HMIS Project Descriptor Data Elements

A Guide for HMIS Users and System Administrators

Contents

Project Descriptor Data Elements

Project Descriptor Data Elements (PDDEs) contain basic information about projects participating in a Continuum of Care's (CoC's) Homeless Management Information System (HMIS) and help ensure the HMIS is the central repository of information about homelessness in the continuum, including information about projects and clients. The PDDE's are the building blocks of an HMIS.   They enable the HMIS to:

1. associate client-level records with the various projects that the client will enroll in across continuum projects;
2. clearly define the type of project the client is associated with the entire time they received housing or services;
3. identify which federal partner programs are providing funding to the project; and
4. track bed and unit inventory and other information, by project, which is relevant for the Annual Homeless Assessment Report (AHAR), system performance measures, Housing Inventory Counts (HIC), Point In Time (PIT) counts, and bed utilization reporting.

Project descriptor data are generally entered and managed in an HMIS by the HMIS Lead Agency (HMIS Lead), not a project end user. They are created at initial project setup within the HMIS and should be reviewed at least once annually and updated as needed by the HMIS Lead, in conjunction with the CoC. The HMIS Lead, in consultation with the CoC, should develop a plan and timeline for routine review and updates to PDDEs. If any project descriptor data is entered or updated by project end users, the HMIS Lead Agency must have oversight and data entry/edit ability along with strong review procedures to assure timely, accurate and complete data.

At a minimum, the HMIS Lead must ensure that the HMIS includes project descriptor information for all continuum projects participating in HMIS. If the HMIS is used to generate HIC data, the HMIS must also include project descriptor information for continuum projects that do not participate in HMIS. If the HMIS database includes client and service data entered by non-continuum projects, the continuum must identify them as such using the PDDEs.

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. For additional information on federal partner programs and related project setup guidance, refer to the applicable HMIS Program Manual.

Project set up for any project that receives funding from any of the HMIS federal partners must be consistent with the HMIS Data Standards Manual and the applicable HMIS Program Manual for the funding source. The Program Manuals clearly map federal programs and the components of each program to a specific HMIS project type. Incorrectly setting the project type in an HMIS may mean that the project will not be able to create an accurate report from the HMIS for the federal funding source.

Setting Up New Projects in an HMIS

Prior to creating a new project in the HMIS, the HMIS Lead should consult with both the organization administering the project and the continuum to decide on the information that will be used for the PDDEs. It is important all parties understand and agree on the project type identified for clients that will use the new project's services. Additionally, it is important that the way a project is typed in the HMIS is consistent with the way the project is reported on the HIC and for the PIT counts.

Project Set up- Multiple Funding Sources

CoCs may have projects operating in their communities that receive funding from multiple federal partners for the same project to serve the same clients. There are a few issues the HMIS Lead will need to consider in these cases.

First, it is important that projects are set up in the system so all data elements needed for all required reports are "visible" to the end users. For example, a youth shelter may be funded through HUD's Emergency Solutions Grants Program (ESG) to support essential services and through HHS's Runaway and Homeless Youth (RHY) Program as a Basic Center Program. In this example, the project should be set up with a project type of "Emergency Shelter" using the "Entry/Exit Date" method for tracking shelter utilization; it will show both "HUD:ESG – Emergency Shelter" (operating and/or essential services) and "HHS:RHY – Basic Center Program" as the federal funding source [2.6]. With the appropriate project type and correct identification of both funding sources, all of the elements required for both federal partner funding sources must be visible, and all data required for reporting to both funders can be collected. [If the HMIS does not automatically generate element visibility for the end user of the project by the HMIS Lead's selection of project type and funding source then the HMIS Lead must reference the HMIS Data Manual to appropriately set the element visibility for the project]

Second, it is important to understand how projects are funded and what reports are required of each funding source because some projects receive funding from multiple funding sources for different eligible activities. For example, a project may receive a grant for residential operations/leasing costs and another grant for services. These two grants may be from the same federal program or two different federal programs. In these cases, HMIS Leads and project providers have two options:

       a. create one project in the HMIS that both the housing provider and the service provider will jointly share and record data in, or
       b. create two separate projects in the HMIS, one for the housing provider and another for the service provider.

Correct setup under either option is critically important to accurately record HIC/PIT information and to support correct system wide performance measures.

If a single project is created, the project type will be the appropriate residential project type (e.g. Transitional Housing, Permanent Supportive Housing, etc.), and the federal partner funding sources [2.6] will identify both funding sources / component types for the project.

If two separate projects are created, each project will be associated only with the specific federal funding source and component type appropriate to the grant.

- The housing project will have a residential project type appropriate to the grant. As with all residential projects, bed and unit inventory information [2.7] will be required and, in communities that use HMIS to generate HIC data, site information [2.8] and target population [2.9] data will also be needed.
- The services project will have a project type of "Services Only." For services only projects, the project type data element includes a question asking if the services only project is affiliated with a residential project. In this case, the response would be "Yes," and the residential project would be identified so that data can be linked.

