HMIS Data Standards Manual

A Guide for HMIS Users CoCs and System Administrators

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Contents

Introduction

To end homelessness, a community must know the scope of the problem, the characteristics of those who find themselves homeless, and understand what is working in their community and what is not. Solid data enables a community to work confidently towards their goals as they measure outputs, outcomes, and impacts.

A Homeless Management Information System (HMIS) is the information system designated by a local Continuum of Care (CoC) to comply with the requirements of CoC Program interim rule 24 CFR 578. It is a locally-administered data system used to record and analyze client, service and housing data for individuals and families who are homeless or at risk of homelessness. HMIS is a valuable resource because of its capacity to integrate and unduplicate data across projects in a community. Aggregate HMIS data can be used to understand the size, characteristics, and needs of the homeless population at multiple levels: project, system, local, state, and national. The Annual Homeless Assessment Report (AHAR) is HUD's annual report that provides Congress with detailed data on individuals and households experiencing homelessness across the country each year. This report could not be written if communities were not able to provide HUD with reliable, aggregate data on the clients they serve.

In 2010 the U.S. Interagency Council on Homelessness (USICH) affirmed HMIS as the official method of measuring outcomes in its *Opening Doors: Federal Strategic Plan to Prevent and End Homelessness.* Since then many of the federal agencies that provide McKinney-Vento Act and other sources of funding for services to specific homeless populations have joined together and are working with HUD to coordinate the effort.

HMIS is now used by the federal partners and their respective programs in the effort to end Homelessness, which include:

- U.S. Department of Health and Human Services (HHS)
- U.S. Department of Housing and Urban Development (HUD)
- U.S. Department of Veterans Affairs

The HMIS Data Standards (published in the 2014 HMIS Data Dictionary and HMIS Data Manual) provide communities with

"Data is one of the most powerful tools we have in our toolkit to end homelessness"

Mark Johnston,
Assistant Secretary U.S. Department of Housing & Urban Development Office of Community Planning and Development

baseline data collection requirements developed by each of these federal partners.

This manual is designed for CoC's, HMIS Lead Agencies, HMIS System Administrators, and HMIS Users to help them understand the data elements that are required in an HMIS to meet participation and reporting requirements established by HUD and the federal partners.

HUD is responsible for coordinating the collection of data, oversee HMIS rules and regulations, and report to Congress through the AHAR, and will continue to manage the HMIS regulations, provide support and guidance to local CoCs and HMIS Lead Agencies, and provide guidance to users in collaboration with the federal partner agencies. The 2014 release of the Data Dictionary and Manual is the first joint publication of HUD and the federal partners and is intended to provide guidance to communities around federal expectations for HMIS.

About this Manual

This Manual is intended to serve as a reference and provide basic guidance on HMIS data elements for CoC's, HMIS Lead Agencies, HMIS System Administrators and users. The companion document to the HMIS Data Manual is the HMIS Data Dictionary which defines all of the data elements and requirements for HMIS compliance for HMIS Vendors and System Administrators. In addition to the HMIS Data Dictionary and the HMIS Data Manual, HUD and its federal partners will release program specific handbooks that provide instructions on data collection and reporting specific to each federal partner. All of these documents will be posted in the HMIS Resource page of www.OneCPD.info.

There are many software products on the market that communities across the county have chosen to use as their HMIS. Each product has unique features and was built to meet the different data collection needs of each community. Each software vendor should provide the guidance, support, and documentation necessary for the CoC to understand the system they are using. CoCs are responsible for ensuring their HMIS is compliant with the HMIS Rule and the HMIS Notices published by HUD.

This manual is structured as follows:

1. The Key Issues and Concepts section provides guidance on key issues, concepts, and information necessary for system administration of projects that participate in HMIS.
2. HMIS Project Set-Up section provides information for system administrators in utilizing the Project Descriptor Data elements for project set up and optional Housing Inventory Count (HIC) reporting.
3. The Universal Data Elements section provides information on data elements required to be collected by all projects using an HMIS as part of a CoC implementation. This includes all projects funded by any of the HMIS federal partners and those projects that receive other funding, including those who receive no federal funding.
4. The Program-Specific Data Elements section is broken into multiple subsections that describe: program specific elements required by more than one federal partner and elements various HMIS Federal Partner Programs require just for their projects. Not every Program-Specific Data Element is required by every federal partner.

Communities may choose to incorporate additional data elements they may find useful for local or state reporting purposes.

Key Issues and Concepts

Project vs Program

Across the federal agencies the terms project and program are used differently. In this document, and for the purposes of data collection in HMIS, a program refers to the federal funding source (e.g., HUD CoC, HHS PATH, VA SSVF, etc).

A project refers to a distinct unit of an organization, which may or may not be funded by HUD or the federal partners, that provides services and/or lodging and is identified by the CoC as part of its service system. A continuum project can be classified as one that provides lodging (lodging project) or one that does not provide lodging (services project).

