



**San Luis Obispo
Countywide 10 Year
Plan to End
Homelessness**

*We envision a future
in which the housing
and comprehensive
services necessary to
remain housed are
available for all,
affording everyone
maximum self-
sufficiency, and the
opportunity to be
productive and
participating
members of our
community*

**HOMELESS SERVICES OVERSIGHT COUNCIL (HSOC)
Finance and Data Committee Agenda**
February 24th, 2021, 9 a.m.

Participate by Zoom video call:

<https://zoom.us/j/93126776965?pwd=MS8rNncrNExxa01MRHRUQ216OUdsZz09>

Or dial in:

+1 669 900 9128

Meeting ID: 931 2677 6965

Passcode: 823547

1. Call to Order and Introductions
2. Public Comment
3. Consent: Approval of Minutes
4. Action/Information/Discussion
 - 4.1 Discussion Item: HUD (Department of Housing & Urban Development) System Performance Measures
 - 4.1.1 Discussion Item: Fiscal Year 2020 Comparison to Fiscal Years 2018 & 2019
 - 4.2 Discussion Item: PIT (Point in Time) Count and HIC (Housing Inventory Count)
 - 4.2.1 Discussion Item: California CoCs (Continuums of Care) and 2021 PIT (Point in Time) Unsheltered Count Summary Report
 - 4.2.2 Discussion Item: Preliminary Expectations for 2022
 - 4.3 Discussion Item: ESG (Emergency Solutions Grant) CAPER (Consolidated Annual Performance and Evaluation Report)
 - 4.3.1 Discussion Item: ESG-CV (Emergency Solutions Grant – Coronavirus) Quarterly Reporting
 - 4.3.2 Discussion Item: ESG (Emergency Solutions Grant) HMIS (Homeless Management Information System) Data Elements
 - 4.4 Discussion Item: California HDIS (Homeless Data Information System)
 - 4.5 Discussion Item: HMIS (Homeless Management Information System) Data Collection Options for COVID-19 Vaccines

5. Future Discussion/Report Items
6. Next Meeting Date: March 24, 2021
7. Adjournment

**HOMELESS SERVICES OVERSIGHT COUNCIL
HSOC FINANCE AND DATA COMMITTEE MEETING
December 17 2020, 2pm-3:30pm**

MEMBERS PRESENT		MEMBERS ABSENT	STAFF & GUESTS
Andrea Montes Alvarado Elaine Mansoor Janna Nichols Jessica Thomas Riley Smith Shay Stewart		Jeff Al-Mashat Sstoz Tes	Bill Crewe George Solis Jan Maitzen Leon Shordon Russ Francis
AGENDA ITEM			CONCLUSIONS/ACTIONS
1. Call to Order and Introductions	Janna called the meeting to order at 2:10pm.		
2. Public Comment	None.		
3. Consent: Approval of Minutes			Shay made a motion to approve the minutes, seconded by Jessica. The minutes were approved, with none opposed and no abstentions.
4. Action/Information/Discussion			
4.1 Discussion Item: 2021 Homeless Point in Time Count (PIT)			
4.1.1 Action Item: Vote to approve January 25th, 2021 as the date of the sheltered Point in Time Count	George reported that the CoC (Continuum of Care) is still required to do the sheltered Point in Time count, even with the exception to the unsheltered count. This is required in the last ten days of January, and in SLO County has traditionally been carried out on a Monday, so the County recommends January 25 as the date.		Shay made a motion to approve January 25 th , 2021 as the date of the sheltered Point in Time Count, seconded by Elaine. The motion passed with all in

	<p>George noted that the shelter count numbers will likely be lower than usual in the 2021 Count due to reduced capacity, but there will be an opportunity to explain this. There is also flexibility around the date, so this could be changed later if necessary through another vote.</p>	<p>favor, none against and no abstentions.</p>
<p>4.1.2 Discussion Item: HUD (Department of Housing & Urban Development) Exception Request for Not Conducting Full 2021 Unsheltered Point in Time Count</p>	<p>George reported the HSOC Executive Committee voted to ask the County to seek an exception to the unsheltered count from HUD (Department of Housing & Urban Development). County staff are in process of making this request to HUD. All other CoCs in Southern California are asking for this exception. HUD have stated that they have received around one hundred requests nationally, which accounts for around a quarter of all CoCs. HUD have typically been approving requests for an exception within 24 hours.</p>	
<p>4.1.3 Discussion Item: Other Efforts the CoC Is Taking to Understand the Needs of People Experiencing Unsheltered Homelessness in Our Community</p>	<p>George shared that, as part of seeking an exception to the unsheltered count, the CoC must state what other efforts it will be taking to understand the needs of people experiencing unsheltered homelessness in the county. The HSOC Executive Committee discussed this and suggested referencing the following:</p> <ul style="list-style-type: none"> • The HSOC Encampment Committee, which since early 2020 has been meeting monthly to track changes in homeless encampments across the county and work towards solutions • Partner agencies have used new funding programs to increase outreach staff in 2020 and collect new outreach data • Additional opportunities to increase staff through CARES Act funding • The County Administrative Officer has convened meetings to create a countywide approach to homelessness • A short survey and sampling of the unsheltered population will take place at a later time when conditions are safer • Agencies have increased their warming center capacity, which is often the first point of contact for homeless individuals <p>The Finance & Data Committee discussed other potential sources of data on unsheltered people, including:</p>	

