New Project Request Instructions

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PDDE 101 & Resources

Project Descriptor Elements (PDDEs) are the foundational building blocks for setting-up / managing projects in HMIS.

Use this link to for more information on the Project Descriptor Data Elements (PDDEs) in the HMIS Data Standards - HUD Exchange: Project Descriptor Data Elements.

Regardless of an agency, or projects, _funding source_ & **regardless of** whether or not the project _enters client data_ into the CoC's HMIS, HUD requires CoC's to record PDDE information in HMIS **for all agencies** and projects in the CoC's Homeless Response System.

PDDEs for each HMIS project are entered and managed by the CoC's HMIS System Administrators in collaboration with each agency, _not_ the End Users.

- PDDE's are created at initial project setup within HMIS
- Updated as changes occur to project or funding
- Reviewed annually with the HMIS System Administrators

Agencies should refer to guidance provided by HUD for details on when changes to Project Descriptor Data Elements (PDDEs) must be reported; taking particular note of _HMIS Data Standard 2.06_ – as it may require creation of a new project in HMIS, and the _HMIS Data Standard 2.07_ – as only specific changes to bed/unit inventory need to be reported.

PDDE Definition and Importance:

Project Descriptor Data Elements (PDDEs):

- Contain basic information about projects in HMIS
- Help ensure HMIS is a consistent and comprehensive database of information about homelessness
- PDDEs are the 'building blocks' of HMIS & enable HMIS to:
  - Associate client-level records with the various projects in which clients will enroll in across project types
  - Clearly define the type of project the client is associated with the entire time they received housing or services
  - Identify which federal partner programs are providing funding to the project
  - Record bed and unit inventory and other information, by project, which is relevant for the:
    - Longitudinal System Analysis (LSA)
    - System Performance Measures (SPMs)
    - Housing Inventory Counts (HIC)
    - Point In Time (PIT) counts
    - Bed utilization reporting

Below is a visual of the required HMIS PDDEs, with *each comprised of multiple sub-elements* of project information:
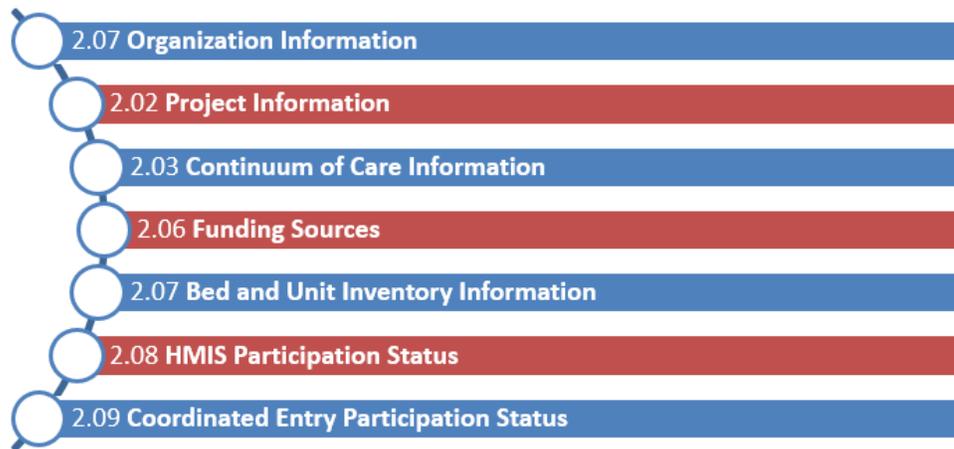
Instructions: HMIS Project PDDE Submission Form

To ensure that PDDEs are completed correctly for each HMIS Project please read the instructions in full & refer to as answering each question on the **New Project Request Form**.

What is Needed From You:

- Use these instructions to complete **HMIS New Project Request Form**, this will ensure that each PDDE is correctly answered *******much of the information can likely be found in the projects **grant/funding agreements*****

  - **If the selected ' *Project Fund Source'* is *HUD: CoC Joint Component TH/RRH* – you _MUST_** complete *two* separate form submissions, **1)** for the *TH* component **2)** for the *RRH* component

  - The form uses **conditional logic**, so *certain fields will only appear* based on previous form answers

HMIS Project Request Form Questions:

** HMIS Project Request Forms are to be submitted by the **designated Partner Agency _HMIS Point-of-Contact_** (PoC)

➢ Select appropriate response (Yes or No) to this question

1) **HMIS Name & ID # of Partner Agency (as appears in the MD BoS HMIS)**

2) **Name of the NEW HMIS Project**

3) **Name and Job Title of Person Submitting Form**

4) **Email of Person Submitting Form**

5) **Select the LHC(s) the Project Provides Services In**
   a. Southern MD Only: Select all the Southern MD counties this Project Provides Services In

6) **Project Address**
   ▪ Often this is the street address of the project's principal site – **or** –
      o For scattered site projects, the address in which most of the project's clients are housed
      o For tenant-based scattered site projects or VSPs, the administrative address may be used