There may be other circumstances within the HMIS implementation where a project that appears to be one project must be set up as two separate projects in an HMIS. Some common examples of this are:

a. If one residential building has both emergency shelter beds and transitional housing beds, this must be set up as two separate projects, labeled with the project types "Emergency Shelter" and "Transitional Housing." Clients moving from the shelter bed to the transitional housing bed, even if in the same building, will require an exit from the shelter project and an entry into the transitional housing project.

b. Projects that provide Homelessness Prevention and Rapid Re-Housing, whether funded by HUD or by the VA (i.e., under the Supportive Services for Veteran Families (SSVF) program), must be set up as two separate projects in the HMIS with the two distinct project types, even if they are funded under a single grant. In this case, the grant identifier will be the same in both project setups.

c. Permanent Housing projects are often created with a variety of rental subsidies. Unless the HMIS has the ability to identify the source and specific grant for a rental subsidy on a client-level basis, separate projects will have to be created in the HMIS in order to segregate the client records for reporting purposes. A common example of this is the "pre-HEARTH" McKinney Vento Shelter Plus Care (S+C) program. Although operated as a unified project, different clients are served using rental subsidies from multiple S+C grants, each with a different operating year and grant number. In many systems, in order to accurately report which and how many clients are served under each separate grant, the grants are set up and maintained as separate projects in the HMIS unless or until the S+C grants are consolidated under the CoC Program.

d. PATH projects may provide funding to one organization for both traditional street outreach services and supportive services such case management to persons at-risk of homelessness. In such cases, PATH requires that two projects be set up in the HMIS, one with the project type "Street Outreach" and one with the project type "Services Only" in order to distinguish the projects' operations and reporting for PATH and to support system level performance measurement.

The following PDDEs are required to be completed for all projects entering data into the 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	Site Information - Optional
2.9	Target Population – Optional

The data elements necessary only for the completion of the HIC (2.8 and 2.9) are optional. An HMIS may provide the capacity to generate the HIC and a CoC may choose to utilize that capacity. If the HMIS is used to generate the HIC, then every project in the continuum, regardless of whether or not the project is participating in HMIS, must have all of the Project Descriptor data elements entered. Guidance for the HIC is published by HUD and can be found at https://www.hudexchange.info/hdx/guides/pit-hic/.

The required system logic for the Project Descriptor Data Elements can be found in the HMIS Data Dictionary.

2.1   Organization Identifiers

Rationale: Organization Identifiers (*organization name* and *organization ID*) are collected to uniquely identify organization operating one or more projects that enter data into HMIS.

Collection Point(s): Initial HMIS project setup, reviewed/updated no less than annually.

Applicability: All organizations operating one or more projects that enter data into HMIS and, where HMIS is used to generate the HIC, all organizations operating one or more continuum projects regardless of whether or not they are participating in HMIS .

Data Collection Instructions: The Organization Identifiers are assigned once for each organization. Record the organization's legal name. The organization name must be reviewed annually to ensure accuracy. The organization ID is a distinct identifier (*organization ID*) that must be automatically generated by the HMIS at the time the organization is created in the HMIS.

Many organizations operate multiple projects that participate in HMIS. Projects that are operated by the same organization must all be associated with the same Organization ID.

Data Element Fields:

2.1 Organization Identifiers	
Field Names	**Data Types/Response Categories**
Organization ID	System generated number or code. There is no specified format for this data element.
Organization Name	(text)

Response Category Descriptions: None.

Special Considerations: Entering and retaining the legal name as the Organization Name for use in reporting is required. HMIS software may elect to create another field for the entry of the "common name" of the organization for ease of access purposes, but it is not required.

Changes from Previous Data Standards: Organization ID and Organization Name have been combined into a single data element to better reflect the nature of their relationship.

2.2   Project Identifiers

Rationale: Project Identifiers (*project name* and *project ID*) are collected to uniquely identify each project entering data into the HMIS. The Project ID is used to link project descriptor information in other data elements to the specific project, and also to link clients and their enrollment data to the project.

Collection Point(s): Initial HMIS project setup, reviewed/updated no less than annually.

Applicability: All projects that enter data into HMIS and, where HMIS is used to generate the HIC, all continuum projects regardless of whether or not they are participating in HMIS.

Data Collection Instructions: Record the project name. Where applicable, project names must be consistent with HUD and other federal reporting requirements and should match grant agreements or other documentation. The project ID must be automatically generated by the HMIS at the time the project is created in the HMIS. Each project must receive a distinct identifier that is consistently associated with that project.

Data Element Fields:

2.2 Project ID	
Field Names	**Data Types/Response Categories**
Project ID	System generated number or code. There is no specified format for this data element.
Project Name	(text)

Response Category Descriptions: None.

