BHBH Training Questions and FAQs
4.3.24

General Questions

1. **Will this be recorded?**
   a. Yes, this training was recorded, BHBH Grantees can access all BHBH AB 977 materials on the [BHBH website](#) in the navigation bar entitled, HMIS.

2. **Is there a way in HMIS to extract data needed to complete the BHBH Quarterly Reports?**
   a. Yes, some of the data points in the BHBH Quarterly Report can be captured in HMIS. The additional data elements unique to BHBH quarterly reporting must be tracked by the grantee. Grantees with questions about the BHBH Quarterly Report should talk to their BHBH Liaison. Grantees with questions about HMIS reporting requirements should email the Abt TA team at AB977_TA@abtglobal.com.

3. **Are the BHBH grantees responsible for the BHBH Quarterly Reports or is the HMIS Lead? Is the expectation that this is a custom report built into HMIS?**
   a. BHBH grantees are responsible for the BHBH Quarterly Reports. It will be possible to derive some data entered into HMIS necessary for these reports. The BHBH Quarterly Report is not a custom report to be built by the HMIS Lead.

4. **Do grantees need to work with their HMIS Leads/CoCs?**
   a. Yes, the deadline to reach out to the HMIS Lead was March 31, 2024, for all grantees already serving clients. All other grantees should reach out to their HMIS Lead now to start the conversation about project setup even if they are still in the process of executing contracts with subgrantees or have not yet started serving clients. For more information on how to contact the local HMIS Lead, please email the Abt TA team at AB977_TA@abtglobal.com.

5. **Have HMIS Leads been notified that grantees can start to set up projects for BHBH?**
   a. Yes, HMIS Leads have received the project setup instructions.

6. **Can clients decline to have their information entered into HMIS?**
   a. [Per a question received by HUD from their Ask a Question (AAQ)](#) desk and published on HUD Exchange, "An individual or family can refuse to participate in HMIS, and the provider must still offer all the same services to the household. However, some information may be required by projects to determine eligibility for housing or services, or to assess needed services."

7. **Can a participant use an alias if they do not want to be identified in HMIS?**
   a. There is a field that is available in the HMIS data standards for "Alias" and may be used by CoCs to document alternative names per the HMIS Data Standards. CoCs may or may not have specific guidance or restrictions around entering aliases in any field that is expecting accurate and complete data.

8. **Are CARE participants required to be entered into HMIS if they do not meet requirements of the BHBH homelessness definition?**

    a. CARE participants who do not meet BHBH's homelessness definition are not required to be entered into HMIS according to AB 977. CARE participants who meet BHBH's homelessness definition must be included in the same project as other BHBH-eligible clients.

9. **Do individuals who receive only BHBH outreach and engagement or housing navigation services, with or without a bed night, need to be entered into HMIS?**

    a. Individuals who receive outreach and engagement or housing navigation services through BHBH funding should be entered into HMIS. If no other housing or services are provided, grantees should set up a Supportive Services Only (SSO) project. Please reach out to your HMIS Lead or Abt TA team to determine the appropriate project setup.

Questions About Project Setup and Ongoing Client-Level Data Entry

10. **Do grantees need to enter data into HMIS for BHBH clients that had been served prior to May 31, 2024?**

    a. Yes, grantees will be required to enter existing clients who are actively enrolled in a project on May 31, 2024, or the date that the project is set up. Grantees are not required to enter clients who entered <u>and</u> exited a project before May 31, 2024 (or before the project was set up) and are no longer being served by the project. All project-level and client-level data should reflect actual project start dates if different than the date the project is set up in HMIS. Cal ICH recognizes that grantees may be unable to complete certain Common Data Elements (CDEs) for existing clients who entered the project prior to project setup. Appendix B in the BHBH Project Setup Instructions has more details on which CDEs are required to be collected and at which data collection stage. Grantees who need assistance can email the Abt TA team at AB977_TA@abtglobal.com. Note: BHBH grantees do need to provide information on <u>all</u> individuals served in their BHBH quarterly reports.

11. **Is there a timeframe in which data needs to be entered after someone enters a project?**

    a. Data should be entered on a consistent basis and in a timely manner in alignment with CoC policies and HMIS best practices. Cal ICH will be verifying data after receipt of quarterly State HDIS data uploads. All data should be entered by the time the quarterly upload is provided to Cal ICH. Grantees should confirm with their CoC the deadline for data to be captured in that upload.

12. **Are there only three times that a grantee will need to enter data for a client: 1) at client project start, 2) at housing move-in, and 3) at client project exit?**

a. No, there are different times and intervals that data should be entered for a client. Data collection and entry points depend on the client and project type and can include record creation, project start, update, annual assessment, move-in occurrence date, and project exit. Please see Appendix B in the BHBH Project Setup Instructions for more information.

