

California / FEMA HMIS Project Setup

Background

California's request for statewide non-congregate sheltering was approved by FEMA, and a data tracking system is needed for all new **Non-Congregate Shelters (NCS)**. The purpose of this document is to describe the strategies for tracking information in HMIS regarding:

1. Intake
2. FEMA eligibility screening
3. Post-placement rehousing of participants
4. Tracking service provision to those in NCS

HMIS Project(s) Setup

Each jurisdiction will include at least one NCS project to capture every household that accesses NCS. Subsequent homelessness assistance enrollments will depend on what additional services the households are accessing (example: ESG-RRH, CoC-PSH)

- 1) NCS projects will record a project enrollment for **all** households that access Non-Congregate Shelter, regardless of homelessness status.
- 2) Additional homelessness assistance projects will record a project enrollment for those households eligible for those services.

HMIS Leads / System Admins can create the NCS projects in a way that will create the least burden for the participating staff to do accurate and essential data collection, and in a way that will allow for cumulative reporting for all those enrolled in NCS.

This may be accomplished by an organization called "FEMA," having all new projects be associated with that organization or this may be accomplished by using the existing setup of organizations and projects.

While the implementation of NCS projects will vary locally (i.e.: existing shelters, dorms, hotels, etc.), the HMIS project set up will be as described below. If there is an HMIS implementation that covers multiple CoCs, NCS projects should be set up so that they can report at the CoC level.

Eligibility for additional homelessness assistance projects providing housing and supportive services will be determined by each project's standards.

NCS project setup

Data will be collected about the Head of Household (HOH) and all household members entering NCS. Specific direction for project set up and Household data collection is below. Enrollments will be created for all family members that will be housed with the HOH in NCS, if applicable.

Project Descriptor Data Elements

- PDDE 2.02:
 - Continuum Project = “No”
 - Project Type = Emergency Shelter
 - Emergency Shelter Tracking Method = “Entry/Exit Date (e/e)”
 - Field D “Housing Type” = “Site-based - clustered/ multiple sites”
- 2.03 – CoC Code = The CoC(s) in which the project is physically located
- 2.06 – Funding Sources = “Other” – and add “FEMA” in the text box.
 - If there are any additional NCS projects in the CoC that will be funded outside of FEMA, they should choose appropriate funding source as outlined in the [HMIS Data Manual](#).
- 2.07 – Bed and Unit Inventory Information
 - Inventory Start Date – Date the beds become available
 - Inventory records (for distinct Household Types and Bed Types)
 - Availability of “Overflow”
 - Inventory End Date - Record an Inventory End Date when the infectious disease crisis response has concluded, and the overflow beds have been shuttered.
 - Field 5 “Emergency Shelter Bed Types” = “Voucher Beds”

Household data to be collected

Universal Data Elements – [full details](#)

1. Name
2. Social Security Number
3. Date of Birth
4. Race
5. Gender
6. Ethnicity
7. Veteran Status
8. Disabling Condition
9. Project Start Date
10. Project Exit Date
11. Destination
12. Relationship to Head of Household
13. Client Location
14. Prior Living Situation

*Additional FEMA Data Needs – **ONLY FOR HoH** (anticipated):*

List of **anticipated** data collection based on previous FEMA disaster data collection – actual data being collected will be updated as required by FEMA. Communities are encouraged to begin data collection ASAP, and update as more information becomes available.

- Do you have the ability to self-isolate or quarantine without assistance?
 - Yes
 - No
- [V5 Last or Current Permanent Address](#)
 - Street Address
 - City
 - State
 - Zip
 - Address DQ (Full address reported, Incomplete or estimated address reported, Client doesn't know, Client refused, Data not collected)
- HoH Cell Phone Number
 - Phone Number
 - Client Doesn't Know
 - Client Refused
 - Data Not Collected
- HoH Email Address
 - Email address
 - Client Doesn't Know
 - Client Refused
 - Data Not Collected
- COVID-19 Screening Results for qualifying Household member – workflow should prompt users to upload verification documentation to HMIS if possible
 - Asymptomatic Low Risk
 - Asymptomatic High Risk (are over 65 or have underlying medical conditions as defined by CDC for COVID-19)
 - COVID-19 Exposed (as documented by a healthcare professional)
 - COVID-19 Positive
- Total Number of Adults in Household (Numbers should reflect the total number of adults in the household who will need to be permanently housed at exit from the NCS project)
 - Select numbers 0-10
- Total Number of Children in Household (Numbers should reflect the total number of children in the household who will need to be permanently housed at exit from the NCS project)
 - Select numbers 0-10
- Pets in Household
 - Yes
 - No
 - Client Doesn't Know
 - Client Refused
 - Data Not Collected
- Service Animal in Household
 - Yes
 - No
 - Client Doesn't Know
 - Client Refused

- Data Not Collected
- Access/Functional Needs Identified
 - Yes
 - No
 - Client Doesn't Know
 - Client Refused
 - Data Not Collected
- Unit Type
 - Hotel/Motel
 - Shelter
 - Apartment
 - Trailer
 - ?? - Others based on compliment of unit types in each community
- Unit – communities should be able to select based on the unit name
 - Unit Name (Best Western, UCLA Dorm, XYZ Shelter, etc)
 - Unit Address
 - Unit City
 - Unit County
 - Unit State
 - Unit Zip

Services:

Service tracking for each occurrence of services in HMIS will be optional – and will vary by community.

- Feeding (3 meals/day with necessary supplies)
- Site Management Services
- Security
- Laundry
- Waste Management
- Residential monitoring (i.e. Day/Night monitoring)
- Sanitation Services
- Transportation
- Pet Sheltering when applicable
- Residential Supplies (hygiene supplies, habitation supplies, consumable medical supplies)
- Case Management for mental, behavioral, and physical health services [Non Site-Management Services]
- Housing Navigation for NCS exit

Additional project Housing and Supportive Services Projects

Data will be collected in any additional enrollments in accordance with the [HMIS Data Manual](#).