



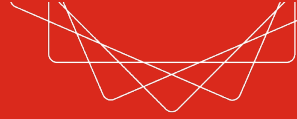
**BOLD
THINKERS
DRIVING
REAL-WORLD
IMPACT**

AB 977 Training

for California Department of
Housing and Community
Development (HCD) Recipients

May 11th, 2023

Your Technical Assistance Team



Stephanie Reinauer (she/her)

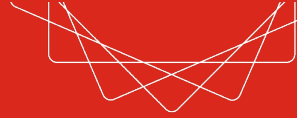
Esau Williams (he/him)

Melissa Stevenson (she/her)

Ciara Collins (she/her)



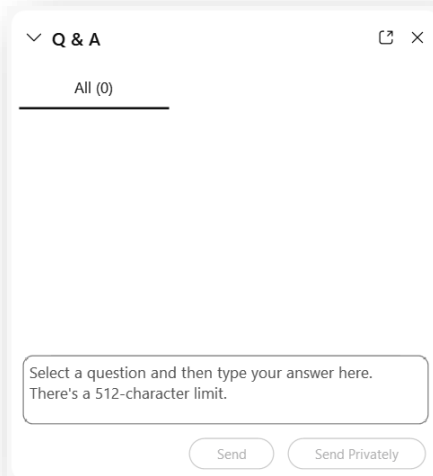
Agenda



1. Welcome and Introductions
2. AB 977 Basics
3. Key Partners
4. HMIS Project Set-Up
5. Client Data
6. Support & Next Steps

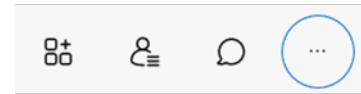
Submitting Questions

Housekeeping – Submitting Questions and Comments

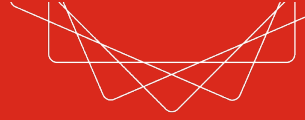


Use the Q&A panel to submit questions.

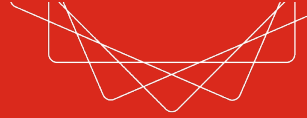
- Access the Q&A by clicking the **Panel options** button at the bottom right-hand side of the screen.



- Click **Q&A** in the menu.
- Use the drop-down menu to send your question to “all panelists.”

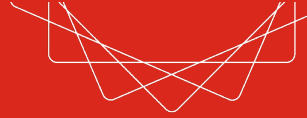


AB 977 Basics



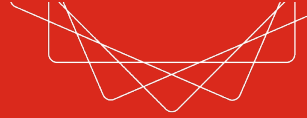
- AB 977 requires grantees and loanees (recipients) of certain programs to enter data into their local Homeless Management Information System (HMIS).
- (HMIS) is local information technology system used to collect client-level data including demographics and data on housing and services provided to people 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

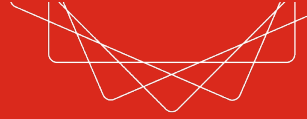


HMIS Leads upload HMIS data into the Homeless Data Integration System (HDIS) on a quarterly basis. Grantees do not enter data directly into HDIS.

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.

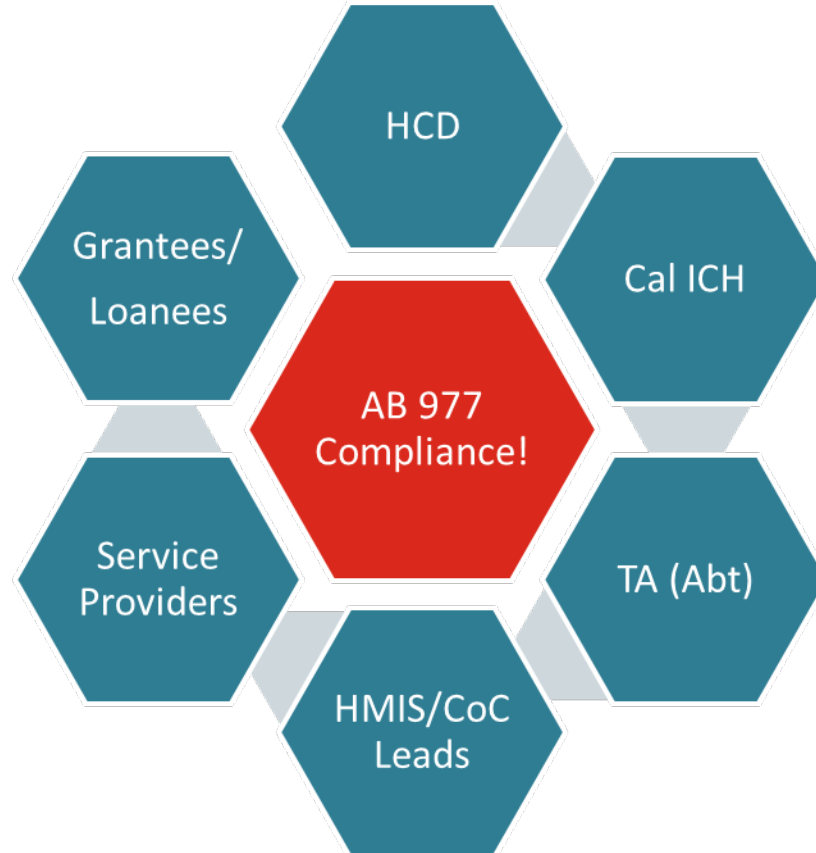
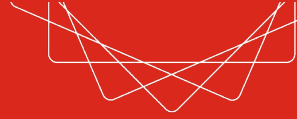
- **Projects without active clients:** initiate HMIS project setup at least 90 days in advance of occupancy.
- **Ongoing data entry:** check with your local CoC policies to ensure data is entered in time for the quarterly upload to HDIS.