	<ul style="list-style-type: none"> • Data from schools on students who are not attending or showing up to online classes and fit the definition of unsheltered homeless • Increased coordination between agencies to prioritize people who are most medically fragile, such as collaboration between TFS (Transitional Food & Shelter) and ECHO (El Camino Homeless Organization), and between 5CHC (5Cities Homeless Coalition) and Cuesta College • The Coordinated Entry working group and prioritization process 	
<p>4.2 Discussion Item: HUD-VASH (Department of Housing & Urban Development – Veterans Affairs Supportive Housing) HMIS (Homeless Management Information System) Data</p>	<p>George reported that the first upload of HUD-VASH (Department of Housing & Urban Development – Veterans Affairs Supportive Housing) data into HMIS (Homeless Management Information System) is now ready, but BellData and the County have agreed to prioritize LSA (Longitudinal Systems Analysis) data reporting first, then upload the HUD-VASH data in January.</p>	
<p>4.3 Discussion Item: Annual Reporting on the HEAP (Homeless Emergency Aid Program), HHAP (Homeless Housing, Assistance and Prevention) and COVID-19 Emergency Funding Programs</p>	<p>George reported that County staff have been working on end of year reports for the HEAP (Homeless Emergency Aid Program), HHAP (Homeless Housing, Assistance and Prevention) and COVID-19 Emergency Funding programs. Reporting is limited for the HHAP program as the RFP (Request for Proposals) for the first round has not yet been released. For the COVID-19 Emergency Funding programs, subrecipient agreements have not yet been drawn up, so there is no client data to report on, only data on expenses through the EOC (Emergency Operations Center).</p>	
<p>4.4 Discussion Item: Coordinated Entry & HMIS (Homeless Management Information System) Zip Code Data</p>	<p>George explained that the attachments (see agenda packet) show how data collected at project or client entry is used. The data from HMIS and Coordinated Entry are separate data points.</p> <p>Andrea asked about clients who have been in the county for a significant amount of time, but whose last address is out of state, and</p>	

	if they can be considered county residents for the purpose of entry into HMIS. George answered that HMIS is set up to record their last known address, so these clients would be considered out of state.	
5. Future Discussion/Report Items	<ul style="list-style-type: none"> • HUD-VASH data (when it is available) • LSA data (once completed) 	
6. Next Meeting Date: January 27, 2021		
7. Adjournment	Janna adjourned the meeting at 3:05pm.	

Summary Report for CA-614 - San Luis Obispo County CoC - FY2020 System Performance Measures

Measure 1: Length of Time Persons Remain Homeless

This measures the number of clients active in the report date range across ES, SH (Metric 1.1) and then ES, SH and TH (Metric 1.2) along with their average and median length of time homeless. This includes time homeless during the report date range as well as prior to the report start date, going back no further than October, 1, 2012.

Metric 1.1: Change in the average and median length of time persons are homeless in ES and SH projects. Metric 1.2: Change in the average and median length of time persons are homeless in ES, SH, and TH projects.

a. This measure is of the client's entry, exit, and bed night dates strictly as entered in the HMIS system.

	Universe (Persons)			Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	FY 2018	FY 2019	FY 2020	FY 2018	FY 2019	FY 2020	FY 2018	FY 2019	FY 2020
1.1 Persons in ES and SH	614	718	675	64	62	67	24	22	21
1.2 Persons in ES, SH, and TH	637	718	675	84	62	67	26	22	21

b. This measure is based on data element 3.17.

This measure includes data from each client's Living Situation (Data Standards element 3.917) response as well as time spent in permanent housing projects between Project Start and Housing Move-In. This information is added to the client's entry date, effectively extending the client's entry date backward in time. This "adjusted entry date" is then used in the calculations just as if it were the client's actual entry date. The construction of this measure changed, per HUD's specifications, between FY 2016 and FY 2017. HUD is aware that this may impact the change between these two years.

	Universe (Persons)			Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	FY 2018	FY 2019	FY 2020	FY 2018	FY 2019	FY 2020	FY 2018	FY 2019	FY 2020
1.1 Persons in ES, SH, and PH (prior to "housing move in")	1093	1015	1103	491	708	835	223	274	238
1.2 Persons in ES, SH, TH, and PH (prior to "housing move in")	1115	1015	1103	519	708	835	229	274	238

Measure 2: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness

This measures clients who exited SO, ES, TH, SH or PH to a permanent housing destination in the date range two years prior to the report date range. Of those clients, the measure reports on how many of them returned to homelessness as indicated in the HMIS for up to two years after their initial exit. After entering data, please review and confirm your entries and totals. Some HMIS reports may not list the project types in exactly the same order as they are displayed below.

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior) FY2020	Percentage of Returns in less than 6 months			Percentage of Returns to Homelessness from 6 to 12 months			Percentage of Returns to Homelessness from 13 to 24 months			Percentage of Returns in 2 Years		
		FY 2018	FY 2019	FY 2020	FY 2018	FY 2019	FY 2020	FY 2018	FY 2019	FY 2020	FY 2018	FY 2019	FY 2020
Exit was from SO	10	0%	0%	0%	0%	0%	30%	0%	0%	10%	0%	0%	40%
Exit was from ES	73	8%	8%	16%	8%	5%	5%	6%	8%	8%	22%	21%	30%
Exit was from TH	0	13%			0%			0%			13%		
Exit was from SH	0												
Exit was from PH	250	2%	3%	4%	0%	2%	3%	2%	2%	4%	4%	7%	11%
TOTAL Returns to Homelessness	333	4%	4%	6%	2%	3%	5%	3%	2%	5%	9%	9%	16%

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

This measures the change in PIT counts of sheltered and unsheltered homeless person as reported on the PIT (not from HMIS).

	January 2018 PIT Count	January 2019 PIT Count	January 2020 PIT Count
Universe: Total PIT Count of sheltered and unsheltered persons	1095	1483	
Emergency Shelter Total	248	290	228
Safe Haven Total	0	0	0
Transitional Housing Total	25	21	23
Total Sheltered Count	273	311	251
Unsheltered Count	822	1172	

Metric 3.2 – Change in Annual Counts

This measures the change in annual counts of sheltered homeless persons in HMIS.

