



KATHY HOCHUL  
Governor

BARBARA C. GUINN  
Commissioner

## Administrative Directive Memorandum

### Section 1

<b>Transmittal:</b>	24-ADM-05
<b>To:</b>	Social Services District Commissioners
<b>Issuing Division/Office:</b>	Division of Housing and Refugee Services
<b>Date:</b>	June 13, 2024
<b>Subject:</b>	Homeless Services Plan (HSP), HSP Outcome Reporting
<b>Suggested Distribution:</b>	Temporary Assistance Directors Housing Staff Staff Development Coordinator Director of Services
<b>Contact Person(s):</b>	Sarah Watson; (518) 473-7367; <a href="mailto:sarah.watson@otda.ny.gov">sarah.watson@otda.ny.gov</a>
<b>Attachments:</b>	<a href="#">Attachment 1 - Homeless Services Plan Template</a> <a href="#">Attachment 2 - Homeless Services Plan Outcome Report Template</a> <a href="#">Attachment 3 - List of HUD-Funded Continuum of Care Contacts</a>

### Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
	22-ADM-09	18NYCRR §304.2; NYCRR § 304.1			

### Section 2

#### I. Summary

This Administrative Directive (ADM) informs social services districts (districts) of the requirement that they submit comprehensive homeless services plans and report on outcomes achieved as result of these plans.

#### II. Purpose

This ADM informs districts of the regulation promulgated at 18 NYCRR §304.2. The regulation requires districts to develop and submit to OTDA for approval a comprehensive homeless services plan at least every two years. The homeless services plans are intended to help reduce homelessness through improved coordination of homeless services and to provide more comprehensive program outcome data.

The comprehensive homeless services plan must be submitted by July 24, 2024, for the period of October 1, 2024, to September 30, 2026. The homeless services plan must address specified program components and delineate strategies for reducing homelessness. The regulation further requires each district to periodically report outcomes achieved to OTDA which is required on a semi-annual basis.

### **III. Background**

18 NYCRR §304.2 was adopted to ensure that each district has a comprehensive plan for addressing homelessness, that reflects coordination of locally available services. The plan must document the availability of homeless prevention services, as well as a continuum of housing and services for individuals and families, who become homeless. The plan should include the following components: homelessness prevention services, outreach, emergency shelter, housing assessment and coordinated entry process, transitional housing, and permanent housing. Permanent supportive housing should be sought for homeless persons who are unable to achieve housing stability without receiving ongoing supports. Proposed revisions to an approved homeless services plan must be submitted to OTDA for approval.

The purpose of having a homeless services plan is to reduce homelessness, both by preventing it in the first place, and by moving those who do become homeless into permanent housing as quickly as possible, while providing the supports necessary to maintain housing stability. The plans are intended to improve local coordination of homeless services and provide more comprehensive program outcome data. Outcomes for each component of the plan must be identified and tracked with an overall goal of homelessness reduction. Districts are required to report every six months on the outcomes achieved.

### **IV. Program Implications**

The reduction of homelessness requires a concerted and coordinated effort among federal, state, and local governments, as well with not-for-profit and/or faith-based agencies. The purpose of the district homeless services plan is to identify all the resources within the district available to address homelessness and facilitate local coordination of strategies targeted to homelessness reduction. In order to accomplish this coordination, districts are strongly encouraged to work closely with Continuum of Care homeless services coordinating bodies required by the U.S. Department of Housing and Urban Development (HUD).

Coordination with the local HUD-funded Continuum of Care homeless services coordinating body will support each district's ability to establish a homeless services plan and to track services and outcomes. Data regarding program-specific and district-wide outcomes can be tracked by making use of existing data collection methods such as the Homeless Management Information System (HMIS).

Partnerships with local Continuum of Care homeless services coordinating bodies will allow districts to integrate local and state resources for addressing homelessness with those provided by the federal government. Since local HUD-funded Continuum of Care coordinating bodies can serve homeless persons regardless of their eligibility for temporary housing assistance (THA), HUD-funded Continuum of Care resources may be helpful in addressing the needs of those who are not eligible for THA. Conversely, state, and local resources can be used to serve homeless persons who are not eligible for HUD-funded homeless assistance, such as when necessary for those who are re-entering the community from incarceration or other institutional settings.

Changes from the previous homeless services plan template include;

- Reformatting for ease of use,
- Data collection methodology updates to align with standard Homeless Management Information System (HMIS) reporting,
- Projections for length of stay in various housing types have been removed,
- Projections for placement into various housing types have been removed,

- To decrease the amount of information the district is submitting, districts will only submit changes to programming instead of listing each program.
- Questions on barriers to specific programs are addressed directly such as the Rental Supplement Program, permanent housing development and district HMIS data entry.

## V. Required Action

OTDA regulations require that the comprehensive homeless services plan be submitted at least every two years. Districts must submit the plan no later than July 24, 2024 and cover the period from October 1, 2024 through September 30, 2026. The plan must be submitted to OTDA using the template provided in Attachment 1.

It is the responsibility of the district to track compliance with its comprehensive homeless services plan and to regularly submit homeless services outcome reports using the attached template (see Attachment 2) regarding the numbers of singles and families in each plan component and the outcomes achieved by the community. Reports will be due semi-annually, 45 days following the end of each six-month period covered by the comprehensive homeless services plan, on or about May 15 and November 15.

Tracking of plan outcomes can be accomplished by the local district through entry of data for each person served into the Homeless Management Information System (HMIS). Local Continuum of Care coordinating bodies already make use of the HMIS to track program outcomes and this data can be easily aggregated. Contact information for each Continuum of Care coordinating body can be found in Attachment 3. OTDA staff are available to facilitate the coordination of district activities with those of Continuum of Care coordinating entities. Changes to 2024-2026 Homeless Services Plan reporting include an update of data collection methodology to align with standard HMIS reporting and the removal of questions related to Code Blue.

## VI. Systems Implications

Data will need to be tracked through a Homeless Management Information System or other electronic system that conforms to HMIS data standards promulgated by HUD.

## VII. Additional Information (Optional)

The comprehensive homeless services plan must be submitted to Sarah Watson by July 24, 2024 and cover the period from October 1, 2024 to September 30, 2026. Questions may be directed to Sarah Watson at [sarah.watson@otda.ny.gov](mailto:sarah.watson@otda.ny.gov) or by telephone at (518) 473-7367.

## VIII. Effective Date

Immediately

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## Issued By:

**Name:** Richard Umholtz  
**Title:** Deputy Commissioner  
**Division/Office:** BHRS