Key Partners

for AB 977 Implementation

Key Partners



Grantees, Loanees, and Service Providers



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

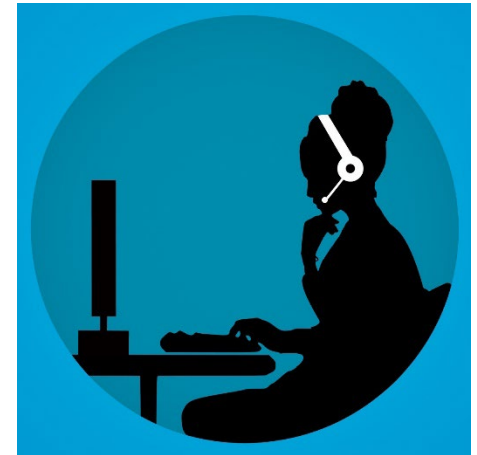
Continuum of Care (CoC): A regional or local planning body that coordinates housing and services funding for homeless families and individuals.

- 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!



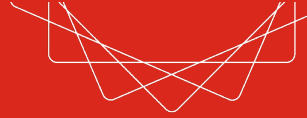
HCD is the compliance agency that holds the contracts for the state funded programs (NPLH, MHP, VHHP, HHC, and Homekey).

HCD maintains webpage for Homelessness Program Data Reporting:

<https://www.hcd.ca.gov/grants-and-funding/training-and-technical-assistance/homelessness-program-data-reporting>



Cal ICH and Abt Associates



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

Key Elements for Project Setup



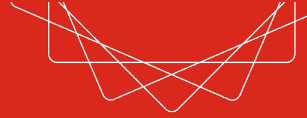
Project Type: Each HMIS project has one project type based on the project's activities, type of housing, and the population served.

- 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



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.	<p>99-HK-99999-999</p> <p>Contract number County code</p>
MHP	CA-HCD-MHP		
VHHP	CA-HCD-VHHP		
HHC-II	CA-HCD-HHCII		
NPLH-Balance of State	CA-HCD-NPLH		
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.	

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



HMIS Project Type	HCD Programs	Client Eligibility Restrictions	Project Activities
Permanent Housing – Permanent Supportive Housing (PSH) (<i>disability required</i>)	<ul style="list-style-type: none"> • MHP • VHHP • Homekey • HHC • NPLH 	People experiencing homelessness at entry with disabilities	<ul style="list-style-type: none"> • Long-term housing (24+ months) • Supportive services
Permanent Housing – Permanent Housing with Services (<i>no disability required</i>)	<ul style="list-style-type: none"> • MHP • VHHP • Homekey • HHC 	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) • Supportive services
Permanent Housing – Housing Only	<ul style="list-style-type: none"> • MHP 	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)
Transitional Housing (TH)	<ul style="list-style-type: none"> • MHP • VHHP • Homekey 	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)

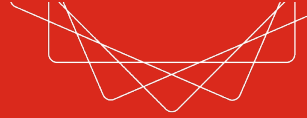
Continuum Projects



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.

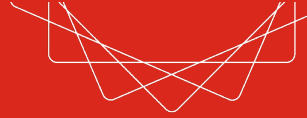
Non-Continuum Projects



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.

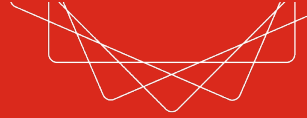
Projects neither dedicated to people experiencing homelessness nor people at risk of homelessness are not required to be in HMIS. If they are entered in HMIS, they must be set up as non-continuum projects.

