

HMIS Project Administration during the 2020 COVID-19 Outbreak

Ohio Balance of State Continuum of Care

This document identifies how new COVID-19 related projects will be set up in HMIS, lays out the process by which the Ohio Balance of State HMIS Team will set up Projects and bed/unit inventory in HMIS, how users will enter data into HMIS, and how and what reporting will be available to satisfy future reporting requirements.

Funding Sources and Project Setup

OHFA COVID-19 Emergency Housing Assistance Program

The COVID-19 Emergency Housing Assistance Program created and funded by the Ohio Housing Finance Agency (OHFA) makes funding available to HCRP Leads and their partners for rapid re-housing, homelessness prevention, emergency rental assistance, and, on a limited basis, for hotel/motel stays for high-risk individuals. You can find OHFA's program guidelines [here](#).

Homelessness Prevention and Rapid Re-housing

Households who qualify for HCRP HP or HCRP RRH, but whose expenses will be paid with the OHFA dollars will be entered into the appropriate HCRP HP or HCRP RRH project in HMIS.

Users are to enter the household into their HCRP HP or HCRP RRH project in the normal way. When entering the Service Transaction, pick the Funding Source of "OHFA" and enter the amount used for that Service.

Hotel/Motel Overflow via OHFA Funds

On a limited basis, projects may use OHFA funds to move at-risk households into a hotel/motel (not as part of an RRH project stay).

If you plan to utilize OHFA funds in this way and you do not have an Emergency Shelter Overflow provider, please submit a [New Project Form](#) to ohioboscoc@cohhio.org.

HMIS users will enter the household into their ES Overflow provider. Add Service Transactions to the head of household's record with a Funding Source of "OHFA" and enter the amount used for the hotel/motel unit.

Emergency Rental Assistance (ERA)

HCRP Leads and partners may use OHFA funding to provide emergency rental assistance (ERA) to households and individuals with income up to 50% AMI.

1. Target households could include those who experienced a decline in income or job loss stemming from COVID-19
2. Do NOT need to meet at-risk of homelessness definition
3. This is considered a non-homeless-dedicated project

If your agency is intending to assist households with ERA dollars, then please send a [New Project Form](#) to ohioboscoc@cohhio.org and once it is approved, the HMIS Team will create a new provider for you.

HMIS users will enter the household into their new OHFA ERA project. Add Service Transactions to the head of household's record and select the Funding Source of "OHFA" and enter the amount used for the service.

Reporting

Projects who are receiving OHFA money will have to send custom reporting to OHFA at some point in the future. These workflows will give us the ability to create what we can in a reasonable way. Once the grant is over, the HMIS Team will create custom reporting to match as closely as makes sense to what OHFA is saying they want.

Community Development Block Grant (CDBG) Funding

In Ohio, ODSA has sub-granted CDBG funds to local communities and providers and permits those funds to be used for the following activities:

1. Motel stays to help de-concentrate shelters
2. Emergency shelter operations, staffing, and supplies
 - a. These activities and costs do NOT need to be captured at the client-level in HMIS

Hotel/Motel Overflow via CDBG

Projects may use CDBG funds to move households into a hotel/motel in order to help de-concentrate a congregate shelter or to move a medically vulnerable shelter resident into a safer hotel unit. If you plan to utilize CDBG funds in this way and you do not already have an Emergency Shelter Overflow provider, please submit a [New Project Form](#) to ohioboscoc@cohhio.org so an ES overflow project can be created.

HMIS users will enter the household into their ES Overflow provider. Add Service Transactions to the head of household's record with a Funding Source of "CDBG" and enter the amount used for the hotel/motel unit.

OMHAS Criminal Justice Housing Program

The OMHAS Criminal Justice Housing Program created and funded by OHFA and Ohio Mental Health and Addiction Services (OMHAS) makes funding available to HCRP Leads and their partners for rapid re-housing, homelessness prevention, emergency rental assistance, and hotel/motel stays for individuals who are exiting a correctional facility or have exited a correctional facility in the last 180 days. You can find OHFA's program guidelines [here](#).

Homelessness Prevention and Rapid Re-housing (HP&RR)

Households who qualify for HCRP HP or HCRP RRH, but whose expenses will be paid with Criminal Justice Housing Program dollars will be entered into the appropriate HCRP HP or HCRP RRH project in HMIS.