	FY 2018	FY 2019	FY 2020
Universe: Unduplicated Total sheltered homeless persons	833	1075	751
Emergency Shelter Total	810	1075	751
Safe Haven Total	0	0	0
Transitional Housing Total	29	0	0

Measure 4: Employment and Income Growth for Homeless Persons in CoC Program-funded Projects

Metric 4.1 – Change in earned income for adult system stayers during the reporting period

	FY 2018	FY 2019	FY 2020
Universe: Number of adults (system stayers)	47	41	52
Number of adults with increased earned income	4	5	7
Percentage of adults who increased earned income	9%	12%	13%

Metric 4.2 – Change in non-employment cash income for adult system stayers during the reporting period

	FY 2018	FY 2019	FY 2020
Universe: Number of adults (system stayers)	47	41	52
Number of adults with increased non-employment cash income	32	27	28
Percentage of adults who increased non-employment cash income	68%	66%	54%

Metric 4.3 – Change in total income for adult system stayers during the reporting period

	FY 2018	FY 2019	FY 2020
Universe: Number of adults (system stayers)	47	41	52
Number of adults with increased total income	34	32	34
Percentage of adults who increased total income	72%	78%	65%

Metric 4.4 – Change in earned income for adult system leavers

	FY 2018	FY 2019	FY 2020
Universe: Number of adults who exited (system leavers)	44	17	14
Number of adults who exited with increased earned income	5	0	2
Percentage of adults who increased earned income	11%	0%	14%

Metric 4.5 – Change in non-employment cash income for adult system leavers

	FY 2018	FY 2019	FY 2020
Universe: Number of adults who exited (system leavers)	44	17	14
Number of adults who exited with increased non-employment cash income	14	3	7
Percentage of adults who increased non-employment cash income	32%	18%	50%

Metric 4.6 – Change in total income for adult system leavers

	FY 2018	FY 2019	FY 2020
Universe: Number of adults who exited (system leavers)	44	17	14
Number of adults who exited with increased total income	16	3	9
Percentage of adults who increased total income	36%	18%	64%

Measure 5: Number of persons who become homeless for the 1st time

Metric 5.1 – Change in the number of persons entering ES, SH, and TH projects with no prior enrollments in HMIS

	FY 2018	FY 2019	FY 2020
Universe: Person with entries into ES, SH or TH during the reporting period.	750	1027	619
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	157	203	174
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time)	593	824	445

Metric 5.2 – Change in the number of persons entering ES, SH, TH, and PH projects with no prior enrollments in HMIS

	FY 2018	FY 2019	FY 2020
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	1177	1215	1086
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	186	247	228
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time.)	991	968	858

Measure 6: Homeless Prevention and Housing Placement of Persons defined by category 3 of HUD’s Homeless Definition in CoC Program-funded Projects

This Measure is not applicable to CoCs in FY2020 (Oct 1, 2019 - Sept 30, 2020) reporting period.

Measure 7: Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing

Metric 7a.1 – Change in exits to permanent housing destinations

	FY 2018	FY 2019	FY 2020
Universe: Persons who exit Street Outreach	21	2	20
Of persons above, those who exited to temporary & some institutional destinations	2	1	3
Of the persons above, those who exited to permanent housing destinations	10	0	3
% Successful exits	57%	50%	30%

Metric 7b.1 – Change in exits to permanent housing destinations

	FY 2018	FY 2019	FY 2020
Universe: Persons in ES, SH, TH and PH-RRH who exited, plus persons in other PH projects who exited without moving into housing	810	1051	881
Of the persons above, those who exited to permanent housing destinations	251	360	322
% Successful exits	31%	34%	37%

Metric 7b.2 – Change in exit to or retention of permanent housing

	FY 2018	FY 2019	FY 2020
Universe: Persons in all PH projects except PH-RRH	99	125	131
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	90	113	121
% Successful exits/retention	91%	90%	92%



Updated Report

More than 80% or 37 of California's 44 Continuums of Care Did Not Conduct a January 2021 Point-in-Time Unsheltered Count after Receiving Approval from HUD Because of Safety Reasons Related to the Pandemic

(Last week's report noted 36 of 44)

Joe Colletti, PhD
Hub for Urban Initiatives
Homeless and Housing Strategies for California
February 2021

The U.S. Department of Housing and Urban Development (HUD) requires CoCs to conduct an unsheltered Point-in-Time (PIT) count during the last 10 days of January in odd-number years. This year, HUD allowed CoCs to [request an exception to some or all of the unsheltered PIT count requirements](#).

The table below notes that

- 37 or 84% of 44 Continuums of Care (CoCs) did not conduct an unsheltered count during the last 10 days of January after receiving approval from HUD not to conduct an unsheltered count because of safety reasons related to the pandemic.

Of the seven remaining CoCs,

- Lake County CoC conducted an unsheltered count on January 28 similar to the unsheltered counts conducted in past years, which included asking survey questions to obtain HUD required housing type and subpopulation data. The CoC did use a mobile app for the first time to automate data collection.
- Merced County CoC conducted a non-contact head count on January 28 based on observation only (i.e., no data collection on demographics, subpopulation, or household characteristics) after receiving approval from HUD, which was required if a CoC wants to submit their unsheltered data to HUD through the Homelessness Data Exchange ([HDX - www.hudhdx.info](http://www.hudhdx.info)).

- Three CoCs (Placer County, Sutter County, and Nevada County) are using their by-name-list, or active list, that is frequently updated (at least monthly) to conduct a modified unsheltered PIT count after receiving approval from HUD, which was required if a CoC wants to submit their unsheltered data to HUD through the Homelessness Data Exchange (HDX - www.hudhdx.info).

(NOTE: In order to receive approval, HUD stated that *CoCs that choose to do this should consider when they last updated their data and how complete their outreach is to areas that do not traditionally have people experiencing homelessness. CoCs desiring to use these data will need to send (HUD) an email stating what data they want to use and demonstrating why they believe the data accurately reflects the unsheltered population, including persons in all subpopulation groups experiencing unsheltered homelessness. For instance, the CoC could run the data on the date of the last unsheltered PIT count and demonstrate the total result was within 5 percent of the unsheltered PIT count reported to HUD in that year.*

- Kern County CoC is combining point-in-time data from all emergency shelters and navigation centers in the Bakersfield/Kern County region with case management data from HMIS. The CoC first validated the HMIS data against historical PIT count data to secure the approval of the methodology exception request from HUD. CoC will also engage in sampling to achieve the accuracy of the HMIS data. The CoC will submit this data, in lieu of conducting an unsheltered PIT count, to HUD through the Homelessness Data Exchange (HDX - www.hudhdx.info).
- Tehama County CoC is planning to conduct its unsheltered count during the end of February, after postponing its end of January unsheltered count due to weather. CoC received approval from HUD, which was required if a CoC wants to submit their unsheltered data to HUD through the Homelessness Data Exchange (HDX - www.hudhdx.info).

