CoC Program HMIS Manual – RRH & PSH

Introduction:

The CoC (Continuum of Care) Program HMIS Manual excerpt is intended to support data collection and reporting efforts of Homeless Management Information System (HMIS) Lead Agencies and CoC program recipients. This manual excerpt provides information on HMIS project data collection guidance specific to the CoC Program and the legacy programs: Supportive Housing Program (SHP), Shelter Plus Care (S+C) and Single Room Occupancy for the Homeless (SRO) that have not yet renewed under the CoC Program.

This document excerpt is not a replacement for any specific program guidance, requirements, regulations, notices, and training materials on the CoC Program. This manual only addresses the use of HMIS for CoC Program-funded projects.

Please note that this manual contains <u>excerpts only</u> from the full HUD CoC Program HMIS Manual. For more information, please click <u>here</u> to access the complete <u>2021 CoC Program HMIS Manual</u>.

Universal Data Elements (UDE):

All ESG (Emergency Solutions Grants) recipients and subrecipients for all project types are required to collect all the **Universal Data Elements** which include:

3.1 Name	**3.917…** Living Situation – Chronic Homelessness
3.2 Social Security Number	**3.10** Project Start Date
3.3 Date of Birth	**3.11** Project Exit Date
3.4 Race	**3.12** Destination
3.5 Ethnicity	**3.15** Relationship to Head of Household
3.6 Gender	**3.16** Client Location
3.7 Veteran Status	**3.20** Housing Move-in Date
3.8 Disabling Condition	

Special notes about UDE's:

1. A portion of these elements constitute the basic demographics about a Client that are critical to an HMIS's Client search functionality and the HMIS's ability to deduplicate Client records. HUD required reports check and report on Data Quality for many of these basic demographic elements.
2. Two elements **(3.8 and 3.917)** are required to identify a Client as chronically homeless.
   - Because street outreach and emergency shelter projects are critical in the identification of chronically homeless Clients, HMIS administrators should pay special attention when training street outreach and emergency shelter end users on 3.08 and 3.917 data entry.
3. **Ethnicity**, **Race**, and **Gender** data element responses were updated in the **FY 2022 HMIS Data Standards** to provide more inclusive and representative response options.
   - Please review the FY 2022 HMIS Data Standards Manual for specific descriptions of these updated responses.

CoC Program HMIS Manual – RRH & PSH

- Additional data collection guidance related to Race, Ethnicity, and Gender will be made available on the HUD Exchange.

4. **Project Start Date** - Below is information on when each project type is expected to begin data entry with **Project Start:**

   - **Street Outreach projects** – The Project Start Date is the date of first contact with the Client.
   - **Safe Havens and Transitional Housing –** The Project Start Date is the date the Client moves into the residential project (i.e., the first night in residence).
   - **All types of Permanent Housing, including Rapid Re-Housing** – The Project Start Date is the date the Client was admitted into the project.
     - ✓ See the Special Data Collection Instructions for Rapid Re-Housing and Permanent Supportive Housing for additional information on Project Start Date for PH projects.
   - **All other types of Service projects (including but not limited to: services only, day shelter, homelessness prevention, coordinated entry, health care)** - The Project Start Date is the date the Client first began working with the project and generally received the first provision of service.

CoC Program HMIS Manual – RRH & PSH

Common Program Specific Data Elements:

Common Program Specific data elements are collected by most projects funded by a federal partner. CoC funded projects must collect most of the common data elements and are necessary to generate the Annual Performance Report.

The following chart indicates which elements are required for each of the CoC components:

	HMIS Program Specific Data Element	Homelessness Prevention	Permanent Supportive Housing	Rapid Re-Housing	Supportive Services Only - CE	Supportive Service Only – non-CE	Transitional Housing
4.02	Income and Sources	X	X	X		X	X
4.03	Non-Cash Benefits	X	X	X		X	X
4.04	Health Insurance	X	X	X		X	X
4.05	Physical Disability	X	X	X		X	X
4.06	Developmental Disability	X	X	X		X	X
4.07	Chronic Health Condition	X	X	X		X	X
4.08	HIV/AIDS	X	X	X		X	X
4.09	Mental Health Disorder	X	X	X		X	X
4.10	Substance Use Disorder	X	X	X		X	X
4.11	Domestic Violence	X	X	X		X	X
4.12	Current Living Situation				X	Only for SSO-Street Outreach	
4.13	Date of Engagement					Only for SSO-Street Outreach	
4.19	Coordinated Entry Assessment	CES	CES	CES	X		CES
4.20	Coordinated Entry Event	CES	CES	CES	X		CES
C1	Well-being		X				
C2	Moving On Assistance Provided		X				
C3	Youth Education Status		X*	X*	X*	X*	X*
R7	General Health		X				
W5	Housing Assessment at Exit	X					

X = data collection is required

* YHDP-funded projects must collect C3

CES = data collection is determined by how the CoC has structured the coordinated entry system across their geographic area. Placement of the element would be required for any project that is participating in the CoC's the coordinated entry system.

