HMIS Project Set-Up 101

Presenters
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Learning objectives

- Understand the fundamentals of HMIS project set up and the importance of project set up for required reporting

- Understand HUD and Federal Partner project set up and data collection requirements (CoC, ESG, HOPWA, PATH, RHY, VA) and identify various similarities and differences)

- Understanding CoC Program Project set up by project type (ES, TH , PH, etc)

- Learn about resources available for project set up (documentation and SMEs)

- Interactive Exercise- Explore the project set-up tool

Services provided

Lodging/non lodging

Project Type

How the services are funded

Programs

What we want to know about participants?

UDE's

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Project Set Up Resources

HMIS Data Standards Dictionary
  - Detailed information required for system programming of each HMIS element and the responses required for an HMIS software

HMIS Data Standards Manual
  - Data collection instructions for the Project Descriptor Data Elements, Universal Data Elements, and the common Program Specific Data Elements

HMIS Federal Partner Program Manuals
  - Contain specific and detailed information on project setup for each of the federal partners participating in HMIS

Project Set Up Resources: Federal Partner Program Manuals

HUD HMIS Main page- https://www.hudexchange.info/programs/hmis/

General Information	Manual
Continuum of Care (CoC) Program	CoC Program – HMIS Manual Project Set Up Joint Component
Emergency Solutions Grants Program	ESG Program – HMIS Manual
Housing Opportunities for Persons With AIDS	HOPWA Program – HMIS Manual
Projects for Assistance in Transition from Homelessness (PATH)	PATH Program - HMIS Manual
Runaway & Homeless Youth	RHY Program – HMIS Manual
VA SSVF	VA Program – HMIS Manual

Fundamentals of Project Set Up

- **HMIS System Administration Training: HUD Programs Set-up**

   Participants will learn:

   About the technical guidance needed by HMIS Lead agencies and HMIS System Administrators to set up HUD funded projects correctly in their HMIS.

- **Project set up video with a focus on D.E 2.7**

Project Set Up 201 session will cover Examples for project setting up a project:
- that is a SSO
- with affiliated housing
- with multiple funding sources

Project Set Up Things to Consider

1. Consult with the organization administering the project and the CoC Lead Agency
2. No single project in an HMIS may have more than one project type!
3. Project reporting requirements
4. Data collected on a client, other than basic client info (e.g. Name, SSN, DOB, etc.) must be attributed to a specific project and a specific collection point (entry, exit, update, annual assessment) for reporting.
5. If you have the ability to "customize" the fields in your HMIS you MUST be sure that all the elements required by a funder are present in that project set-up and that any custom fields are "mapped" if necessary to the appropriate response categories. You must work with your vendor to ensure this is done correctly

Program Components by Federal Partner Programs

Program Components	Federal Partner Programs					
	CoC	ESG	HOPWA	PATH	RHY	VA
PH:RRH	X	X				X
PH: PSH	X		X			X
PH- Housing Only						X
Transitional Housing	X	*	X		X	X
Joint TH-RRH	X					
Emergency Shelter		X	X		X	X
Street Outreach	X	X		X	X	
Supportive Services Only	X		X	X		
Safe Haven	X					X
Coordinated Entry	X					
Homelessness Prevention	X	X	X		X	X

CoC Program Components

Supportive Services Only (SSO)

Homelessness Prevention (HP)

Transitional Housing (TH)

Permanent Housing (PH)
- PSH
- RRH

TH-RRH Joint Component

Set Up: Similarities & Differences

PDDE's ?

PDDE's are the building blocks of an HMIS.

They enable the HMIS to:

- associate client-level records with the various projects that the client will enroll in

- clearly define the type of project the client is associated with the entire time they received housing or services

- identify which federal partner programs are providing funding to the project

- track bed and unit inventory and other information, by project

PDDEs and HMIS Project Set Up

- One of the most critical steps in accurate data collection and reporting is ensuring that a project is set up properly in an HMIS.

- If project setup is done incorrectly, this will jeopardize the ability to produce accurate, reliable reports.

- Project set up for any project that receives funding from any of the HMIS federal partners must be consistent with the
  a) **HMIS Data Standards Manual** and
  b) the **applicable HMIS Program Manual** for the funding source.

