

# HOPWA Program HMIS Manual

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A GUIDE FOR HMIS END USERS AND HMIS LEADS/SYSTEM  
ADMINISTRATORS



U.S. Department of Housing and Urban  
Development

ALIGNS WITH FY 2024 HMIS DATA STANDARDS  
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## Revision History

Release Date	Revision Summary
<b>March 2015</b>	First Release
<b>December 2016</b>	Second Release
<b>September 2017</b>	Third Release
<b>September 2018</b>	Fourth Release
<b>September 2019</b>	Fifth Release – updated to align with FY 2020 HMIS Data Standards.
<b>July 2020</b>  <b>V 1.1</b>	Updated to include <a href="#">HOPWA-CV</a> guidance
<b>September 2021</b>	Sixth Release – updated to align with FY 2022 HMIS Data Standards <ul style="list-style-type: none"> <li>• Added data collection instruction for new HOPWA field in <a href="#">2.02 Project Information</a></li> <li>• Added data collection instruction for new fields in <a href="#">W3 Medical Assistance</a> and new element <a href="#">W6 Prescribed Anti-Retroviral</a></li> </ul>
<b>May 2023</b>	Seventh Release – updated to align with FY2024 HMIS Data Standards <ul style="list-style-type: none"> <li>• Added data collection instructions for new HOWPA field in C4 Translation Assistance Needed</li> </ul>
<b>July 2023</b>	Add missing <a href="#">2.08 HMIS Participation Status</a> and <a href="#">2.09 Coordinated Entry Participation Status</a> Project Descriptor data element setup instructions

## Introduction

The *HOPWA (Housing Opportunities for Persons with AIDS) HMIS Program Manual* is intended to support data collection and reporting efforts of Homeless Management Information System (HMIS) Leads/System Administrators and HOPWA Program grantees. This manual provides information on HMIS project setup and data collection guidance specific to the HOPWA Program.

The guidance provided in this document aligns with requirements around using HMIS as stated by the HOPWA office and refers to the data elements required for HOPWA in an HMIS as established in the [FY 2024 HMIS Data Standards](#). This document is not a replacement for any specific program guidance, requirements, regulations, notices, and training materials on the HOPWA Program. This manual only addresses the use of HMIS for HOPWA.

## HOPWA Resources

- **HOPWA Program** Guidance about the HOPWA program and its requirements can be found online at the [HOPWA Program](#) page.
- **Ask A Question:** To ask a question about any HOPWA Program HMIS requirement go to the [Ask A Question](#) section of the HUD Exchange. Please be sure to select “HMIS” for your question under “My Question is Related To”. HUD and HOPWA Program staff are working together to answer questions that come in on the AAQ related to HOPWA and HMIS.

## Additional HMIS Resources

- There are a variety of documents available on the HUD Exchange [HMIS](#) page that detail all HMIS Data and Technical Standards, Federal Partner Information, and information about HMIS forums for HMIS Leads, System Administrators, and Vendors.
- The [HMIS Data Standards](#) page contains a suite of HMIS Data Standard resources, which are briefly described below. Each of the documents has a specific purpose and intended audience. The HMIS Lead should be familiar with all the documents and collectively use them as their HMIS reference materials along with specific materials provided by the software provider.
  - [FY2024 HMIS Data Manual](#) represents the foundation for the data contained within an HMIS, project setup instructions, and data collection instructions.
  - [FY2024 HMIS Data Dictionary](#) Table Shells contain the data element tables with relevant programming instructions, system logic and other issues to be used by vendors for HMIS programming. The information in the tables shells aligns with the information contained herein.
  - [FY2024 CSV Specifications](#) This document provides specifications for a standard set of comma-separated values (CSV) files that include all data elements and fields defined by the FY2024 HMIS Data Standards, along with information that describes an exported data set.
  - [FY2024 XML Schema](#) The HUD HMIS XML Schema specifies a format for transferring HMIS data. This XML format can be used for data migrations between systems, or the data types defined within it could be individually referenced in custom web methods.
  - [HMIS Federal Partner Participation Resources](#) Each link on this page contains resources and materials for following the HMIS requirements of HUD and other federal partners.
  - [HMIS Project Setup Tool](#) provides a general framework to support project setup in HMIS by system administrators. It assists system administrators in ensuring that all HMIS participating projects are set up using the appropriate HMIS project types and are collecting the required

data elements.

## HMIS Project Setup Steps

It is important to be sure that communities understand the difference between a **program** and a **project** because they have distinct meanings in this context. A program is the source of funding that the organization is receiving to run its project (e.g., HOPWA Program funding for ABC Permanent Housing project). For data collection purposes, HUD and its federal partners refer to categories of funding within a program as **components**.

