

GUIDE TO HMIS PROJECT TYPES

Emergency Shelter -Night-by-Night (NBN)

Normally used by high-volume shelters where a significant amount of clients spend a night at the shelter as needed or on an irregular basis. **In HMIS, entering a bed service each night the client stays overnight is required;** otherwise, the client will not appear in your reporting. NBN does not require that you exit and reenroll clients based on when they stay - you may leave them enrolled in your program. Once you are no longer serving the client you may exit them from the program at that time.

HMIS Project Name Code: ES

HMIS DATA ENTRY TIMEFRAME: Same day

Emergency Shelter - Entry Exit (EE)

Provides temporary lodging for people experiencing homelessness in general or for specific populations of people experiencing homelessness. Requirements and limitations may vary by the funder, so please confirm this. The EE shelter project type should be used for all shelters that collect Universal Data Elements (UDEs) and certain Program-Specific Data Elements (PSDEs) at project start and project exit, including projects that require or strongly encourage a **continuous stay** while a client resolves their experience of homelessness. Clients are exited when no longer being served.

HMIS Project Name Code: ES

HMIS DATA ENTRY TIMEFRAME: Same day

Street Outreach

Offers services necessary to reach out to people experiencing unsheltered homelessness, connect them with emergency shelter, housing, or critical services, and provide urgent, non-facility-based care to those who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility. Only persons who are residing on streets or other places not meant for habitation should be entered into a street outreach project. Projects assisting persons **other than** unsheltered persons must have two separate projects to be set up in HMIS, one 'Street Outreach' and the other 'Services Only.'

HMIS Project Name Code: SO

HMIS DATA ENTRY TIMEFRAME: 2 Working Days

Safe Outdoor Space - Emergency Shelter

This program must be set up in HMIS as an **Emergency Shelter**. People living in RVs are considered housed if they are regularly connected to water, sewer and utilities or a septic system, well and generator, meet local codes, and the household owns or rents the RV and the land upon which it is located, Residents of tiny homes, pallet shelters and sheds are considered housed if the home meets local codes and contains a toilet, shower, kitchen, sleeping and living space, and is connected to water, sewer and utilities. The household must either own or rent the land and unit. The unit must also have climate control if located in very cold and very hot climates

HMIS Project Name Code: ES

HMIS DATA ENTRY TIMEFRAME: Same day

Safe Outdoor Space - Street Outreach

This program must be set up in HMIS as **Street Outreach**. People living in tents, sprung shelters, cars, trucks and vans are never to be considered housed.

HMIS Project Name Code: SO

HMIS DATA ENTRY TIMEFRAME: 2 Working Days

HMIS DATA ENTRY TIMEFRAME: Entering data in a timely manner reduces human error that occurs when too much time has lapsed between the collection and/or service transaction and the data entry. Timely data also ensures community data accessibility.(e.g. monitoring purposes, increasing awareness, meeting funding requirements etc.).

Expectation: If indicated in **red**, each program type enters applicable data as soon as possible but should not exceed the prescribed timeframes.

The **HMIS PROJECT NAME CODE** is added by MDHI staff at the very end of project names created in HMIS.

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Permanent Housing - Permanent Supportive Housing

A project that offers permanent housing and supportive services to assist people experiencing homelessness **with a disability** (individuals with disabilities or families in which one adult or child has a disability) to live independently.

HMIS Project Name Code: PSH

HMIS DATA ENTRY TIMEFRAME: 7 Calendar Days

Permanent Housing - Housing Only

A project that offers permanent housing for people experiencing homelessness but does not make supportive services available as part of the project.

HMIS Project Name Code: PH

HMIS DATA ENTRY TIMEFRAME: 7 Calendar Days

Permanent Housing - Housing with Services

A project that offers permanent housing and supportive services to assist people experiencing homelessness to live independently but does not limit eligibility to individuals with disabilities or families in which one adult or child has a disability. For this PH project type, **a disability is not required.**

HMIS Project Name Code: PH

HMIS DATA ENTRY TIMEFRAME: 7 Calendar Days

Rapid Re-housing

A housing project that provides housing relocation and stabilization services and/or short- and/or medium-term rental assistance as necessary to help an individual or family experiencing homelessness move as quickly as possible into permanent housing and achieve stability in that housing.

Note: HUD does define Rapid Re-housing projects as a permanent housing project.

HMIS Project Name Code: RRH

HMIS DATA ENTRY TIMEFRAME: 7 Calendar Days After Enrollment/Eligibility is Established

Rapid Re-housing - Services Only

A Rapid Re-housing project that provides services only and **does not** provide ongoing rental assistance or support any inventory for participants.

HMIS Project Name Code: RRH

HMIS DATA ENTRY TIMEFRAME: 7 Calendar Days After Enrollment/Eligibility is Established

Transitional Housing

A project that provides **temporary lodging** and is designed to facilitate the movement of individuals and families experiencing homelessness into permanent housing within a specified period of time, but no longer than 24 months. Requirements and limitations may vary by program and will be specified by the funder. Tenants must sign a lease or occupancy agreement.

HMIS Project Name Code: TH

HMIS DATA ENTRY TIMEFRAME: 7 Calendar Days

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Services Only

Offers either stand-alone services (other than Street Outreach or Coordinated Entry) **or** services related to a housing project or specific housing structure.

HMIS Project Name Code:
SSO

Day Shelter

A project that offers daytime facilities and services for people experiencing homelessness. Services may include: meals, showers, case management, and access to community resources. **These projects do not provide lodging.**

HMIS Project Name Code:
DS

Homelessness Prevention

Offers services necessary to **prevent a person from entering an emergency shelter or place not meant for human habitation.** Clients can be at risk for housing instability for a variety of reasons. This project type can provide financial assistance to the client to prevent them from losing their housing.

HMIS Project Name Code: HP

HMIS DATA ENTRY TIMEFRAME: 7 Calendar Days After Enrollment/Eligibility is Established

Safe Haven

A project that offers supportive housing that (1) serves hard to reach homeless persons with severe mental illness who came from the streets and have been unwilling or unable to participate in supportive services; (2) provides 24-hour residence for eligible persons for an unspecified period; (3) has an overnight capacity limited to 25 or fewer persons; and (4) provides low demand services and referrals for the residents.

HMIS Project Name Code: SH

Source: [HUD Data Dictionary](#).