

AB 977 HMIS Project Setup Instructions

March 10, 2023 (Updated May 10, 2024)

STATE AGENCY: California Interagency Council on Homelessness (Cal ICH)

PROGRAMS:

Homeless Housing, Assistance and Prevention Program (HHAP)

Encampment Resolution Funding (ERF) Program

Family Homelessness Challenge (FHC) Grants

This document supersedes the prior HMIS instructions issued by Cal ICH entitled “Guidance for Entering Cal ICH Funding Codes in HMIS.” Please note, there are some changes to the funding codes and grant identifiers. Funding codes for ERF now include the grant round. The grant identifiers for all programs now include both the previously issued grantee IDs and the Cal ICH contract number (see [Table 3](#)). These project setup instructions have been updated to include specific instructions for ERF-2-R grantees.

Cal ICH grantees are required to enter the same Universal and Common Data Elements into HMIS as the prior guidance. This document includes additional information about applying HUD HMIS Data Standards to Cal ICH grant programs and the technical assistance available to Cal ICH grantees.

This document has been revised to reflect changes to HMIS data elements effective October 1, 2023, as described in the [FY 2024 HMIS Data Standards Manual and the HMIS Data Dictionary](#). HUD provides HMIS Leads and vendors with instructions to map most data entered prior to October 1, 2023 to the new data standards. In some cases, grantees may need to “back enter” data for active clients (any client that has not exited from a project as of October 1, 2023). Data elements that will be mapped are described in more detail in the [Project Types in the FY 2024 Data Standards](#) and [Updated Universal Data Elements](#) sections in this document. Grantees are encouraged to review the updated client and project data after October 1, 2023 to ensure the data accurately reflects their projects and clients. Grantees can review HUD’s [Data Collection Requirements for Transition to FY24 Data Standards](#) for additional information.

Background

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). As of March 1, 2021, Cal ICH began requiring grantees to collect both the Universal Data Elements (UDEs, items 3.01-3.917) and the Common Data Elements (CDEs, items 4.02-4.20 and W5). **The data elements required by AB 977 are the same UDEs and CDEs already required for Cal ICH programs and do not create a new reporting requirement.** The additional and improved data made available by these 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.

Cal ICH already requires grantees to use standardized funding source codes for Cal ICH funded projects in their HMIS, allowing Cal ICH to pull some or most of the data on performance metrics and generate the statutory required reports. **This document provides updated instructions on funding codes and grant identifiers to support statewide AB 977 implementation and replaces prior funding code guidance released by Cal ICH.**

Purpose

Cal ICH is providing this project setup document in partnership with Abt Global (“Abt”), formerly Abt Associates, the technical assistance provider for AB 977 implementation, as part of broader technical assistance efforts aimed at supporting grantees with AB 977 compliance. This document specifies the entry format for HMIS data entry and describes the project setup requirements for grantees of these programs.

Grantees should work with their local [HMIS Lead Agency](#) to gain access to the HMIS for the Continuum(s) of Care in which the projects are located and for more information on training, policies and procedures, and other local HMIS requirements. Grantees that operate projects in multiple CoCs will need to set up projects in HMIS for every CoC in which projects are located. The data fields required as part of AB 977 are drawn from the U.S. Department of Housing and Urban Development’s [HMIS Data Standards \(Welfare and Institutions Code section 8256\(d\)\(8\)\)](#).

Technical assistance providers from Abt are available to help grantees identify and connect with contacts at their CoCs and HMIS Lead agencies. For assistance, please email AB977_TA@abtglobal.com.

Overview of Project Setup and Data Entry Requirements

Grantees are required to comply with the HMIS project setup and data entry requirements set forth in HUD’s [HMIS Data Standards](#) as detailed in this document as well as the grantee funding codes and grant identifiers (see [Table 3](#)). Certain grant programs can necessitate specific project setups, so grantees should be aware that setup approaches used for one grant might not be applicable for all other grants. Ensuring that projects are set up 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.

Compliance

Grantees or entities operating projects that received HHAP, ERF or FHC funding (including any subgrantees) are required to set up projects in HMIS with the project setup requirements outlined in this document and enter data for clients currently housed or receiving services from the project.

Compliance will be validated using data from the CoCs’ uploads from HMIS to HDIS. Data is submitted into HDIS by HMIS Leads and does not require any data submission by grantees beyond data entry into their local HMIS.

Cal ICH is not requiring Tribal grantees 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 grantees that want to enter data into HMIS. Tribal grantees planning to enter data into HMIS should reach out to Cal ICH Tribal Liaison Vevila Blossoming (Vevila.Blossoming@bcsh.ca.gov) to receive funding source codes.

Project Setup

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. PDDEs must be set up before client-level data elements can be entered into HMIS, as required by AB 977. Depending on the HMIS implementation, PDDEs are entered either by the grantee or the HMIS administrator, in consultation with the grantee. Grantees 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 grantees to gather the required project information is included in [Appendix A](#) of this document.