### Identify Projects for Inclusion in HMIS

Identify all the **projects** within the HMIS implementation that receive HOPWA funding. HOPWA provides funding to grantees in two different ways:

**Formula Program** (90% of national funds) awards are provided to certain states and cities that constitute the most populous unit of general local government in the Eligible Metropolitan Statistical Area (EMSA). The formula grantees receive formula allocations based on their State or metropolitan population and proportionate number of cases of persons with AIDS, and then allocate the funding to project sponsors across the EMSA or State. Formula Program providers report program accomplishments through the HOPWA section of the major city in the EMSA or State's Consolidated Annual Performance and Evaluation Report (CAPER).

**Competitive Program** (10% of national funds) awards are provided based on a national competition to areas that are not eligible for formula funding and to projects demonstrating innovative models that address special issues or sub-populations. Competitive Program providers report program accomplishments through the HOPWA Annual Performance Report (HOPWA APR). In the event a single project receives funding from multiple HOPWA grants (e.g., 2 separate competitive grants or 1 competitive grant and 1 formula grant), separate projects should be created so that tracking expenditures and accomplishments by funding source can easily be conducted.

### Identify Funding Components for each Project

Identify the **component** for each project funded through the HOPWA Program *per the project's grant agreement*. The HOPWA Program includes eight eligible components:

- The **Hotel/Motel (H/M)** component of HOPWA funds are designed to provide motel and hotel vouchers for up to 60 days if no appropriate shelter beds are available, and subsequent rental housing has been identified, but is not immediately available for move-in by the program participants. For the HOPWA annual performance reporting through the HOPWA CAPER and APR, hotel and motel vouchers are categorized under "Transitional/Short Term Housing Subsidy Assistance".
- The **Short-Term Housing (STH)** component of HOPWA supports temporary shelters (facility-based housing – leasing) to allow for opportunity to develop an individualized housing and service plan to guide the client's linkage to permanent housing. For the HOPWA annual performance reporting through the HOPWA CAPER and APR, STH is combined with transitional housing as a single housing subsidy assistance category.
- The **Housing Information (HI)** component of HOPWA provides counseling, information, and referral services to assist in locating, acquiring, financing, and maintaining housing. This component is consistent with the category used for HOPWA annual performance reporting through the HOPWA CAPER and APR.
- The **Permanent Housing (PH)** component of HOPWA supports facility-based housing (operating or leasing, including master-leasing) and Tenant-Based Rental Assistance (TBRA). Both methods of permanent housing assistance enable clients to live as independently as possible in a permanent setting.

For the HOPWA annual performance reporting through the HOPWA CAPER and APR, facility-based permanent housing and TBRA are delineated as separate HOPWA housing subsidy assistance types.

- The **Permanent Housing Placement (PHP)** component of HOPWA helps to establish a new permanent residence where continued occupancy is expected. This program covers costs associated with housing referrals, tenant counseling, application fees and credit checks, first month's rent and security deposit, and one-time utility connection fees and processing costs. For the HOPWA annual performance reporting through the HOPWA CAPER and APR, PHP is considered a housing subsidy assistance category under the HOPWA program.
- The **Short-Term Rent, Mortgage Utility Assistance (STRMU)** component of HOPWA is time-limited housing financial assistance designed to prevent homelessness and increase housing stability of the tenant or mortgagor of a dwelling. Grantees may provide assistance for a period of up to 21 weeks in any 52-week period. The amount of assistance varies per client depending on funds available, need, and program guidelines. For the HOPWA annual performance reporting through the HOPWA CAPER and APR, STRMU is listed as a separate housing subsidy assistance category.
- The **Transitional Housing (TH)** component of HOPWA supports facility-based housing (operating or leasing) providing up to 24 months of housing as individuals and families move to permanent housing. For the HOPWA annual performance reporting through the HOPWA CAPER and APR, TH is combined with short-term housing as a single housing subsidy assistance category.
- The **Supportive Services** component of HOPWA supplements housing with services that help clients manage their HIV/AIDS condition. For the HOPWA annual performance reporting through the HOPWA CAPER and APR, supportive services are categorized separately from the housing subsidy assistance types.

## Set Up Projects in HMIS

One of the most critical steps in accurate data collection and reporting is ensuring that a project is set up properly in an HMIS. Incorrect project setup will jeopardize recipients' ability to produce accurate, reliable reports and will affect the community's ability to generate community wide reports like System Performance Measures.

HMIS System Administrators should follow the procedures established for their particular HMIS when setting up projects in the HMIS. These setup procedures must include, at a minimum, the following:

1. The HMIS includes Project Descriptor data elements for all residential continuum projects, regardless of their participation in HMIS; and
2. The HMIS Lead, in consultation with the CoC, reviews project descriptor data at least once annually and updates that data as needed.

