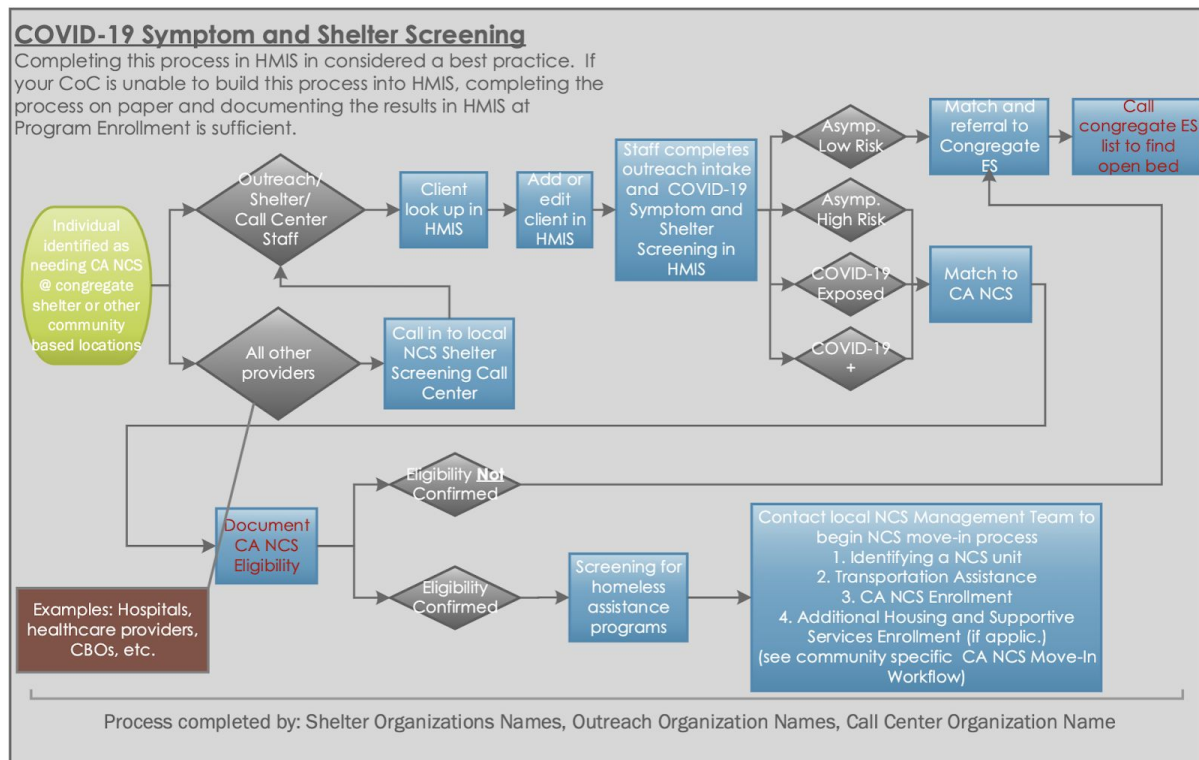


## FEMA Non- Congregate Shelter Project Set- Up

California's request for statewide Non-Congregate Sheltering (NCS) was approved by FEMA, which outlines that The State of California will need to maintain a data tracking system to provide sufficient data and documentation to establish the eligibility of reimbursable costs. Housing and Urban Development (HUD) has determined that The Homeless Management Information System (HMIS) will be used for all data collection. As with any activity, lack of sufficient support documentation may result in FEMA determining that some or all of the State's claimed costs are ineligible.



In response to this request, Bitfocus developed guidelines and tools in Clarity Human Services to facilitate data collection and reporting for non-congregate sheltering. Standardized components, such as screens, templates and services, have been created by Bitfocus and can be used.

The purpose of this document is to describe the recommended configuration in Clarity Human Services and the data collection requirements for the FEMA Non-Congregate Shelter Program. NCS Programs are required to collect data pertaining to:

1. Intake
2. FEMA eligibility screening
3. Post-placement rehousing of participants
4. Tracking service provision to those in NCS

### Eligibility

Clients/households must meet one of the following criteria to be considered eligible for the NCS program:

## FEMA Non- Congregate Shelter Project Set- Up

- Individuals who test positive for COVID-19 that do not require hospitalization, but need isolation or quarantine (including those exiting from hospitals);
- Individuals who have been exposed to COVID-19 (as documented by a state or local public health official, or medical health professional) that do not require hospitalization, but need isolation or quarantine; or
- Individuals who are asymptomatic, but are at “high-risk,” such as people over 65 or who have certain underlying health conditions (respiratory, compromised immunities, chronic disease), and who require Emergency NCS as a social distancing measure.

Eligible clients must be enrolled in the FEMA Non-Congregate Shelter program.