Data Collection: Required PDDEs

The following Project Descriptor Data Elements are required for project setup in HMIS:

2.1 Organization Identifiers

2.2 Project Identifiers

2.3 Continuum of Care Code

2.4 Project Type

2.5 Method for Tracking Emergency Shelter Utilization

2.6 Federal Partner Funding Sources

2.7 Bed and Unit Inventory Information

2.8 Additional Project Information

PDDEs Set Up: Similarities & Differences

Project Descriptor Data Elements	Required PDDE					
	CoC	ESG	HOPWA	PATH	RHY	VA
Organizational Identifier (2.1)	X	X	X	X	X	X
Project Identifiers (2.2) ID, Name, Start , End Date	X	X	X	X	X	X
Continuum of Care (CoC) Code (2.3)	X	X	X	X	X	
Project Type (2.4)	X	X	X	X	X	X
Method for Tracking Emergency Shelter Utilization (2.5)	n/a	Only for ES	Only for ES	n/a	X	Only for ES
Federal Partner Funding Sources (2.6)	X	X	X	X	X	X
Bed and Unit Inventory Information (2.7)	Lodging Projects	Lodging Projects	Lodging Projects	n/a	Lodging Projects	Lodging Projects

Data Collection: Universal Data Elements

[UDE's](#)

The basis for producing unduplicated estimates of the number of people experiencing homelessness, accessing services from homeless assistance projects, basic demographic characteristics of people experiencing homeless, and patterns of service use, including information on shelter stays and homelessness over time.

Data elements which all HMIS participating continuum projects are required to complete.

Universal Identifier Elements

• Name • Social Security Number • Date of Birth • Race • Ethnicity • Gender • Veteran Status

Universal Project Stay Elements

• Disabling Condition • Project Start Date • Project Exit Date • Destination • Relationship to Head of Household •Client Location •Housing Move-in Data •Living Situation

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Program Specific Data Elements (PSDE)

- Program-Specific Data elements provide information about the characteristics of clients, the services that are provided, and client outcomes.

- Some of the program specific data elements are collected across all federal partner programs. Others are limited to a single federal partner program or even further to a single component of one of the federal partner programs.

Data Collection: Some Similarities and Differences by Program Component

Common across Federal partners

4.2 Income and Sources

4.3 Non-Cash Benefits

4.4 Health Insurance

4.5 Physical Disability

4.6 Developmental Disability

4.7 Chronic Health Condition

4.8 HIV/AIDS

4.9 Mental Health Problem

4.10 Substance Abuse

4.11 Domestic Violence

4.12 Contact

4.13 Date of Engagement

4.14 Bed-Night Date

4.18 Housing Assessment Disposition

Street Outreach - ES - Prevention - PH - TH

Differences

PH

- Start Date & End Date
- Residential Move-in Date

Street Outreach & ES night by night

- Contacts
- Engagement

Prevention

Housing Assessment at Exit

How can I be sure my projects are set up correctly in HMIS for each funder and reporting requirement?

HMIS Project Setup Tool

Project Name:

Select the appropriate Federal Funding Program & Component from the drop down list below. You may select more than one if appropriate.

Federal Program 1:	HUD:CoC – Rapid Re-Housing
Federal Program 2:	N/A
Federal Program 3:	N/A

Based on your selections above, the HMIS project type must be:

	PH - Rapid Re-Housing
1st Component's Project Type:	PH - Rapid Re-Housing
2nd Component's Project Type:	N/A
3rd Component's Project Type:	N/A

Based upon the HMIS project type indicated above, the following project-specific data elements must be collected for this project:

	Funding Program 1:	Funding Program 2:	Funding Program 3:
	HUD:CoC – Rapid Re-Housing		
Element	**Required Element**	**Required Element**	**Required Element**
4.2	Income and Sources		
4.3	Non-Cash Benefits		
4.4	Health Insurance		
4.5	Physical Disability		
4.6	Developmental Disability		
4.7	Chronic Health Condition		
4.8	HIV/AIDS		
4.9	Mental Health Problem		
4.10	Substance Abuse		
4.11	Domestic Violence		
4.12			
4.13			
4.14			

Project Set Up 201 session will cover more in depth example on how to use the project set up tool

Project Set Up Tool Scenario

Project 1 – CoC Rapid Re-Housing

Project 2 – ESG Rapid Re-Housing

HMIS Project Setup Tool

Project Name:

Select the appropriate Federal Funding Program & Component from the drop down list below. You may select more than one if appropriate.

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Federal Program 2:	HUD:ESG – Rapid Rehousing
Federal Program 3:	N/A

Based on your selections above, the HMIS project type must be:

PH - Rapid Re-Housing

1st Component's Project Type:	PH - Rapid Re-Housing
2nd Component's Project Type:	PH - Rapid Re-Housing
3rd Component's Project Type:	N/A

Based upon the HMIS project type indicated above, the following project-specific data elements must be collected for this project:

Funding Program 1:	Funding Program 2:	Funding Program 3:
HUD:CoC – Rapid Re-Housing	HUD:ESG – Rapid Rehousing	

Homelessness Prevention OR Rapid Re-housing projects that receive ESG funding from multiple jurisdictions must create separate projects within an HMIS for each jurisdiction (e.g., City-funded RRH and State-funded RRH) in order to distinguish program participants for reporting purposes.