> **Lodging Project:** Provides overnight accommodations and whose primary purpose is to meet the specific needs of people who are homeless. This includes projects classified as the following under the data element Project Type: Emergency Shelter, Safe Haven, Transitional Housing, Rapid Re-Housing, Permanent Supportive Housing, Permanent Housing with Services, and Permanent Housing: Housing Only.

> **Services Project:** Does not provide lodging and whose primary purpose is to provide services that meet the specific needs of people who are homeless or at risk of homelessness. This includes projects classified as the following under the data element Project Type: Coordinated Assessment, Homelessness Prevention, Street Outreach, Day Shelter, Services Only, and Other.

Federal Partners and Programs

The HMIS Federal Partners worked collaboratively to develop the 2014 HMIS Data Standards. HUD has worked with program staff of the federal partners to align the data elements required for each program funding source and determine how and when data is to be collected. The federal partners and their programs include:

- U.S. Department of Housing and Urban Development (HUD)
  - Office of Special Needs Assistance Programs (SNAPS)
    - Continuum of Care (CoC) Program
    - Emergency Solutions Grants (ESG)Program
    - Housing Opportunities for Persons with AIDS program (HOPWA)
    - HUD-Veterans Affairs Supportive Housing (HUD/VASH)
    - Rural Housing Stability Assistance Program (RHSP)
- U.S. Department of Health and Human Services (HHS)
  - Administration for Children and Families (ACYF) – Family and Youth Service Bureau (FYSB)
    - Runaway and Homeless Youth (RHY)
  - Substance Abuse and Mental Health Services Administration (SAMHSA)
    - Projects for Assistance in Transition from Homelessness (PATH)
- U.S. Department of Veteran Affairs (VA)
    - Supportive Services for Veteran Families Program (SSVF)
    - Community Contract Emergency Housing (HCHV/EH)*
    - Community Contract Residential Treatment Program (HCHV/RT)*
    - Domiciliary Care (HCHV/DOM)*
    - VA Community Contract Safe Haven Program (HCHV/SH)*
    - Grant and Per Diem Program (GPD)*
    - Compensated Work Therapy Transitional Residence (CWT/TR)*

*****Participation in HMIS is not required as part of a funding requirement except for SSVF. The federal partners recognize that communities record Project Descriptor Data Elements and Universal Data Elements in order to facilitate completion of the HIC and PIT.

Element Information

The 2014 HMIS Data Standard data elements do not constitute a client assessment tool. The federal partners expect CoCs to work to develop their own data collection protocols in order to properly assess client housing and service needs.

The following key concepts about each data element are outlined in this manual:

1. *Rationale* – provides a basic rationale for data collection for the element.

2. *Collection Point(s)* defines when data collection is required for each element. There are five different collection points:

   Record creation – Indicates the element is required to be collected when the client record is created. Certain data elements such as personal identifiers are necessary to create a unique client record. Data elements that must be collected at the point of "client record creation" are those that will have **only one** value for each client in the HMIS (e.g., Name). The information is collected and entered into HMIS when the client record is first created in the system. Data must be reviewed at each project entry and can be edited at any time to correct errors or to improve data quality.

   Project entry – Indicates the element is required to be collected at every project entry. These data elements are associated with a discreet project entry. A client might have multiple entries for the same data element, but each will be associated with a different project entry and there should only be one value for each data element for each project entry. Data elements that must be collected at the point of "project entry" are those that must be collected at every project entry and must reflect the client's circumstances on the date of that project entry. Regardless of the exact date these data elements are collected or entered into HMIS, the information date associated with the elements should correspond to the project entry date and data should be accurate for that date. Edits made to correct errors, enter additional information related to project entry but provided by the client later (e.g., social security number), or improve data quality will not change the data collection stage or the information date. Data collected at project entry must have an *Information Date* that matches the client's *Project Entry Date*. Information must be accurate as of the *Project Entry Date*. There must should be **only one** record with a Data Collection Stage of 'project entry' for each relevant data element for any given project entry.

   Update –These data elements represent information that is either collected at multiple points during project enrollment in order to track changes over time (e.g., Income and Sources) or is entered to record project activities as they occur (e.g., Services Provided). The frequency with which data must be collected depends on the data element and the funder requirements. Additional guidance for each funder and data element is provided in Program-Specific Manuals. These elements are transactional and historical records must be maintained, along with the dates associated with their collection. The *Information Date* must reflect the date on which the information is collected and/or the date for which the information is relevant for reporting purposes. Information must be accurate as of the *Information Date*, regardless of when it is actually collected or entered into HMIS.

