHHP to the HMIS project in addition to the existing funding code.

2. Work with the HMIS lead to enter the grant identifier for the project (contract number and county code).
Continuum or Non-Continuum Example

**Continuum – HMIS Required**

Project with units dedicated to people experiencing homelessness.

**Non-Continuum – HMIS Required**

Project dedicated to people at risk of homelessness.

**Non-Continuum – HMIS Not Required**

Project dedicated to people living with HIV.

*Note: If a contract funds some continuum and some non-continuum units, they need to be treated as separate projects.*
Happy Housing Project receives Homekey funding for a Permanent Supportive Housing (PSH) project. They are entering client data in HMIS. They need to:

1. Contact HMIS lead to add the funder code CA-HCD-Homekey and the grant ID (contract number-county code) to the HMIS Project.

2. Make sure all required UDE’s and CDE’s for active clients are entered by July 1, 2023.
Westside Apartments Permanent Housing project is funded by VHHP to serve Veterans experiencing homelessness. There are ten 1-bedroom units, four 2-bedroom units, and 6 studios.

<table>
<thead>
<tr>
<th>Inventory by Household Type</th>
<th>Adults with Children</th>
<th>Adults without Children</th>
<th>Child only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Units</td>
<td>4</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>Total Beds</td>
<td>12</td>
<td>21</td>
<td></td>
</tr>
<tr>
<td>Dedicated Beds (Subset of total beds above)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chronically homeless (CH) Veterans</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Youth Veterans</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any other Veterans</td>
<td>4</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>CH youth</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any other youth</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any other CH</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Determine Project Inventory: Example 2

Eastside Apartments Permanent Housing project is funded by MHP to households at risk of homelessness and households with special needs. There are 20 1-bedroom units in the apartment building, but only 10 of the units are dedicated to people at risk of homelessness. Most units are occupied by a single person.

<table>
<thead>
<tr>
<th>Inventory by Household Type</th>
<th>Adults with Children</th>
<th>Adults without Children</th>
<th>Child only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Units</td>
<td></td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>Total Beds</td>
<td></td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>Dedicated Beds (Subset of total beds above)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chronically homeless (CH) Veterans</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Youth Veterans</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any other Veterans</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CH youth</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any other youth</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any other CH</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Northside Apartments have 20 studio apartments. Five of the units are PSH units dedicated to people experiencing chronic homelessness. Five of the units are for permanent housing without services for people experiencing homelessness. The remaining units are for low-income households with disabilities.

<table>
<thead>
<tr>
<th>Inventory by Household Type</th>
<th>Project 1: Northside PSH</th>
<th>Project 2: Northside PH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adults without Children</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Total Units</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Total Beds</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Dedicated Beds (Subset of total beds above)</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Any other Chronic Homeless (not youth or Veterans)</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>
Client Data
Requirements
Universal Data Elements (UDEs)

Universal Data Element requirements vary by project type and household member. For example:

- **Name** is required for all household members for all project types
- **Veteran Status** is required for all adults in all project types
- **Housing Move-in Date** is required for heads of households in permanent housing projects

Grantees creating new projects should enter UDEs for clients who are actively enrolled when the project is created (deadline: July 1). Grantees do not need to enter data for clients who exited before the project was set up in HMIS.
Common Data Elements (CDEs)

- Common Data Elements are collected for most programs participating in HMIS.

- Data elements are collected at different stages of enrollment. For example: income is collected at project start, anytime a client provides an update to a caseworker, annual assessments, and at project exit.

- Grantees creating new projects do not need to enter the CDEs as of project start for clients who entered the program before the project was created, but they will need to enter CDEs for all clients that enroll on or after July 1, 2023.
  
  - Example: a grantee creates a new project and enters active clients on July 1, 2023. The grantee does not need to enter their clients’ incomes at project start for anyone who entered before July 1, 2023, though they will need to enter the UDE’s for all clients active on July 1, 2023.
### Universal and Common Data Elements

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

All client dates must be within the project operating dates.

**Project Start Date:** The date the client started receiving services from the project. Can not be earlier than the

**Housing Move-in Date:** The date the client moved into permanent housing. This can be the same as the project start date but cannot be earlier than the project start date. (PH projects only)

**Project Exit Date:** The date the client exited from the project.
Client Data

Examples
Active Clients

Active refers to a client being enrolled in the project (has a project start date) and not yet exited from the project (does not have a project exit date).

All clients who are currently being served in a project, regardless of whether they entered the project last week or 10 years ago, need to be entered by July 1, 2023, or whenever the project is set up.
Active Clients on July 1, 2023: Examples

Active:

• Client was housed in an MHP project dedicated to people experiencing homelessness in 2019. They are still living in the unit, stably housed.

• Client’s lease start and move in date for a NPLH project is July 1, 2023.

Not active:

• Client was housed in an MHP project dedicated to people at risk of homelessness in 2021. In 2022, the client left the project to move in with a family member.

• Client’s lease start and move in date for a NPLH project is scheduled for August 1, 2023.
After completing eligibility paperwork and receiving a referral to the project, the client meets with the case manager on 5.11.2023 to discuss service needs and prepare for move in. Client moves into unit on 6.01.2023 and is still in the unit on 7.01.2023.

Project start date: 5.11.2023
Housing move-in date: 6.01.2023
Project exit date: leave blank until client exits project
Key Dates for Client-Level Data: Example 2

Client moves into unit on 4.01.2023. Case manager meets with client monthly after move in to coordinate services and plan for housing stability. Client and is still in the unit on 7.01.2023.

Project start date: 4.01.2023
Housing move-in date: 4.01.2023
Project exit date: leave blank until client exits project
Client has been living in project since July 2020.

Project start date: 7.01.2020
Housing move-in date: 7.01.2020
Project exit date: leave blank until client exits project
Client moved into unit in January 2021 and left the unit in April 2023.

Project start date: 1.01.2021
Housing move-in date: 1.01.2021
Project exit date: 4.30.2023

However, this client will not be active on July 1, 2023, so does not need to be entered into HMIS per AB 977.
Support & Next Steps
Homelessness Program Data Reporting

Pursuant to Assembly Bill 977 (AB 977), the State of California requires grantees 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.

HMIS Project Set-Up Document (PDF) — Document to support grantees with AB 977 compliance. This document specifies the format for HMIS data entry and project set-up requirements for grantees of the applicable homelessness programs.

Contact
For AB977 HMIS Technical Assistance, please contact AB977_TA@abtassoc.com.
Upcoming AB 977 Office Hours

June 8th, 10am Pacific
Registration: https://abtassociates.webex.com/weblink/register/r8bcc3adc537fb7412e2615450405b843

June 21st, 1pm Pacific
Registration: https://abtassociates.webex.com/weblink/register/r979c44ec6a519f544600b2b5600adc8a
Email: AB977_TA@abtassoc.com