Special Considerations: Project identification can be difficult for HMIS Lead Agencies. Often the project will have a common name that is used by the community for the specific project, but may also have different names on formal grant agreements and perhaps even a different name in the HMIS. It is recommended the HMIS Lead establish a naming convention for all projects within its system (e.g. always use the common name; always use an HMIS specific name, etc.). HMIS software may elect to create another field for the entry of additional names of the project for ease of access purposes, but it is not required.

Changes from Previous Data Standards: Project Identifier and Project Name have been combined into a single data element to better reflect the nature of their relationship.

2.3   Continuum of Care Code

Rationale: To associate each continuum project with one or more continuums for reporting and data exchange purposes.

Collection Point(s): Initial HMIS project setup, reviewed/updated no less than annually.

Applicability: All projects that enter data into HMIS and, where HMIS is used to generate the HIC, all continuum projects regardless of whether or not they are participating in HMIS.

Data Collection Instructions: CoC codes are published annually by HUD in the CoC Program NOFA and are associated with specific geographic areas. Each continuum project must be associated with the HUD-assigned code for each CoC in which the project operates (i.e., in which the project is funded to provide lodging and/or services) and for which the project will be entering data into the HMIS.   Some projects are funded to provide lodging and/or services to clients in only one continuum (e.g., CoC: Transitional Housing); others are funded to provide lodging and/or services across a geographic area that includes more than one continuum (e.g. VA: SSVF). For federally-funded projects operating in multiple CoCs but entering data into a single HMIS implementation, the CoC codes selected for the project must be consistent with the area served by the project according to their grant agreement with the federal funder. For example, a VA SSVF project providing services to clients in both a balance of state and an urban CoC, must be associated with the continuum code for both the balance of state AND the urban continuum.

Data Element Fields:

2.3 Continuum of Care Code	
Field Names	**Data Types/Response Categories**
Continuum Code	HUD-assigned CoC code

Response Category Descriptions: The CoC Geo Codes as published by HUD annually must used.

Special Considerations: Projects participating in an HMIS implementation are subject to the policies and procedures of that HMIS implementation, regardless of whether participation is by entering data directly into the HMIS or by providing data exported from another source. Projects providing data from one HMIS implementation to another HMIS implementation are subject to the policies and procedures of both. HUD recognizes this can be challenging so we will be issuing additional guidance around this soon.

Changes from Previous Data Standards: Projects may be associated with multiple CoC codes within a single HMIS implementation.

2.4   Project Type

Rationale: To identify whether the project is a continuum project or a non-continuum project and to associate each continuum project with the specific type of lodging or services provided. Data related to project type is necessary to identify corresponding data collection requirements and for reporting purposes.

Collection Point(s): Initial HMIS project setup, reviewed/updated no less than annually.

Applicability: All projects that enter data into HMIS and, where HMIS is used to generate the HIC, all continuum projects regardless of whether or not they are participating in HMIS.

Data Collection Instructions:

Continuum Project: Identify whether the project is a continuum project or a non-continuum project.

Identify the project type for each project in the HMIS and for "Services Only" projects identify whether the project is "Affiliated with a residential project". All HMIS federal partner programs have identified in separate HMIS Program Manuals (created for each of the federal partner programs) the requirements and correct project type for each program and program component.

General rules of project typing:

1. A project is to be assigned a type based on the lodging or service it is providing.
2. If a project has more than one residential project type, each type must be set up in HMIS as a separate project. (For example, an emergency shelter and a transitional housing project must be set up as two separate projects in HMIS, even if there is a single funding source for both. As another example, a permanent housing facility may have both a permanent housing for persons with disabilities required for entry and other units without a disability requirement; those must be set up as separate projects in HMIS).
3. A residential project that is funded under one or more separate grants to provide supportive services to 100% of clients may be set up as a single project with the appropriate residential project type. All federal funding sources must be identified in *2.6 Federal Partner Funding Sources*.
4. A project that provides street outreach must be typed "Street Outreach." (Note: Only persons who are "street homeless" should be entered into a street outreach project. Projects that also serve persons other than "street homeless" must have two separate projects to be set up in an HMIS – a "Street Outreach" and a "Services Only").
5. A project that provides only services (other than outreach), has associated housing outcomes, and is not limited to serving clients of one or more specific residential projects should be typed as "Services Only" and *Affiliated with a Residential Project* will be "No."
6. A project that provides only services (other than outreach), has associated housing outcomes, and is restricted by its grant agreement to serve only clients of one or more specific residential projects should be typed as "Services Only" and *Affiliated with a Residential Project* will be "Yes." Each of the residential projects with which the services only project is associated must be identified.
7. A project that provides only services (other than outreach) that are "stand alone supportive services" and have no associated housing outcomes should be typed as "Other." (For example, a project funded to provide child care for persons in permanent housing or a dental care project funded to serve homeless clients should be typed "Other." A project funded to provide ongoing case management should be typed "Services Only.")