Annual assessment – Is a specialized subset of the 'update' collection point. The annual assessment must be recorded no more than 30 days before or after the anniversary of the client's *Project Entry Date,* regardless of the date of the most recent 'update' or 'annual assessment', if any [annually]. Information must be accurate as of the *Information Date.*

For HUD-funded programs and HUD reporting purposes, the implementation of 'annual assessment' as a data collection stage by vendors is mandatory; the data collection stage must not be inferred from the Information Date, although the field must have an *Information Date* recorded with it. In order to be considered reportable to HUD as an annual assessment, data must be stored with a *Data Collection Stage* of 'annual assessment.'

There must be **only one** record for each data element annually with a *Data Collection Stage* recorded as 'annual assessment' associated with any given client and project entry ID within the 60-day period surrounding the anniversary of the client's *Project Entry Date*. Regardless of whether the responses have changed since project entry or the previous annual assessment, a new record must be created for each subsequent annual assessment such that it is possible to view a history, by date, of the values for each data element.

Project exit - Indicates the element is required to be collected at every project exit. Data elements identified with the "project exit" stage must be collected at every project exit. Like project entry data, a client must have **only one** value for each of these data elements in relation to a specific project enrollment, but a client could have multiple project exits and exit data associated with each. Regardless of the exact date that it is collected or entered into HMIS, the data must accurately reflect the client's response or circumstance as of the date of project exit; the information date must correspond to the project exit date. Edits made to correct errors or improve data quality will not change the data collection stage or the information date. Elements collected at project exit must have an *Information Date* that matches the client's *Project Exit Date* and a *Data Collection Stage* of 'project exit.' Information must be accurate as of the *Project Exit Date*.

Data associated with the "Annual Assessment" and "Update" collection points requires the user to add new information while the system maintains the historical data. Data associated with the other stages can be edited to correct errors or to improve data quality at any time, but only the most current value is expected to be stored and used for reporting purposes. A series of examples is provided below to illustrate the difference between an update and a correction.

Example 1: A client who was not receiving any benefits on the date of project entry begins receiving Medicaid during the project stay. It is important to retain information about the client's status at project entry, so the record showing no Non-Cash Benefits at that time should remain unchanged and a new entry of Non-Cash Benefits created to show that the client is receiving Medicaid as of a specific date. The data collection stage of the new record will be 'Update.' The information date of the new record could be entered as the date the client started receiving Medicaid, the date the information was collected, or some other date as long as the data in the record accurately reflects the Non-Cash Benefits a client was receiving on that date.

Example 2: A client enters a project that has required collection points for income information at project entry and update (every 90 days). At the time of project entry, the client had no income. The caseworker documents this in a record with a data collection stage of 'Project Entry' and an Information Date that matches the Project Entry Date. When the client is interviewed 90 days later, the client still has no income. Even though there is no change in the client's income, a new entry must be created with a data collection stage of 'Update' and an Information Date that is 90 days after the project entry date. The new entry indicates that the information is current and the client's income has not changed. If a new entry is not created, it is not possible to use HMIS data to determine whether the information is current.

Example 3: A caseworker notices that a client's Total Monthly Income was incorrectly entered as $100 at project entry, when the client's income was actually $1,000. The appropriate action is to edit the record to change the $100 to $1,000. As long as the record accurately reflects the client's income as of the Project Entry Date, the data collection stage remains 'Project Entry' and the Information Date matches the project entry date. A separate metadata element, Date Updated, is used to track the date of the edit for audit purposes.

Example 4: A client refused to respond to Developmental Disability at intake but later discloses that they were diagnosed with a developmental disability as a child. The appropriate action is to edit Developmental Disability to change 'Client Refused' to 'Yes.' The client was disabled as of the date of project entry. The data collection stage is 'Project Entry' and the information date must match the Project Entry Date. A separate metadata element, Date Updated, is used to track the date of the edit for audit purposes.

3. *Subjects* identifies the persons for whom data collection is required.

    Head of household: data collection is limited to the head of household. Head of household is the term used in these standards for consistency with other guidance previously developed and does not necessarily indicate the individual's status in the household. CoCs and HMIS Lead Agencies may elect to further define the head of household for their jurisdiction or may also substitute the concept of "primary client" for the term.

    Head of household and other adults in the household: data must be collected about the head of household and each additional adult in the household. If the household is composed of an unaccompanied child, that child is the head of household. If the household is composed of two or more minors, data must be collected about the minor that has been designated as the head of household.

    Where a group of persons apply for services together (as a household or family), information about any children under the age of 18 may be provided by the head of household who is applying for services. The children are not required to be present at the time the head of household applies for services. However, information should not be recorded for children under age 18 if it is indicated that these children will not be entering the project on the same day as the head of household. Information for these children should be recorded when the children join the project. Information on any other adults (18 years of age or older) who are enrolled in the project as part of the household should be obtained directly from that adult. As a general rule, one adult should not provide information for another adult. A project should edit the project entry record of a client who turns 18 after entry, but before exit, to add a response for data elements only relevant to the head of household and other adults in the household in order to improve the reported overall data quality for the project or if required by a funder.