### Project Set-Up

NCS projects will record a project enrollment for **all** households that access Non-Congregate Shelter, regardless of homelessness status. Data will be collected about the Head of Household (HOH) and all household members entering NCS. Enrollments will be created for all family members that will be housed with the HOH in NCS, if applicable.

**Bitfocus created an agency (FEMA COVID-19) and a NCS program (FEMA Non-Congregate Shelter) for each California Clarity Human Services instance.** If communities need to [set up](#) additional programs, the Project descriptor Data Elements are below.

### Project Descriptor Data Elements

- Agency= FEMA COVID-19
  - For instances with multiple CoCs, there will be multiple FEMA COVID-19 agencies. (i.e FEMA COVID-19- insert CoC name)
- Program Name= FEMA Non-Congregate Shelter
- Continuum Project = “No”
- Project Type = Emergency Shelter
- Emergency Shelter Tracking Method = “Entry/Exit Date (e/e)”
- Housing Type= Site based- cluster/multiple site
- 2.03 – CoC Code = The CoC(s) in which the project is physically located
- 2.06 – Funding Sources = “Other” –
  - Specify Other Funding Source- FEMA
  - If there are any additional NCS projects in the CoC that will be funded outside of FEMA, they should choose appropriate funding sources as outlined in the [HMIS Data Manual](#).
- 2.07 – Bed and Unit Inventory Information
  - 2.07 – Bed and Unit Inventory Information
  - Inventory Start Date – Date the beds become available
  - Inventory records (for distinct Household Types and Bed Types)
  - Availability of “Overflow”



## FEMA Non- Congregate Shelter Project Set- Up

- Inventory End Date - Record an Inventory End Date when the infectious disease crisis response has concluded, and the overflow beds have been shuttered

### Custom Fields

Although Bitfocus completed a majority of the configuration, there are a few fields that need to be customized by each community.

#### COVID-19: [FEMA] Non-Congregate Shelters (NCS) Enrollment Screen

Unit name: c\_unit\_name

The Unit Name field is used to document the actual name of the residence the client is placed in (i.e name of hotel, name of apartment building, etc.). There will be a preceding question that asks Unit Type which is collecting the type of residence the client is placed into (i.e emergency shelter, hotel, etc.)

For communities with multiple CoCs, Unit Name picklist is a shared field across your instance of Clarity Human Services. CoCs will need to determine a shared Unit Name picklist together.

#### Program Set up Screen

Specify Other Funding Source: c\_funding\_source\_non\_federal

This field is used to indicate the Local or other funding source. Communities will need to add FEMA to the [picklist](#) responses for this field.

### Screens

**Bitfocus created core screens for the FEMA Non-Congregate Shelter program that were released to all California instances of Clarity Human Services.** These screens were used to create templates for the FEMA Non-Congregate Shelter program. If communities need to set up additional programs, the screens and [templates](#) that should be used are listed below.

Enrollment Screen	Exit Screen	Template
[FEMA] Non-Congregate Shelters (NCS) Enrollment	2020 Minimum Project Exit	FEMA COVID-19 Non-Congregate Shelter

### Screening Assessment

Bitfocus created a COVID-19 Screening Tool that is designed in alignment with the Center for Disease Control, World Health Organization and HUD guidance. The screening tool is used to determine eligibility for the program so it should be completed prior to program enrollment.



## FEMA Non- Congregate Shelter Project Set- Up

The COVID-19 Screening Tool has been released to all California instances of Clarity Human Services. The screening tool should be available to users under the [Client Level Assessment Tab](#).

### Additional Agency Access

The recommended workflow for the FEMA Non-Congregate Shelter program, requires the users to complete their workflow under the FEMA COVID-19 agency in Clarity Human Services. Communities will need to compile a list of staff who will need to be given [additional agency access](#) to the FEMA COVID-19 agency.

### Services

Service tracking in HMIS will be optional – and will vary by community. Taxonomy codes and [services](#) have been set up for each **California Clarity Human Services instance**. Services have been configured at the program level. Communities can create additional services if needed.

*Note: Using the taxonomy codes will be important for state level reporting.*

Service	Taxonomy Code
Meals (3 meals/day)	FEM 1
Site Management Services	FEM 2
Security	FEM 3
Laundry	FEM 4
Waste Management	FEM 5
Residential monitoring (i.e. Day/Night monitoring)	FEM 6
Sanitation Services	FEM 7
Transportation	FEM 8
Pet Sheltering	FEM 9
Residential Supplies (i.e hygiene supplies, habitation supplies, consumable medical supplies)	FEM 10



## FEMA Non- Congregate Shelter Project Set- Up

Case Management for mental, behavioral, and physical health services [Non Site-Management Services]	FEM 11
Housing Navigation for NCS exit	FEM 12