

Housing Unit Level Inventory: Buildings and Units Field Guide

This document describes the properties of site-based permanent supportive housing buildings and units stored in the ONE System.

The reports below can be run within the ONE System to see all properties associated with buildings and units.

- Properties of Buildings Report: <https://onesf.clarityhs.com/report/embed/14623/2>
- Properties of Units Report: <https://onesf.clarityhs.com/report/embed/14624/2>

For updates: Please contact your **HSH program manager** to update any incorrect properties associated with a building or unit.

Building Level Fields

The table below lists all building level fields in the ONE System.

Building Level Custom Fields	Description/Instructions
SRO Building	This field captures if the building is an SRO building. <ul style="list-style-type: none"> • Single room occupancy (SRO) hotels are comprised of single room units intended to house 1 individual (some SROs may house up to 2 individuals, based on unit size). • An SRO often has shared toilets and showers not accessible from inside the unit.
Ownership Structure	This field captures the ownership structure for the building from a list of values. <ul style="list-style-type: none"> • "City Owned" means the building is owned by the City & County of San Francisco (CCSF). • "Master Lease - City" means the building is privately owned and the CCSF holds a master lease for the units. • "Master Lease - Non-Profit" means the building is privately owned and a non-profit holds a master lease for the units. • "Non-Profit Owned" means the building is owned by a non-profit entity.
Total Units in Building	This field captures the total number of units available in the building, regardless of allocation.
Elevator	This field captures if the building has an elevator.
Wheelchair Accessibility	This field captures if a person in a standard wheelchair could enter the building (i.e., there are no steps or there is a ramp) AND the building has an elevator that can accommodate a wheelchair. This field does not indicate whether the building contains any designated/official ADA units.

ADA Accessible	This field captures if the building contains at least some designated/official ADA units. Any buildings falling into this category would also meet the criteria for "Wheelchair Accessibility".
Pets Allowed	This field captures if any pets beyond service animals are allowed in the building.
<ul style="list-style-type: none"> • Pet Policy Description 	If "Pets Allowed" is indicated as Yes, this field captures pet policies for the building.
Visitor Policy	This field captures visitor policy for the building.
Overnight Guest Policy	This field captures overnight guest policy for the building.
Access to On-Site Nursing Services	This field captures if building residents have access to nursing services (e.g., nurses are available to provide medication management if needed).
<ul style="list-style-type: none"> • Nursing FTE 	This field captures the number of full-time equivalent (FTE) nursing staff dedicated to this building, if "On-Site Nursing Services" is selected as 'Yes'. Example: 1.0 FTE indicates the equivalent of one full-time nurse assigned to the building.
On-Site Physical Health Services	This field captures if the building offers any on-site physical health services (e.g., medical clinics).
<ul style="list-style-type: none"> • On-Site Physical Health Services Providers 	This field captures the name of the provider from the list of values, if answered "Yes" to "On-Site Physical Health Services"
<ul style="list-style-type: none"> • Other On-Site Physical Health Services Provider 	This field captures the name of the provider if "Other" is selected in "On-Site Physical Health Services Providers" field.
On-Site Behavioral Health Services	This field captures if the building offers any on-site behavioral health services.
<ul style="list-style-type: none"> • On-Site Behavioral Health Providers 	This field captures the name of the provider if answered "Yes" to "On-Site Behavioral Health Services" above.
Collaborative Caregiver Support Team (CCST) Services	This field captures if the building has access to the Collaborative Caregiver Support Team (CCST), which assists residents in PSH with applying for and accessing the In-Home Supportive Services (IHSS) program. Designated IHSS social workers at each CCST site collaborate with onsite provider staff to identify eligible PSH residents, assist them through the IHSS application process, and support them in receiving the ongoing in-home care they need to remain independent and stably housed.
Permanent Housing Advanced Clinical Services (PHACS)	This field captures if the building's onsite support services team works with SFDPH's PHACS Team, which is an integrated team of nurses, health workers, and social workers from the Department of Public Health. The PHACS Team supports residents with linkages to services, provides short-term medical and behavioral health services, provides consultation and training for PSH staff, works with the support services team to improve the health of residents, and prescribes buprenorphine and other addiction medication.
Other Onsite Support Services Provider	This field captures the name of any additional subcontracted support services provider(s) for the building (if applicable)

Unit Level Fields

The table below lists all unit level fields in the ONE System.