The following are required Project Descriptor Data Elements:

### Organization Information (2.01)

The name of the agency/organization receiving HOPWA funding and providing the direct services to clients must be entered or identified with the HOPWA specific project. The HMIS generates an identification number. The HMIS must maintain only one single record for each agency/organization, regardless of how many projects they operate. For most formula-funded projects, this is the HOPWA project sponsor organization, unless the grantee themselves provides direct service with HOPWA funds. Depending on the local program design under the HOPWA competitive program, this could be the grantee or the project sponsor. In the HMIS Data Standards, HUD strongly recommends that the name of the organization is the actual legal name of the entity and not an abbreviation or other derivative of the name, since the name is being transmitted in reports.

## Project Information (2.02)

- **Project ID:** The HMIS must assign a Project ID to each project via a system generated number or code, which serves as a distinct identifier that is consistently associated with that project.
- **Project Name:** The name of the project receiving HOPWA funding must be entered or identified with the HOPWA specific project. HMIS Leads/System Administrators should note that often the name of the project on the grant agreement is not the same as the name the project is called by the organization and/or the common name in the community and often not the same name as is used on the Housing Inventory Count (HIC). HMIS administrators should maintain mapping information to correlate grant names, HIC names, and common names with the project identifiers either within the HMIS itself or separately.
- **Operating Start Date:** The Operating Start Date of a project must be completed in the HMIS on all projects. The Operating Start Date of the project is defined as the first day the project provided services and/or housing. Thus, this date must be no later than the date the first client served in the project was entered into the project. For projects which began operating prior to October 1, 2012, the operating start date may be estimated if not known.
- **Operating End Date:** An Operating End Date must be entered when a project closes. The Operating End Date must be the last day on which the last client received housing/services. The Operating End Date should be left empty if the project is still in operation (refer to the specific HMIS instructions on project close out in an HMIS).
- **Continuum Project:** Select “Yes” if project’s primary purpose is to meet the specific needs of people who are homeless by providing lodging and/or services. A continuum project is not limited to those projects funded by HUD and should include all of the federal partner projects and all other federally or non-federally funded projects functioning within the continuum.
- **Project Type:** Continuum Project should be answered “Yes” for all projects funded under programs listed below. Appropriate project types will be critical to the CoC’s ability to produce System Wide Performance measures. HOPWA project types must be set up as follows:

HOPWA Program Component	HMIS Project Type
Permanent Housing TBRA	PH – Permanent Supportive Housing
Permanent Housing Facility-Based	PH – Permanent Supportive Housing
Transitional Housing (TH)	Transitional Housing
Short Term Housing (STH)	Emergency Shelter – Entry Exit
Hotel/Motel (H/M)	Emergency Shelter – Entry Exit
Supportive Services Only not <i>in conjunction with housing (SSO)</i>	Services Only
Housing Information (HI)	Services Only
Permanent Housing Placement (PHP)	Services Only
Short Term Rent, Mortgage, Utility Assistance (STRMU)	Homelessness Prevention

**No single project within an HMIS may have two project types.** Recipients of grant awards consisting of multiple components which fund activities that fall under separate project types must have separate projects set up in HMIS for each project type. For example, if TBRA and STRMU are both provided by the same HOPWA-funded entity, there must be two different projects in HMIS: one for PH – Permanent Supportive Housing (TBRA) and one for Homelessness Prevention (STRMU).

For HOPWA Supportive Services only (SSO) projects whose services are designed to serve all persons in a residential facility funded using other non-HOPWA resources, HMIS administrators should adjust the system so that there is only a single project within the HMIS, using the appropriate housing-related HMIS



Project Type. Merging these projects together within the system eliminates the occurrence of duplicate client records and double counting for inventories and system-wide outcomes.

HMIS Project Type	HOPWA Program Component	IDIS Activities
	<b>Facility-Based (Site based or</b>	
<b>PH – Permanent Supportive Housing</b>	Permanent Housing Facility-Based (PH)	<b>Activity Category:</b> Facility-Based Housing Subsidy Assistance <b>Housing Type Drop Down:</b> Permanent housing
<b>Transitional Housing</b>	Transitional Housing (TH)	<b>Activity Category:</b> Facility-Based Housing Subsidy Assistance <b>Housing Type Drop Down:</b> Short term shelter or Transitional supportive housing facility/units
<b>Emergency Shelter</b>	Short Term Housing (STH)	<b>Activity Category:</b> Facility-Based Housing Subsidy Assistance <b>Housing Type Drop Down:</b> Short term shelter or Transitional supportive housing facility/units
<b>Emergency Shelter</b>	Hotel/Motel (H/M)	<b>Activity Category:</b> Facility-Based Housing Subsidy Assistance <b>Housing Type Drop Down:</b> Short term shelter or Transitional supportive housing facility/units
	<b>Not Facility-Based</b>	
<b>PH – Permanent Supportive Housing</b>	Tenant Based Rental Assistance (TBRA)	<b>Activity Category:</b> TBRA <b>Housing Type Drop Down:</b> N/A
<b>Services Only</b>	Housing Information (HI)	<b>Activity Category:</b> Housing Information Services
<b>Services Only</b>	Supportive Services Only	<b>Activity Category:</b> Supportive Services <b>Housing Type Drop Down:</b> N/A
<b>Services Only</b>	Permanent Housing Placement (PHP)	<b>Activity Category:</b> Permanent Housing Placement (PHP)
<b>Homelessness Prevention</b>	Short Term Rent, Mortgage, Utility Assistance (STRMU)	<b>Activity Category:</b> Short-Term Rent, Mortgage, Utility Assistance (STRMU)