Implications for the immediate future

All of California's 44 CoCs should conduct an unsheltered count in 2022 if there are no pandemic related reasons preventing CoCs to conduct one safely. HUD only requires CoCs to conduct a PIT unsheltered count during the last ten days of January in odd number years. Only about half of California's CoCs have been conducting a PIT unsheltered count during even number years.

Outdated PIT Unsheltered Count Data Should Not be Used for Statewide Legislative, Funding, Planning, and Policies to Solve Homelessness if Possible

When a CoC does not conduct a PIT unsheltered count during even number years, HUD takes the PIT unsheltered count from the previous odd number year and adds it to the PIT sheltered count number for the following even number year. HUD requires PIT sheltered counts every

year. For example, CoCs that did not conduct a PIT unsheltered count in 2020 had their 2019 PIT unsheltered count added to their 2020 PIT sheltered count by HUD, who will soon publicly post this combination as their total 2020 PIT count.

Thus, if a CoC does not conduct a PIT unsheltered count in 2022, the CoC's 2019 PIT unsheltered count will be added to its 2022 PIT sheltered count and reported by HUD as its total 2022 PIT count if the current HUD practice continues. Within this scenario, the next time that an updated PIT unsheltered count will be added by HUD to a PIT sheltered count will be 2023, four years after the CoCs previous PIT unsheltered count in 2019.

Updated PIT Unsheltered Count Data Should Always be Used for Statewide Legislative, Funding, Planning, and Policies to Solve Homelessness When Possible

What is important to note is that PIT unsheltered count data includes unsheltered persons by household type and subpopulation data, which is key for legislative, funding, planning and policy purposes. Household type data includes the total number of families and subpopulation data includes the total number of chronically homeless persons, persons with HIV/AIDS, persons with serious mental illness, substance users, veterans, and youth ages 18 – 24.

If all of California's CoCs conduct a PIT unsheltered count in 2022, assuming there are no longer any pandemic related reasons not to conduct one, we will not have to wait until 2023 to have updated 2019 PIT unsheltered data. We will not be left wondering next year how different the 2022 unsheltered population might be compared to 2019 in terms of total number, household type, and various subpopulations.

Past legislation that focused on solving homelessness has been influenced by PIT unsheltered count data concerning chronically homeless persons, families, persons with mental illness and substance use, veterans, and youth under age 18 and between the ages of 18 – 24.

The total numbers of unsheltered subpopulations and types of households have been used to shape the eligible activities, targeted subpopulations, and best, promising, and emerging practices promoted or required by the funding sources.

The total number of PIT unsheltered persons has been used to allocate hundreds of millions of dollars through funding sources to prevent and end homelessness established by legislation during the past few years. Using PIT unsheltered count data, thoughtful planning and policies were built into past Notice of Funding Availability (NOFAs) related to the allocated funds for the funding sources.

Next Steps

Updating [local](#) and [statewide](#) PIT unsheltered data should always be encouraged so that updated data can inform legislative, funding, planning, and policy proceedings when needed.

	Continuum of Care	Did Not Conduct an Unsheltered Count in January	Did Conduct a Modified Unsheltered Count in January	Did Conduct Unsheltered Count Similar to Past Years in January
CA-500	San Jose/Santa Clara City & County CoC	✓		
CA-501	San Francisco CoC	✓		
CA-502	Oakland, Berkeley/Alameda County CoC	✓		
CA-503	Sacramento City & County CoC	✓		
CA-504	Santa Rosa, Petaluma/Sonoma County CoC	✓		
CA-505	Richmond/Contra Costa County CoC	✓		
CA-506	Salinas/Monterey, San Benito Counties CoC	✓		
CA-507	Marin County CoC	✓		
CA-508	Watsonville/Santa Cruz City & County CoC	✓		
CA-509	Mendocino County CoC	✓		
CA-510	Turlock, Modesto/Stanslaus County CoC	✓		
CA-510	Stockton/San Joaquin County CoC	✓		
CA-512	Daly City/San Mateo County CoC	✓		
CA-513	Visalia/Kings, Tulare Counties CoC	✓		
CA-514	Fresno City & County/Madera County CoC	✓		
CA-515	Roseville, Rocklin/Placer County CoC		✓	
CA-516	Redding/Shasta County CoC	✓		
CA-517	Napa City & County CoC	✓		
CA-518	Vallejo/Solano County CoC	✓		
CA-519	Chico, Paradise/Butte County CoC	✓		
CA-520	Merced City & County CoC		✓	
CA-521	Davis, Woodland/Yolo County CoC	✓		
CA-522	Humboldt County CoC	✓		
CA-523	Colusa, Glenn, Trinity Counties CoC	✓		
CA-524	Yuba City/Sutter County CoC		✓	
CA-525	El Dorado County CoC	✓		
CA-526	Tuolumne, Amador, Calaveras, Mariposa Counties CoC	✓		
CA-527	Tehama County CoC			✓ will in Feb
CA-529	Lake County CoC			✓
CA-530	Alpine, Inyo, Mono Counties CoC	✓		
CA-531	Nevada County CoC		✓	
CA-600	Los Angeles City & County CoC	✓		
CA-601	San Diego City and County CoC	✓		
CA-602	Santa Ana, Anaheim/Orange County CoC	✓		
CA-603	Santa Maria/Santa Barbara County CoC	✓		
CA-604	Bakersfield/Kern County CoC		✓	
CA-606	Long Beach CoC	✓		
CA-607	Pasadena CoC	✓		
CA-608	Riverside City & County CoC	✓		
CA-609	San Bernardino City & County CoC	✓		
CA-611	Oxnard, San Buenaventura/Ventura County CoC	✓		
CA-612	Glendale CoC	✓		
CA-613	Imperial County CoC	✓		
CA-614	San Luis Obispo County	✓		
	Total	37	5	2

COVID-19**Homeless System Response:
ESG-CV Quarterly Reporting Calendar**

As part of the Coronavirus Aid, Relief, and Economic Security (CARES) Act, many communities will receive significant one-time allocations of funding through the Emergency Solutions Grants (ESG) program, referred to as ESG-CV funds, that can be used to quickly rehouse individuals and families experiencing homelessness and disproportionately at risk of COVID-19. This document outlines ESG-CV reporting roles and responsibilities and provides an overall timeline of events to ensure those responsibilities are successfully met.