Data Element Fields:

2.4 Project Type	
Field Names	**Data Types/Response Categories**
Continuum Project	No
	Yes
Continuum Project Type	Emergency Shelter
	Transitional Housing
	PH: Rapid Re-Housing

	PH: Permanent Supportive Housing (disability required for entry)
	PH: Housing with Services (no disability required for entry)
	PH: Housing Only
	Street Outreach
	Services Only
	Safe Haven
	Day Shelter
	Homelessness Prevention
	Coordinated Assessment
	Other
If "Services Only" Project Type *Affiliated with a residential project?*	No
	Yes
If Yes for "Affiliated with a residential project" *Project ID(s)*	Project ID(s) of residential project(s) affiliated with SSO

Response Category Descriptions:

- *Continuum project:* refers to all projects within the Continuum of Care that provide lodging and/or services for homeless persons. A continuum project is not limited to those projects funded by HUD and should include all of the federal partner projects and all other federally or non-federally funded projects functioning within the continuum.

- *Emergency Shelter:* a project that offers temporary shelter (lodging) for the homeless in general or for specific populations of the homeless. Requirements and limitations may vary by program, and will be specified by the funder.

- *Transitional Housing:* a project that provides temporary lodging and is designed to facilitate the movement of homeless individuals and families into permanent housing within a specified period of time, but no longer than 24 months. Requirements and limitations may vary by program, and will be specified by the funder.

- *PH: Rapid Re-housing:* a permanent housing project that provides housing relocation and stabilization services and short- and/or medium-term rental assistance as necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in that housing.

- *PH: Permanent Supportive Housing (disability requirement for entry):* a project that offers permanent housing and supportive services to assist homeless persons with a disability (individuals with disabilities or families in which one adult or child has a disability) to live independently.

- *PH: Housing with Services (no disability requirement for entry):* a project that offers permanent housing and supportive services to assist homeless persons to live independently, but does not limit eligibility to individuals with disabilities or families in which one adult or child has a disability.

- *PH: Housing Only:* a project that offers permanent housing for persons who are homeless, but does not make supportive services available as part of the project.

- *Day Shelter:* a project that offers daytime facilities and services (no lodging) for persons who are homeless.
- *Safe Haven:* a project that offers supportive housing that (1) serves hard to reach homeless persons with severe mental illness who came from the streets and have been unwilling or unable to participate in supportive services; (2) provides 24-hour residence for eligible persons for an unspecified period; (3) has an overnight capacity limited to 25 or fewer persons; and (4) provides low demand services and referrals for the residents.
- *Street Outreach:* a project that offers services necessary to reach out to unsheltered homeless people, connect them with emergency shelter, housing, or critical services, and provide urgent, non-facility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility.
- *Services Only:* a project that offers only stand-alone supportive services, to address the special needs of participants, such as child care, employment assistance, and transportation services.
- *Homelessness Prevention:* a project that offers services and/or financial assistance necessary to prevent a person from moving into an emergency shelter or place not meant for human habitation.
- *Coordinated Assessment:* a project that administers the continuum's centralized or coordinated process to coordinate assessment and referral of individuals and families seeking housing or services, including use of a comprehensive and standardized assessment tool.
- *Other:* a project that offers services, but does not provide lodging, and cannot otherwise be categorized as another project type, per above.

Special Considerations:

The project type selected directly impacts data collection and reporting requirements. In the event that the nature of a project changes such that the recorded project type is no longer appropriate, very careful consideration must be given to whether it is more appropriate to edit the project type for the existing project or to create an entirely new project with a different type.

Changes from Previous Data Standards:

- The continuum must now record whether a project is a continuum project or a non-continuum project.
- "Homeless outreach" has been changed to "Street outreach."
- "Homelessness prevention and rapid re-housing" has been retired and replaced with separate "Homelessness prevention" and "Permanent Housing: Rapid re-housing" response categories.
- "Permanent Supportive Housing" has been renamed "PH: Permanent Supportive Housing (disability required for entry)."
- "Permanent Housing (e.g. Mod Rehab SRO, subsidized housing without services)" has been renamed as "PH: Housing Only."
- A new category of "PH: Housing with Services (no disability required for entry) has been added to distinguish this type of housing from "PH: Permanent Supportive Housing (disability required for entry).
- Response categories "PH: Housing Only," "Day shelter," and "Coordinated Assessment" have been added.

- A description of each project type has been added to improve consistency in project classification and to distinguish between projects that offer lodging from those that do not.
- For "Services Only" projects, a field to identify whether the project is affiliated with a residential project has been added.

2.5   Method for Tracking Emergency Shelter Utilization

Rationale: This data element is required to identify the method used for tracking shelter occupancy to accurately calculate project bed utilization and length of stay and to distinguish shelters for other data collection and reporting purposes.

Collection Point(s): Initial HMIS project setup, reviewed/updated no less than annually.

Applicability: All Emergency Shelter projects.

Data Collection Instructions: Record the method used to track the actual nights that a client stays at a project. One method must be identified in an HMIS for each emergency shelter project.