All clients: data must be collected about each adult and child in a household.

4. *Data Collection Instructions* provides overall instructions for data collection and entry. Collection instructions specific to an HMIS Federal Partner Program can be found in the HMIS Program Specific Manuals.

   Most data elements include a 'Client doesn't know' or 'Client refused' response category. These are considered valid responses if the client does not know or the client refuses to respond to the question. It is not the intention of the federal partners that clients be denied assistance if they refuse or are unable to supply the information. However, some information may be required by projects or public or private funders to determine eligibility for housing or services, or to assess needed services. The 'Client doesn't know' or 'Client refused' responses should not be used to indicate that the case manager or data entry person does not know the client's response. The HMIS Data Standards assume that fields for which data are not collected will be left blank (i.e., 'missing'). In situations where a system requires a response to all data fields before saving a record, the system must use a specific response category to indicate that data were not collected. In such cases, that response category must be treated as missing data for reporting purposes. These response categories are specified in the HMIS Data Dictionary.

5. *Data Element Fields* identifies the specific fields and response required. More detailed element information for programming purposes can be found in the HMIS Data Dictionary.

   For each data element provided in this manual, response categories are provided. For any data element, projects may choose to capture more detailed information as long as this information can be exactly mapped to the required response categories provided.

6. *Response Category Descriptions* provide the general definitions and descriptions of fields and responses. Program specific categories descriptions can be found in the HMIS Program Specific Manuals.

7. *Special Considerations* identifies special points of clarification an element may require.

8. *Changes from Previous Data Standards* identifies any change in the element from the HMIS 2010 Data Standards.

Metadata

The term *metadata* is often defined as 'data about data.' Instead of capturing information about a project or a client, Metadata Elements capture information about the data itself; when it was collected, when it was entered into HMIS, who entered it, and which project is responsible for it.

The Metadata Elements are intended to facilitate reporting from HMIS, to simplify the writing of programming specifications, and to provide an audit trail. The intent behind each of these Metadata Elements is explained in the *Rationale* section for each. These elements do not represent an attempt to standardize the way that HMIS solutions store data. As long as an HMIS solution is able to accomplish the purposes identified in the rationale for the Metadata Elements, the solution is not required to use the exact metadata elements listed here. Future programming specifications for reports will reference these Metadata Elements. A complete list of metadata elements and logic for those elements can be found in the HMIS Data Dictionary [link].

Project Setup Guidance

Project Descriptor Data Elements (formerly Program Descriptor Data Elements)

In the 2004 and 2010 Data Standards, these were referred to as Program Descriptor Data Elements. The updated Data Standards begin to refer to these elements as Project Descriptor because they describe the project (or the unit of an organization which is providing the service or lodging).

The CoC must record project information in the HMIS on all projects within its implementation. In general, the HMIS Lead Agency should be the party with overall responsibility for adding, editing, and updating the Project Descriptor Data Elements. The HMIS Lead Agency in consultation with the CoC should also develop a plan and timeline for updating this information.

One of the most critical steps in accurate data collection and reporting is ensuring that a project is set up properly in an HMIS. If project set up is done incorrectly, this will jeopardize the ability to produce accurate, reliable reports. Guidance around project set up for each federal partner program type will be published separately as part of the Program Specific Manuals.

For example, one project might provide homelessness prevention services to some clients and rapid rehousing services to other clients. Further, each type of service could be funded through different funding streams and have separate reporting requirements. In these cases, in order to produce accurate reports, the HMIS Lead might need to set up two projects in the HMIS.

Additionally, projects required to produce an Annual Performance Report (APR), Consolidated Annual Performance and Evaluation Report (CAPER), or other federal report must include only clients who were served under the particular program or particular grant among many grants a single project could be awarded from a federal funder. If a project record is set up in HMIS to include projects receiving funding from more than one federal program, including those that might receive multiple concurrent or non-concurrent grants from a single federal program, then it must be possible to identify, for each client served, the specific federal program and grant award under which the client was served.

The following Project Descriptor Data elements are required to be completed for all projects entering data into the HMIS:

Organization Identifier – The name of the organization must be entered. It is highly recommended that the legal name of the organization, as it is shown on the grant agreement, is entered in the HMIS. An Organization ID must be assigned to each project via an HMIS generated number or code. Each organization must receive a distinct identifier that is consistently associated with that organization.

Project Identifier – The name of each project must be entered. A Project ID must be assign to each project via an HMIS generated number or code. Each project must receive a distinct identifier that is consistently associated with that project.

Continuum of Care Code – The CoC code, as published annually by HUD in the CoC NOFA (https://www.onecpd.info/coc/) must be assigned to each project for every geographic area in which the project operates. Projects might be funded to provide for housing and/or services to clients residing in only one CoC (e.g., CoC: Transitional Housing), or they might be funded for housing and/or services across multiple CoCs. The CoC codes selected for the project must be consistent with the area served by the project according to the grant agreement with the federal funding partner. For example, a VA SSVF project providing services to clients in both a balance of state and urban CoC, must select the CoC code for both the balance of state AND the urban CoC.