Unit Level Custom Fields	Description/Instructions
ADA	This field captures ADA features (if any) available in the unit. The specific accessibility features are described in the sub-fields below, which are only applicable if "Yes" is selected for this field.
<ul style="list-style-type: none"> • Accessible For Mobility 	Answer "Yes" if the unit meets this accessibility category.
<ul style="list-style-type: none"> • Accessible Mobility Roll in Shower 	Answer "Yes" if the unit meets this accessibility category.
<ul style="list-style-type: none"> • ADA Accessible for Visual 	Answer "Yes" if the unit meets this accessibility category.
<ul style="list-style-type: none"> • ADA Accessible for Hearing Impaired 	Answer "Yes" if the unit meets this accessibility category.
Can unit be accessed without going up or down any steps?	This field captures if it is possible to access this specific unit without having to use any stairs or steps (OK if using a ramp or elevator is required). The unit does not have to be a designated/official ADA unit.
Bathroom	This field captures the type of bathroom available for this unit from the list of values. <ul style="list-style-type: none"> • "Jack and Jill" means there is a bathroom that is accessible within the unit but shared with another unit. • "Private" means there is a bathroom in the unit that is not shared with any other units. • "Shared" means the bathroom is not accessible from within the unit and is shared with other units.
Kitchen Type	This field captures the kitchen cooking amenities associated with the unit from the list of values. <ul style="list-style-type: none"> • "Partial Kitchen" if the unit comes with a cooking appliance (e.g., a cooktop or microwave), but doesn't have both a cooktop and oven. • "Full Kitchen" if there is a cooktop/stove and oven. • "No Kitchen" if the criteria for neither of the above two options are met.
Max Income Allowed	This field captures the maximum household income eligible for this unit. This is typically a percentage of Area Median Income (AMI) but can also be a numeric value.
Min Occupancy	This field captures the minimum household size for this unit. This must be a numeric value of 1 or more.
Max Occupancy	This field captures the maximum household size for this unit. This must be a numeric value of 1 or more.
Capital Funding Restriction	This field captures the capital funding source (or combination if there is more than one), if applicable for the unit from the list of values.



Additional Fields in Properties of Units Report	
Building Name	This field captures the name of the building associated with the unit.
Unit Name	This field captures the name or number of the unit.
Unit Status	This field captures the status of the unit from the list of values. <ul style="list-style-type: none"> • “Active”: The unit is either available for referral, occupied, or has a pending referral • “Offline”: The unit is temporarily offline and not available for referral • “Inactive”: Unit is not available for use
Programs Associated to Unit	This field captures program and funding source associated with unit in the ONE System.
Population-Unit Type-Funding Source	This field captures the type of population, unit size and the funding source linked to the unit.
Household Type	This is a HUD defined field which captures the household type eligible for the unit from the list of values. <ul style="list-style-type: none"> • “Household without children” if the unit allows households with adults only. This includes households composed of unaccompanied adults and multiple adults. • “Household with at least one adult and one child” if the unit allows households with at least one adult and one child. • “Households with only children” if the unit allows households composed exclusively of persons under age 18, including one-child households, multi-child households or other household configurations composed only of children
Unit Description	This field captures details of the unit when used for a different purpose than tenant habitation, like office space, storage, etc.
Youth - Veterans	These are HUD defined fields which capture the count of beds dedicated for individuals in various subpopulation categories (as applicable). They must be a numeric value of 1 or more.
Chronically Homeless Veterans	
Any Other Veteran	
Chronically Homeless Youth	
Any Other CH	
Non-Dedicated Beds	



Unit Configuration Bed Total	This is an automatically calculated field which captures the total number of beds allocated to each of the subpopulation type listed above. Users do not need to enter data in this field, as it is system-generated.
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