7) **Project Operating Start Date**
   ▪ The _first day_ on which a project provided (or will provide) services and/or housing
   ▪ Projects that are fully funded but have not yet begun operating may be entered with a future project start date that reflects the date the project will begin providing services

8) **Does this Project primarily serve those experiencing homelessness or at risk of homelessness?**
   Click Here to review the HUD definition of the 4 homeless categories
   ▪ YES / NO: Regardless of _funding_, and regardless of whether or not the project _enters client data_ into the CoC's , **is the _primary purpose_ of this Project to serve those that are homeless – OR – are at risk of homelessness**?
      o YES = This Project primarily serves those experiencing homelessness OR at risk of homelessness
      o NO = This Project does NOT primarily serve those experiencing homelessness or at risk of homelessness

9) **Is this Project a Victim Service Provider (VSP)?** *as defined by the HEARTH Act*
   ▪ Only select YES if:
      o Agency is defined as a Victim Service Provider (VSP) as defined by the HEARTH Act, or
      o A non-VSP agency has projects funded by FVPSA, OVC, OVW, or Specialized Housing and Services for Victims of Human Trafficking
   ▪ Below are resources where more information can be found:
      o HUD Exchange: Domestic Violence and Homelessness
      o Victim Service Providers +
   a. If YES, does this Project Participating in a Comparable Database: Answer YES or NO
   b. If YES, what is the Name of the Comparable Database? (DVIMS or Other)
      ▪ If 'Other', Please Provide the Name of the Comparable Database

10) Does this Project Participate in HMIS/DVIMS by Entering Client Data Into the MD BoS (or if a VSP project, enter into a Comparable Database)?

Replying **YES** means the data is collected within the CoC's designated , or that data is submitted to the CoC's designated at least once a year to cover the whole year of required client data collected by the project. Projects participating in an implementation are subject to the policies and procedures of that implementation, regardless of whether participation is by entering data directly into the or by providing data exported from another source. Projects providing data from one implementation to another implementation are subject to the policies and procedures of both.

   a. If YES, what was the Participation Start Date?

11) What is the Project Type?

More information can be found using this link HUD Exchange: PDDE - Project Information

   a. If Project Type is *RRH*: <mark>What is the PH - Rapid Re-Housing **subtype**</mark>? *Select ONLY One*

      i. RRH: Housing *with or without* services

      ii. RRH: Services only (meaning **NO** rental assistance is provided)

   b. If Project Type is ***Services Only*** or ***RRH: Services Only***: Is this Project Affiliated with a residential Project? *Select ONLY One*

      i. If YES - Enter the Project ID and Name *exactly* as it appears in HMIS/DVIMS

   c. What is the Housing Type?

      i. This is *only applicable* to the following Residential Project Types:

         ○ ES

         ○ TH

         ○ PSH

         ○ PH – Housing Only

         ○ PH – Housing w/ Services

         ○ RRH

      ii. Select ONE Option:

         ○ Site-Based – single Site: All clients are housed in a single project facility

         ○ Site - based - clustered / multiple sites: Clients are housed in more than one project facility in multiple locations, but more than one client is housed in each project facility. The facility locations are owned, operated, or sponsored by the project

         ○ Tenant-based - scattered site: Clients have leases or other occupancy agreements and are housed in residences that are not owned or managed by the

12) Target Population this Project Serves

▪ DV: Survivors of Domestic Violence - At least 75% of persons served by the project must be survivors of domestic violence

▪ HIV: Persons with HIV/AIDS - At least 75% of persons served by the project must be persons with HIV/AIDS

▪ NA: Not Applicable

13) Coordinated Entry (CE) Participation Status

To determine the correct replies, please refer to guidance found on the HUD Exchange: PDDE - CE Participation Status

a. Is this Project a Designated CE Access Point? YES / NO

  i. If YES, In the Role of CE Access Point - Select Which Services / Assessments this Projects Provides

b. Does this Project Receive CE Referrals? YES / NO

c. If YES to either of the above, What was the CE Participation Start Date?

14) Does this Project Receive HOPWA Funding?

a. If YES - Is this Project a HOPWA Funded Medically Assisted Living Facility? YES / NO

15) Project Fund Source

More information can be found using this link HUD Exchange: PDDE - Funding Sources. Ensuring that funds for the Project are identified will assist in accurate reporting.

- For each ' Project Fund Source' you will list the:
  o Project Fund Source: Grant ID
  o Project Fund Source: Grant Start Date

- **If the selected ' *Project Fund Source*'** is *HUD: CoC Joint Component TH/RRH* – you *MUST* complete *two* separate form submissions, **1)** for the *TH* component **2)** for the *RRH* component

16) Bed and Unit Inventory (BUI)

More information can be found using this link HUD Exchange: PDDE - Bed and Unit Inventory Information

To correctly complete BUI information for this Project, please read the full instructions outlined below. Changes to the Projects BUI *can & should* be updated as needed throughout the year. More information can be found using the above link to the HUD Exchange.