Project Type – A single project type must be assigned to each project. The project type must be determined using the following steps:

(1) First, if the project is funded by a federal partner use the project type identified by the federal partner in Exhibit 1-2. ;

(2) if a project has a lodging component it is to be assigned to the appropriate lodging project type. For example, a HUD services only project which provides case management to a PH must be typed as a PH project;

(3) if a project provides only services without lodging (i.e., SSO or street outreach projects), it should be typed to the service project type the project most closely matches.

A project is to be typed based on its primary function which might be inconsistent with one or more of the grant source(s) identified. For example, a lodging project that provides permanent housing and services might have a “services only” grant from HUD. This project will be identified in the HMIS as one of the permanent housing project types.

If the project has more than one lodging project type at a site, each project type must be set up as a separate project in the HMIS.

Method for Tracking Emergency Shelter Utilization – Each emergency shelter project must be associated with one method of tracking residence. Careful selection of the method is critical for outcome reporting.

The *entry/exit method* should be used for all shelters requiring an entry, a continuous stay, and an exit. The length of stay will be calculated based on the number of nights between project entry and project exit and performance will include changes from project entry and project exit data collection stages. Funder preference for emergency shelter projects is the use of the project entry/exit date method except for projects where clients are permitted to enter and exit on an irregular basis (e.g., mass shelter).

The *night-by-night method* should be used for shelters that allow clients to enter and exit on an irregular basis and do not require a continuous stay and must instead rely on a method of tracking “bed nights”. In this method: (1) all data required to be collected at project entry is collected; (2) the project records every discrete date or series of dates that the client utilizes a bed; (3) the system maintains historical data on the nights sheltered; (4) the duration of each stay can be accurately determined and aggregated to calculate each client’s total length of stay in the project; and (5) the client may be exited or the system may be designed to automatically generate an exit after an extended absence. Length of stay is calculated on bed nights used in this method.

Utilization of the night-by-night method does not mean that an HMIS must identify a client in a specific bed. If the HMIS supports a custom module that identifies clients in a bed that module may continue to be used. However, use of that module does not necessarily equate with the new night-by-night model.

Federal Partner Funding Source – All projects that are funded by a federal partners must have each grant associated with the project recorded in the HMIS. The federal funding source information must include: the name of the federal partner program and component the grant is provided for; a grant identifier (grant number or other identification associated with the specific funding source); grant start date; and grant end date.

Bed and Unit Inventory Information - Communities must be able to identify household types served, bed types, Availability of the beds and units, and the number of beds and units for each continuum lodging project. Some systems enable a single record creation for each project with multiple options; others required a separate record for each option. For example, a project that serves both households without children and households with at least one adult and one child might have a single record or two records for the two different types of Bed and Unit Inventory information in order to track inventory information by household type. If a project operates different types of beds (e.g., year-round and seasonal) then a separate record could be required for each bed type. For example, a project that serves single adults and has 100 beds, of which 20 are seasonal, might have two bed and unit inventory records. One record is for the 80 facility-based year-round beds for households without children and a second record is for the 20 facility-based seasonal beds for households without children.

The logic for the Project Descriptor Data Elements can be found HMIS Data Dictionary [link].

Generation of the HUD Housing Inventory Count (HIC) from an HMIS is optional. Various HMIS systems have the capacity to generate the HIC. Guidance for the HIC is published by HUD and can be found at https://www.onecpd.info/hdx/guides/pit-hic/ and Notice CPD-13-011: 2014 HIC and PIT of Homeless Persons Data Collection Guidance.

If the HMIS is used to generate the HIC, then every project in the CoC regardless of whether the project is operated by a contributing HMIS organization or a non-contributing HMIS organization must have all of the Project Descriptor data elements entered. If the HIC is generated then the following elements are required:

Site Information identifies if the project is at the principal site and the HUD Geocode for each project.

Target Population identifies the target population associated with a HUD grant.

The general purpose of these requirements is to ensure that the HMIS is the central repository of information about homelessness in the CoC, including information about projects and clients. Including Project Descriptor data in the HMIS ensures that uniform information about each CoC project is available to:

1. Complete required reports including the AHAR, and the HIC;
2. Track bed utilization;
3. Calculate rates of HMIS participation; and
4. Monitor data quality.

Complete Project Descriptor information can also enhance the HMIS as a tool for supporting information and referral services.

Universal Data Elements

HMIS Universal Data Elements are elements required to be collected by all projects participating in HMIS, regardless of funding source.

The Universal Data Elements establish the baseline data collection requirements for all contributing CoC projects. They are the basis for producing unduplicated estimates of the number of people experiencing homelessness, accessing services from homeless assistance projects, basic demographic characteristics of people experiencing homeless, and patterns of service use, including information on shelter stays and homelessness over time.

