AB 977 HMIS Project Setup Instructions
Updated November 2023 to align with FY24 HMIS Data Standards

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 contact their CoCs and HMIS Lead agencies. For assistance, please email AB977_TA@abtassoc.com.

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.

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 are not required to 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 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.

Project Setup

HMIS projects must be set up before client-level data elements can be entered into HMIS. 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 *Table 2: Project Descriptor Data Elements.*

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 service provider organization will be recording client information in HMIS for that project, the organization name should be the name of the service 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. 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 3: HMIS Project Types*. This table does not reflect an exhaustive list of project activities. Recipients should refer to this list while working with their HMIS Lead to determine the appropriate project type.

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 experiencing or at risk of homelessness by providing housing, shelter, and/or services. Most HMIS projects created under AB 977 should enter "yes" in the Continuum project data field. There are a few special cases, as described below.:

Table 1: Non-Continuum Projects

Non-Continuum Project Description	HMIS Required
Residential projects restricted to serving clients who are at-risk of homelessness (Permanent Housing Only, and Permanent Housing with Services)	Yes
Affordable housing projects that do not have any units restricted to people experiencing or at risk of homelessness	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, 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 Program field.

  Other funder text box: Enter the code listed for the program as listed in *Table 4: Recipient Funding Codes and Grant/Loan Identifiers.*

- **Grant/loan Identifier:** Enter the grant/loan or contract identifier as listed in *Table 4: Recipient Funding Codes and Grant/Loan Identifiers*.

Bed and Unit Inventory: All residential projects must record bed and unit inventory in HMIS. Residential project types include Emergency Shelter Entry/Exit, Emergency Shelter Night-by-Night, Transitional Housing, Safe Haven, Permanent Supportive Housing, Rapid Re-housing: Housing with or without services, and other Permanent Housing. Inventory 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 the applicable Universal Data Elements (UDEs) and Program Specific Common Data Elements (CDEs) for all clients and members of their household being served by the specified state funding programs, as shown in *Appendix B: Required Universal and Common Data Elements by Project Type.* Each HMIS Lead agency conducts HMIS end-user training with information on entering data into their specific HMIS software.

Appendix A: Project Setup Template & Reference Tables

Recipients can use the form below to gather information in preparation for a conversation with the local HMIS Lead Agency. 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. 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.

Table 2: 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 provide services and/or lodging for individuals and families experiencing homelessness or at-risk of homelessness. Most projects that are required to comply with AB 977 should enter "yes" in the Continuum project data field.	

Project Descriptor Data Element	Description	Project Response
Project Type	Use *Table 3: HMIS Project Types* to select the most appropriate anticipated project type. Contact the HMIS Lead for additional guidance on selecting project types.	
[If PH – Rapid Re-housing] Identify RRH subtype	Indicate if the RRH project is 1: RRH: Services Only or 2: RRH: Housing with or without services.	
[If Services Only for "Project Type" or RRH: Services Only subtype] Affiliated with a residential project	Indicate whether the project is affiliated with a residential project.	
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 4: Recipient Funding Codes and Grant/Loan Identifiers*.	
Grant/loan Identifier	Enter grant/loan identifier or contract number provided by the applicable state department; see *Table 4: Recipient Funding Codes and Grant/Loan Identifiers* and *Table 5: County Codes*.	

Project Descriptor Data Element	Description		Project Response
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	Leave blank until grant/loan year/funding round ends.		
Bed and Unit Inventory *(ES, TH, and PH project types only; RRH: Services Only does not enter inventory data.)*	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			

Table 3: HMIS Project Types

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	• Long-term housing (24+ months) • Supportive services
Permanent Housing – Housing Only	• MHP	People experiencing homelessness at entry	• 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)

Table 4: 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.	

Table 5: County Codes

County	County Code	County	County Code
Alameda	001	**Orange**	030
Alpine	002	**Placer**	031
Amador	003	**Plumas**	032
Butte	004	**Riverside**	033
Calaveras	005	**Sacramento**	034
Colusa	006	**San Benito**	035
Contra Costa	007	**San Bernardino**	036
Del Norte	008	**San Diego**	037
El Dorado	009	**San Francisco**	038
Fresno	010	**San Joaquin**	039
Glenn	011	**San Luis Obispo**	040
Humboldt	012	**San Mateo**	041
Imperial	013	**Santa Barbara**	042
Inyo	014	**Santa Clara**	043
Kern	015	**Santa Cruz**	044
Kings	016	**Shasta**	045
Lake	017	**Sierra**	046
Lassen	018	**Siskiyou**	047
Los Angeles	019	**Solano**	048
Madera	020	**Sonoma**	049
Marin	021	**Stanislaus**	050
Mariposa	022	**Sutter**	051
Mendocino	023	**Tehama**	052
Merced	024	**Trinity**	053
Modoc	025	**Tulare**	054
Mono	026	**Tuolumne**	055
Monterey	027	**Ventura**	056
Napa	028	**Yolo**	057
Nevada	029	**Yuba**	058

Appendix B: 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 and Ethnicity, Gender	All Clients	Record Creation	X	X
3.07	Veteran Status	Adults	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	Enrollment CoC	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)