CoC Program HMIS Manual – RRH & PSH

Special Data Collection Instructions:

HMIS administrators and users should be aware of several special data collection issues that apply to CoC Program funded projects:

Rapid Re-Housing and Permanent Supportive Housing:

The project start date is the date that Client(s) were admitted to the project. This means the Client has applied for and been "admitted" to the project.

In this context, the requirements for admittance must be:

1. Information provided by the Client or from the referral provider indicates that the Client meets the criteria required for admission to the project.
   - This does not mean that all or any of the documentation has been gathered that may be required for the project.
2. The Client has indicated they want to be housed in this project.
3. The Client is able to access services and housing through the project.
   - This means that there is an expectation that within a reasonably short period of time the project expects to have an opening (rental subsidy available for scattered site or unit available for site-based).

Housing Move-In Date must be completed for all Clients who have moved into housing. "Move-in" means a lease arrangement has been made, the Client has a key or entry ability to the unit and that the Client has physically slept in the unit.

HUD strongly recommends HMIS administrators and PH projects monitor data entry accuracy and use of the housing move-in date.

1. Housing move-in timeliness and accuracy will impact project and system performance outcomes for the point-in-time information for the Housing Inventory Chart, project Annual Performance Reports (APR); System Performance Measures and other federally mandated reports that collect project outcomes.
2. Clients without a housing move-in date are still considered and should be counted as experiencing homelessness (living on the streets, in-shelter, etc.).
3. The Project Start Date is not intended to generate a "waiting list" for housing. It is intended to provide CoCs with additional data about Clients' paths to permanent housing.
4. HUD understands that everyone with a project start date will not move into a unit. Success rates will vary by community and project, and the CoC can use this data as a starting place to identify barriers to housing and take steps to remove those barriers when possible.
5. HUD has not developed a data element to provide information to answer why Clients do not move into housing and encourages CoCs to consider and develop ways to determine the issues to inform continuous improvement strategies.

6. Similarly, CoCs and projects should be reviewing the length of time from project start to housing movein as a diagnostic tool to identify areas where the CoC or project could reduce the time from project start to move in.

7. Data collection must include an annual assessment for all persons in the project for one year or more.
   - Data elements required for collection at annual assessment must be entered with an Information Date of **no more than 30 days before or after the anniversary of the Head of Household's Project Start Date**, regardless of the date of the most recent 'update' or any other 'annual assessment.'

Program Specific Data Elements:

C1 Well-Being:

1. For individuals and households supported by Permanent Supportive Housing projects, HUD is seeking to understand how measures of well-being change over time using Well Being (data element C1).

2. The questions asked within this data element could generate responses from individuals that require additional follow-up and support.
   - For example, if an individual responds with "Strongly disagree" to the question, "Client perceives their life has value and worth", intake workers need to address that response intentionally with additional resources, support in accessing resources, and/or referrals to other professionals who can provide the necessary support.

3. HUD is working to provide additional training and guidance around how to ask the Well Being questions in a trauma-informed way to minimize harm and provide suggestions for how to work directly with individuals when asking the questions.

C2 Moving On Assistance Provided:

1. As part of its strategic priority to end homelessness, HUD encourages communities to explore Moving On strategies in their communities for Clients in PSH who may no longer need or want the intensive services offered but continue to need assistance in maintaining their housing.

2. In July 2019, HUD issued a SNAPS In Focus message that provided guidance to communities around Moving On strategies and a link to a Moving On resources page on the HUD Exchange.

3. The FY2022 Data Standards incorporate a new data element for PSH projects to collect information on Clients who receive Moving On assistance.
   - This data element is to be collected for the Head of Household and at any point within the project enrollment that the information changes.

CoC Program HMIS Manual – RRH & PSH

C3 Youth Education Status:

Collection of this data element is required for projects funded by the Youth Homelessness Demonstration Project (YHDP). For additional data collection guidance on this element, please see the YHDP HMIS Manual.

CoC Program Grant Consolidations, Closing Projects, and Client Transfers:

HUD recognizes that grants may close or consolidate at different points in time throughout the year resulting in the need to move or transfer a Client or group of Clients from one project to another in HMIS. Furthermore, HUD recognizes that under certain circumstances a Client may be better served by transferring from one permanent housing project to another permanent housing project. HMIS Leads should carefully review the Grant Consolidation and Closing Projects: How to handle Client data in HMIS resource for instructions and guidance on the different methodologies that can be used to handle these situations.

CoC Program Reporting Requirements:

1. CoC Program recipients are required to submit Annual Performance Reports (APR) within 90 days from the end of their grant operating year. All CoC recipients submit their APRs in the Sage HMIS Reporting Repository, regardless of when HUD initially funded their grants.
2. CoC Program recipients must submit data from their HMIS or comparable databases via a Comma Separated Value (CSV) import.
3. CoC Program recipients can find additional information about CoC Program reporting requirements including how to access Sage and submit an APR in the Sage CoC APR Guidebook for CoC Grant-Funded Programs.

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I hope you found this manual helpful. ☺ Please feel free to reach out to me with any questions.

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