- **Housing Type:** select the appropriate type of housing for the project funded by the HOPWA Program. Note, this field is only applicable to residential projects.
- **Target Population:** Where HMIS is used to generate the HIC, target population should be selected if the project is designed to serve that population and at least three-fourths (75 percent) of the clients served by the project fit the target group.
- **HOPWA-funded Medically Assisted Living Facility:** select yes if the HOPWA-funded facility is one that assists residents with most or all activities of daily living, such as meals, bathing, dressing, and toileting. Regular medical care, supervision, and rehabilitation are also often available.

### Continuum of Care (CoC) Information (2.03)

Select the CoC code based on the location in which the project operates. HOPWA-funded projects may be funded to operate in a single CoC, or they may be funded to operate in a wider geographic area that covers multiple CoCs. Projects funded to operate in multiple CoCs should be associated with all of the CoC codes for which they will be entering client-level data into the HMIS. For example, if a STRMU project is expected to provide financial assistance to everyone in the EMSA then all of the CoC codes which cover the EMSA must be selected. However, if the STRMU project only provides services to people in City X, and City X has a single CoC code, then select the code that applies to City X’s CoC only. If a project is funded to operate in

multiple CoCs and is participating in the HMIS implementations of each separate CoC with a separate project created in each, only the CoC Code relevant to the HMIS implementation need be entered.

“Geocode”, “Project ZIP code”, and “Project Street Address” fields must reflect the location of the project's principal lodging site or, for multiple site projects, the area in which most of the project's clients are housed. Tenant-based scattered site projects and Victim Services Providers are only required to complete the geocode and ZIP code fields and may use mailing or administrative address information if they wish to complete the remainder of the address fields. When there are multiple records of Continuum of Care Information because of a single project's association with different CoCs, the geocodes will differ. The geocode must be located within the CoC in the same record.

### Funding Sources (2.06)

Projects funded in whole or in part by HOPWA are to be identified based on the HOPWA component type. Select the appropriate HOPWA component for each project:

- **HUD: HOPWA – Hotel/Motel Vouchers**
- **HUD: HOPWA – Housing Information**
- **HUD: HOPWA – Permanent Housing (facility based or TBRA)**
- **HUD: HOPWA – Permanent Housing Placement**
- **HUD: HOPWA – Short-Term Rent, Mortgage, Utility Assistance,**
- **HUD: HOPWA – Short-Term Supportive Facility**
- **HUD: HOPWA – Transitional Housing (facility based)**

### Bed and Unit Inventory Information (2.07)

HMIS Leads/System Administrators must complete the bed and unit inventory information for projects that provide lodging (Hotel/Motel, Transitional Housing, and all forms of Permanent Housing – facility based, master-leasing or TBRA). This information should match the HIC. The bed and unit information is based on the number and type of beds in the HOPWA project. For projects operating in multiple CoCs but entering data into a single HMIS, each site information record must be associated with a single CoC.

HMIS Leads/System Administrators should consult their HMIS vendor regarding the specific way to complete this element to meet all of the requirements. Correct set-up is critical for accurate reporting in Longitudinal System Analysis (LSA) Report.

### HMIS Participation Status (2.08)

HMIS System Administrators should choose the applicable participating status for all HOPWA projects and the participation dates should align to the Project Operating dates. If Project Operating End date is blank, then Participation end date should be blank. Participation date ranges are expected to be mutually exclusive and shall not overlap.

### CE Participation Status (2.09)

HMIS System Administrators should choose the applicable Coordinated Entry (CE) status for the project, and whether the project is an access point and/or receives CE referrals or not. To answer “yes” to being a CE Access Point, the project must conduct screenings, assessments, and/or referrals to other projects or provide some direct service(s) related to diversion, rapid resolution, or navigation. To answer “yes” to whether the project receives CE referrals, the project must fill vacancies directly from CE referrals.