Entity	Role
Recipient	Receives funding directly from HUD. Contracts funding to direct service providers (subrecipients). Uses the Integrated Disbursement and Information System (IDIS) to draw funding. Uses Sage to provide quarterly reports to HUD.
Direct Service Provider (Subrecipient or Sub-subrecipient)	Receives funding from the recipient or subrecipient. Serves clients, enters data into Homeless Management Information System (HMIS)—or comparable database for victim service providers (VSPs)—regarding clients served by ESG-CV. No interaction with Sage. No federal reporting requirements. Subrecipients must follow the recipient’s guidance to provide billing or service information to the recipient.
HMIS Lead	Provides HMIS project setup and training for new ESG-CV project staff. Receives the request quarterly from the recipient(s) (via email from Sage) to generate CSV bundles. Follows the instructions given to them to generate report(s) by the component on specific projects and date ranges given to them by Sage. Generates required CSV reports from HMIS, and uploads CSV reports to their unique Sage upload portal for final recipient submission.
VSP—Comparable Database User	Each VSP is required to have its own comparable database. VSPs who received ESG-CV funding will receive a request quarterly (via email from Sage) and will generate the CSV file for the specific project and date range identified in the email and upload it to the Sage reporting portal provided in the email.

ESG Program

Data Collection Requirements

Information on the rationale, collection point, subjects, and instructions for each element can be found in the [2020 HMIS Data Standards Dictionary and Manual](#).

Universal Data Elements (UDE)

All ESG recipients and subrecipients for all project types are required to collect all the Universal Data Elements which include:

3.01 Name	3.10 Project Start Date
3.02 Social Security Number	3.11 Project Exit Date
3.03 Date of Birth	3.12 Destination
3.04 Race	3.15 Relationship to Head of Household
3.05 Ethnicity	3.16 Client Location
3.06 Gender	3.20 Housing Move-in Date
3.07 Veteran Status	3.917 Living Situation
3.08 Disabling Condition	

Special notes about UDE's:

- Many of these elements comprise basic demographics about a client which are critical to an HMIS's client search functionality and ability to de-duplicate client records. Data quality is checked and reported on many basic demographic elements.
- Two of the elements are required to identify a client as chronically homeless: Disabling Condition and Prior Living Situation. Because street outreach and emergency shelter projects are critical in the identification of chronic homeless person's special attention in training should be provided to users of those project types.
- **Project Start Date** System Administrators should provide users, especially in RRH, additional information on when each project type is expected to begin data entry with Project Start.
 - **For Street Outreach projects** – it is the date of first contact with the client.
 - **For Emergency Shelters** – it is the night the client first stayed in the shelter for the consecutive shelter period from entry to exit. Night-by-night shelters, which use a bed-night tracking method will have a project start date and will allow clients to re-enter as necessary without “exiting and restarting” for each stay for a specified period.
 - **For Transitional Housing** – it is the date the client moves into the residential project (i.e. first night in residence).

- **For all types of Permanent Housing, including Rapid Re-Housing** – it is the date following application that the client was admitted into the project. Admission into the project indicates the client met the following factors:
 - 1) Information provided by the client or from the referral indicates they meet the criteria for admission (for example: if chronic homelessness is required the client indicates they have a serious disability and have been homeless long enough to qualify, even though all documentation may not yet have been gathered);
 - 2) The client has indicated they want to be housed in this project;
 - 3) The client can access services and housing through the project. The expectation is the project has a housing opening (on-site, site-based, scattered-site subsidy) or expects to have one in a reasonably short amount of time.
- **For all other types of Service** projects including but not limited to: **homelessness prevention, coordinated entry system**, it is the date the client first began working with the project and generally received the first provision of service.

Common Program Specific Data Elements

Common Program Specific elements are data collected by most projects funded by one of the federal partners. The following chart indicates which elements are required for collection for each of the ESG component types. ESG projects must collect data according to the chart below to generate the CSV-CAPER Report.

Number	Element	ES entry/ exit	ES Night-by-night	Homelessness Prevention	RRH	Street Outreach
4.02	Income and Sources	x		x	x	x
4.03	Non-Cash Benefits	x		x	x	x
4.04	Health Insurance	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 Problem	x	x	x	x	x
4.10	Substance Abuse	x	x	x	x	x
4.11	Domestic Violence	x	x	x	x	x
4.12	Current Living Situation		x			x
4.13	Date of Engagement		x			x
4.14	Bed Night		x			
4.19	Coordinated Entry Assessment	X*	X*	X*	X*	X*
4.20	Coordinated Entry Event	X*	X*	X*	X*	X*
W5	Housing Assessment at Exit			x		

* CES = data collection is determined by how the CoC has structured the coordinated entry system in their area. Placement of the element would be required for any project that is conducting an assessment for the coordinated entry system. This may be across multiple projects or sited in a central access point or coordinated intake center.

Homeless Data Integration System (HDIS) Frequently Asked Questions

OVERVIEW

What is HDIS?

The Homeless Data Integration System (HDIS) is a technology solution that allows the State of California to access and compile standardized homelessness data collected by individual Continuums of Care (CoCs) in order to make data-driven policy decisions aimed at preventing and ending homelessness in California.