Data Element Fields:

2.5 Method for Tracking Emergency Shelter Utilization	
Field Names	**Data Types/Response Categories**
Emergency Shelter	Entry/exit date
Tracking Method	Night-by-night

Response Category Descriptions:

Entry/exit date: The entry/exit method should be used for all shelters that are able to collect client data (Universal Data Elements and certain Program-Specific Data Elements) at project entry and project exit, including projects that require or strongly encourage a continuous stay while a client resolves their homelessness. For such shelters, length of stay is calculated based on the number of nights between project entry and project exit and performance measures will include changes from project entry and project exit data collection stages.

Night-by-night: Some emergency shelters (e.g., some mass shelters or shelters where a significant proportion of clients enter and exit on an irregular basis) may instead use the night-by-night method. The night-by-night method relies on creating a separate record of each individual date on which a client is present in the shelter as a means for calculating length of stay and implies that the emergency shelter is generally unable to collect as much client data at project exit as an emergency shelter that uses an entry/exit method for tracking utilization. In this method: (1) entry information is collected(2) the project records every discrete date (or series of dates) that the client utilizes a bed; (3) the HMIS maintains historical data on the nights a client is sheltered; (4) the client may be exited or the system may be designed to automatically generate an exit after an extended absence; and (5) the duration of each stay can be accurately determined and aggregated based on bed nights provided to calculate each client's total length of stay in the project.

Special Considerations: Taken together, the Project Entry Date and Project Exit Date may be used for tracking length of stay in projects that offer lodging. However, tracking length of stay using these two data elements can be problematic for high volume shelter projects that experience a high degree of client

turnover on a nightly basis. A shelter project should be able to identify, for any given night, how many people were being served and who they were. For a shelter in which beds are reserved for the use of specific clients, it may be reasonable to consider an individual 'served' during a brief period of absence from a shelter. It would not be reasonable in shelters without reserved beds nor would it be reasonable for periods of extended absence (i.e., more than 3 days). Particularly in high volume shelters, the data entry burden of the requirement to be able to identify how many people are served on any given night may be reduced by the implementation of a night-by-night model of tracking emergency shelter utilization. Projects that utilize a night-by-night model must continue to enter (or have generated for them) a Project Entry Date and a Project Exit Date.

Changes from Previous Data Standards:

- The element name was changed from Method for Tracking Residential Occupancy. The element is limited to Emergency Shelter project types; all other projects that provide lodging are required to use the entry/exit date method.
- The Bed Management Model has been renamed the Night-by-Night method.
- The Service Model option has been retired.

2.6   Federal Partner Funding Source(s)

Rationale: To identify federal funding sources for continuum projects and associate projects with corresponding data collection requirements and reporting specifications.

Collection Point(s): Initial HMIS project setup, reviewed/updated no less than annually.

Data Collection Instructions: All projects that receive homelessness prevention or homeless assistance funding from a federal partner must have each grant associated with the project recorded in the HMIS. The federal funding source information that must be recorded includes: the name of the federal program and grant component; a grant identifier; grant start date; and grant end date. The *grant identifier* may be the grant number assigned by the federal partner or any other grant identification number system used by the federal partner. Alternatively, the identification number may be determined by the continuum as long as it uniquely identifies the grant and allows for grant-level reporting. All sub-grantees of a principal grant should use the same grant identifier as the principal grantee to allow for aggregated reporting by the principal grantee.

Data Element Fields:

2.6 Funding Source(s)	
Field Names	**Data Types/Response Categories**
Funding Source(s)	HUD:CoC – Homelessness Prevention (High Performing Comm. Only)
	HUD:CoC – Permanent Supportive Housing
	HUD:CoC – Rapid Re-Housing
	HUD:CoC – Supportive Services Only
	HUD:CoC – Transitional Housing
	HUD:CoC – Safe Haven

	HUD:CoC – Single Room Occupancy (SRO)
	HUD:ESG – Emergency Shelter (operating and/or essential services)
	HUD:ESG – Homelessness Prevention
	HUD:ESG – Rapid Re-housing
	HUD:ESG – Street Outreach
	HUD: Rural Housing Stability Assistance Program
	HUD:HOPWA – Hotel/Motel Vouchers
	HUD:HOPWA – Housing Information
	HUD:HOPWA – Permanent Housing
	HUD:HOPWA – Permanent Housing Placement (facility based or TBRA)
	HUD:HOPWA – Short-Term Rent, Mortgage, Utility assistance
	HUD:HOPWA – Short-Term Supportive Facility
	HUD:HOPWA – Transitional Housing (facility based or TBRA)
	HUD:HUD/VASH
	HHS:PATH – Street Outreach & Supportive Services Only
	HHS:RHY – Basic Center Program (prevention and shelter)
	HHS:RHY – Maternity Group Home for Pregnant and Parenting Youth
	HHS:RHY – Transitional Living Program
	HHS:RHY – Street Outreach Project
	HHS:RHY – Demonstration Project
	VA: Community Contract Emergency Housing
	VA: Community Contract Residential Treatment Program
	VA: Domiciliary Care
	VA: Community Contract Safe Haven Program
	VA: Grant and Per Diem Program
	VA: Compensated Work Therapy Transitional Residence
	VA: Supportive Services for Veteran Families
Grant Identifier	(text)
Grant Start Date	(date)
Grant End Date	(date)

Response Category Descriptions: Additional information on federal partner programs and related project setup guidance can be found in the applicable HMIS Program Manual.