Encampment Resolution Fund-Specific Setup

The Encampment Resolution Fund (ERF) program has a statutory requirement that grantees submit individual client-level data to Cal ICH for the purposes of research and evaluation ([HSC 50254\(b\)\(3\)](#)). To reduce the manual reporting required to meet this statutory requirement, starting with ERF-2-R, HMIS projects for ERF must be set up in a way that allows Cal ICH to unequivocally identify in HDIS all the served clients from each of the designated encampment(s) served by ERF-funded client services/activities. ERF-1 and -2-L are not obligated to adopt this specific project setup.

To meet this requirement, grantees must ensure that, for each encampment site, at least one HMIS project (or multiple projects when combined) used for ERF-funded client services/activities is both (1) exclusive to only clients from the ERF-designated encampment (i.e., clients who are not from the designated encampment are not also included in that HMIS project) and (2) comprehensive of all the clients from the designated encampment who are served by ERF-funded client services/activities. See [Appendix D](#) for examples of how to set up HMIS projects for ERF-2-R grantees.

ERF grantees can reach out to Abt TA providers on the appropriate project set-up for their grant activities.

Grantees with Existing HMIS Projects

Grantees may have set up projects and entered client data in HMIS prior to the issuance of this guidance. These grantees 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 clients¹ (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. Grantees 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 grantees and facilitate this process with the HMIS Lead agencies.

¹ "Active clients" refers to any clients enrolled in the project (have a project start date) that have not yet exited the project (do not have a project exit date).

Project Descriptor Data Elements

This section describes each Project Descriptor Data Element with data entry instructions specifically for Cal ICH-funded projects.

Organization Name: Enter the name of the organization providing state-funded assistance or housing. Cal ICH grantees are responsible for ensuring compliance for their subgrantees. Creating separate projects for each subgrantee will support Cal ICH grantees in monitoring compliance across their subgrantees. Cal ICH recommends that grantees that are creating new projects in HMIS create separate projects in HMIS for each subgrantee. This will allow grantees to monitor AB 977 compliance for each organization operating their program.

Project Type: Select the Project Type based on the type of shelter, housing, or services the grantee or subgrantee provides. Grantees 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 grantee 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 grant activities within each Project Type are provided in [Table 1](#). Grantees and subgrantees should refer to this list while working with their HMIS Lead and TA provider to determine the appropriate project type(s) for their project(s). [Table 1](#) does not reflect an exhaustive list of project activities, and grantees may request assistance with determining the appropriate project activities by contacting AB977_TA@abtglobal.com.

Project Types in the FY 2024 Data Standards

The FY 2024 Data Standards includes new emergency shelter project types and a new RRH subtype field for Rapid Re-housing projects, as described below.

Emergency Shelter projects are now split into two separate project types: **Emergency Shelter: Entry/Exit** and **Emergency Shelter: Night-by-Night**. Previously, this distinction was captured in the Emergency Shelter tracking method field in HMIS. These project types are described below in *Table 1: HMIS Project Types*. Existing emergency shelter projects that are open as of October 1, 2023 will automatically be mapped to the new shelter project types based on the existing tracking method entered for those projects. Grantees do not have any back data entry requirements for this change, but they should ensure that the data is correct as the type of emergency shelter selected in HMIS will determine how length of time homeless is calculated for clients enrolled in the project. Subtypes have been added for Rapid Re-housing projects: If Project Type = PH – Rapid Re-Housing, users must identify an RRH subtype: **RRH: Services Only** and **RRH: Housing with or without services**. These subtypes are defined below in *Table 1: HMIS Project Types*. HMIS Leads must update all active (open on October 1, 2023) RRH projects with the appropriate subtype. Grantees should work with their HMIS Lead to determine the correct RRH subtype based on how the project funds rental assistance for its clients.

Table 1: HMIS Project Types

HMIS Project Type	Client Eligibility Restrictions	Project Activities
<p>Permanent Housing (PH) – Rapid Re-housing (RRH)</p> <p><u>RRH subtypes:</u> RRH: Services Only RRH: Housing with or without services</p>	<p>People experiencing homelessness at entry</p>	<ul style="list-style-type: none"> • Housing search assistance and rapid re-housing case management. • Short-term (0-3 months) or medium-term (4-24 months) rental assistance, including rental subsidies and incentives to landlords, such as security deposits and holding fees. • May include supportive services coordination, including access to workforce, education, and training programs, or other services to promote housing stability. • RRH - Housing with or without services: Projects that receive <i>any</i> ongoing rental funds, even if not all clients receive those funds from the project • RRH - Services only: Projects that provide ongoing housing assistance to <i>all clients</i> from another funding source (e.g., Housing Choice Voucher, HUD VASH, Family Unification Program, other RRH)
<p>Permanent Housing – Permanent Supportive Housing (PSH) (<i>disability required</i>)</p>	<p>People experiencing homelessness at entry with disabilities</p>	<ul style="list-style-type: none"> • Long-term housing (24+ months), including operating subsidies in new and existing supportive housing units (may include operating reserves); AND • Supportive services coordination, including access to workforce, education, and training programs, or other services to promote housing stability. • Innovative permanent supportive housing solutions, including hotel/motel or other unit conversions.