## Data Collection Requirements

Formula and Competitive Programs may enter data into HMIS. Grantees that use homelessness or chronic homelessness in their program design as primary criteria for eligibility must use an HMIS to track the services for their homeless clients. Additionally, some competitive awards also require grantees to use HMIS, per the grant agreement. While these grantees are required to use HMIS, all grantees – regardless of target population – are strongly encouraged to participate in a local HMIS, or equivalent, to track beneficiary-level data and outcome data. All HOPWA projects using HMIS are required to collect all of the Universal Data Elements and a select number of Program-Specific Data Elements, which are shown below for each program component:

HMIS Program Specific Data Element	H/M	STH	HI	PH	PHP	STRM U	TH	SSO
4.02 Income and Sources	X	X	X	X	X	X	X	X
4.03 Non-Cash Benefits	X	X	X	X	X	X	X	X
4.04 Health Insurance	X	X	X	X	X	X	X	X
4.05 Physical Disability	X	X	X	X	X	X	X	X
4.06 Developmental Disability	X	X	X	X	X	X	X	X
4.07 Chronic Health Condition	X	X	X	X	X	X	X	X
4.08 HIV/AIDS	X	X	X	X	X	X	X	X
4.09 Mental Health Disorder	X	X	X	X	X	X	X	X
4.10 Substance Use Disorder	X	X	X	X	X	X	X	X
4.11 Domestic Violence	X	X	X	X	X	X	X	X
C4 Translation Assistance Needed	X	X	X	X	X	X	X	X
W1 Services Provided – HOPWA	X	X	X	X	X	X	X	X
W2 Financial Assistance – HOPWA					X	X		
W3 Medical Assistance	X	X	X	X	X	X	X	X
W4 T-cell (CD4) and Viral Load	X	X	X	X	X	X	X	X
W5 Housing Assessment at Exit	X	X	X	X	X	X	X	X
W6 Prescribed Anti-Retroviral	X	X	X	X	X	X	X	X

Information on the rationale, collection point, data collected about clients, and instructions for each common program element can be found in the [HMIS Manual](#). The rationale, collection point, data collected about clients, and instructions for the HOPWA-specific program elements can be found in the following section.

### Universal Data Elements

*Destination* (3.12) includes responses that show that a client is transferred from another HOPWA-funded program.

Ethnicity, Race, and Gender data element responses were updated in the FY 2024 HMIS Data Standards to provide more inclusive and representative response options. Please review the [HMIS Data Standards Manual](#) for specific descriptions of these updated responses.

## Program Specific Data Elements

**Health Insurance (4.04)** includes HOPWA-specific fields collecting the reason a client may not have a particular type of health insurance or medical assistance.

**Translation Assistance Needed (C4)** data element and responses are new in the FY2024 HMIS Data Standards to assist with identifying if clients need translation assistance and if so, what language. The list has over 300 options and will live as a standalone document on the [HUD Exchange](#). Please review the [HMIS Data Standards Manual](#) for specific descriptions of these updated responses.

## HOPWA Program Specific Data Elements (W1-W6)

These elements should only appear in those HMIS projects with at least one HOPWA program component and as required by the particular HOPWA project type.

### W1 Services Provided: HOPWA

*Rationale:* To determine the services provided to clients during project participation.

*Collection Point(s):* Occurrence point – each time services are provided. HOPWA requires that all stayers at the end of the grant operating year, prior to the generation of their Annual Report (CAPER or APR), update services for all clients.

*Data Collected About:* All clients served in HOPWA component types.

*Data Collection Instructions:* Services should be recorded for the client in the household with HIV/AIDS to whom they were provided; a service that benefits the whole household may be recorded solely for the head of household. For each service provided, projects should record the service date and service type.

*Response Category Descriptions:* HOPWA has identified the service responses as required by all HOPWA funded projects.

#### Data Element Fields: W1 Services Provided: HOPWA

Field Names	Response Categories
Date of Service	(date)
Type of Service	Adult day care and personal assistance
	Case management
	Child care
	Criminal justice/legal services
	Education
	Employment and training services
	Food/meals/nutritional services
	Health/medical care
	Life skills training
	Mental health care/counseling
	Outreach and/or engagement
	Substance use services/treatment
	Transportation
Other HOPWA funded service	

### W2 Financial Assistance: HOPWA

*Rationale:* To track HOPWA financial assistance provided to clients in Permanent Housing Placement, Tenant-Based Rental Assistance (TBRA) or Short-Term Rent, Mortgage, and Utilities (STRMU) during project participation.

*Collection Point(s):* Occurrence point – each time financial assistance is provided.

*Data Collected About:* Head of household who receives Financial Assistance from HOPWA through Permanent Housing Placement (PHP), Tenant-Based Rental Assistance (TBRA) or Short-Term Rent, Mortgage, Utility Assistance (STRMU).

