Homeless Management Information System (HMIS) Setup Guide

I.   HMIS Setup Guide

A. Overview

The purpose of this document is to provide the California Department of Housing and Community Development (CA HCD) policy on setting up projects within local Homeless Management Information Systems (HMIS). All projects funded by CA HCD via the Emergency Solutions Grants (ESG) program are required to follow this guidance on an annual basis.

The addition of CA HCD ESG contract numbers to all ESG-funded projects within HMIS is critical to the ESG program outcome measures gathered via the Homeless Data Integration System (HDIS). These contract numbers added to Data Element 2.06 "Local or Other Funding Sources (Please Specify)" allows CA HCD to pull the correct universe of data from Homeless Data Integration System (HDIS) for ESG program outcome measures.

B. Policy

All CA HCD ESG-funded projects in HMIS shall enter the CA HCD supplied contract number into the Program Descriptor Data Elements (PDDE) on an annual basis.

C. Procedure

CA HMIS leadership at each CoC shall enter the CA HCD supplied contract number into HMIS as follows:

Under Data Element 2.06 Funding Sources:

- Code 46 for "Local or Other Funding Source (Please Specify)" *["Funding Source" in example below]*.

- In Dependent A–Dependent to Field 1 Response 46 (text box), enter the following codes for each of the CA HCD ESG grants *["Funding Source Non-Federal" in example below]:*
    - *For ESG, code: CA HCD ESG*

- In Field 2 & Response, enter the associated CA HCD grant contract number *["Grant Identifier" in example below].* This field will be used to identify the specific CA HCD sub-recipient (and all of their associated sub-sub-recipients).
    - For ESG, code 2021 you would enter: "21-ESG-xxxxx"
    - For ESG code 2022 you would enter: "22-ESG-xxxxx"

For additional guidance on project setup, please refer to HUD's HMIS ESG Manual: https://files.hudexchange.info/resources/documents/ESG-Program-HMIS-Manual.pdf

For assistance, please contact Sarah Theobald at sarah.theobald@hcd.ca.gov

D. CA HCD HDIS Process

CA HCD leadership will provide the ESG Administrative Entity and the local HMIS Lead with the contract number for all CA HCD ESG funded projects during the contracting process.

CA HCD leadership will check the HDIS data twice annually to establish the correct universe of projects for that ESG year and to begin to analyze the data outcome measures for data quality. CA HCD will coordinate with Planning and Reporting Program Manager to assure the HDIS project universe and Sage universe of projects is consistent.

CA HCD leadership will communicate with the Administrative Entity and HMIS Lead to resolves any universe inconsistencies.

CA HCD shall produce an annual ESG Outcome Report (7.1.20xx-6.30.20xx for the reporting period) containing the following measures:

1. Percentage of people who remained in RRH for more than 6 months, 9 months and 12 months

2. Reduction in average length of stay in ES

3. ES exits to a positive housing destination

4. RRH exits to a positive housing destination

5. Percentage of people who return to homelessness (ES, SO) from PH (RRH, PH, PSH) in 6 months, 9 months, and 12 months

6. Percentage of those that obtain a positive housing destination (ES, SH, TH, RRH, PH, PSH, OPH) from a Street Outreach Program

7. Percentage of people that enter the homeless service system (ES, SO) after receiving ESG-CV HP financial assistance

8. All seven measures to be disaggregated by race/ethnicity to further Racial Equity data analysis

Racial Equity Logic:

- Disaggregate all measures above by race:
    o American Indian/Alaska Native
    o Asian
    o Black/African American
    o Native Hawaiian/Other Pacific Islander
    o White
    o Hispanic/Latinx
- Disaggregation is at the client-level (not the household-level)
- Persons will show in each disaggregated measure based on their self-identification
    o i.e. a person identifying as American Indian/Alaska Native, White, and Hispanic/Latinx will show up each of those disaggregated measures.
- Persons who have a "client doesn't know", "client refused", or "missing information" for "Race" but have answered "Hispanic/Latinx" will be measured in the "Hispanic/Latinx" disaggregated measures.
- Persons who have a "client doesn't know", "client refused", or "missing information" for any race or ethnicity response will be excluded from these disaggregated measures but will still be counted in the overall performance measures.

Appendix A: Changelog

Date Effective	Description
6.13.2022	Initial version of the policy