



KCRHA Program Site Address Data Governance: Verification, Display and Maintenance

May 2026

Purpose

This document establishes the governance framework for program site address data as it flows from the Homelessness Management Information System (HMIS) or other data collection mechanisms related to this project such as Smartsheet forms to any spatial analyses or mapping products derived from it. It defines procedures for three interconnected activities:

1. **Researching the correct address and service location** - verifying that program site addresses on record are accurate and report accurately whether the site reflects actual service delivery and/ or housing/ shelter (inventory) locations;
2. **How programs are mapped** - applying consistent, principled standards for how those addresses are displayed in public-facing and partner-facing products; and
3. **Maintaining and updating program location data** - maintaining address data over time as programs change, new errors are identified, or providers request updates.

Researching the Correct Address and Service Location

In February 2026, R&D staff conducted a comprehensive review and correction of all program site addresses on record in HMIS. This work addressed two related but distinct problems: addresses were often entered as agency administrative locations rather than actual program sites where services are delivered, and even when an address was present, it was not always clear whether it reflected the program's true service delivery location.

The HMIS field Project Location within the Project Descriptor Model is intended to capture the primary program site address, as defined by HUD Project Descriptor data element 2.03.1 In practice, this field has not been consistently or reliably populated, meaning a recorded address may reflect a mailing address, PO box, or administrative office rather than where clients actually access services, shelter, or housing.

As project location addresses were corrected through this review, R&D added the inventory site field to our location data table to provide clear information on the quality of the location address.

Inventory Site Definition: A location where someone can sit, stay, or sleep. Common examples include Day Centers, Emergency Shelters, Transitional Housing, and Permanent Supportive Housing projects.

The steps outlined below reflect the February 2026 review process followed for address correction and verification.

1. Checked the sponsoring agency's website for a publicly listed program address, confirmed the page had been updated within the past year, and verified against Google Maps.
2. If no address was found, searched related sources such as news articles, blogs, or posts from other agencies or government entities, applying the same one-year recency standard and verifying against Google Maps. If still uncertain, checked [King County public tax records](#) to match property owners or managers.
3. If online research did not yield a reliable result and the program was not subject to location suppression, contacting agency staff directly was available as a last resort. This step was not necessary during the review.

Sensitive Population Programs

Programs serving people fleeing domestic violence, intimate partner violence, human trafficking, or other sensitive situations were handled separately and were not subject to standard address verification or public display. For these programs, R&D verified the headquarters address only and made no attempt to locate an actual program site. If no public headquarter address information

¹ [HUD HMIS Data Dictionary](#) Project Descriptor 2.03 Continuum of Care Information defines Project locations as the following. The fields, Geocode, Project Zip Code and Project Street Address fields must reflect the location of the project's principal lodging site or, for the multiple site projects, the area in which most of the project's clients are housed. Tenant-based scattered site projects and Victim Service Providers (VSPs) are only required to complete the geocode and Zip Code fields and may use mailing or administrative address information if they wish to complete the remainder of the address fields.



was available, R&D defaulted to whatever address the provider had entered in HMIS. Administrative addresses in this case may be PO Boxes.

Programs were flagged as sensitive when the program name or website description indicated that the service population consisted of persons fleeing domestic violence, intimate partner violence, human trafficking, or similar circumstances. When in doubt, R&D erred on the side of caution and considered them a Sensitive Population Program.

Maintaining Verified Addresses

Until a process for updating addresses directly within HMIS is established, which would involve approval of the agency, R&D maintains a separate verified address table linking corrected program site addresses to their unique HMIS program identification codes (Program IDs). This table serves as the authoritative source for all address data for HMIS participating programs used in any R&D spatial analysis or mapping products.

How Programs Are Mapped

Mapping is the process of displaying address location information on a data product such as a map or table. Not all program types can or should be mapped in the same way. The appropriate mapping method for a given program depends on three factors: whether a verified site address exists, whether displaying that address publicly raises privacy or safety concerns, and whether providing exact address information provides value to our public. Together, these determine what R&D uses as the default map location for each program type, as well as what alternative representations are available.

Six location display modes are used across program types for mapping decisions. In order from most to least geographically precise: inventory site (the verified program address), obscured site (the program address buffered or shifted to protect exact location), agency headquarters, obscured headquarters, service area centroid (service radius which allows us to place a point that represents where most services are delivered (i.e. outreach programs for example) and not mapped. To provide the best information and access for clients, providers, assessors, and other community partners, more precise representations are preferred when data quality and privacy considerations allow.