*Data Collection Instructions:* Financial Assistance records payments (including rental assistance) made by the project on behalf of or for the benefit of the client. For each instance of financial assistance provided, there should be one and only one record created. Records of financial assistance should be attached to the head of household.

*Data Element Fields: W2 Financial Assistance: HOPWA*

Field Names	Data Types/Response	PHP	STRMU	PH-TBRA
<b>Date of Financial Assistance</b>	(date)	X	X	x
<b>Financial Assistance Types</b>	Rental assistance	X	X	x
	Security deposits	X		
	Utility deposits	X		
	Utility payments	X	X	
	Mortgage assistance		X	
<b>Financial Assistance Amount</b>	(currency)	X	X	X

*Response Category Descriptions:* Financial Assistance is to record HOPWA funding provided on behalf of a client. Components of the HOPWA program (PHP, PH-TBRA and STRMU) are only allowed to provide financial assistance to the items indicated with an “X” above. For specific program information on HOPWA refer to guidance provided by the program at: <https://www.HUDEXchange.info/hopwa/>.

### W3 Medical Assistance

*Rationale:* Medical assistance information is important to determine whether HIV positive clients in households served by all HOPWA component types are accessing medical assistance benefits for which they may be eligible. Medical Assistance (W3) is designed to collect information on assistance provided to clients with HIV/AIDS.

*Collection Point(s):* At project start and project exit. Update during project stay as needed.

*Data Collected About:* All household members in a HOPWA project presenting with HIV/AIDS.

*Data Collection Instructions:* Enter the date on which the information was collected. For each source of medical assistance listed below, determine if the client is presently receiving the medical assistance specified. Clients may identify multiple sources of medical assistance. If the client is not receiving medical assistance, enter the reason why such insurance is not being received.

*Data Element Fields: W3 Medical Assistance*

Field Names	Data Types/Response Categories
<b>Information Date</b>	(date)
<b>Receiving AIDS Drug Assistance Program (ADAP)</b>	No
	Yes
	Client doesn't know
	Client prefers not to answer
	Data not collected
	(if no) Reason
	Applied; decision pending
	Applied; client not eligible
	Client did not apply
	Insurance type N/A for this client
	Client doesn't know

Field Names	Data Types/Response Categories
	Client refused
	Data not collected
<b>Receiving Ryan White-funded Medical or Dental</b>	No
	Yes
	Client doesn't know
	Client prefers not to answer
	Data not collected
<b>(if no) Reason</b>	Applied; decision pending
	Applied; client not eligible
	Client did not apply
	Insurance type N/A for this client
	Client doesn't know
	Client prefers not to answer
	Data not collected

*Response Category Descriptions:* None

#### **W4 T-cell (CD4) and Viral Load**

*Rationale:* To measure the extent to which housing impacts health of persons with HIV/AIDS in households served by all HOPWA component types.

*Collection Point(s):* At project start, update, annual assessment, and project exit.

*Data Collected About:* All household members in a HOPWA project presenting with HIV/AIDS.

*Data Collection Instructions:* Indicate T-cell count (CD4) and viral load measurement at 6-month intervals, or as frequently as the client's medical plan allows, beginning at project start through project exit. At a minimum for clients staying one year or more, the data must be collected at annual assessment. The updated data (6-month collection, or as frequently as the client's medical plan allows) of t-cell (CD4) and viral load may be entered on different dates as information is available.

#### **Data Element Fields: W4 T-cell (CD4) and Viral Load**

Field Names	Data Types/Response Categories
<b>Information Date</b>	date
<b>T-cell (CD4) Count</b>	No
<b>Available</b>	Yes
	Client doesn't know
	Client prefers not to answer
	Data not collected
<b>If yes: T-cell Count</b>	0 – 1500
<b>How was the data obtained</b>	Medical Report
	Client report
	Other
<b>Viral Load Available</b>	Not Available
	Available
	Undetectable
	Client prefers not to answer
	Data not collected
<b>Viral Load</b>	0 – 999999
<b>How was the data obtained</b>	Medical Report
	Client report
	Other

*Response Category Descriptions:* None.

*Special Considerations:* This data, as is all HIV/AIDS data, is confidential, covered under special law, and may not be shared without the expressed consent of the client. Providing the information is completely voluntary on the client’s part and failure to report (i.e., client doesn’t know, or client refused) will not be considered in data quality for either the CoC or the HOPWA program. For more information regarding confidentiality and HIV status information, please see the [HOPWA Confidentiality Guide](#).

### **W5 Housing Assessment at Exit**

*Rationale:* To determine whether clients exiting all HOPWA component types have remained stably housed.

*Collection Point(s):* At project exit.

*Data Collected About:* All clients served in HOPWA component types.