Users are to enter the household into their HCRP HP or HCRP RRH project in the normal way. When entering the Service Transaction, pick the Funding Source of "OHFA - Corrections" and enter the amount used for that Service.

Emergency Rental Assistance (ERA)

Households who qualify for ERA will be entered into the appropriate ERA project in HMIS.

Users are to enter the household into their ERA project in the normal way. When entering the Service Transaction, pick the Funding Source of "OHFA – Corrections" and enter the amount used for that Service.

If you plan to utilize Criminal Justice Housing Program funds in this way and you do not have an ERA provider, please submit a [New Project Form](#) to ohioboscoc@cohhio.org

Hotel/Motel Overflow via OMHAS Funds

Projects may use Criminal Justice Housing Program funds to move individuals exiting a correctional facility with a quarantine order into a hotel/motel (not as part of an RRH project stay).

If you plan to utilize Criminal Justice Housing Program funds in this way and you do not have an Emergency Shelter Overflow provider, please submit a [New Project Form](#) to ohioboscoc@cohhio.org. HMIS users will enter the household into their ES Overflow provider. Add Service Transactions to the head of household's record with a Funding Source of "OHFA - Corrections" and enter the amount used for the hotel/motel unit.

Reporting

OHFA is requiring the collection of the following data in addition to what is collected in HMIS:

1. The type of correctional facility from which the individual exited
2. The individual's exit/release date from the correctional facility

This data is not collected in HMIS and should be collected using OHFA's COVID-19 Data Reporting Form.

Emergency Solutions Grant – CARES Act (ESG-CV)

Emergency Solutions Grant stimulus funding (ESG-CV) funded through the Coronavirus Aid, Relief, and Economic Security (CARES) Act makes funding available to grantees to provide HP, RRH and Emergency Shelter assistance as part of efforts to prepare for the COVID-19 pandemic, prevent the spread of COVID-19, and respond to the COVID-19 pandemic.

Homelessness Prevention and Rapid Re-housing

There shouldn't be any new agencies doing HP or RRH.

If your agency is assisting households with ESG-CV dollars, then please send a [New Project Form](#) to ohioboscoc@cohhio.org and once it is approved, the HMIS Team will create a new provider for you. A separate form should be sent for each project, HP and RRH.

HMIS users will enter the household into their new ESG-CV HP and ESG-CV RRH projects. Add Service Transactions to the head of household's record and select the Funding Source of "ESG-CV" and enter the amount used for the service.

Emergency Shelter

ESG-CV funds applied toward Emergency Shelter do not need to be tracked separately in HMIS. Use your existing ES provider and follow the regular workflow.

If you do not have an existing ES provider, then please send a [New Project Form](#) to ohioboscoc@cohhio.org and once it is approved, the HMIS Team will create a new provider for you. All clients being served with ESG-CV dollars must be tracked in HMIS or, if the subgrantee is a Victims Service Provider, in a comparable database.

Hotel/Motel Overflow via ESG-CV Funds

Providers may use ESG-CV funds to put households into a hotel/motel in order to help de-concentrate a congregate shelter, move a medically vulnerable shelter resident into a safer hotel unit, or increase shelter capacity.

If you plan to utilize ESG-CV funds in this way and already have an Emergency Shelter (ES) Overflow provider set up in HMIS, then you simply need to notify the HMIS team that you will need to have ESG-CV added as a funding source.

If you do not have an existing ES Overflow provider in HMIS, please submit a [New Project Form](#) to ohioboscoc@cohhio.org so an ES overflow project can be created.

HMIS users will enter the household into their ES Overflow provider. Add Service Transactions to the head of household's record with a Funding Source of "ESG-CV" and enter the amount used for the hotel/motel unit.

Temporary Emergency Shelter

Temporary Emergency Shelter, which only includes new shelters that would not pass a habitability inspection (e.g., an outdoor tented shelter space for sleeping), funded by ESG-CV must be tracked separately in HMIS. Hotel/motel units used for emergency shelter purposes are considered ES Overflow, not Temporary ES. If your agency is assisting households in a new Temporary ES with ESG-CV dollars, then please submit a [New Project Form](#) to ohioboscoc@cohhio.org. HMIS users will enter the household into their new ESG-CV Temporary ES project. Add Service Transactions to the head of household's record, select the Funding Source of "ESG-CV", and enter the amount used for the service.