HMIS Project Type	Client Eligibility Restrictions	Project Activities
Permanent Housing – Permanent Housing with Services (<i>no disability required</i>)	People experiencing homelessness at entry (Continuum = Yes) or people at-risk of homelessness (Continuum = No)	<ul style="list-style-type: none"> • Long-term housing (24+ months) including operating subsidies in new and existing housing units (may include operating reserves); AND • Supportive services coordination, including access to workforce, education, and training programs, or other services to promote housing stability. • Innovative permanent housing solutions, including hotel/motel conversions.
Permanent Housing – Housing Only	People experiencing homelessness at entry (Continuum = Yes) or people at-risk of homelessness (Continuum = No)	<ul style="list-style-type: none"> • Long-term housing (24+ months) including operating subsidies in new and existing housing units (may include operating reserves) • Innovative permanent housing solutions, including hotel/motel conversions.
Emergency Shelter (ES): Entry/Exit (EE)	People experiencing homelessness	<ul style="list-style-type: none"> • Temporary or interim shelter (limited to HHAP-eligible shelter costs) • Hotel/motel vouchers paid for by charitable organizations or by federal, state, and local government programs. • Operating subsidies for new and existing emergency shelters. • Improvements to existing emergency shelters to lower barriers and increase privacy. • ES: EE projects require or strongly encourage a continuous stay while a client resolves their experience of homelessness.
Emergency Shelter (ES): Night-by-Night (NBN)	People experiencing homelessness	<ul style="list-style-type: none"> • Temporary or interim shelter (limited to HHAP-eligible shelter costs) • Hotel/motel vouchers paid for by charitable organizations or by federal, state, and local government programs. • Operating subsidies for new and existing emergency shelters.

HMIS Project Type	Client Eligibility Restrictions	Project Activities
		<ul style="list-style-type: none"> • Improvements to existing emergency shelters to lower barriers and increase privacy. • ES: NBN projects are typically high-volume shelters where a large proportion of clients spend one night at the shelter on an as needed or irregular basis. NBN shelters record each individual date (“bed night”) that the client stays in the shelter.
Transitional Housing (TH)	People experiencing homelessness	<ul style="list-style-type: none"> • Temporary lodging • Services to facilitate moving families and individuals into permanent housing within a specified period of time (less than 24 months)
Street Outreach (SO)	People experiencing <u>unsheltered</u> homelessness	<ul style="list-style-type: none"> • Services to reach out to unsheltered people and connect them with shelter or housing; this may include partnerships with healthcare, behavioral health, workforce development, long term services and supports, interim and permanent housing options, and other systems of service delivery. • Direct services for people who are unsheltered and/or living in encampments, including activities to address immediate crisis needs and provide critical services. • Only persons who are residing on streets or other places not meant for habitation should be entered into a street outreach project. Projects that also provide services to people who are not unsheltered must have separate projects in HMIS set up for “Street Outreach” and “Services Only.”

HMIS Project Type	Client Eligibility Restrictions	Project Activities
Homelessness Prevention (HP)	People at-risk of homelessness	<ul style="list-style-type: none"> • Supportive services and/or financial assistance to prevent a person from becoming homeless. • Prevention and shelter diversion to permanent housing, including rental subsidies and flexible forms of financial assistance.
Services Only	People experiencing homelessness at entry (Continuum = Yes) or people at-risk of homelessness (Continuum = No)	<ul style="list-style-type: none"> • Financial assistance excluding rental assistance. • Supportive services and service coordination not tied to housing, including access to workforce, education, and training programs, or other services to promote housing stability.

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 individuals and families experiencing homelessness or at-risk of experiencing homelessness, by providing lodging and/or services. Most projects required to comply with AB 977 should be set up as Continuum Projects (Continuum Project = “Yes”). There are a few special cases, as described below:

- Projects that serve clients at-risk of homelessness with homelessness prevention (services and/or financial assistance) to stabilize their housing should be set up as Continuum projects (Continuum Project = “Yes”) under the Homelessness Prevention project type.
- Other project types restricted to serving clients who are at-risk of homelessness (Services Only, Permanent Housing Only, and Permanent Housing with Services) should be designated as non-Continuum projects (Continuum Project = “No”).
- If only some of the lodging/services fall under the definition of a Continuum project, two separate projects will need to be created.
 - For example, if a grantee operates a Permanent Housing project with some 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 additional 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: Grantees must enter the standardized funding source code provided by Cal ICH (see [Table 2](#)). The funding codes for HHAP and FHC are the same as the codes previously provided to grantees in the document entitled “Guidance for Entering Cal ICH Funding Codes in HMIS.” Please note,