What will HDIS do?

HDIS will collect certain information from the Homeless Management Information System (HMIS) of each CoC. In Phase 1, HDIS will collect the client information that is already required by the U.S. Department of Housing and Urban Development (HUD), as well as other client information common to all HMIS implementations. As proposed for Phase 2 of the project, other state departments' program data (such as CalFresh and CalWORKS) could be integrated into HDIS, allowing for a far more comprehensive picture of state, local and federal efforts to prevent and end homelessness.

How is this different from what is currently done?

Currently, CoCs use their HMIS to collect data about the homeless population from all homeless service providers in their areas, as required by HUD and other federal partners. The data sent to HUD, on an annual basis, is aggregate information only – no individualized information is shared. Typically, California CoCs do not have access to one another's data and cannot know whether an individual has accessed services in another CoC. HDIS will collect, match, and de-duplicated client-level records from all California CoCs to create a more complete picture of people experiencing homelessness, the homeless service-delivery system and its use by clients.

Who is administering HDIS?

HDIS is administered by the State of California Homeless Coordinating and Financing Council (HCFC), a part of the Business, Consumer Services and Housing (BCSH) Agency. Please contact Nader Afzalan (Nader.Afzalan@bcsh.ca.gov) at HCFC for more information about HDIS.

What is the timeline for implementing HDIS?

Procurement: HCFC/BCSH released the solicitation for the procurement of HDIS in early April 2020. The procurement solution included a proof of concept for up to three vendors, where over a 60-day period the vendors will build a basic, yet operational HDIS, and HCFC/BCSH evaluated which option provided the best value for California based on pre-established criteria. HCFC/BCSH executed the contract with the selected vendor in November 2020.

Data Use Agreements: In April 2020, HCFC sent the HDIS data use agreement to all CoCs as part of their Homeless Housing, Assistance and Prevention (HHAP) grant agreement package. In order to receive their HHAP funding, CoCs had to sign the HDIS data use agreement and return it to HCFC by July 31, 2020. HCFC/BCSH has executed data use agreements with all California CoCs.

Implementation: HCFC/BCSH anticipates that HDIS will be operational in early spring 2021.

HDIS PROCUREMENT INFORMATION

What vendor was contracted to build HDIS?

Plante Moran, in partnership with Crisis Response Network, has been awarded the contract to build HDIS.

What is included in the HDIS vendors scope of work?

Plante Moran will be responsible for delivering an end-to-end system, including standing up the data warehouse; obtaining and deidentifying data from 44 CoCs; and creating a self-service reports portal to access the data.

Who was involved in the planning and procurement process?

Over a dozen experts from state entities and CoCs contributed to the planning, procurement, and proof of concept phase, including representatives from: Business, Consumer Services and Housing Agency, California Department of Technology, California Government Operations Agency, and from HUD's regional technical service leads.

BENEFITS OF HDIS TO COCS AND THE PEOPLE THEY SERVE

How will this benefit CoCs?

HDIS may benefit CoCs in the following ways:

- Provide access to statewide and local homelessness data that can be used to make data-informed decisions at the local level.

- Identify and promote successful best practices to strengthen CoC planning efforts and decision-making to prevent and end homelessness.
- Increase the state support of CoC efforts to reduce and end homelessness.
- Shed light on the characteristics of homelessness at the state-, regional-, and local CoC-levels.
- Support CoC efforts to coordinate and collaborate regionally (e.g., promote a better understanding of how clients may move across CoC boundaries and subsequently improve coordination across CoCs' service-delivery systems).
- Increase awareness of and knowledge about homelessness in rural, suburban and urban communities in California.
- Legitimize the HMIS as the local source of data on the nature and scope of homelessness, and improve the extent of data quality.
- Ensure current funding and programs are designed to best meet the needs of those experiencing homelessness.
- Give access to robust reporting and visualization tools to augment existing reporting and evaluation capabilities.

How will this benefit people experiencing or at-risk of homelessness?

HDIS may benefit people experiencing or at-risk of homelessness in the following ways:

- Improve the services to individuals and families that are at-risk of or currently experiencing homelessness.
- Identify the resources that will most effectively reduce the number of persons becoming homeless in California.
- Reduce the amount of time that individuals and families that are at-risk of or currently experiencing homelessness remain in the homeless system of care.
- Increase the permanent housing opportunities for all individuals and families that are at-risk of or currently experiencing homelessness.

DATA COLLECTION AND SECURITY

What data will the state be collecting?

The state will be collecting individual, client-level data from CoCs in order to develop unduplicated counts of homeless service users, understand their characteristics, and identify their use of homeless assistance and mainstream resources. At a minimum, the state will collect the HUD-required data elements for funding streams and projects contained within local HMIS systems—Project Descriptor Data Elements (PDDE), Universal Data Elements (UDE), and Program Specific Data Elements (PSDE)—plus any other available data elements that are common to HMIS implementations.

When will the state be collecting data from CoCs?

The state began the process of acquiring data from CoCs in November 2020. The HDIS team works with each CoC to coordinate the ongoing transfer of data to the state.

How will the state protect the security and privacy of the data that it receives from CoCs?

HCFC takes the privacy rights of individuals very seriously. As such, HCFC will fully comply with all applicable state and federal privacy laws, and will abide by all applicable security laws, standards, and best practices. Personal information will be protected against unauthorized use and disclosure in strict accordance with applicable law. All publicly available data tools (e.g., aggregate reports, dashboards, ad hoc analyses) will contain only de-identifiable aggregate data.

Is the state planning to offer an HMIS that can replace CoCs' existing systems, if the CoCs want to opt in?

At this time, the state will not be offering an alternative to the current HMIS at the local level. However, this policy is subject to review.

Will CoCs have to pay for licenses to participate in the HDIS?

No, CoCs will not have to pay for licenses to participate in HDIS.

CLIENT CONSENT

Where can CoCs find information on how to update privacy notices to include HDIS?