Determining Project Inventory



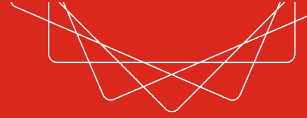
- Grantees should enter number of units and beds available for occupancy on a typical night.
- A “unit” is the capacity to serve a single household. For permanent housing programs, this would typically be an apartment. For a transitional housing program, this could be an apartment or a room.
- A “bed” 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

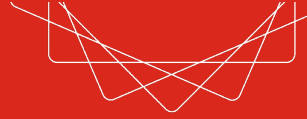
Date project began providing services and/or housing. This should match the date the first client was served in the project and can be in the future if the project has not yet started serving clients.

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

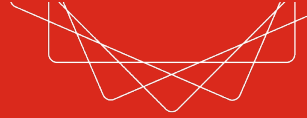
***Work with your
HMIS lead!***

Some projects:

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



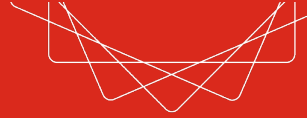
Projects in Development



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

Multiple Funding Sources Example 1



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).

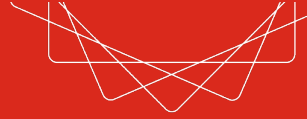
Multiple Funding Sources Example 2



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.

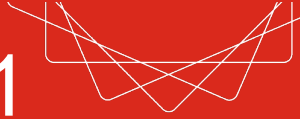
Note: If a contract funds some continuum and some non-continuum units, they need to be treated as separate projects.

Project Already Entering HMIS Data: Example

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.

Determining Project Inventory: Example 1



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.

Inventory by Household Type	Adults with Children	Adults without Children	Child only
Total Units	4	16	
Total Beds	12	21	
Dedicated Beds (Subset of total beds above)			
Chronically homeless (CH)			
Veterans			
Youth Veterans			
Any other Veterans	4	16	
CH youth			
Any other youth			
Any other CH			

Determining 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.

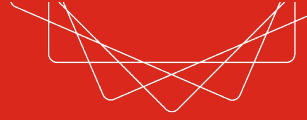
Inventory by Household Type	Adults with Children	Adults without Children	Child only
Total Units		10	
Total Beds		10	
Dedicated Beds (Subset of total beds above)			
Chronically homeless (CH)			
Veterans			
Youth Veterans			
Any other Veterans			
CH youth			
Any other youth			
Any other CH			

Determining Project Inventory: Example 3



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.

	Project 1: Northside PSH	Project 2: Northside PH
Inventory by Household Type	Adults without Children	Adults without Children
Total Units	5	5
Total Beds	5	5
Dedicated Beds (Subset of total beds above)		
Any other Chronic Homeless (not youth or Veterans)	5	



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

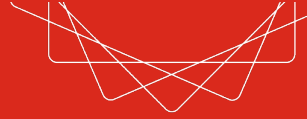
Grantees creating new projects should enter UDEs for clients who are actively enrolled when the project is created (deadline: July 1). Grantees do not need to enter data for clients who exited before the project was set up in HMIS.

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



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

Key Dates for Client-Level Data

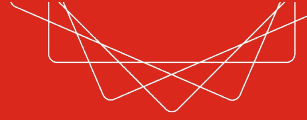


All client dates must be within the project operating dates.

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

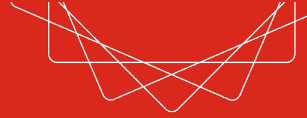
Housing Move-in Date: The date the client moved into permanent housing. This can be the same as the project start date but cannot be earlier than the project start date. (PH projects only)

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.

Key Dates for Client-Level Data: Example 1



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

Key Dates for Client-Level Data: Example 3



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

Key Dates for Client-Level Data: Example 4



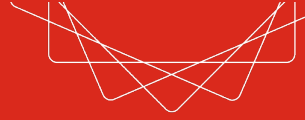
Client moved into unit in January 2021 and left the unit in April 2023.

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

AB 977 Information and Resources



California Department of
**Housing and Community
Development**

Grants &
Funding

Manufactured &
Mobilehomes

Building
Standards

Planning & Community
Development

Policy &
Research

About
HCD

[Home](#) > [Grants & Funding](#) > [Training and Technical Assistance](#) > [Homelessness Program Data Reporting](#)

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 \(HMIS\)](#).

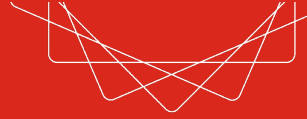
The additional and improved data made available by these new reporting standards will create a more accurate account of the individuals served by the homelessness response system. These improvements will result in a more comprehensive understanding of the effects of state-funded homelessness programs 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>



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abtassociates.com



Q & A

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