ERF funding codes have been updated to reflect the funding round number. These codes will also need to be updated for existing projects in HMIS. Please consult your HMIS Lead Agency for assistance updating or 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 into the open text field the code listed for their program in the “Other Funder Code” column (see [Table 2](#)).
- **Grant Identifier:** Enter the previously issued grantee ID followed by an underscore and then the contract number (see [Table 2](#)). A complete list of Cal ICH-assigned grantee IDs can be found in [Appendix B](#). When grantees received multiple disbursements of funds as part of a single round of a Cal ICH grant program (ex: HHAP 3), grantees may continue using the first contract number in that program’s round when creating the Grant ID (i.e., may continue to use the contract number from the HHAP 3 Initial Disbursement).
 - **Grant Start Date:** Enter the start date of the grant. This should be the first day the project began receiving funding from the specific round of funding and may not align with when the grantee received first received the funding.
 - **Grant End Date:** Enter the date on which the project stopped receiving funding from that funding round. This date should reflect when the grantee had spent all funds for that particular round of funding for that program.
 - **Example 1:** A grantee funded a Rapid Rehousing (RRH) project with their HHAP 3 grant. The RRH project received HHAP 3 funding from July 1, 2023 through June 30, 2024. They would enter a grant start date of July 1, 2023. The grantee funds the project with their HHAP 4 grant beginning on January 1, 2024. The grantee will record a new Grant ID for the HHAP-4 contract with a Grant Start Date of January 1, 2024, reflecting when the project began utilizing HHAP 4 funding. The grantee will also enter a Grant End Date for the terminating HHAP 3 grant on June 30, 2024, as described below.
 - **Example 2:** A grantee funds a Street Outreach project with ERF-2-R funding. Funding from that round (2-R) for the project will be fully spent by June 30, 2024. The grantee will continue funding the project with ERF-3-R funding beginning on July 1, 2024. A Grant End Date of June 30, 2024 should be entered for the ERF-2-R Grant ID record for the project. The grantee will then record a new Grant ID for the ERF-3-R contract with a Grant Start Date of July 1, 2024.

Multiple Funding Sources

HMIS allows projects to record multiple funding sources for the same project.

- Example: a project receives funding from both the ERF program and HUD’s Emergency Solutions Grant (ESG) program → the project would enter both of those funding sources in the Funding Program fields in HMIS.
 - *Note: ERF-2-R and later grantees must ensure that their project includes only clients from one specific encampment funded by ERF-2-R (i.e. it does not include clients from other encampments or clients who are not receiving services funded by ERF-2-R).*

For projects that receive multiple types of funding from state departments, a separate funding source record with the applicable funder code and grant identifier for each funding program must be entered into HMIS.

- Example: a project receives funding from both HHAP round 1 and FHC → the project would enter the funding codes and their respective Grant IDs for both HHAP 1 and FHC.

Projects that receive funding from multiple HHAP contracts should enter multiple funding source records.

- Example: a project receives HHAP funding from both the County and the CoC → the project will would select “Local or Other Funding,” enter the Other Funder Code for HHAP, and then enter the Grant ID for the CoC contract. Next, the grantee would again select “Local or Other Funding,” enter the Other Funder Code for HHAP, and then enter the Grant ID for the County contract.

Table 2: Grantee Funding Codes and Grant Identifiers by Program

Department	Program	Other Funder Code	HMIS Grant ID & Example
Cal ICH	HHAP 1	CA-HCFC-HHAP1	Populate the previously issued grantee ID unique to each jurisdiction (see Appendix B) followed by an underscore and then the contract number. CALICH-COU-001_20-HHAP-12345 <i>The example detailed above uses Alameda County’s previously issued grantee ID and a sample contract number. To locate or verify your contract number, please email AB977_TA@abtglobal.com.</i>
Cal ICH	HHAP 2	CA-HCFC-HHAP2	
Cal ICH	HHAP 3	CA-CALICH-HHAP3	
Cal ICH	HHAP 4	CA-CALICH-HHAP4	
Cal ICH	HHAP 5	CA-HCD-HHAP5	
Cal ICH	ERF-1	CA-CALICH-ERF1	
Cal ICH	ERF-2-L	CA-CALICH-ERF2L	
Cal ICH	ERF-2-R	CA-CALICH-ERF2R	
Cal ICH	ERF-3-L	CA-CALICH-ERF3L	
Cal ICH	ERF-3-R	CA-HCD-ERF3R	
Cal ICH	FHC	CA-CALICH-FHC	

Bed and Unit Inventory: All residential projects (**Emergency Shelter -EE and NBN), Transitional Housing, Safe Haven, Permanent Supportive Housing, Rapid Re-housing: Housing with or without services, and other Permanent Housing**) 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 (Households without Children, Households with at least one adult and one child, and Households with only Children).

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, grantees 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.

Required Data Elements

Grantees 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 B](#). 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. Grantees can email AB977_TA@abtglobal.com with specific questions on the required data elements or for help connecting to their CoC’s HMIS Lead Agency.

Universal Data Elements: HHAP grantees must enter UDEs for clients active in the project on or after July 1, 2023. ERF and FHC grantees must enter UDEs for clients active in the project on or after September 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, grantees need only confirm these elements are correct. Please refer to [Appendix C](#), which outlines which UDEs are only entered at “Record Creation.”

