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AB 977 Office Hours

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

April 11th and 13th 2023

Agenda



1. Welcome and Introductions
2. AB 977 Basics
3. HMIS Project Setup
4. Client Data
5. Support & Next Steps
6. Q & A Session

Your Technical Assistance Team



Stephanie Reinauer (she/her)

Esau Williams (he/him)

Melissa Stevenson (she/her)

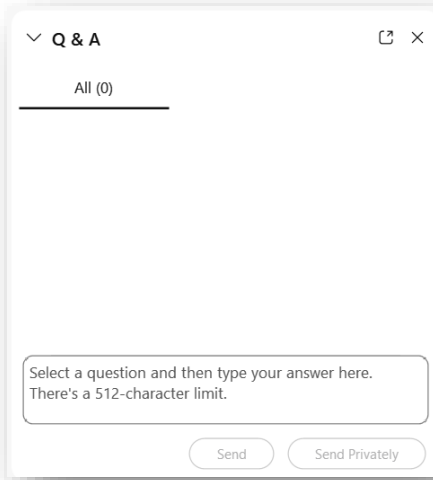
Ciara Collins (she/her)


Mary Schwartz (she/her)



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.  Then, click **Q&A** in the menu
- Use the drop-down menu to send your question/comment directly to the panelists or to everyone



AB 977 Basics

Key Terms



Homeless Management Information System (HMIS): A local information technology system used to collect client-level data and data on the provision of housing and services to homeless individuals and families and persons at risk of homelessness.

Homeless Data Integration System (HDIS): A statewide data warehouse of data from the 44 local homelessness response systems in California.

Continuum of Care (CoC): A regional or local planning body that coordinates housing and services funding for homeless families and individuals and is responsible to carry out the responsibilities required under the CoC Program Interim Rule, including selecting an HMIS software solution and an HMIS Lead.

HMIS Lead: The entity designated by the CoC, in accordance with the CoC Program Interim Rule, to manage the CoC's HMIS on the CoC's behalf.

Recipient: Grantees, subgrantees, and loanees of HCD funded homelessness programs.

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.

AB 977 Basics



- AB 977 requires grantees of certain programs to enter data into their local Homeless Management Information System (HMIS).
- Grantees have until July 1, 2023 to set up HMIS projects and enter data for all active clients.
 - To prepare for client data entry, recipients should initiate HMIS project set up at least 90 days in advance of occupancy.
- Cal ICH will monitor compliance through reports from HDIS. CoC HMIS Leads upload HMIS data into Cal ICH's HDIS on a quarterly basis. Grantees do not enter data directly into **HDIS**.

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

HMIS Requirements and Guidance



1. [HMIS Data Standards](#)
2. CoC and HMIS Lead's guidance
3. AB 977 Project Setup Instructions

No information in the *AB 977 Project Setup Instructions* is meant to supersede guidance in the HMIS Data Standards or CoCs' HMIS policies.

Timeline for Implementation



March 2023:
Project Setup
Instructions
Released

April 2023:
Initial office hours,
email helpdesk

April 2023:
Self-Cert Grantees: Initiate HMIS project setup required
changes.
Extension Grantees: Establish plan for compliance with state
departments and Abt TA providers

April - June 2023:
TA: Live/recorded
trainings, office hours,
email helpdesk, 1:1 TA

July 1, 2023:
Projects set up with
data for all clients
active on July 1.

Recipients that certified compliance (“self-certification grantees”) are encouraged to start entering client data as soon as possible.

Self-certification grantees (as well as any recipients that are already using HMIS) will need to update HMIS project information and in some cases may need to setup new HMIS projects.



HMIS Project Setup

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 Grantee IDs: 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 grantee ID.

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)

Funding Codes and Grant Identifiers



Program	Other Funder Code	Grant/loan ID with County Code*	Example grant/loan ID
<u>Homekey</u>	CA-HCD- <u>Homekey</u>	Enter the HCD contract number with the 3-digit county code appended.	<div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>99-HK-99999-999</p> <p> </p> <p>Contract number County code</p> </div>
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.	



Client Data

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.



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.

TA Timeline Overview



Activity	Details	Timeframe
Email Helpdesk	Email-based assistance from Abt for grantees: AB977_TA@abtassoc.com	March 2023 – ongoing
Initial Office Hours	Overview of the Cal ICH HMIS Project Setup and Funding codes guidance and Q&A focused on Self-Certification Grantees.	April 11 th and 13 th 2023
Frequently Asked Questions	Questions and answers collected during office hours	April 2023 (updated monthly)
Targeted Grantee Support	1:1 meetings between Abt and grantees on an as needed basis	April 2023 – ongoing
Office Hours	Monthly office hours for grantees	May 2023 - ongoing
Recorded Webinars	<ul style="list-style-type: none">• HMIS Basics• Trauma-Informed Data Collection• Data Quality and Compliance Best Practices	Starting May 2023
Program-specific Trainings	<ul style="list-style-type: none">• Cal ICH Project Setup and Funding Code Requirements• Data Entry Guidance: HMIS Universal and Common Data Elements	Starting May 2023



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Q & A

Email: AB977_TA@abtassoc.com