Special Considerations: An HMIS must be able to report on clients at the grant level.

Changes from Previous Data Standards: This is a new data element.

2.7   Bed and Unit Inventory Information

Rationale: To record inventory information for each continuum project that offers lodging (Emergency Shelter, Safe Haven, Transitional Housing, PH-Rapid Re-Housing, PH-Permanent Supportive Housing, PH-Housing with Services, and PH-Housing Only) to facilitate project inventory tracking and reporting and data quality monitoring.

Collection Point(s): Initial HMIS project setup, reviewed no less than annually and updated when inventory changes.   Review quarterly is strongly recommended and must be timed such that inventory records are accurate for the AHAR, the HIC (where relevant), and other reporting requirements.

Applicability: All continuum residential projects.

Data Collection Instructions: Record one or more Bed and Unit Inventory Information records for each residential project (Emergency Shelter, Safe Haven, Transitional Housing, PH-Rapid Re-Housing, PH-Permanent Supportive Housing, PH- Housing with Services, and PH-Housing Only) according to the data element instructions below.

An HMIS may track the data in a variety of ways as long as historical data are maintained, the HIC can be produced (if desired), and inventory data can be mapped to the linked inventory data elements described in this section. Data must remain up-to-date to reflect current bed and unit inventory and to facilitate data quality monitoring and reporting. Inventory updates should reflect changes in standard project operations and capacity, but need not reflect day-to-day fluctuations. Examples of bed and unit inventory changes that should be tracked historically include: the addition or removal of a group of new beds or units; the addition or removal of seasonal beds that are available for any period in the year; a project decision to dedicate beds to a different household type or subpopulation; or changes in HMIS bed participation.

Depending on the configuration of Bed and Unit Inventory data fields in the CoC's HMIS, a project may need to establish a distinct bed and unit inventory record for beds/units serving different household types or, for Emergency Shelters, if there are different *Bed Types* or different bed/unit *Availability,* as described in 2.7B, 2.7C, and 2.7D. For example, a project serving both households without children and households with at least one adult and one child may need to record two Bed and Unit Inventory information records in order to track inventory information by household type. If a project operates different types of beds (e.g., year-round and seasonal) then a separate record should be established for each bed type. For example, a project serving single adults that has 100 beds, of which 20 are seasonal, would have two bed and unit inventory records. One record is for the 80 facility-based year-round beds for households without children and a second record is for the 20 facility-based seasonal beds for households without children. (See the explanation of the Fair Housing Act's prohibition on discrimination because of familiar status under "Special Issues.")

2.7A Information Date. The Information Date is the date when the Bed and Unit Inventory information first applies. This may represent the date when a change in Household Type, Bed Type, Availability, Bed Inventory, and Unit Inventory occurs for a given project.

2.7B Household Type. This data element describes the household type served by beds and units counted in the Bed and Unit Inventory Information data element. Household type is determined by the household type at project entry.

2.7C Bed Type (Emergency Shelter Only). The Bed Type describes the type of beds offered by emergency shelter projects, including facility-based, voucher, or other.

2.7D Availability (Emergency Shelter Only). Availability is recorded to identify whether the beds and units are available on a planned basis year-round, seasonally, or on an ad hoc or temporary basis, as demand indicates.

2.7E Bed Inventory. The Bed Inventory is a count of the total number of beds available for occupancy as of the Information Date. The number of beds is generally equivalent to the number of persons a lodging project can house on a given night and, for Emergency Shelters, should be counted distinctly for each combination of Bed Type and Availability.

For projects that serve multiple household types, but where a precise number of beds are not designated exclusively for a particular type of household, the total number of beds may be distributed among the household types served by the project using one of the following methodologies:

> A. Divide the beds based on how the bed(s) were used on the night of the HIC. If the facility is not at full capacity on the night of the count, then extrapolate the distribution based on the prorated distribution of those who are served on the night of the count.

> B. Divide the beds based on average utilization. For example, a project has 100 beds that could be used by either households with only children or households with at least one adult and one child. If one-half of the beds are used by persons in households with only children on average and the other half are used by persons in households with at least one adult and one child, then record 50 beds for households with only children, and for the 50 beds for households with at least one adult and one child in the HIC.

Projects that only have units and no fixed number of beds can estimate the number of beds based on average household size using a multiplier factor (e.g., a project with 30 family units and an average family size of 3 would record 90 beds).

Projects that provide housing rental assistance and have a fixed number of vouchers should determine the number of beds and units based on the number of vouchers currently funded and available for use.

