

April 23, 2025

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

ALL COUNTY LETTER NO. 25-23

This letter informs County Welfare Departments of the launch of and transition to the Housing and Homelessness Data Reporting Solution for reporting data on the following programs: Bringing Families Home, CalWORKs Housing Support Program, Housing and Disability Advocacy Program and Home Safe beginning May 2025.



JENNIFER TROIA
DIRECTOR

CALIFORNIA HEALTH & HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
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GAVIN NEWSOM
GOVERNOR

April 23, 2025

ALL COUNTY LETTER NO. 25-23

TO: ALL COUNTY WELFARE DIRECTORS
ALL CALWORKS PROGRAM SPECIALISTS
ALL COUNTY WELFARE-TO-WORK COORDINATORS
CALWORKS HOUSING SUPPORT PROGRAM COORDINATORS
ALL COUNTY CHILD WELFARE DIRECTORS
ALL CHILD WELFARE SERVICES PROGRAM MANAGERS
BRINGING FAMILIES HOME PROGRAM COORDINATORS
ALL COUNTY ADULT PROTECTIVE SERVICES
HOUSING AND DISABILITY ADVOCACY PROGRAM
COORDINATORS AND PROGRAM MANAGERS
HOME SAFE COORDINATORS AND PROGRAM MANAGERS

SUBJECT: **TRANSITION TO HOUSING AND HOMELESSNESS DATA
REPORTING SOLUTION**

REFERENCE: WELFARE AND INSTITUTIONS CODE SECTIONS [11330-11330.5](#), [16523-16523.2](#), [15770-15771](#), [18999-18999.6](#)

The purpose of this All County Letter (ACL) is to inform county welfare departments of the launch of the Housing and Homelessness Data Reporting Solution (HHDRS) for counties participating in Bringing Families Home (BFH), CalWORKs Housing Support Program (HSP), Housing and Disability Advocacy Program (HDAP) and Home Safe.

BACKGROUND

The California Department of Social Services (CDSS) Housing and Homelessness Division (HHD) is transitioning from the current practice of collecting data via Microsoft Excel workbooks to a more streamlined software solution that will enable program grantees to edit and submit records in real time and more easily pull reports for analysis. The CDSS has contracted with Bonterra to configure Apricot 360, a web-based cloud platform for program reporting. The new system for HHD reporting is called the Housing and Homelessness Data Reporting Solution (HHDRS).

CHANGES TO DATA COLLECTION

As a condition of receiving program funding, program grantees are required to collect, track and measure relevant program outcomes and submit data to CDSS. This data is necessary for program oversight and accountability and is used to inform legislatively mandated reports.

As a part of the transition to HHDRS, CDSS is making minor updates to the data elements that grantees report for HHD programs to improve consistency across programs and align with standard practices for homelessness data collection. These changes will only apply to future reports and do not require retroactive changes. These changes include:

- Response options for race, ethnicity, gender, veteran status, sexual orientation and disabling condition fields for Home Safe and HDAP are updated in HHDRS, where possible, to align with the FY 2024 HMIS Data Standards Manual. These response categories are optional for BFH.
- The full nine-digit social security number field is now required to be reported for Home Safe participants. If social security number is not available, grantees may enter zeroes in its place.
- Living situation at entry and exit are updated for BFH to align with the FY 2024 HMIS Data Standards: Appendix A – Living Situation Categories & Descriptions - HUD Exchange.
- To clarify CalWORKs HSP reporting guidance and align with current practice:
 - Item 18 in the HSP 14 form is updated to read “Of the cases in 17a, 17b, 17c, 17d, 17g and 17h, families in permanent housing at the time of exit”.

Specific details on these changes will be listed in the forthcoming HHDRS User Manual. For reference, previous report guidance containing detailed information on data elements can be found in the following All County Information Notice (ACIN), All County Welfare Director Letter (ACWDL), and All County Letter (ACL) links.

Program	Previous Report Instructions
BFH	ACIN NO. I-22-23
Home Safe	ACIN NO. I-02-23
CalWORKs HSP	ACWDL (August 16, 2018)
HDAP	ACL NO. 21-152

PHASED TRANSITION TIMELINE AND TEMPORARY REPORT EXTENSION

All historic program data will be migrated into HHDRS by HHD. Following data migration, grantees will be required to discontinue reporting data via the Microsoft Excel workbooks and report data into HHDRS.

Grantees will begin reporting into HHDRS in phases; the transition will begin with the Home Safe and BFH programs in May 2025 and then proceed with HSP and HDAP in

August 2025. The reporting deadlines for the next set of quarterly and monthly reports have been extended to accommodate this transition.

Specific details about the timeline for transition are provided in following table.

Program	Last Report Submitted Via the Excel Workbook	Data to be included in the First Report in HHDRS	Time Period for Data entered in the First Report in HHDRS	Next Report Due Date
BFH	FY 2024-25 Q1	FY 2024-25 Q2 and Q3 (combined)	October 1, 2024 – March 31, 2025	May 31, 2025
Home Safe	FY 2024-25 Q1	FY 2024-25 Q2 and Q3 (combined)	October 1, 2024 – March 31, 2025	May 31, 2025
CalWORKs HSP	April 2025	May and June 2025	May 2025 and June 2025	August 1, 2025
HDAP	FY 2024-25 Q2	FY 2024-25 Q3 and Q4 (combined)	January 1, 2025 – June 30, 2025	August 1, 2025

After this initial transitional reporting period, all future reports will resume the original reporting cadence and deadlines shown in the following table.

Program	Report Cadence	Report Due Date
BFH	Quarterly	First calendar day of the second month following the report quarter (e.g. Quarter 4 - Data updates from April through June) is due August 1st
Home Safe	Quarterly	First calendar day of the second month following the report quarter
CalWORKs HSP	Monthly	First calendar day of the second month following the report month (e.g., January's report is due March 1st)
HDAP	Quarterly	First calendar day of the second month following the report quarter

RESOURCES

The CDSS will be organizing a series of training sessions on the use of HHDRS, in addition to providing a user manual and other materials to support the transition to HHDRS. The CDSS will also be offering continuing technical support for ongoing use and implementation of HHDRS. Additional information and resources for this transition can be found on the [CDSS HHD HHDRS website](#).

If you have any questions or need additional guidance regarding the information in this letter, email the CDSS Housing and Homeless Division at housing@dss.ca.gov with “HHDRS” in the subject line.

Sincerely,

Original Document Signed By

HANNA AZEMATI
Deputy Director
Housing and Homelessness Division