Guidance for updating privacy policies is available in HUD's Homeless Management Information Systems (HMIS); Data and Technical Standards Final Notice (69 Fed.Reg. 45888-01, 2004), as well as HUD's HMIS Privacy and Security Standards and COVID-19 Response, dated March 27, 2020.

Per recent guidance from HUD on *HMIS Privacy and Security Standards and COVID-19 Response*:

“A [Covered Homeless Organization] CHO must state in its privacy notice that the policy may be amended at any time and that amendments may affect information obtained by the CHO before the date of the change. An amendment to the privacy notice regarding use or disclosure will be effective with respect to information processed before the amendment, unless otherwise stated.”

HUD notes in *HMIS Privacy and Security Standards and COVID-19 Response* that the “authority to change the privacy notice at any time exists even if a privacy notice fails to include the required statement about amendment at any time.”

In addition, *HMIS Privacy and Security Standards and COVID-19 Response* states that:

“A provider can retract a policy that said that it would give advance notice of a change to its privacy policy and make the change effective immediately. Similarly, a provider that adopted a policy requiring participant consent for disclosures that the HMIS Privacy and Security Standards allow without participant consent may change or eliminate the requirement for participant consent and make the change effective immediately.”

HCFC recommends that CoCs work with their legal counsel to modify their privacy notices. For more HUD HMIS privacy guidance, contact the HUD technical assistance provider, ICF, at chris.pitcher@icf.com.

USES OF HDIS DATA

How will HDIS data be used?

HCFC will use HDIS to develop a variety of de-identifiable data tools (e.g., aggregate reports, dashboards, ad hoc analyses) to better understand the demographic characteristics and patterns of homelessness; to inform policy, program, and funding decisions; and to educate the California public about the nature and scope of homelessness. All publicly available data tools will be composed only of de-identified aggregate data and will not contain personal information.

What kind of access will CoCs have to HDIS data?

HCFC may make reports of data validation issues and errors available to CoCs. HCFC also plans to develop standard data sets or reports for participating CoCs.

CoCs will also have access to analytical data tools provided by the state. CoCs will be able to access their own data from HDIS.

How can other external stakeholders, such as researchers or advocates, access HDIS data?

HCFC is in the process of gathering and processing data from the CoCs and will develop public data tools that can be accessed by external stakeholders (anticipated completion in spring 2021). Additional data may be made available upon request, subject to approval from HCFC and in accordance with all state and federal laws and approved uses specified in the data use agreements.

COORDINATION WITH HMIS VENDORS

Will CoCs need to change HMIS vendors to participate in HDIS?

No, the state will work with all HMIS vendors to ensure that data can be collected from any HMIS.

Will CoCs need to update MOUs with their HMIS providers to participate in the HDIS system?

We do not anticipate that CoCs will need to update MOUs with current HMIS service providers; however, we recommend that you confirm this with your provider.

Has HCFC discussed HDIS with all the different HMIS providers in California?

HCFC has previously convened a work group tasked with developing the HDIS, which met with all the HMIS vendors to discuss the creation of the HDIS. HCFC has contacted all HMIS vendors working in California to discuss HDIS implementation and learn about options to streamline data collection.



Data Collection Options for COVID-19 Vaccines

Introduction and Purpose

The U.S. Department of Housing and Urban Development (HUD) is providing data collection recommendations to communities and vendors alike for COVID-19 vaccinations for persons experiencing homelessness as a timesaving effort and to allow for uniformity should community data need to be rolled up for reporting across multiple communities. Vaccination activities should be addressed with the easiest and most effective approach for the community.

Using the Homelessness Management Information System (HMIS) as a supplementary data collection strategy may help communities provide and measure equitable access to the vaccine by Black, Indigenous, and people of color, who are becoming more severely ill and dying from COVID-19 at disproportionately higher rates than white people. Research on the social determinants of health and barriers to adequate healthcare point to factors reinforcing this trend.

Guiding Principles

- Projects funded with Emergency Solutions Grants program Coronavirus Aid, Relief, and Economic Security (CARES) Act (ESG-CV) are prohibited from requiring treatment or other prerequisite activities as a condition for receiving shelter, rental assistance, or other services provided with ESG-CV funds (see Section F.10. of the [ESG-CV Notice](#)).
- Vaccination status should never be a factor in any housing prioritization.
- Client participation in data collection must be voluntary and in no way impact their access to services.
- If your community does not have a specific need or use for this data, do not collect it.
- HUD does not plan on requiring recipients to report vaccination data as part of its official reporting requirements. Exercise accountability: if you believe information is being used in an unethical or illegal manner, follow your HMIS Grievance Policy to report the abuse. If there is no Grievance Policy in place, notify your HUD field office.

Rationale

HMIS or other local data systems can be used to:

- Determine how many people experiencing homelessness are willing to be vaccinated,
- Focus community engagement strategies to target people who may be experiencing vaccine hesitancy,
- Remind people who may need their second dose of vaccine, and
- Mitigate ongoing COVID-19 outbreaks in congregate shelters.

Collecting this information does not make a program subject to the Health Insurance Portability and Accountability Act (HIPAA). To learn more about HMIS Privacy and HIPAA, review Chapter 2 of [HUD's Coordinated Entry Management and Data Guide](#) and the [HUD HMIS Data and Technical Standards Final Notice](#) (published in 2004) available on the [HUD Exchange](#) website.

Communities may reasonably opt to use other data management systems while serving and supporting people experiencing homelessness, such as a by-name list or an external coordinated entry system. This document refers to HMIS; however, using other local data collection systems to collect this data may make more sense for your community.

Optional new vaccination data elements will allow communities to use their HMIS to prepare for and support effective and equitable vaccine distribution among people experiencing homelessness. The additional data elements are listed in **Appendix A**.

HMIS Data Collection Approaches

Communities should consult their HMIS vendors for recommendations on data collection configuration and when and how to collect the data to maximize the reporting structure in their software. HUD is encouraging vendors to work with communities to deploy solutions to collect and report this new data. HUD is working to identify ways ESG state recipients can possibly lower associated costs through statewide edits to HMIS. Please attend HUD's Office of Special Needs Assistance Programs (SNAPS) Office Hours for more current information.