Updated Universal Data Elements in the FY 2024 Data Standards

The FY 2024 Data Standards include updates and new response options to several data elements as described below. HUD’s [HMIS Data Collection Requirements for Transitioning to the FY 24 Data Standards](#) recommends that grantees review the data in HMIS and the new response options with their clients during their next conversations with their clients, ensure that accurate data about their clients are recorded in HMIS, and update any information as necessary.

- **3.04 Race and Ethnicity** combines the previous 3.04 Race and 3.05 Ethnicity into one data element and adds new response options. The former 3.05 Ethnicity is retired and no longer a UDE. Under the new Race and Ethnicity data element, the following response options have been added: "Middle Eastern or North African" and "Hispanic/Latina/e/o," as well as a text box to add detail. Existing data for clients where 3.05 Ethnicity = “Hispanic/Latin(a)(o)(x)” will be mapped to 3.04 Race and Ethnicity = “Hispanic/Latina/e/o.” Clients will continue to be able to select one or more response options for this data element.

² Grantees 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.

- **3.06 Gender** has been updated with new response options and changes to existing response options. The updated and new response options are listed below:
 - “Female” has been changed to “Woman (Girl if child)”
 - “Male” changed to “Man (Boy if child)”
 - “A gender other than singularly male or female” changed to “Non-Binary”
 - “Culturally Specific Identity (e.g., Two-Spirit)” has been added.
 - “Different Identity” with text box to add detail has been added.

For existing client data, people who selected “Female” will be mapped to “Woman (Girl, if child),” “Male” will be mapped to “Man (Boy if child),” and “A gender other than singularly male or female” mapped to “Non-Binary.”

Common Data Elements: Grantees 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. Grantees are **not** required to collect 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. There were no changes to Common Data Elements in the FY 2024 HMIS Data Standards.

Appendix A: Project Setup Template

Grantees 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. Grantees are encouraged to reach out to their HMIS Lead as soon as possible for any additional local requirements. Abt TA providers can also assist grantees with connecting to their HMIS Lead. If a grant includes multiple project types or a continuum and non-continuum project, multiple setup templates should be used.

The descriptions 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 this document.

Project Descriptor Data Element	Description	Project Response
Organization Information		
Organization Name	The legal name of the organization or agency operating project; grantees 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 grantees that are housing developers, but are operated by a service provider, should enter the name of the service provider organization.	
Victim Service Provider ³	Indicate "no" if this organization is <u>not</u> a private nonprofit organization whose primary mission is to provide services to victims of domestic violence, dating violence, sexual assault, or stalking.	

³ Victim Service Providers are prohibited from entering client-level data into HMIS; thus, victim service providers are not required to comply with AB 977.

Project Descriptor Data Element	Description	Project Response
Project Information		
Project Name	Create project name to uniquely identify project; grantees 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 families and individuals experiencing or at-risk of homelessness by providing lodging and/or services; see detailed instructions under Continuum Project, above.	
Project Type	Use Table 2 above to select the most appropriate anticipated project type; contact your HMIS Lead and AB 977 TA providers for additional guidance on selecting project types.	
<i>[If PH – Rapid Re-housing]</i> Identify RRH subtype	Indicate if the RRH project is 1: RRH: Services Only or 2: RRH: Housing with or without services	
<i>[If Services Only for “Project Type” or RRH: Services Only subtype]</i> Affiliated with a residential project	Indicate whether the RRH: Services Only or Services Only 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 - scattered site	

Project Descriptor Data Element	Description	Project Response
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 setup. In other words, a separate project is not required for each funding source.	Local or Other Funding Source
<i>If other, specify</i>	Enter Other Funder Code from Table 3 above.	
Grant Identifier	Enter grant identifier or contract number provided by the applicable state department (see Table 3) above.	
Grant Start Date	Enter the start date of the grant. This should be on or before client activity is recorded in HMIS.	
Grant End Date	<i>Left blank until grant year/funding round ends</i>	

Project Descriptor Data Element	Description		
Bed and Unit Inventory <i>(ES, TH, and PH project types only; RRH: Services Only does not enter inventory data.)</i>	<p>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.</p> <p>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.</p>		
Enter beds and units for each household type (based on average or typical clients served)	Households with at least one adult and one child <i>(At least one member 18+ and at least one member under 18)</i>	Households without children <i>(All household members 18 or older)</i>	Households with only children <i>(All household members under 18)</i>
Total Units			
Total Beds			
<i>Bed Availability (for ES only: beds reported by availability):</i>			
Year-Round			
Seasonal			
Overflow			
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: List of Cal ICH Grantee IDs

The Grantee IDs below are used in combination with the Cal ICH contract number to form the HMIS Grant ID. Please see [Table 2](#) for more information on HMIS Grant IDs.

