

# AB 977 BHBH Grantees Office Hours

May 29, 2024  
11 am – 12 pm

# DHCS Welcome

**Guy Stewart, Section Chief  
Behavioral Health Housing Section  
Community Services Division  
Department of Health Care Services**



# Your AB 977 Technical Assistance (TA) Team

- Ciara Collins (she/her)
- Mary Schwartz (she/her)





# Agenda

1. Brief Recap of Training
2. Examples
3. Support and Next Steps
4. Q&A





# Brief Recap of Training





## Assembly Bill 977 (AB 977)

- AB 977 requires grantees of state homelessness programs to enter data into their local Homeless Management Information System (HMIS).
- HMIS is a local information technology system used to collect project and client-level data including demographics and data on housing and services provided to people experiencing homelessness and people at risk of homelessness.
- BHBH grantees have until May 31, 2024, to assist HMIS Leads to set up HMIS projects and to then enter data into those projects for all **active** clients (as of May 31, 2024).





# AB 977 Special Cases

- CARE participants who are *not* experiencing homelessness
- Tribal grantees
- Victim Service Providers (VSPs)

**PLEASE LET US KNOW IF ONE OF THESE SITUATIONS APPLIES OR IF YOU AREN'T SURE.**





## Privacy Notices and HIPAA and 42 CFR

BHBH Grantee and CoC should review the CoC's HMIS Privacy Notice and County BHA requirements to ensure that appropriate and allowable uses and disclosures are listed and to modify forms/notices as needed to comply with HIPAA and 42CFR. Technical Assistance may be accessed as needed to help with discussions locally.





# Key Elements for HMIS Project Setup

- **Organization info**
  - **Organization Name**
  - **Victim Service Provider (VSP) status**
- **Project info:**
  - **Funding Codes and Grant Identifiers (Grant IDs)**
  - **Project type**
  - **Project Operating Start and End Dates**
  - **Inventory (if applicable)**





# Funding Codes and Grant Identifiers

1. Funding Source = select “Local or Other Funding Source”
2. Other Funder Code = CA-DHCS-BHBH
3. Grant Identifier (“Grant ID”) = BHBHXX ← whatever your Grant ID is
  - See Appendix C of BHBH Project Setup Instructions





## Project Types for BHBH

**Emergency Shelter (ES): Entry/Exit (EE):** Temporary or interim shelter, including hotel/motel vouchers, tiny homes, recovery housing, peer respite, shared housing, or rental assistance *without tenancy rights*.

**Emergency Shelter (ES): Night-by-Night (NBN):** Nightly shelter stays or hotel/motel vouchers.

**Rapid Rehousing (RRH):** Rental assistance and/or services *with tenancy rights*.

**Supportive Services Only (SSO):** Services not connected to housing, such as outreach and engagement services and Housing Navigation, **OR** auxiliary funding for assisted living settings, **OR** *any other services connected to or explicitly providing housing that would otherwise create a “break” in homelessness or chronic homelessness per CoC guidance for assessment and prioritization for PSH.*





# Important Considerations for PSH Eligibility

BHBH project types have been chosen with the goal of maintaining the client's Permanent Supportive Housing eligible status.

Grantees should work with their CoC and HMIS Lead to understand whether the CoC uses HMIS data to determine client PSH eligibility and breaks in homelessness. and set up projects to ensure a BHBH funded client doesn't lose PSH eligibility due to the receipt of BHBH services and housing.





# Key Elements for HMIS Client Data Entry

- **Universal Data Elements (UDE)**

- Grantees must enter UDEs for all clients and households actively enrolled in the project when the project is created or by May 31, 2024, as well as all clients who enter after May 31<sup>st</sup> (see Appendix B in the BHBH Project Setup Instructions for the list of UDEs by project type and household member type).

- **Common Data Elements (CDE)**

- Grantees are encouraged, but not required, to enter CDEs for clients and households actively enrolled in the project when the project is created or by May 31, 2024.
- Grantees must enter CDEs for all clients and households who enter after May 31, 2024.
  - Example 1: a grantee is creating a new project in HMIS on May 15, 2024, and has a client who started in the project on January 10, 2024. The grantee does not need to enter the income at project start for that clients if it is unavailable.
  - Example 2: a grantee is creating a new project in HMIS on May 15, 2024, and a client starts in the project on May 17, 2024. The grantee should enter all UDEs and CDEs, including income at project start, for this client.