*Data Collection Instructions:* Determine the response value that best describes the client’s housing circumstances from project start to project exit.

#### **Data Element Fields: W5 Housing Assessment at Exit**

<b>Field Names</b>	<b>Data Types/Response Categories</b>
<b><i>Housing Assessment at Exit</i></b>	Able to maintain the housing they had at project entry
	Moved to new housing unit
	Moved in with family/friends on a temporary basis
	Moved in with family/friends on a permanent basis
	Moved to a transitional or temporary housing facility or
	Client became homeless – moving to a shelter or other place unfit for human habitation
	Jail/prison
	Client died
	Client doesn’t know
	Client prefers not to answer
	Data not collected
<b><i>(if able to maintain the housing they at project entry) Subsidy Information</i></b>	Without a subsidy
	With the subsidy they had at project entry
	With an on-going subsidy acquired since project entry
	Only with financial assistance other than a subsidy
<b><i>(if moved to new housing unit) Subsidy Information</i></b>	With an ongoing subsidy
	Without an ongoing subsidy

*Response Category Descriptions:* “Moved into a transitional or temporary housing facility or program” includes transitional housing for homeless and non-homeless persons, treatment facilities, or institutions.

### **W6 Prescribed Anti-Retroviral**

*Rationale:* To measure the extent to which housing impacts participation in care for persons with HIV/AIDS in households served by all HOPWA component types.

*Collection Point(s):* At project start, update, annual assessment, and project exit.

*Data Collected About:* All household members in a HOPWA project presenting with HIV/AIDS.

*Data Collection Instructions:* Indicate if the client has been prescribed anti-retroviral drug treatment. At a minimum for clients staying one year or more, the data must be collected at annual assessment. The data element may also be updated at any point during the year, as information is available or can be corrected.

**Data Element Fields: Prescribed Anti-Retroviral**

Field Names	Data Types/Response Categories
Information Date	date
Prescribed Anti-	No
Retroviral	Yes
	Client doesn't know
	Client prefers not to answer
	Data not collected

*Response Category Descriptions:* None.

*Special Considerations:* This data, as is all HIV/AIDS data, is confidential, covered under special law, and may not be shared without the expressed consent of the client. Providing the information is completely voluntary on the client's part and failure to report (i.e., client doesn't know, or client refused) will not be considered in data quality for either the CoC or the HOPWA program. For more information regarding confidentiality and HIV status information, please see the [HOPWA Confidentiality Guide](#).

## Special Data Collection Instructions

There are several special data collection issues that apply to HOPWA-funded projects of which HMIS Leads/System Administrators and HMIS users should be aware.

### Hotel / Motel

Hotel/Motel projects should be set up in an HMIS as an Emergency Shelter Entry Exit project.

### Food/Meals/Nutritional Services

Element W1 Services provided includes the response "Food/meals/nutritional services". A service record for each instance of a residential meal provided is not required or intended. This response is only intended to capture information about food/meals being provided outside of the "operating costs" of the housing program (any preparation of food off-site is considered a supportive service). Do not use this response for a daily meal program prepared on-site in a housing project. Provision of food from non-housing projects would be considered "Supportive Services".

### Permanent Housing Placement

Use data element Financial Assistance – HOPWA (W2) to record costs associated with moving a person into permanent housing including security deposits, utility deposits, and fees for credit checks.

### Short Term Rent, Mortgage, Utility Assistance

Use data element Financial Assistance – HOPWA (W2) to record Rental assistance, Utility payments, and Mortgage assistance. STRMU does not cover security deposits or utility deposits which PHP does cover and depending on HMIS software may appear as an option. This activity is transactional, meaning that each time assistance is provided (that is, each time a payment is made on behalf of a participant), a separate record of assistance should be made, including the date and the amount of financial assistance provided. Households are exited from the project (12: Homelessness Prevention) upon the final payment of STRMU assistance.



## Consolidated Annual Performance and Evaluation Report (CAPER) and Annual Progress Report (APR): Reporting Forms

The Housing Opportunities for Persons with AIDS (HOPWA) program has updated the required annual reporting forms and submission process for all HOPWA formula and competitive grantees. The Consolidated Annual Performance and Evaluation Report (CAPER) for formula grantees and the Annual Progress Report (APR) for competitive grantees have been consolidated into a new, Excel-based series of workbooks, with the new form number HUD-4155. Submission of the package of new Excel workbooks now fulfills the annual reporting requirements for HOPWA grantees, as outlined in 24 CFR Part 574.

For purposes of performance reports due on or after January 1, 2023, the new HUD-4155 form is to be used for either case when completing 1.) the annual performance report (APR) required for each HOPWA competitive grant or 2.) when completing the HOPWA-specific component of the Consolidated Performance and Evaluation Report (CAPER) required for HUD's formula grants. For grantees with both formula and competitive grants, performance data for formula and competitive grants should not be combined into a single report. HOPWA Competitive CARES Act grants (HOPWA-C-CV) will continue to use the HOPWA Annual Performance Report form number HUD-40110-C.

