CoC Program Joint Component Funding: Project Setup and Reporting in HMIS

As discussed in [SNAPS In Focus: The New Joint Transitional Housing and Rapid Re-housing Component](#), the Joint Transitional Housing (TH) and Rapid Re-Housing (RRH) Component Project was designed to help communities provide crisis housing with financial assistance and wrap around supportive services needed by program participants to quickly move into permanent housing.

Project Setup

Joint component projects should be set up as two separate projects in the HMIS:

- One TH project, with a complete and accurate record of the TH inventory and appropriate tracking and management of all clients that utilize the TH resources of the project.
- One RRH project, with a complete and accurate record of the RRH inventory and appropriate tracking and management of all clients that utilize the RRH resources of the project.

For **each** project, select the "HUD: CoC – Joint Component TH/RRH" response option in *Funding Source* (data element 2.06*)*.

Use the *Funding Source* Grant Identifier field to record the grant number in each project.

Multiple Funding Sources

HUD allows for funds other than CoC – Joint Component TH/RRH funds to be used to pay for TH or RRH units as part of the joint component project. In cases where another source of funding is used to pay for a portion of the project, project set up would include adding the additional *Funding Source* to either or both Joint Component projects as applicable. For example, if ESG RRH funds are used to pay for the RRH units that are accessed through the joint component project, the ESG-funded RRH project associated with the joint component RRH project must have both the HUD: CoC – Joint Component TH/RRH funding source AND the ESG: Rapid Re-housing funding source selected in data element 2.06.

Client Enrollments

- In general, all joint-component clients' TH enrollments should reflect the actual dates they are residing in the TH facility. All joint-component clients' RRH enrollments should reflect the full time they are receiving assistance from the joint-component project, whether or not they are receiving RRH rental assistance, specifically. The *Housing Move-in Date* (data element 3.20) will be used to differentiate joint-component clients who are housed from those who are receiving other services.
- Some clients may use the TH project and not access the associated RRH project, whether because the appropriate opportunity has not yet arisen or because a more appropriate housing placement was found. However, all clients entering the TH project should have a *Project Start Date* (data element 3.10) in the RRH project **on the same day** as the TH *Project Start Date* to indicate that they are under consideration for this portion of the project. If they exit the TH project without accessing the RRH project, they would simply be exited from both projects without a *Housing Move-in Date* (data element 3.20).

- Some clients may start off receiving housing placement assistance for several weeks before moving into the TH portion of the project. In these cases, their RRH Project Start Date would be the date they meet all the requirements for being admitted into the project (described in the HMIS Data Standards Manual, p. 45). That is:
    - Information provided by the client or from the referral indicates they meet the criteria for admission
    - The client has indicated they want to be served or housed in the project
    - The client is able to access services and housing through the project. The expectation is the project has a housing opening (on-site, site-based, or scattered-site subsidy) or expects to have one in a reasonably short amount of time.
    - Some of these clients may access the TH portion of the project at a later date. At that time, they would be enrolled in the TH project with a *Project Start Date* reflecting the first night in residence in the TH.

TH Project
RRH Project
Exit to appropriate destination without a Housing Move-in Date

- Only those clients who then move into a permanent housing unit using the associated RRH resources should have a *Housing Move-in Date* in that RRH project. At this point, the clients should be exited from the TH project with a destination of "Rental by client, with RRH or equivalent subsidy."

TH Project
Exit to "Rental by client, with RRH or equivalent subsidy"
RRH Project
Move-in Date

- Since clients entering the joint component RRH project may be served directly from TH living situations, cases may arise where clients enter the RRH from other TH projects, without also having been served in the associated TH project.
- In the event that a joint component RRH client (or any other RRH client) loses their housing and the joint component RRH project stops paying rental assistance but is continuing to support re-housing, the project should **exit the client from the RRH project and create a new Project Start Date in the same RRH project immediately** following the prior enrollment. The RRH project would continue working with the client until a new unit is found, at which point a new *Housing Move-in Date* would be recorded. If the client is placed in the TH project during this period, they would have a new TH start date, as well, reflecting their actual time in the TH project. This ensures both that the client's history of move-in dates is preserved and that people who are not currently in housing are captured appropriately in reporting.

TH Project
Exit to "Rental by client, with RRH or equivalent subsidy"
RRH Project
Move-in Date

TH Project
Exit to "Rental by client, with RRH or equivalent subsidy"
RRH Project
Move-in Date

- At the time of each enrollment, be sure to capture **accurate HMIS data** in *Project Start Date* (3.10), *Living Situation* (3.917), *Move-in Date* (3.20), *Project Exit Date* (3.11), *Destination* (3.12), and all other required data elements. Maintain back-up documentation in client files to explain any apparent discrepancy in program eligibility between the HMIS record and the client file.

Reporting

Annual Performance Report (APR)
Each Joint Component project will be required to submit an APR comprising two separate CSV files:

- One CSV-APR for the TH project.
- One CSV-APR for the RRH project.

The CoC APR Guidebook provides guidance for uploading multiple CSV files into Sage.

Housing Inventory Count (HIC)
At the time of the HIC, each bed and unit available in the TH project of the joint component will be treated as all other TH beds are in the HIC. Similarly, the RRH resources of the joint component will be treated as RRH inventory.

Point-in-Time (PIT) Count
At the time of the PIT count, all clients currently enrolled in the TH project of the joint component will be considered people experiencing sheltered homelessness. Clients enrolled in the RRH project **with a move-in date** will not be considered to be homeless for PIT count purposes.

Longitudinal Systems Analysis (LSA)
Clients enrolled in joint component projects will be included in LSA reporting consistent with the rules associated with any other TH or RRH project.