The Universal Data Elements are the foundation on which the Annual Homeless Assessment Report (AHAR) is developed. The AHAR provides Congress the national estimates of the current state of homelessness across the United States and the use of homeless assistance programs. It is used locally to inform state and local communities on how their specific homeless information compares nationally. The AHAR is used by the U.S. Interagency Council on Homelessness to measure progress towards goals specified in *Opening Doors* and by all of the federal partners to inform departmental homelessness policy. Universal Data Elements also helps local communities to better target resources, and position programs to end homelessness.

The following are the Universal Data Elements:

- 3.1 Name
- 3.2 Social Security Number
- 3.3 Date of Birth
- 3.4 Race
- 3.5 Ethnicity
- 3.6 Gender
- 3.7 Veteran Status
- 3.8 Disabling Condition
- 3.9 Residence Prior to Project Entry
- 3.10 Project Entry Date
- 3.11 Project Exit Date
- 3.12 Destination
- 3.13 Personal ID
- 3.14 Household ID
- 3.15 Relationship to Head of Household
- 3.16 Client Location
- 3.17 Length of Time on Street, in an ES or Safe Haven

3.1 Name

Rationale: The first, middle, last names, and suffix should be collected to support the unique identification of each person served.

Collection Point(s): At client record creation.

Subjects: All clients.

Data Collection Instructions: Projects should obtain and enter the full names and avoid aliases or nicknames.

Data Element Fields:

3.1 Name	
Field Names	**Data Types/Response Categories**
First	(text)
Middle	(text)
Last	(text)
Suffix	(text)
Name Data Quality	Full name reported
	Partial, street name, or code name reported
	Client doesn't know
	Client refused

Response Category Descriptions:

- "Full name reported" should be selected for *Name Data Quality* as long as complete, full first and last names have been recorded. To avoid duplicate record creation, the full first name should be used (e.g., James vs. Jim) and the last name should be recorded as the individual has it recorded on their official legal documents (driver's license, social security card, etc.)
- Select "Partial, street name or code name reported" in the following circumstances: 1) a partial, short, or nickname was used instead of the full first name; 2) a street name or code name was used for street outreach clients at initial intake and until the client was able to supply their full legal name; 3) a name modification was used for victims of domestic violence for security reasons; and 4) for any other reason the name does not match the clients full name as it would appear on identification.
- Select "Client doesn't know" when client does not know their name. Use "Client doesn't know" vs. "Partial, street name or code name reported" if you entered a false name/made up name in order to create a record in the system solely because the client did not know or was unable to provide their name.
- Select "Client refused" when client refuses to provide their name. Use "Client refused" vs. "Partial street name or code name reported" if you entered a false name/made up name in order to create a record in the system solely because the client refused to tell you their name.

Special Considerations: None.

Changes from Previous Data Standards: A data quality field has been added to assist in accurate reporting on data quality.

3.2 Social Security Number

Rationale: The collection of a client's Social Security number (SSN) and other personal identifying information are required for two important reasons. First, unique identifiers are critical to producing an accurate, unduplicated local count of homeless persons accessing services covered by HMIS. This is particularly true in jurisdictions where continuum projects do not share data at the local level and are, therefore, unable to use a Personal ID (Data Element 3.13) to de-duplicate (at intake) across all the continuum projects participating in the CoC's HMIS. Where data are not shared, CoCs must rely on a set of unique identifiers to produce an unduplicated count in the central server once the data are sent to the HMIS Lead. Name and date of birth are useful unique identifiers, but these identifiers alone do not facilitate an unduplicated count of homeless persons as accurately as the SSN since names change and people share the same date of birth. Where data are shared across projects, the SSN greatly facilitates the process of identifying clients who have been served and allows projects to de-duplicate upon project entry.

Second, an important objective for ending homelessness is to increase access and utilization of mainstream programs by persons who are homeless or at-risk of homelessness. Since SSN is a required data element for many mainstream programs, such as Temporary Assistance for Needy Families (TANF), Medicaid, Supplemental Security Income (SSI), etc., projects may need the SSN along with the other personal identifiers in order to access mainstream services for their clients.

Collection Point(s): At client record creation.

Subjects: All clients.

Data Collection Instructions: In one field, record the nine-digit SSN. In another field, select the appropriate *SSN Data Quality* indicator. If a partial social security number is obtained an 'x' may be entered as a placeholder for any missing digit.

Data Element Fields:

3.2 Social Security Number	
Field Names	**Data Types/Response Categories**
Social Security Number	(9 character text field)
SSN Data Quality	Full SSN reported
	Approximate or partial SSN reported
	Client doesn't know
	Client refused

Response Category Descriptions:

- Select "Full SSN reported" for *SSN Data Quality* when a complete and valid SSN is provided.