The PDDE Data Standard 2.07 'Bed and Unit Inventory Information' must be completed for the following Project Types:

- Emergency Shelter
- Transitional Housing
- PH – Permanent Supportive Housing
- PH – Housing Only
- PH – Housing with Services
- PH – Rapid Re-Housing (subtype: Housing with or without services)

The below screenshot shows the information that **must** be answered for **each** *Household Type* (Q16b – 16d). The form you are completing uses conditional logic, so certain fields will only appear based on previous form answers.

Bed and Unit Inventory

Add Bed / Unit Inventory

Household Type *	-Select- ⌄
Bed Type	-Select- ⌄
Availability	-Select- ⌄
Total Bed Inventory *	

Of the total inventory what number of beds are dedicated to:

Chronically Homeless Veteran Bed Inventory *	
Youth Veterans Bed Inventory *	
Any Other Veteran Bed Inventory *	
Chronically Homeless Youth Bed Inventory *	
Any Other Youth Bed Inventory *	
Any Other Chronically Homeless Bed Inventory *	
Non-dedicated Bed Inventory *	

Unit Inventory *	
Inventory Start Date *	__/__/____ 📅 ↺ 📅
Inventory End Date	__/__/____ 📅 ↺ 📅

a. **Please enter the Total # of beds in this Project** (**must match final calculation in <mark>Q16e</mark>** – if it does not, you will need to review entries in Q16b – Q16d)

   This will be the *# of beds* for the Project *as a whole*. In Q16b – Q16d, you will *breakout this whole #* and indicate the # of beds for *each HH Type*.

For Q16b – Q16d, you will indicate for *each **HH Type***:

- Inventory **Start Date** (This is the date the BUI first became available)
- The ***Bed Type*** (Facility Based, Voucher, Other)
- And, for each HH Type, the inventory must be further broke-down to indicate how many beds are ***Dedicated*** to *each* **homeless sub-population**
  - The form will auto-calculate the # entered for beds ***Dedicated*** to each homeless sub-population – showing a **TOTAL # of beds for each of the 3 Household** (HH) **Types**
- # of **Units** for each of the 3 Household (HH) Types

Below are instructions for determining the ***HH Type***, ***Bed Type***, ***Dedicated*** Beds.

- **Household Type**

   If beds can be used for multiple household types, they must still be reported in 1 of the 3 official HUD Household Types.

   It can be helpful, especially for RRH projects, to record BUI using numbers from the grant agreements.

  - Household with at least 1 Adult and 1 Child: Abbreviation is **A+C**

     All Adult + Child HH must have at least 2 people. At least one member of HH is under the age of 18 & at least one member of HH is 18+

  - Adult Only Households: Abbreviation is **AO**

     Singles or Adults Only. Everyone in HH is 18+. Includes HH with only one single person 18+ & HH with at least one adult and dependents 18+

  - Child Only Household: Abbreviation is **CO**

     Everyone in HH is under the age of 18. This includes HH where there is only one single person under the age of 18 & HH where the parent is under 18 and has dependent under the age of 18

- **Bed Type**
  - Facility Based: Beds located in a residential homeless assistance facility dedicated for use by persons who are experiencing homelessness
  - Voucher: Beds made available by the homeless assistance project through vouchers or other forms of payment (e.g., tenant leased)
  - Other: Beds located in another facility not dedicated for use by persons who are experiencing homelessness (e.g., church)

- **Dedicated Beds**

  Of the total beds for each HH Type, indicate how many are dedicated for homeless sub-populations

Of the total inventory what number of beds are dedicated to:	
Chronically Homeless Veteran Bed Inventory *	
Youth Veterans Bed Inventory *	
Any Other Veteran Bed Inventory *	
Chronically Homeless Youth Bed Inventory *	
Any Other Youth Bed Inventory *	
Any Other Chronically Homeless Bed Inventory *	
Non-dedicated Bed Inventory *	

- **Total Bed Inventory** (for each HH Type)

  The total for **each** HH Type _must equal_ the **Projects total** beds available _as a whole_ in Q16a.

  Example: This Project has a _total of 17 beds_. The breakdown of the total # of beds is **2** beds for Child Only HH, **5** beds for Adult Only HH, and **10** beds for HH with at least 1 Adult and 1 Child.

- **Unit Inventory**

  Unit = separate quarters (room, apartment, house, etc.) intended to shelter/house individual households.

  Example:
  - House with 3 bedrooms intended to house only 1 family/HH **= 1 Unit**
  - House with 3 bedrooms intended to house 3 mothers with children in each bedroom **= 3 Units**
  - Projects that **do not have** a fixed number of Units (e.g., a congregate shelter project) may record Units as the:
    - Bed inventory
    - Number of residential facilities operated by the project
    - Number of rooms available

17) *SEASONAL ONLY* ES Projects

If this a *SEASONAL ONLY* ES Project - you must enter an OPERATING END DATE that the project will end for the season

18) Who will Need 'Enter Data As Access' to this Project?

In order for data to be entered into this new HMIS / DVIMS project, please list the names all active HMIS End Users that will need access to the project