

## HOUSING TRACKER DEFINITIONS

Updated September 2023

Field	Option	When to Use / Definition
<b>HOUSING STAGE</b>	<b>Intake</b>	<p>The family's living situation <b>when they first enter</b> your program. For residential programs, this is where the family lived before they moved in.</p> <ul style="list-style-type: none"> <li>▪ <b>All clients</b> who become <b>ENROLLED</b> in your program should have an <b>Intake Housing Tracker</b>.</li> </ul>
	<b>Enrolled</b>	<p>Any move while the family is <b>ENROLLED</b> in the program. For residential programs, this refers to your location.</p> <ul style="list-style-type: none"> <li>▪ For non-residential programs, if the family does <b>NOT</b> move prior to <b>Program Exit</b>, you will not use the <b>Enrolled Stage</b> at any time.</li> </ul>
	<b>Program Exit</b>	<p>The family's living situation at exit.</p> <ul style="list-style-type: none"> <li>▪ <b>All ENROLLED clients</b> should have a <b>Housing Tracker</b> when they exit. If the client has <b>NOT</b> moved since intake, you still need to create a <b>Housing Tracker</b> at exit. You can use the <b>CLONE</b> function if the information has not changed.</li> </ul>
	<b>Post Program Exit</b>	<p>Currently this stage is not being used. We are considering reinstating it for use when learn about a client's housing stage after exit, for example, when making 6-and 12-month follow-up calls. Stay tuned....</p>
<b>START DATE</b>	<b>[Date Field]</b>	<p>Refers to the date the client started living at the location/facility, etc.</p> <ul style="list-style-type: none"> <li>▪ This is <b>NOT</b> the date you gathered or entered the information in CoDa. If the client's living situation does not change between <b>Intake</b> and <b>Program Exit</b>, the <b>Start Date</b> will remain the same.</li> <li>▪ If you do not know the exact date, you can enter an approximate date.</li> </ul>
<b>LIVING SITUATION</b>	<b>Place Not Meant for Habitation</b>	For example on the street, park, car, abandoned building, etc.
	<b>Substance abuse treatment facility or detox center</b>	<ul style="list-style-type: none"> <li>▪ You do not need to specify a particular facility or address.</li> </ul>
	<b>Hospital or psychiatric respite</b>	<ul style="list-style-type: none"> <li>▪ You do not need to specify a particular facility or address.</li> </ul>
	<b>Jail, prison, or juvenile detention facility</b>	<ul style="list-style-type: none"> <li>▪ You do not need to specify a particular facility or address.</li> </ul>
	<b>Foster Home or Foster Care Group Home</b>	<ul style="list-style-type: none"> <li>▪ You do not need to specify a particular facility or address.</li> </ul>
	<b>Hotel or motel paid for without emergency shelter voucher</b>	<p>Any hotel or motel that the client is paying for out of pocket.</p> <ul style="list-style-type: none"> <li>▪ You do not need to specify a particular facility or address.</li> </ul>

<p><b>Hotel or Motel w/Voucher</b></p>	<p>Any hotel or motel that is paid for through an urgent accommodations voucher.</p> <ul style="list-style-type: none"> <li>▪ <i>Specify which hotel or motel in <b>Facility</b> field</i></li> </ul>
<p><b>Emergency Shelter (except DV)</b></p>	<p>Includes short-term or long-term shelter, medical room, PATH room, or hotel or motel paid for with emergency shelter voucher.</p> <ul style="list-style-type: none"> <li>▪ <i>Specify which shelter in the <b>Facility</b> field.</i></li> </ul>
<p><b>DV Shelter</b></p>	<p>Shelter or housing specifically for survivors of domestic violence</p> <ul style="list-style-type: none"> <li>▪ <i>Specify which DV shelter in <b>Facility</b> field</i></li> </ul>
<p><b>SRO (Single Room Occupancy)</b></p>	<p>Commonly known as residential hotels.</p> <ul style="list-style-type: none"> <li>▪ <i>You do not need to specify a particular facility or address.</i></li> </ul>
<p><b>Transitional Housing</b></p>	<p>Housing deemed transitional by the City with accompanying supportive services.</p> <ul style="list-style-type: none"> <li>▪ <i>Specify which transitional housing in <b>Facility</b> field</i></li> </ul>
<p><b>Staying or living in a friend or family members room, apartment or house (STABLE)</b></p>	<p>The client is staying with or sharing a unit/house with a friend or family AND the client does NOT have to leave in the near future.</p> <ul style="list-style-type: none"> <li>▪ <i>Make sure to complete ALL address fields <b>including zip code.</b></i></li> <li>▪ <i>Choose this option if the client is paying or contributing rent to the friend/family OR if they are staying at no cost.</i></li> <li>▪ <i>Choose this option even if the family is doubled up and mark the <b>Doubled up/ Overcrowded?</b> field as YES</i></li> <li>▪ <i>If the client is paying any rent, fill out the <b>Current Monthly Rent (if any)</b> field.</i></li> <li>▪ <i>Fill out the <b>Significant Barriers?</b> field.</i></li> </ul>
<p><b>Staying or living in a friend or family members room, apartment or house (UNSTABLE)</b></p>	<p>The client is staying with or sharing a unit/house with a friend or family AND has to leave place imminently or in the near future (roughly interpreted as less than one month), is in a volatile situation, or is couch-surfing.</p> <ul style="list-style-type: none"> <li>▪ <i>Make sure to complete ALL address fields <b>including zip code.</b></i></li> <li>▪ <i>If the family is doubled up, mark the <b>Doubled up/ Overcrowded?</b> field as YES</i></li> <li>▪ <i>Note: OneSystem/Coordinated Entry defines living with friends/family as unstable if the client must leave in 2 weeks or less.</i></li> <li>▪ <i>If the client is paying any rent, fill out the <b>Current Monthly Rent (if any)</b> field</i></li> </ul>