- Select “Approximate or partial SSN reported” when any SSN other than a complete and valid 9 digit SSN, regardless of the reason, is provided.
- Select “Client doesn’t know” when a client does not know or does not have a SSN.
- Select “Client refused” when a client refuses to provide any part of their SSN.

Special Considerations: The federal statute at 5 U.S.C. Section 552a prohibits a government agency from denying shelter or services to clients who refuse to provide their SSN, unless the requirement was in effect before 1975 or SSN is a statutory requirement for receiving services from the project.

Changes from Previous Data Standards: The response category “Partial SSN reported” has been changed to “Approximate or partial SSN reported”. This change should not discourage collection of a full and accurate SSN. Also, “Client doesn’t know” has replaced “Don’t know or don’t have SSN”.

3.3 Date of Birth

Rationale: The date of birth is used to calculate the age of persons served at time of project entry or at any point during project enrollment. It also supports the unique identification of each person served.

Collection Point(s): At client record creation.

Subjects: All clients.

Data Collection Instructions: Collect the month, day, and year of birth for every person served.

Data Element Fields:

3.3 Date of Birth	
Field Names	**Data Types/Response Categories**
Date of Birth	(date)
Date of Birth Type	Full DOB reported
	Approximate or partial DOB reported
	Client doesn’t know
	Client refused

Response Category Descriptions:

- “Full DOB reported” must be selected for *Date of Birth Type* when the complete date of birth is provided by the client.
- “Approximate or partial DOB reported” must be selected if a client cannot remember their full or exact date of birth. If the client cannot remember their birth year it may be estimated by asking the person’s age and calculating the approximate year of birth. If a client cannot remember the month or day of birth, record an approximate date of “01” for month and “01” for day. CoCs that already have a policy of entering another approximate date may continue their existing policy.
- Select “Client doesn’t know” if the client is unable to recall their age within one year. Use “Client doesn’t know” vs. “Approximate or partial DOB reported” if you entered an approximate or partial date of birth because the client did not know their date of birth within one year.

- Select “Client refused” when a client refuses to provide their DOB. Use “Client refused” vs. “Approximate or partial DOB reported” if you entered a partial or approximate date of birth in order to create a record in the system because the client refused to provide their date of birth or their age for you to approximate.

Special Considerations: None.

Changes from Previous Data Standards: Data quality responses have been clarified.

3.4 Race

Rationale: Race is used to count the number of persons who identify themselves within one or more of five different racial categories. In the October 30, 1997 issue of the Federal Register (62 FR 58782), the Office of Management and Budget (OMB) published “Standards for Maintaining, Collecting, and Presenting Federal Data on Race and Ethnicity.” All existing federal recordkeeping and report requirements must be in compliance with these Standards as of January 1, 2003. These data standards follow the OMB guidelines.

Collection Point(s): At client record creation.

Subjects: All clients.

Data Collection Instructions: In separate data fields, collect the self-identified race(s) of each client served. Allow clients to identify as many racial categories as apply (up to five). Staff observations should not be used to collect information on race.

Data Element Fields:

3.4 Race	
Field Names	**Data Types/Response Categories**
Race	American Indian or Alaska Native
	Asian
	Black or African American
	Native Hawaiian or Other Pacific Islander
	White
	Client doesn’t know
	Client refused

Response Category Descriptions:

- “American Indian or Alaska Native” is a person having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment.
- “Asian” is a person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- “Black or African American” is a person having origins in any of the black racial groups of Africa. Terms such as “Haitian” can be used in addition to “Black or African American.”

- “Native Hawaiian or Other Pacific Islander” is a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- “White” is a person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- “Client doesn’t know” or “Client refused” should only be selected when a client does not know or refuses to identify their race(s) from among the five listed races. Neither “Client doesn’t know” nor “Client refused” should be used in conjunction with any other response.

Special Considerations: None.

Changes from Previous Data Standards: None.

3.5 Ethnicity

Rationale: Ethnicity is used to count the number of persons who do and do not identify themselves as Hispanic or Latino.

Collection Point(s): At client record creation.

Subjects: All clients.

Data Collection Instructions: Collect the self-identified ethnicity of each client served. Staff observations should not be used to collect information on ethnicity.

Data Element Fields:

3.5 Ethnicity	
Field Names	**Data Types/Response Categories**
Ethnicity	Non-Hispanic/Non-Latino
	Hispanic/Latino
	Client doesn’t know
	Client refused

Response Category Descriptions: The definition of Hispanic or Latino ethnicity is a person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture of origin, regardless of race.

Special Considerations: None.

Changes from Previous Data Standards: None.

3.6 Gender

Rationale: Gender is used to count the number of men, women, transgender, and other gender clients.

Collection Point(s): At client record creation.

Subjects: All clients.

Data Collection Instructions: Record the self-reported gender of each client served. Staff observations should not be used to collect information on gender.