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

Grantee County, City, or CoC	Grantee ID
County Shasta	CALICH-COU-038
County Sierra	CALICH-COU-039
County Siskiyou	CALICH-COU-040
County Solano	CALICH-COU-041
County Sonoma	CALICH-COU-042
County Stanislaus	CALICH-COU-043
County Sutter	CALICH-COU-044
County Tehama	CALICH-COU-045
County Trinity	CALICH-COU-046
County Ventura	CALICH-COU-047
County Yolo	CALICH-COU-048
County Yuba	CALICH-COU-049
County Imperial	CALICH-COU-050
County Tulare	CALICH-COU-051
County Tuolumne	CALICH-COU-052
County Mariposa	CALICH-COU-053
City Anaheim	CALICH-CTY-050
City Bakersfield	CALICH-CTY-051
City Berkeley	CALICH-CTY-052
City Fresno	CALICH-CTY-053
City Long Beach	CALICH-CTY-054
City Los Angeles	CALICH-CTY-055
City Oakland	CALICH-CTY-056
City Palm Springs	CALICH-CTY-057
City Riverside	CALICH-CTY-058
City Sacramento	CALICH-CTY-059
City San Diego	CALICH-CTY-060
City San Francisco	CALICH-CTY-061
City San Jose	CALICH-CTY-062
City Santa Ana	CALICH-CTY-063
City Stockton	CALICH-CTY-064
City Tulare	CALICH-CTY-065
City Vista	CALICH-CTY-066
City Eureka	CALICH-CTY-067
City Petaluma	CALICH-CTY-069
City Redwood City	CALICH-CTY-070
City Richmond	CALICH-CTY-071
City Salinas	CALICH-CTY-072
City San Rafael	CALICH-CTY-073
City Fontana	CALICH-CTY-074

Grantee County, City, or CoC	Grantee ID
City Livermore	CALICH-CTY-075
City Montebello	CALICH-CTY-076
City Oroville	CALICH-CTY-077
City Redding	CALICH-CTY-078
City Irvine	CALICH-CTY-079
City Banning	CALICH-CTY-080
City Carlsbad	CALICH-CTY-081
City Napa	CALICH-CTY-082
City Oxnard	CALICH-CTY-083
City Redlands	CALICH-CTY-084
City Santa Rosa	CALICH-CTY-085
City Thousand Oaks	CALICH-CTY-086
City Visalia	CALICH-CTY-087
City Garden Grove	CALICH-CTY-088
City Chico	CALICH-CTY-089
City Los Banos	CALICH-CTY-090
City Oceanside	CALICH-CTY-091
City Ojai	CALICH-CTY-092
City San Bernardino	CALICH-CTY-093
City Santa Cruz	CALICH-CTY-094
CoC San Jose/Santa Clara City & County	CALICH-COC-500
CoC San Francisco City & County	CALICH-COC-501
CoC San Luis Obispo County	CALICH-COC-502
CoC Sacramento City & County	CALICH-COC-503
CoC Santa Rosa/Petaluma/Sonoma County	CALICH-COC-504
CoC Salinas/Monterey County	CALICH-COC-506
CoC Marin County	CALICH-COC-507
CoC Watsonville/Santa Cruz County	CALICH-COC-508
CoC Mendocino County	CALICH-COC-509
CoC Turlock, Modesto/Stanislaus County	CALICH-COC-510
CoC Stockton/San Joaquin County	CALICH-COC-511
CoC Visalia/Kings, Tulare Counties	CALICH-COC-513
CoC Fresno City & County/Madera County	CALICH-COC-514
CoC Roseville, Rocklin/Placer County	CALICH-COC-515
CoC Redding/Shasta, Siskiyou, Lassen, Plumas, Del Norte, Modoc, Sierra Counties	CALICH-COC-516
CoC Napa County	CALICH-COC-517
CoC Vallejo/Solano County	CALICH-COC-518
CoC Merced City & County	CALICH-COC-520
CoC Davis, Woodland/Yolo County	CALICH-COC-521
CoC Humboldt County	CALICH-COC-522

Grantee County, City, or CoC	Grantee ID
CoC Colusa, Glenn, Trinity Counties	CALICH-COC-523
CoC Yuba City, Marysville/Sutter, Yuba Counties	CALICH-COC-524
CoC El Dorado County	CALICH-COC-525
CoC Amador, Calaveras, Mariposa, Tuolumne Counties	CALICH-COC-526
CoC Tehama County	CALICH-COC-527
CoC Lake County	CALICH-COC-529
CoC Alpine, Inyo, Mono Counties	CALICH-COC-530
CoC Nevada County	CALICH-COC-531
CoC Los Angeles City & County	CALICH-COC-600
CoC San Diego City & County	CALICH-COC-601
CoC Santa Ana, Anaheim/Orange County	CALICH-COC-602
CoC Santa Maria/Santa Barbara County	CALICH-COC-603
CoC Bakersfield/Kern County	CALICH-COC-604
CoC Long Beach	CALICH-COC-606
CoC Pasadena	CALICH-COC-607
CoC Riverside City & County	CALICH-COC-608
CoC San Bernardino City & County	CALICH-COC-609
CoC Oxnard, San Buenaventura/Ventura County	CALICH-COC-611
CoC Glendale	CALICH-COC-612
CoC Imperial County	CALICH-COC-613