HUD recommends that recipients and subrecipients work together to design projects that use funds from one ESG recipient to support 100% of the ESG costs for each household. Furthermore, HUD recommends against providing ESG assistance to the same household with two sequential funding sources, if it can be avoided. Instead, HUD recommends fully funding assistance for fewer program participants under the first subrecipient's project, and having subsequent program participants assisted by a second subrecipient's project.

Project Set Up 201 session   will cover more in depth scenarios for using the project set up tool

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Success Comes Through Rapidly Fixing our Mistakes Rather than Getting Things Right the First Time.

— Tim Harford —

AZ QUOTES

If you don't have time to do it right, when will you have time to do it over?

QuoteHD.com

John Wooden
American basketball player
(1910-2010)

Project Set Up Relationship to Reporting

What is your experience with project set up and reporting? Any lessons learned you can share with the group?

https://www.youtube.com/watch?v=OSh2elMGOXQ&feature=youtu.be

First 15 sec

Don't be afraid to STOP and Ask A Question

AAQ

To submit a question to the HMIS AAQ portal:
Select "HMIS: Homeless Management Information Systems" in the "My question is related to" drop down list on Step 2 of the question   submission process.
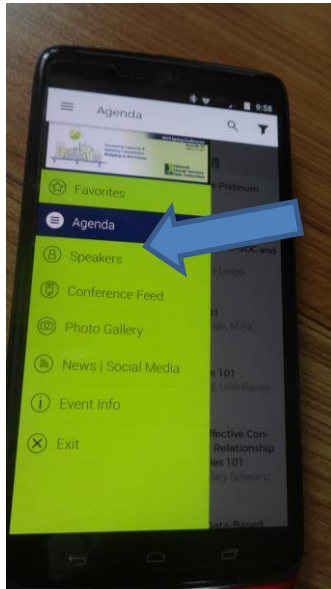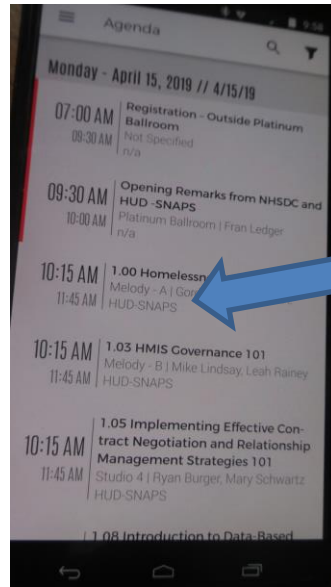
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Questions?

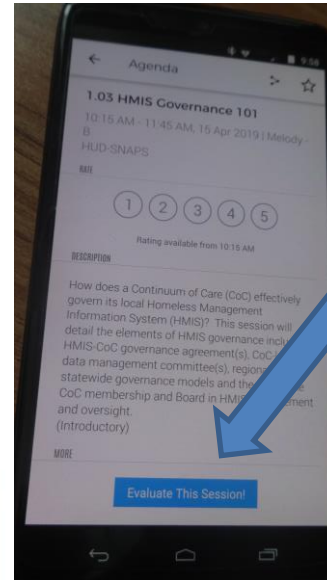# Evaluate This Session on Your Conference App!
(It takes 5 minutes to complete)
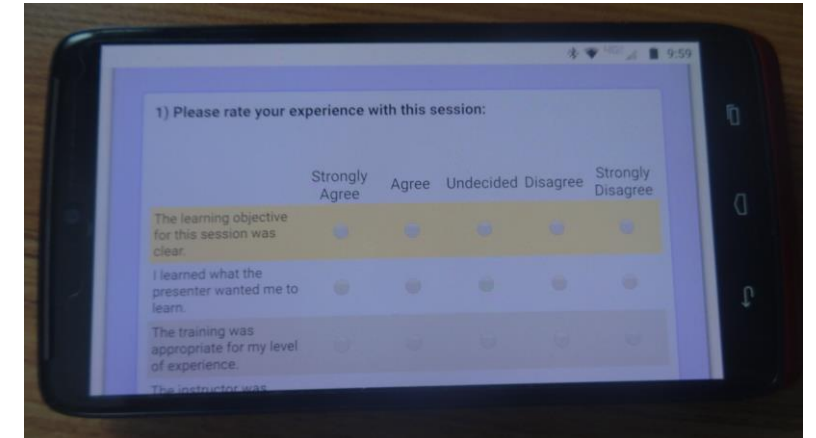
1) Select "Agenda" from the navigation menu.

2) Select the name of the session.

3) Select the blue "Evaluate This Session".

4) Complete the Evaluation and Select "Finish".

**TIP:
Turn your phone horizontally to see rating options.**

HUD Certificate-of-Completion

Reminder: HUD is offering a Certificate-of-Completion for completing at least 4 sessions within either track:

   1) HMIS Fundamentals Track
   2) System Planning with Data Track

To earn credit for completion of this session, please complete the evaluation on the conference app and include contact details when prompted

Thank You!

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