Projects that provide emergency shelter or housing rental assistance vouchers and without a fixed number of units or vouchers (e.g., Emergency Shelter-hotel/motel project, Rapid Re-Housing, some scattered site PH-Permanent Supportive Housing) should determine the number of beds (and units) based on the maximum number of persons (and households) who can be housed on a given night.

Projects must identify and record beds that are dedicated for persons who are chronically homeless, for Veterans, and for youth. All beds that have been funded by HUD or another federal partner that are dedicated to one or more of these subpopulations must be recorded in the appropriate category. A bed may be counted more than once across categories (e.g., a project may have beds dedicated for persons who are both chronically homeless and a Veteran). The number of beds for each subpopulation is a

subset of the total bed inventory for a given project and must be equal to or less than the total bed inventory. A dedicated bed is a bed that must be filled by a person in the subpopulation category (and their family members) unless there are no persons from the subpopulation who qualify for the project located within the geographic area.

> *Chronic Homeless Bed Inventory (PH-Permanent Supportive Housing only):* The number of beds that are dedicated to house chronically homeless persons, including members of chronically homeless families.

> *Veteran Bed Inventory:* The number of beds that are dedicated to house homeless Veterans and their families.

> *Youth Bed Inventory:* The number of beds that are dedicated to house homeless youth (persons up to age 24). Projects must identify if the beds are dedicated to serve only children under 18, only persons 18 to 24, or persons up to 24 (i.e., both children under 18 and persons 18 to 24). If a project is intended to serve anyone up to 24, even if it has an earlier cutoff age (i.e., up to age 21) that project should indicate that it serves only persons 18 to 24 or persons up to 24, depending on the lower age limit of persons the beds are dedicated to serve.

2.7G Unit Inventory. The Unit Inventory is a count of the total number of units available for occupancy as of the Information Date. Projects that do not have a fixed number of units (e.g., a congregate shelter project) may record the bed inventory, the number of residential facilities operated by the project, or the number of rooms available as the unit integer. For additional instructions, see Bed Inventory, above.

2.7G Inventory Start Date (Optional). The Inventory Start Date, when used in conjunction with Inventory End Date, is an optional way to track timeframes associated with Bed and Unit Inventory records. The Inventory Start Date is the date when the Bed and Unit Inventory information first applies. This may represent the date when a change in household type, bed type, availability, bed inventory or unit inventory occurs for a given project.

2.7H Inventory End Date (Optional). The Inventory End Date is the date when the Bed and Unit Inventory information as recorded is no longer applicable (i.e., the day after the last night when the record is applicable). This may be due to a change in *household type*, *bed type*, *availability*, *bed inventory* or *unit inventory*. For seasonal beds, this should reflect the projected end date for the seasonal bed inventory.

2.7I HMIS Participating Beds. This is a count of the total number of beds participating in HMIS as of the Information Date. For projects that serve a mixed population without a fixed number of beds per household type, record participating beds according to instructions provided in 2.7E Bed Inventory. If a project is only collecting and entering data in HMIS for clients staying in a portion of its beds, then only record the count of beds participating in HMIS. Non-contributing CoC projects must enter "0" in the HMIS participating beds field.

Data Element Fields:

2.7 Bed and Unit Inventory Information	
Field Names	**Data Types/Response Categories**
Household Type	Households without children

		Households with at least one adult and one child
		Households with only children
Bed Type (ES Only)		Facility-based
		Voucher
		Other
Availability (ES Only)		Year-round
		Seasonal
		Overflow
Bed Inventory		(integer)
Dedicated Bed Inventory	*CH Bed Inventory (PSH only)*	(integer)
	Veteran Bed Inventory	(integer)
	Youth Bed Inventory	(integer)
	Youth Age Category	Youth under 18
		Youth 18-24
		Any youth up to age 24
Unit Inventory		(integer)
Inventory Start Date (Optional)		(date)
Inventory End Date (Optional)		(date)
HMIS Participating Beds		(integer)

Response Category Descriptions:

Household Types

- *Households without children:* Beds and units typically serving households with adults only. This includes households composed of unaccompanied adults and multiple adults.
- *Households with at least one adult and one child:* Beds and units typically serving households with at least one adult and one child.
- *Households with only children:* Beds and units typically serving households composed exclusively of persons under age 18, including one-child households, multi-child households or other household configurations composed only of children.

Bed Types

- *Facility-based:* Beds (including cots or mats) located in a residential homeless assistance facility dedicated for use by persons who are homeless.
- *Voucher:* Beds located in a hotel or motel and made available by the homeless assistance project through vouchers or other forms of payment.
- *Other:* Beds located in a church or other facility not dedicated for use by persons who are homeless.

Availability

- *Year-Round Beds/Units:* Year-round beds and units are available on a year-round basis.
- *Seasonal Beds:* Seasonal beds are not available year-round, but instead are available on a planned basis, with set start and end dates, during an anticipated period of higher demand.