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

Number	Element Name(s)	Collected About	Collection Point(s)	PH (all)	ES: EE	ES: NBN	TH	HP	SO	Services Only
3.01-3.06	Name, SSN, DOB, Race and Ethnicity, Gender	All Clients	Record Creation	X	X	X	X	X	X	X
3.07	Veteran Status	All Adults	Record Creation	X	X	X	X	X	X	X
3.08	Disabling Condition	All Clients	Project Start	X	X	X	X	X	X	X
3.10	Project Start Date	All Clients	Project Start	X	X	X	X	X	X	X
3.11	Project Exit Date	All Clients	Project Exit	X	X	X	X	X	X	X
3.12	Destination	All Clients	Project Exit	X	X	X	X	X	X	X
3.15	Relationship to Head of Household	All Clients	Project Start	X	X	X	X	X	X	X
3.16	Enrollment CoC	HOH	Project Start, Update	X	X	X	X	X	X	X
3.20	Housing Move-in Date	HOH	Occurrence Point	X						
3.917	Prior Living Situation	HOH and Adults	Project Start	X	X	X	X	X	X	X
4.02	Income and Sources	HOH and Adults	Project Start, Update*, Annual Assessment, and Project Exit	X	X	X	X	X	X	X
4.03	Non-Cash Benefits	HOH and Adults	Project Start, Update, Annual Assessment, and Project Exit	X	X	X	X	X	X	X
4.04	Health Insurance	All Clients	Project Start, Update, Annual Assessment, and Project Exit	X	X	X	X	X	X	X
4.05	Physical Disability	All Clients	Project Start, Update, and Project Exit	X	X	X	X	X	X	X
4.06	Developmental Disability	All Clients	Project Start, Update, and Project Exit	X	X	X	X	X	X	X
4.07	Chronic Health Condition	All Clients	Project Start, Update, and Project Exit	X	X	X	X	X	X	X
4.08	HIV/AIDS	All Clients	Project Start, Update, and Project Exit	X	X	X	X	X	X	X
4.09	Mental Health Disorder	All Clients	Project Start, Update, and Project Exit	X	X	X	X	X	X	X
4.10	Substance Use Disorder	All Clients	Project Start, Update, and Project Exit	X	X	X	X	X	X	X
4.11	Domestic Violence	HOH and Adults	Project Start, Update	X	X	X	X	X	X	X
4.12	Current Living Situation	HOH and Adults	Occurrence Point			X			X	X
4.13	Date of Engagement	HOH and Adults	Occurrence Point			X			X	X
4.14	Bed-night Date	All clients	Occurrence Point			X				
4.19	Coordinated Entry Assessment	HOH	At occurrence	<i>Coordinated Entry only (or other depending on CoC design of Coordinated Entry system; discuss with your HMIS Lead)</i>						
4.20	Coordinated Entry Event	HOH	At occurrence							

Key: PH: Permanent Housing (including Permanent Supportive Housing, Rapid Re-housing, Permanent Housing: Housing with Services, and Permanent Housing: Housing Only); ES: EE: Emergency Shelter: Entry/Exit; ES: NBN: Emergency Shelter: Night-by-Night; TH: Transitional Housing; HP: Homelessness Prevention; SO: Street Outreach; HOH: Head of Household

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

Appendix D: Project Setup Examples for ERF Grantees

Starting with ERF-2-R, grantees must set up separate, distinct HMIS projects to track the ERF-funded client services/activities for each encampment designated in their ERF application and each project must include only clients from that one encampment. For each encampment, all clients from that site who are served by ERF-funded services must be enrolled in the HMIS projects.

Grantees should set up HMIS projects consistent with how the encampment(s) and their proposed interventions were described in their ERF-2-R applications. For the purposes of HMIS project setup and ERF reporting, multiple sites that share the same needs, resources, and housing strategies can be considered a single encampment. If a grantee is serving an area that includes sites that have different needs and are served by different strategies and interventions, those should be considered separate encampments and set up as separate HMIS projects. Grantees should contact AB977_TA@abtglobal.com if they have additional questions on determining how many HMIS projects are needed for their ERF encampment(s).

In the case where the ERF-funded activities are funded by other sources too (i.e., layered funding), grantees should enroll all clients from the designated encampment who are served by that activity. For example, if a street outreach provider serving clients in the ERF-2-R encampment is funded by both ERF and local funding, all clients served by the provider in the ERF encampment should be enrolled in the Street Outreach HMIS project. The grantee can apply multiple funding sources to the ERF project in HMIS.

Example 1: A county grantee uses ERF-2-R funding for street outreach and services for residents of one encampment (“Encampment 1”)	
The county contracts with a nonprofit organization (the “provider”) to provide outreach and supportive services to clients living in Encampment 1. Outreach services are provided to clients while they are residing in Encampment 1 to help them find shelters or permanent housing that are not funded by ERF-2-R. The clients continue to receive ERF-2-R-funded supportive services <i>after</i> they are placed into shelters or housing. The provider only serves clients from Encampment 1.	
The grantee or their provider would request to have one Street Outreach project and one Services Only project set up in their local HMIS:	
<p><u>Street Outreach Project 1:</u>⁴ Any clients from Encampment 1 would be enrolled in the Street Outreach project <i>while they are residing in the encampment and receiving ERF-2-R-funded outreach</i> at the encampment.</p>	<p><u>Services Only Project 1:</u> Clients who continue to receive ERF-2-R-funded supportive services <i>after</i> they move from the encampment into temporary or permanent housing would be enrolled in the Services Only project. Only clients from Encampment 1 would be enrolled in this Services Only project.</p> <p>If the project is affiliated with one specific residential project (e.g., a specific Emergency Shelter), the Services Only project will enter that it is “Affiliated with a residential project” and enter the project ID of the affiliated residential project in HMIS.</p>

⁴ Per the [HMIS Data Standards Manual](#), only clients who are residing on streets or other places not meant for habitation (e.g., an encampment) should be entered into Street Outreach projects.