**Grantees are encouraged, but not required, to enter BHBH clients who enter and exit the project before the project is set up in HMIS.**





# Universal and Common Data Elements

Type	Number	Element Name(s)	Collected About	Collection Point(s)
Universal	3.01-3.06	Name, SSN, DOB, Race and Ethnicity, Sex	All Clients	Record Creation
	3.07	Veteran Status	All Adults	Record Creation
	3.08	Disabling Condition	All Clients	Project Start
	3.10	Project Start Date	All Clients	Project Start
	3.11	Project Exit Date	All Clients	Project Exit
	3.12	Destination	All Clients	Project Exit
	3.15	Relationship to Head of Household (HoH)	All Clients	Project Start
	3.16	Enrollment CoC	HOH	Project Start, Update
	3.20	Housing Move-in Date (PH project only)	HOH	Occurrence Point
	3.917	Prior Living Situation	HOH and Adults	Project Start
Common	4.02	Income and Sources	HOH and Adults	Project Start, Update, Annual Assessment, and Project Exit
	4.03	Non-Cash Benefits	HOH and Adults	
	4.04	Health Insurance	All Clients	
	4.05	Physical Disability	All Clients	Project Start, Update, and Project Exit
	4.06	Developmental Disability	All Clients	
	4.07	Chronic Health Condition	All Clients	
	4.08	HIV/AIDS	All Clients	
	4.09	Mental Health Disorder	All Clients	
	4.10	Substance Use Disorder	All Clients	
	4.11	Domestic Violence	HOH and Adults	Project Start, Update





# Examples





## Project Setup Example 1: Two different funding sources

- Organization A has 20 hotel/motel vouchers. They will use BHBH funding to serve BHBH-eligible people with 10 of these vouchers. The other 10 vouchers will serve people who are not BHBH-eligible using funds from another source.

2 HMIS projects are required (maybe more):

- Project 1 for BHBH clients: An ES:EE (Emergency Shelter: EntryExit) project is set up with a bed inventory of 10 beds and the BHBH funding code. Only BHBH-eligible clients served with hotel/motel vouchers are entered into this project.
- Project 2 for other clients: An ES:EE project is set up with a bed inventory of 10 beds and the other federal, state, or local funding code(s). The other clients (non-BHBH eligible) are entered into this project.





## Project Setup Example 2: Two different project types

- County A gives its BHBH funding to two subgrantees, Organization B and Organization C. Organization B plans to use the funding to provide outreach and navigation services to BHBH-eligible clients currently staying in congregate shelters. Up to 12 of these clients can move into tiny homes funded and operated by Organization C.

### 2 HMIS projects are required (maybe more):

- Project 1: An SSO project is set up with Organization B's info, no bed inventory, and the BHBH funding code. BHBH-eligible clients served with BHBH funds used to provide outreach and navigation services by Organization B are entered into this project.
- Project 2: An ES:EE project is set up with Organization C's info, a bed inventory with 12 beds, and the BHBH funding code. BHBH-eligible clients served with BHBH funds in tiny homes are entered into this project.





## Project Setup Example 3: Two different definitions of homelessness

- County B plans to use BHBH funding and another funding source to provide rental assistance *with tenancy* rights. All clients meet the BHBH definition of imminent risk of homelessness (e.g., 30 days or less from eviction). Some of these clients also meet the HUD definition of imminent risk of homelessness (e.g., 14 days or less from eviction).

2 HMIS projects are required (maybe more):

- Project 1: An RRH project is set up with the BHBH funding code and the other funding source funding code. *Clients who meet the HUD definition of at risk of homelessness (including BHBH-eligible clients)* are entered into this project. Grantees work with their HMIS Lead to determine the appropriate bed inventory.
- Project 2: An RRH project is set up with the BHBH funding code. *BHBH-eligible clients who do not meet the HUD definition of at risk of homelessness, but meet the BHBH definition,* are entered into this project. Grantees work with their HMIS Lead to determine the appropriate bed inventory.



\*Creating multiple projects ensures that only clients eligible for HUD funded housing receive those services.



## Project Setup Example 4: Updating funding codes for existing projects

- County D wants to use BHBH funding to provide Housing Navigation services for BHBH-eligible clients. The county already has a project set up in HMIS for housing navigation services, but the provider will now only serve BHBH-eligible clients.
  - The grantee should add the BHBH funding code to the existing HMIS project and update other fundings codes if they are no longer active.





# Support & Next Steps





## Additional Support

1. Ask questions or request 1:1 assistance with AB 977 or HMIS-related questions:  
[AB977\\_TA@abtglobal.com](mailto:AB977_TA@abtglobal.com)
2. Pre-recorded trainings:
  - [HMIS 101: Demystifying HMIS Webinar](#)
  - [Trauma-Informed and Equitable Data Collection Webinar](#)
  - [HMIS Data Quality Best Practices](#)





## Checklist for Program Leads

- Meet with your subgrantees, service providers, and any other entity involved with data entry to make a plan to collect required client data
- Determine who will be collecting the data from participants and who will be entering the data into HMIS
- Let AHP and Abt know who the main contact points will be for HMIS
- Determine what type of services will be provided
- Reach out to your HMIS Lead/Admin to initiate project setup, create user accounts, sign user agreements and get training
- Oversee ongoing data quality



***It is critical that you connect with your HMIS lead as soon as possible if you haven't already!***



ABT Global website



# Q&A



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