13. **Can all project requests be entered in the initial set-up form or are separate forms needed for each project?**

a. There is a Project Setup Template in Appendix A of the BHBH Project Setup Instructions. This is intended to help grantees gather information in preparation for a conversation with the local HMIS Lead Agency. This template is provided for reference; each HMIS Lead may require grantees to use their own locally adopted form for collecting project information. Grantees are encouraged to reach out to their HMIS Lead as soon as possible for any additional local requirements. For more information on how to contact the local HMIS Lead, please email the Abt TA team at AB977_TA@abtglobal.com.

14. **Should a separate project be set up in HMIS for each subgrantee of a program? What if subgrantees are serving the clients concurrently?**

a. Grantees are responsible for ensuring HMIS compliance for their subgrantees and contracted providers. BHBH does not require separate projects for each subgrantee. Projects should be set up in a way that does not duplicate clients and services across projects. Grantees can work with the local HMIS Lead and the Abt TA team to determine how to best set up projects. For more information on how to contact the local HMIS Lead, please email the Abt TA team at AB977_TA@abtglobal.com.

15. **What project types are allowed under the BHBH funding source?**

a. BHBH grantees should only use the following project types for BHBH funding: Emergency Shelter: Entry/Exit (ES:EE), Emergency Shelter: Night-by-Night (ES:NBN), Rapid Rehousing (RRH – both subtypes), and Supportive Services Only (SSO). Please see Table 2 in the BHBH Project Setup Instructions for more information. For specific questions about project setup, grantees should work with the local HMIS Lead and the Abt TA team. For more information on how to contact the local HMIS Lead, please email the Abt TA team at AB977_TA@abtglobal.com.

16. **Are grantees allowed to use the Transitional Housing (TH) project type for BHBH?**

a. No, only the project types in the BHBH project setup instructions should be used for BHBH projects. Grantees can work with the local HMIS Lead and the Abt TA team to identify appropriate project types. Please see Table 2 in the BHBH Project Setup Instructions for more information. For more information on how to

contact the local HMIS Lead, please email the Abt TA team at
AB977_TA@abtglobal.com.

17. **What HMIS project type should be used for Auxiliary Funding in Assisted Living?**
    a. Grantees should use the Supportive Services Only (SSO) project type for auxiliary funding in assisted living settings. Please see Table 2 in the BHBH Project Setup Instructions for more information.

18. **Should funding associated with substance use disorder (SUD) facilities be set up as Supportive Services Only (SSO) projects?**
    a. Residential SUD treatment is not an allowable use of BHBH funds. Recovery housing, or Sober Living Environments, can be set up as an Emergency Shelter project depending on how it is structured.

19. **Should all rental assistance be set up as a Rapid Rehousing (RRH) project? If a grantee uses BHBH funding to provide rental assistance to a client with their own lease, will this create a problem for the client to be prioritized for Permanent Supportive Housing (PSH)?**
    a. Projects providing rental assistance to clients experiencing homelessness *without tenancy rights* should be set up as Emergency Shelter (ES) projects. Projects providing rental assistance to clients *with tenancy rights* should be set up as RRH projects. Please see Table 2 in the BHBH Project Setup Instructions for more information about rental assistance and project types. Continuums of Care (CoCs) determine who is prioritized for PSH at the local level. Grantees should work with the local HMIS Lead and the Abt TA team to determine how to set up projects that will not impact clients' eligibility and prioritization for PSH. For more information on how to contact the local HMIS Lead, please email the Abt TA team at AB977_TA@abtglobal.com.

20. **BHBH client eligibility requires clients to be homeless and to have a serious behavioral health condition – will a special field need to be created for the HMIS BHBH client record to indicate that the client has a serious behavioral health condition?**
    a. A special field is not required in HMIS for BHBH clients to record serious behavioral health conditions.

21. **Is it possible to change the number of dedicated beds after initial project setup?**
    a. Yes, inventories can be updated at any time and should be updated when changes are made, including changes to total number of beds/units, number of beds dedicated to each household type (Adult Only, Adults with Children, Children Only), and number of beds dedicated to the following populations: Veterans, Youth (under 25 years old), or Chronically Homeless.

Questions About Funding, Other Funder Codes, and Grant IDs
22. **How can grantees get training on properly inputting grant identifiers?**
    a. The Other Funding Code for the BHBH program is CA-DHCS-BHBH and the Grant ID for each grantee is located in Appendix C of the BHBH project setup

instructions. Grantees should work with their local HMIS Lead to set up projects, including entering the Other Funding Code and the appropriate Grant ID. Grantees can also watch the recorded training posted [here](), attend future office hours, or reach out to [AB977_TA@abtglobal.com]() for more training on the funding code requirements.

23. **Will the grant information need to be updated yearly in HMIS?**
    a. Funding should be updated according to HMIS data standards, including adding funding codes with accurate start and end dates.

24. **Can BHBH Funding codes be added to an existing Supportive Services Only (SSO) project that does case management also funded by SAMHSA PATH?**
    a. Yes. For more information, please email the Abt TA team at [AB977_TA@abtglobal.com]().