### Additional Resources

- [HOPWA Consolidated APR/CAPER Orientation Webinar](#) – This webinar introduced the new HOPWA performance report, the Consolidated APR/CAPER (August 9, 2022).
- [Office Hours: Data Collection Requirements and Changes](#) – The office hours session reviewed and answered questions related to the new HOPWA Consolidated APR/CAPER annual reporting form and process (September 7, 2022).
- [Office Hours: Changes to Data Collection and Validation Processes](#) – This office hours session provided a walk-through of the Excel tabs, reviewed the method to submit new reporting questions, and reviewed the validation process (October 5, 2022).
- [Office Hours: Project Sponsors and Common Reporting Questions](#) – The office hours session reviewed the role of project sponsors in the new reporting process and the definition of projects sponsors under HOPWA program (January 25, 2023).
- [HOPWA Consolidated APR/CAPER e-Tutorial Series](#) – This e-Tutorial series shows HOPWA grantees and project sponsors how to complete the Excel-based workbooks within the HOPWA Consolidated APR/CAPER.
- [HOPWA Consolidated APR/CAPER User Manual](#) – This user manual includes step-by-step instructions for filling out all sections of the Consolidated APR/CAPER workbooks, as well as information on the submission process, data validation, and tiering system.

## Appendix A – HOPWA-CV Guidance

### Overview

The Coronavirus Aid, Relief, and Economic Security (CARES) Act was authorized on March 27, 2020. The Act includes Housing Opportunities for Persons with AIDS (HOPWA) stimulus funding (HOPWA-CV) to be used to prevent, prepare for, and respond to the coronavirus pandemic (COVID-19) among HOPWA-eligible individuals and families.

For HOPWA Formula grantees, the annual HOPWA funding received by a jurisdiction is a separate award from the HOPWA-CV funding.

Similarly, for HOPWA Competitive grantees, the HOPWA renewal funding received in one or more awards is separate from new HOPWA-CV funding.

In general, the standard HOPWA Program project setup guidance is applicable to HOPWA-CV funds. The information below is intended to supplement and clarify the HOPWA project setup instructions described in this manual. Inasmuch as HOPWA-CV funding is a separate funding source from regular HOPWA formula allocations and renewal awards and may require separate tracking and reporting of activities undertaken with HOPWA-CV funds outside of HMIS.

### Funding Sources (2.06)

For all projects in HMIS using HOPWA-CV funding, there should be two ‘funding sources’ selected for the project. This will allow filtering by HOPWA activity and by HOPWA-CV funding.

Select one of the following standard HOPWA activity-oriented ‘HUD: HOPWA’ funding sources (2.06):

- **HUD: HOPWA – Hotel/Motel Vouchers**
- **HUD: HOPWA – Housing Information**
- **HUD: HOPWA – Permanent Housing (facility based or TBRA)**
- **HUD: HOPWA – Permanent Housing Placement**
- **HUD: HOPWA – Short-Term Rent, Mortgage, Utility Assistance**
- **HUD: HOPWA – Short-Term Supportive Facility**
- **HUD: HOPWA – Transitional Housing (facility based)**

Additionally, ‘HUD: HOPWA-CV’ also should be selected. This will allow a project with an eligible HOPWA activity to be specifically identified as a HOPWA-CV project.

For example, a HOPWA provider has a STRMU project providing short-term rent, mortgage, and utilities assistance. The provider is using HOPWA-CV funds for this project. They would select two funding source types for this project:

- **HUD: HOPWA – Short-Term Rent, Mortgage, Utility Assistance**
- **HUD: HOPWA-CV**

This will identify the project as funded specifically with HOPWA-CV monies. In all other aspects, this HOPWA-CV funded project has the same project setup and data collection requirements of a HOPWA annual or renewal STRMU project.

## Projects funded by both HOPWA and HOPWA-CV

Existing HOPWA grantees or project sponsors with projects in HMIS funded by annual or renewal HOPWA funds may also receive additional HOPWA-CV funding for the same activities.

In such cases and for the purposes of tracking HOPWA-CV activities in HMIS adequately, a new and separate HOPWA-CV project should be created in HMIS. Beneficiary and performance information for HOPWA-CV projects will need to be tracked separately. This requirement will enable users to report regular HOPWA performance and HOPWA-CV performance separately in HMIS and for completing annual CAPER or APR reports.

## New Projects funded by HOPWA-CV only

Set up new (not previously funded) HOPWA-CV projects in HMIS using the two-part funding source method described above. All other set-up conforms to guidance contained in this manual.

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