	<p><b>Rental by client, subsidized or below market rate</b></p>	<p>Any unit/house that the client is renting w/subsidy OR below market rate.</p> <ul style="list-style-type: none"> <li>▪ <i>Make sure to complete ALL address fields including zip code.</i></li> <li>▪ <i>Specify the type of subsidy or housing type in the <b>Subsidy/ Housing Type field</b></i></li> <li>▪ <i>If the family is doubled up, mark the <b>Doubled up/ Overcrowded?</b> field as YES</i></li> <li>▪ <i>If the client is paying any rent, fill out the <b>Current Monthly Rent (if any)</b> field.</i></li> <li>▪ <i>Fill out the <b>Significant Barriers?</b> field.</i></li> </ul>
	<p><b>Rental by client, market rate housing</b></p>	<p>Any unit/ house that the client is renting without a subsidy or other type of below market discount</p> <ul style="list-style-type: none"> <li>▪ <i>Make sure to complete ALL address fields including zip code.</i></li> <li>▪ <i>If the family is doubled up, mark the <b>Doubled up/ Overcrowded?</b> field as YES</i></li> <li>▪ <i>If the client is paying any rent, fill out the <b>Current Monthly Rent (if any)</b> field.</i></li> <li>▪ <i>Fill out the <b>Significant Barriers?</b> field.</i></li> </ul>
	<p><b>PSH (Permanent Supportive Housing)</b></p>	<p>Affordable housing w/intensive case management and support services.</p> <ul style="list-style-type: none"> <li>▪ <i>Specify the PSH location in the <b>Facility</b> field. If the location does not exist, let the I+L team know and they will add it.</i></li> <li>▪ <i>If the client is paying any rent, fill out the <b>Current Monthly Rent (if any)</b> field.</i></li> </ul>
	<p><b>Owned by client, market rate housing</b></p>	<p>Any unit/house that the client owns without a subsidy or other type of below market discount.</p> <ul style="list-style-type: none"> <li>▪ <i>Make sure to complete ALL address fields including zip code.</i></li> <li>▪ <i>If the client is paying any mortgage, fill out the <b>Current Monthly Rent (if any)</b> field.</i></li> <li>▪ <i>Fill out the <b>Significant Barriers?</b> field.</i></li> </ul>
	<p><b>Owned by client, subsidized or below market rate</b></p>	<p>Any unit/house that the client owns with a subsidy OR below market rate.</p> <ul style="list-style-type: none"> <li>▪ <i>Make sure to complete ALL address fields including zip code.</i></li> <li>▪ <i>Specify the type of subsidy or housing type in the <b>Subsidy/ Housing Type field</b></i></li> <li>▪ <i>If the client is paying any mortgage, fill out the <b>Current Monthly Rent (if any)</b> field.</i></li> <li>▪ <i>Fill out the <b>Significant Barriers?</b> field.</i></li> </ul>
	<p><b>Other</b></p>	<p>Choose this option if the client's living situation does not match any of the above options.</p> <ul style="list-style-type: none"> <li>▪ <i>Describe the living situation in the <b>Living Situation Note</b> field.</i></li> <li>▪ <i>Let the I+L team know if you are frequently selecting OTHER as it may be time to add a new option.</i></li> </ul>
	<p><b>Unknown</b></p>	<p>Choose this option if the client's living situation is unknown.</p> <ul style="list-style-type: none"> <li>▪ <i>Make sure to check in with the primary program (if not your program) before selecting this option.</i></li> </ul>

<b>Subsidy / Housing Type</b>	<b>Below-Market-Rate (BMR) unit</b>	Unit that is priced to be affordable to households that are moderate income or below.
	<b>HUD: Emergency Housing Voucher (EHV)</b>	Voucher to find housing in pre-defined privately owned buildings. Rent is marked at 30% of income. The vouchers are for long-term rental assistance, not emergency temporary assistance.
	<b>HUD: Public Housing</b>	Federal program where housing is managed by the public housing authority and rent is marked at 30% of income
	<b>HUD: Section 8 Tenant Based Housing Voucher</b>	Also called "Housing Choice" voucher. Voucher to find housing in any unit in the private market. Rent is marked at 30% of income
	<b>HUD: Section 8 Project Based Housing Voucher</b>	Voucher to find housing in pre-defined privately owned buildings. Rent is marked at 30% of income
	<b>Subsidy: Calworks HSP</b>	CalWORKS Housing Support Program
	<b>Subsidy: Catholic Charities SFHOME</b>	Catholic Charities Rapid Rehousing
	<b>Subsidy: Compass SF HOME</b>	Includes all Compass subsidies managed through C-HOME.
	<b>Subsidy: Flex Pool</b>	Flex Pool subsidy managed through C-CARES.
	<b>Subsidy: Hamilton General Fund</b>	Hamilton's version of SFHOME subsidy
	<b>Subsidy: Hamilton HUD</b>	HUD subsidy managed through Hamilton
	<b>Subsidy: Housing Ladder</b>	Housing Ladder subsidy managed through C-CARES.
	<b>Subsidy: HPP Share</b>	Homeless Prenatal Program subsidy
	<b>Subsidy: VASH</b>	Veteran Affairs Supportive Housing subsidy
	<b>Other</b>	Select this option if the client has a housing subsidy from a source that is not listed here.

<b>Doubled Up / Overcrowded</b>	<b>YES</b>	Multiple families sharing a space that is intended for one family.
	<b>NO</b>	