1. Universal Project Collection

Communities may choose to add the vaccine screening and status data elements (see Appendix A) to the data collection fields for all existing HMIS-participating projects. While this setup may be time consuming, it integrates the data collection process in HMIS where it may be most seamlessly incorporated into the existing data collection infrastructure.

2. New Project Setup

Communities may choose to establish a separate project in HMIS to help their communities record COVID-19 vaccination data. The following Project Descriptor Data Elements (PDDE) should be used:

- 2.01 Organization Information—may use an existing HMIS organization or create a new one
- 2.02 Project Information—data element responses:
 - Project Name & Operating Start/End Date, determined locally per HMIS Data Standards
 - Continuum Project = "No"
 - Project Type = "Other"
 - HMIS Participating Project = "Yes"
 - Target Population, determined locally per HMIS Data Standards
- 2.03 Continuum of Care Information, determined locally per HMIS Data Standards
- 2.06 Funding Sources, determined locally per HMIS Data Standards

3. Coordinated Entry

In addition to collecting information on people in congregate settings and unsheltered locations, communities utilizing their HMIS for a Coordinated Entry Assessment and by-name list generation may also elect to incorporate the new data elements into the Coordinated Entry Assessment. This would allow them to add collecting and reviewing immunization screening and/or vaccine status to an existing framework.

HMIS Data Collection Recommendations

- Communities should not wait for HMIS to be updated with these elements and should collect data in real time, by some other means, until they are able to enter data directly into HMIS.
- Be accountable: Ensure that data collection procedures identify which agency/project is responsible for following up with clients per the community's vaccine distribution protocol.
- Be flexible: Review relevant forms, training materials, and data collection processes and update them as needed to incorporate procedures for collecting vaccine status and screening data. These procedures are being developed and activated rapidly and may require adjustment.

Appendix A

Screening Questions and Responses

Field Name	Dependency	Response Category/Data Type	Descriptions
Are you willing to take the COVID-19 vaccine?	None	No	Client IS NOT willing to take the COVID-19 vaccine (Centers for Disease Control and Prevention [CDC] Vaccine Refusal—Yes)
		Yes	Client IS willing to take the COVID-19 vaccine (CDC Vaccine Refusal—No)
		Client doesn't know	
		Client declined to answer	
		Data not collected	
If 'Yes,' have you gotten the first shot/dose?	Are you willing to take the COVID-19 vaccine—Yes	No	If the client has not begun the protocol, refer for a vaccine.
		Yes	If 'Yes,' go to the vaccine status and review record for follow-up information and protocol status.
		Client doesn't know	
		Client declined to answer	
		Data not collected	
If 'No' to "Are you willing to take the COVID-19 vaccine?" "What is the key concern?"	Are you willing to take the COVID-19 vaccine—No	Believe the vaccine is not safe and may cause serious health complications	
		Believe the vaccine will not work/is ineffective	
		Believe the vaccine is too new	
		Concerns with the vaccine development process	
		Believe they are not at risk of getting COVID-19 or risk is low	
		Believe the vaccine may infect them with COVID-19	
		Concern that vaccination may lower vulnerability score and/or impact access to services	
		Distrust in the healthcare system due to historic and/or current racism	
		Other	Only select the 'Other' response if NO categorical response is a close match to the client's reason for not taking the COVID-19 vaccine.

Field Name	Dependency	Response Category/Data Type	Descriptions
If 'Other' reason not willing to take the COVID-19 vaccine	If 'No,' reason— 'Other'	[Text]	Enter the reason the client declines to take the vaccine. Confirm that the reason does not match any of the categorical responses to "If 'No,' to 'Are you willing to take the COVID-19 vaccine?' What is the key concern?"
If 'No' to "Are you willing to take the COVID-19 vaccine?" What would you need to feel safe taking the vaccine?	If 'No' to "Are you willing to take the COVID-19 vaccine?"	[Text]	Enter the measure that would help the client feel safe or more comfortable taking the vaccine.

Vaccine Status Questions and Responses

Field Name	Dependency	Response Category/Data Type	Descriptions
Vaccination Status	None	Vaccination complete	Select 'Vaccination complete' if the client has taken both doses of the vaccine (or one, if it is a brand that only requires a single dose).
		Partial vaccination	Select 'Partial vaccination' if the client has received one of two vaccine doses.
		No vaccination	Select 'No vaccination' if the client has not started the vaccination process.
Dose 1—Date Scheduled	None	[Date]	Record the date the client is scheduled to take the first dose of the COVID-19 vaccine.
Dose 1—Date Administered	None	[Date]	Record the date the client took the first dose of the vaccine.
Dose 1—Location Administered	None	[Community-defined values]	This can either be represented by an open text box or a list of values that are defined by the communities based on the locations being used in their community. Examples could be "Local pharmacy" or "Shelter vaccination clinic."
COVID-19 Immunization Information System (IIS) recipient ID	None	[Text]	
COVID-19 vaccine manufacturer (MVX)	None	[List of vaccine manufacturers]	

Field Name	Dependency	Response Category/Data Type	Descriptions
Second Dose Required?	None	Yes	If the vaccine manufacturer requires a second dose.
		No	If the vaccine manufacturer does not require a second dose.
Dose 2—Date Scheduled	Second Dose Required = Yes	[Date]	Record the date the client is scheduled to take the second dose of the COVID-19 vaccine.
Dose 2—Date Administered	Second Dose Required = Yes	[Date]	Record the date the client took the second dose of the vaccine.
Dose 2—Location Administered	Second Dose Required = Yes	[Community-defined values]	This can either be represented by an open text box or a list of values that are defined by the communities based on the locations being used in their community. Examples could be "Local pharmacy" or "Shelter vaccination clinic."

Questions or clarifications on how to incorporate any of the above should be directed to the [AAQ on the HUD Exchange](#).