The Location Display Mode Mapping Table below summarizes the default and available mapping methods for each program type.

Location Display Mode Mapping Table



Program Type	Service Site Address Available online?	Inventory Site	Obscured Inventory Site	Agency HQ	Obscured Agency HQ	Service Area Centroid	Not mapped
Sensitive Population Program	No	X	X	⚠	✓	✓	✓default
Day Shelter	Yes	✓default	✓	✓	✓	✓	✓
Night-By-Night Shelter							
Coordinated Entry Services Only	No	X	X	✓default	✓	✓	✓
Entry Exit Shelter	Yes	⚠	✓default	✓	✓	✓	✓
Transitional Housing							
Permanent Housing Project	No						
Homelessness Prevention		X	X	✓default	✓	✓	✓
Other							
Outreach	No	X	X	✓	✓	✓default	✓

X = method is not possible or not permitted (sensitive locations)

⚠ = technically possible but raises ethical or privacy concerns and should be used with caution

✓ = method is available

✓default = indicates what R&D uses by default

Day Shelters, Night-By-Night Shelters, and some Entry/Exit Shelters and Coordinated Entry accept walk-in clients and benefit from precise public location information. These default to mapping the inventory site when available. Housing programs such as Permanent Supportive Housing and some Emergency programming such as Entry/Exit Shelter and Transitional Housing are referral-only, meaning there is no operational reason to display an exact site address publicly, and doing so may expose client locations unnecessarily. These programs



default to an obscured address when a site is recorded and fall back to agency headquarters otherwise. Outreach programs typically lack a fixed service location by nature and default to a service area centroid. Sensitive Population Programs (those serving domestic violence survivors, women and children exclusively, youth and young adults, or other populations the community determines to be at particular risk by disclosing their location) are never mapped at the site level regardless of what is recorded in HMIS, given the safety risks of disclosing locations serving survivors of violence or trafficking. Agencies can have the option to map their data to move available if they desire to do so, with the exception of Sensitive Population Programs.

Obtaining Addresses in Smartsheet from new RSD Programs

Providers submit a form to request a program be added to the RSD. In the form, they indicate if they primarily serve clients fleeing DV, in which case address information is not collected. In all other cases, providers supply an address and indicate whether it represents the service site or agency's administrative offices. With project type also collected, this allows R&D to apply the same mapping logic as with HMIS projects. When the new program form is submitted, an automated email gets sent to a KCRHA team member, prompting them to review the new address and update the verified address table accordingly.

Maintaining and Updating Program Location Data

Program location data for HMIS participating programs are maintained in the verified address table in the KCRHA Data Hub. The KCRHA Data Hub is the system of record for all program data across the homelessness response system and serves as the authoritative source for all mapping products specifically related to the RSD. At present, updates to program addresses are made in the verified address table only via the internal data quality process listed below, reviewed at a regular schedule determined by R&D team.

Establishing a reliable process for updating addresses directly within HMIS is a longer-term goal and will be documented in a future update to this memorandum when that process has been tested and agreed upon.

Provider-Initiated Updates to RSD

Providers and agencies may request changes to how their programs are represented in mapping products at any time. This includes corrections to a program address, updates reflecting a change in service location, or requests to suppress a program from public display. Requests should be submitted to KCRHA Team member.

To minimize the creation of conflicting records, address information will not be included in Smartsheet program update request.



Upon receiving a request, R&D will independently verify the proposed change using the same sources described in the address verification process above before updating the verified address table. This is to ensure a uniform review process, and to ensure accuracy of the information before being published.

Suppression Requests

Programs serving sensitive populations are suppressed from site-level display by default as described above. For all other programs, suppression requests can be submitted via email to the KCRHA contact, and data will be removed from the website in the next update. Data will remain in the dataset.

Internal Data Quality Process Validation and Update Schedule

R&D will conduct a periodic review of all program addresses in the verified address table to confirm accuracy and flag programs that may have moved, closed, or changed service delivery locations.

During each review cycle, R&D will:

- Check that the inventory site field in HMIS is consistent with the verified address table.
- Flag any **programs that** have opened or changed locations since the last review and update the verified address table accordingly.
- Document the date of review and any changes made to the verified address table.