Example 2: A city grantee uses ERF-2-R funding and other funding sources for a street outreach provider that serves two different encampments in the city that were designated in the grantee’s ERF-2-R application (“Encampment 1” and “Encampment 2”)	
The provider also works with unsheltered people who are not residing in these two encampments and are residing in Encampment 3. The grantee would set up two different ERF-2-R Street Outreach projects in HMIS for Encampment 1 and Encampment 2. There are no ERF-2-R data entry requirements for Encampment 3. Clients from Encampment 3 should not be enrolled in Street Outreach Project 1 or 2.	
The grantee or their provider would request to have two Street Outreach projects set up in the local HMIS:	
<u>Street Outreach Project 1:</u> ⁴ All clients from Encampment 1 would be enrolled in Street Outreach Project 1 <i>while they are residing in the encampment and receiving ERF-2-R-funded outreach at the encampment.</i>	<u>Street Outreach Project 2:</u> ⁴ All clients from Encampment 2 would be enrolled in Street Outreach Project 2 <i>while they are residing in the encampment and receiving ERF-2-R-funded outreach at the encampment.</i>

Example 3: A CoC grantee funds multiple street outreach providers and one emergency shelter for clients living in the encampment identified in their ERF-2-R application (“Encampment 1”)	
Both the outreach providers and the shelter also serve people who are experiencing homelessness in locations other than Encampment 1. Only clients from Encampment 1 would be enrolled in the HMIS projects set up for ERF-2-R.	
The grantee or their provider would request to have at least one Street Outreach project and only one Emergency Shelter project set up in the local HMIS:	
<u>Street Outreach Project 1:</u> ⁵ The ERF-2-R Street Outreach project(s) should only enroll clients from Encampment 1. Multiple Street Outreach projects may be set up if desired but, taken together, all clients from Encampment 1 who are served must be included in those HMIS projects. Once clients are no longer residing in Encampment 1, they would be exited from the Street Outreach project they are enrolled in. Clients who exit to other projects participating in HMIS (e.g., an Emergency Shelter, Transitional Housing, Permanent Supportive Housing) would then be enrolled in those projects. If the outreach provider has other funder requirements to use HMIS for clients who are residing outside of Encampment 1, the provider would need to enroll those clients in a separate Street Outreach project.	<u>Emergency Shelter Project 1:</u> ⁶ The ERF-2-R Emergency Shelter project should enroll only those clients from Encampment 1 who were placed into the shelter funded by ERF-2-R. Once a person from Encampment 1 is residing in a shelter (or other type of temporary or permanent housing), they should be exited from the ERF-2-R Street Outreach project they are enrolled in. ⁵ If the shelter provider has other funder requirements for HMIS for their non-encampment clients, the provider should set up a separate Emergency Shelter project in HMIS and enroll only the clients who are <i>not</i> from Encampment 1.

⁵ Per the [HMIS Data Standards Manual](#), only clients who are residing on streets or other places not meant for habitation (e.g., an encampment) should be entered into Street Outreach projects.

⁶ The clients from Encampment 1 *should not be simultaneously enrolled in another Emergency Shelter project* to avoid issues with [dual enrollments, duplicative HMIS inventory, and subsequent reporting errors](#).

Example 4: A county grantee uses ERF-2-R funds with other funds to operate an emergency shelter that serves all clients, including those living in the encampment identified in their ERF-2-R application (“Encampment 1”).

The county does not use ERF-2-R funding for the street outreach provider(s) for the encampment or other services provided to clients from Encampment 1. If the street outreach provider serving the clients from Encampment 1 has other funder requirements to use HMIS, they would set up a Street Outreach project *without* the ERF-2-R funding code. The county grantee and/or their provider should only set up an Emergency Shelter project type for ERF-2-R since the ERF-2-R funding is only being used for Emergency Shelter.

The grantee or their provider would request to have one Emergency Shelter project set up in the local HMIS:

Emergency Shelter Project 1.⁶

The ERF-2-R Emergency Shelter project in HMIS should enroll *only those clients from Encampment 1* who were placed into the shelter funded by ERF-2-R. Clients who did not come from Encampment 1 should not be enrolled in the ERF-2-R Emergency Shelter project in HMIS.

If the shelter provider has other funder requirements for HMIS for their non-encampment clients, the provider should set up a separate Emergency Shelter project in HMIS and enroll only the clients who are *not* from Encampment 1.