- *Overflow Beds:* Overflow beds are available on an ad hoc or temporary basis during the year in response to demand that exceeds planned (year-round or seasonal) bed capacity.

Special Considerations: These data may also be collected separately for distinct sites within a project, as long as they can be aggregated to the project level.

For projects that provide lodging in more than one continuum but are entering data into a single HMIS, bed and unit inventory must be separate for each continuum and appropriately associated with the correct Continuum of Care code (see data element 2.3). Projects may choose to create a separate Bed and Unit Inventory Information record to track inventory under development. In such instances, a projected start date for a new or expanded project may be tracked by recording the total beds and units expected along with a future start date.

The number of beds participating in HMIS must not exceed the total number of corresponding beds recorded in the Bed and Unit Inventory Information record at any point in time. Beds must only be recorded as participating if they meet the definition of HMIS participation.

Projects that target certain populations are advised that nothing in these standards allow for circumventing fair housing laws. The Fair Housing Act prohibits discrimination because of *inter alia*, familial status. Except where otherwise permitted by the federal program statute, housing covered under the Fair Housing Act may not deny admission to households with children.

Changes from Previous Data Standards:

- "Households with only children" was added as a household type in order to improve consistency for HUD reporting purposes.
- Clarification was added to Bed Type and Availability to indicate that these fields are only required for emergency shelter projects.
- Added fields to capture dedicated Veteran and youth bed inventory.
- If used for HIC purposes, must be updated at least annually to reflect inventory on the night of the PIT count and HIC. If used to generate bed inventory data for the AHAR, must be updated at least quarterly to align with AHAR reporting requirements.

2.8   Site Information (Optional)

Rationale: To identify the geocode associated with the principal project site for HIC reporting.

Data Source: Project staff with HMIS Lead review.

Collection Point(s): Initial HMIS project setup, reviewed/updated no less than annually.

Applicability: All lodging continuum projects.

Data Collection Instructions: This data element is required only for continuums that generate HIC data from HMIS. For each continuum project, record the Geocode associated with the geographic location of the project's principal site and the address of the principal site. The principal project site is where the largest amount of bed / unit inventory is located. HUD provides a list of geocodes as part of the annual CoC Program competition. Geocodes must be updated annually. Scattered-site housing projects should

record the Geocode for the area where the greatest number of beds are located or where most beds are located as of the last inventory update.

Data Element Fields:

2.8 Site Information (optional)	
Field Names	**Data Types/Response Categories**
Principal Site	No
	Yes
(If yes) *Geocode*	(geocode format – 6 digits)
Address	(text)
City	(text)
State	(text – 2 letters)
ZIP code	(text – 5 digits)

Response Category Descriptions: None.

Special Considerations: For projects that provide lodging in more than one continuum but enter data into a single HMIS, there must be a record of the geocode and address of the principal site within each continuum that is appropriately associated with the correct Continuum of Care code (see data element 2.3).

Changes from Previous Data Standards:

- *Site type* has been removed as an aspect of this data element since the Project Type data element now includes additional classifications that distinguish between projects that offer lodging (i.e., Emergency Shelter, Safe Haven, Transitional Housing, Rapid Re-Housing, Permanent Supportive Housing, Permanent Housing with Services, and Permanent Housing: Housing Only) from projects that do not offer lodging (i.e., Coordinated Assessment, Homelessness Prevention, Street Outreach, Day Shelter, Services Only, and Other), including those projects that may provide rental assistance to persons in community-based housing.
- *Site configuration type* and *lodging or housing type* have been removed as aspects of this data element since these data are not required for the HIC.

2.9 Target Population (Optional)

Rationale: To identify a target population served by the project for HIC reporting.

Data Source: Project staff with HMIS Lead review.

Collection Point(s): Initial HMIS project setup, reviewed/updated no less than annually.

Applicability: All continuum lodging projects.

Data Collection Instructions: Record the appropriate Target Population served by the project. Select only one response. A population is considered a "target population" if the project is designed to serve that population and at least 75 percent of the clients served by the project fit the target group descriptor.

If a project does not target one of these populations, select "NA: Not Applicable."

Data Element Fields:

2.9 Target Population	
Field Names	**Data Types/Response Categories**
Target Population Type	DV: Domestic Violence victims
	HIV: Persons with HIV/AIDS
	NA: Not Applicable

Response Category Descriptions:

- *DV: Domestic Violence victims.* The project targets adults who have been victims of domestic violence, dating violence, sexual assault, or stalking.
- *HIV: Persons with HIV/AIDS.* The project targets adults who have been diagnosed with AIDS and/or have tested positive for HIV.
- *NA: Not Applicable.* The project does not target domestic violence victims or persons with HIV/AIDS.

Special Considerations: None.

Changes from Previous Data Standards: "VET: Veterans" target population has been removed from the response categories for Target Population B, as this can now be tracked through the Bed and Unit Inventory data element.