Reporting

ESG recipients are required to submit quarterly reports on ESG-CV funded projects. The quarterly reports include an ESG-CV CSV report generated in HMIS. ESG-CV reporting requires the HMIS Lead, rather than the subrecipient, to generate the CSV reporting on a quarterly basis.

Activities

Shelter and Congregate Facilities De-concentration

Hotel/Motel Overflow (CDBG, OHFA, ESG-CV or potentially FEMA-funded)

Any congregate facility that has been using hotel/motel units to help deconcentrate their facility to provide safe physical distancing can track these households in HMIS.

If your agency already has an Emergency Shelter Overflow project in HMIS, you can enter these households into that project and follow the normal workflow. Otherwise, please send a [New Project Form](#) to ohioboscoc@cohhio.org and once it is approved, the HMIS Team will create a new provider for you.

HMIS users will enter the households being housed in hotel/motel rooms following the standard shelter entry/exit workflow, then the user will record a Motel Voucher Service Transaction. Select a Funding Source of "COVID-19 De-concentration", "CDBG", "ESG-CV" or "OHFA" (see corresponding sections above), depending on which funding source you plan to use and enter the amount paid for the hotel/motel unit.

Isolation/Quarantine

Isolation/Quarantine Units

Some providers have established off-site isolation and/or quarantine units for their homeless clients. Isolation units are for those who have tested positive for the Coronavirus and must be isolated.

Quarantine units are for those who have been exposed to the virus, but have not yet tested positive. In most communities, hotel/motel units are used for I/Q purposes. It is likely that costs associated with creating and supporting I/Q units will be eligible to be reimbursed with FEMA funds. Providers should maintain as much documentation related to I/Q unit costs as possible, including client-level documentation that supported the need for I/Q. Providers may also be providing I/Q services using the funding sources described above.

If you plan to provide Isolation/Quarantine units and you do not already have an Emergency Shelter Overflow project in HMIS, or you are using ESG-CV to fund the project, please submit a [New Project Form](#) to ohioboscoc@cohhio.org and once it is approved, the HMIS Team will create a new provider for you.

If your agency is only providing isolation/quarantine units in your existing facility, please contact the HMIS Team to discuss options for project set-up and data entry.

HMIS users will enter households assisted in off-site Isolation/Quarantine units following the standard shelter entry/exit workflow, then the user will record a Motel Voucher Service Transaction. Select a Funding Source of “FEMA – I/Q,” “CDBG,” “ESG-CV” or “OHFA” and enter the amount paid. If your community has established I/Q units for anyone in the community who cannot isolate or quarantine at home, not just for those experiencing homelessness, contact the HMIS and CoC teams to discuss project set-up, if you are intending to use HMIS to track client level data.

New Project Setup

New Project Form

When completing a New Project Form for one of the new projects identified above, please complete the form using instructions for the following fields:

New Project Program Type

Select “Emergency Shelter” if the project is for an ES Overflow project or a Temporary ES. If the project is for Emergency Rental Assistance, leave this section blank, as these projects are not homeless dedicated and we will set it up as a Project Type of “Other”. For ESG-CV funded HP and RRH projects, identify the Project Type as “HP” or “RRH”.

Homeless Dedicated

All three conditions are met for ES Overflow projects, Temporary ES, HP, and RRH project types. None of the conditions are met if the project is an Emergency Rental Assistance project.

New Project Start Date

For OHFA funded projects, enter a date after 4/2/2020.

ESG-CV projects can have a start date that aligns with what is permitted in their ESG-CV grant agreement with ODSA.

OMHAS Criminal Justice Housing Program projects have a start date on or after 6/17/2020.

Bed and Unit Counts

Unless your Emergency Shelter Overflow project is a single-site facility with a set number of beds, leave this section blank.

Funding Source

Select “Local or Other Funding Source (please specify below)” by specifying the funding source and the grant start date.

Project Changes Including Funding Source Additions

If you would like to make changes to a project including adding a funding source, email the CoC HelpDesk at ohioboscoc@cohhio.org.