Data Element Fields:

3.6 Gender	
Field Names	**Data Types/Response Categories**
Gender	Female
	Male
	Transgender male to female
	Transgender female to male
	Other
	Client doesn't know
	Client refused
(if Other) ***Specify***	(text)

Response Category Descriptions: Transgender is defined as persons with a gender identity that is different from the sex assigned to them at birth. "Other" may include intersex individuals or persons who prefer not to identify a specific gender.

Special Considerations: None.

*Changes from Previous Data Standards: "*Transgendered" has been changed to "Transgender". Clarification has been provided about the response category "Other" and a text field *Specify* has been added for "Other".

3.7 Veteran Status

Rationale: Veteran status is used to count the number of clients who are veterans of the United States armed forces.

Collection Point(s): At client record creation.

Subjects: All adults.

Data Collection Instructions: Record whether or not the client is a veteran. Asking additional questions may result in more accurate information as some clients may not be aware that they are considered veterans. Examples include: "Have you ever been on active duty in the military?"

Data Element Fields:

3.7 Veteran Status	
Field Names	**Data Types/Response Categories**
Veteran Status	No
	Yes
	Client doesn't know
	Client refused

Response Category Descriptions: Respond "Yes" to *Veteran Status* if the person is someone who has served on active duty in the armed forces of the United States. This does not include inactive military reserves or the National Guard unless the person was called up to active duty.

Special Considerations: A project may collect this data element at entry for clients who are expected to turn 18 while enrolled or add a response to the data element to indicate the record is for a client who will turn 18 during enrollment in order to improve the overall data quality for the project or if required by a funder. An HMIS may automatically populate the *Veteran Status* field for clients who turn 18 during enrollment with a "No" response.

Changes from Previous Data Standards: Collection Point was changed from "At project entry" to "At client record creation" enabling the response to carry forward from project entry to project entry. Additional explanation has been added to the data collection instruction section regarding alternative or additional questions that may be asked to ascertain *Veteran Status*. Clarifications were made about entering data for clients turning 18 during project stay.

3.8 Disabling Condition

Rationale: Disabling condition is used to count the number of clients who have a disabling condition at project entry. This data element is to be used with other information to identify whether a client meets the criteria for chronic homelessness.

Collection Point(s): At project entry.

Subjects: All adults.

Data Collection Instructions: Record whether the client has a disabling condition based on one or more of the following:

- A physical, mental, or emotional impairment, including an impairment caused by alcohol or drug abuse, post-traumatic stress disorder, or brain injury that:
  (1) Is expected to be long-continuing or of indefinite duration;
  (2) Substantially impedes the individual's ability to live independently; and
  (3) Could be improved by the provision of more suitable housing conditions.

- A developmental disability, as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (42 U.S.C. 15002); or

- The disease of acquired immunodeficiency syndrome (AIDS) or any condition arising from the etiologic agency for acquired immunodeficiency syndrome (HIV).

Additionally for veterans note: if the client is a veteran who is disabled by an injury or illness that was incurred or aggravated during active military service and whose disability meets the disability definition defined in Section 223 of the social security act.

Data Element Fields:

3.8 Disabling Condition	
Field Names	**Data Types/Response Categories**
Disabling Condition	No
	Yes
	Client doesn't know
	Client refused

Response Category Descriptions: Select "Yes" for *Disabling Condition* if any of the disabling condition criteria have been met.

Special Considerations: A project may wish to edit the record of a client who turns 18 during enrollment to add a response for this data element in order to improve the reported overall data quality for the project or if required by a funder.

A client receiving Supplemental Security Income (SSI), Social Security Disability Insurance (SSDI), VA Service-Connected Disability Compensation or VA Non-Service-Connected Disability Pension should be noted as a potential "Yes" for Disabling Condition.

For residential homeless assistance programs, client intake as part of the program admission process must be separated from the collection of disability information in order to comply with Fair Housing laws and practices, unless this information is required to determine program eligibility or is needed to determine whether applicants need units with special features or if they have special needs related to communication.

Changes from Previous Data Standards: Clarification has been added regarding determining the disability status for veterans.

3.9 Residence Prior to Project Entry

Rationale: To identify the type of residence and length of stay at that residence just prior to (i.e., the night before) project entry.

Collection Point(s): At project entry.

Subjects: Head of household and adults.

Data Collection Instructions: Record the type of living arrangement of the head of household and each adult household member just prior to entry into the project. Members of the same household may have different residences prior to project entry.

Data Element Fields:

3.9 Residence Prior to Project Entry	
Field Names	**Data Types/Response Categories**
Type of Residence	Emergency shelter, including hotel or motel paid for with emergency shelter voucher
	Foster care home or foster care group home
	Hospital or other residential non-psychiatric medical facility
	Hotel or motel paid for without emergency shelter voucher
	Jail, prison or juvenile detention facility
	Long-term care facility or nursing home
	Owned by client, no ongoing housing subsidy
	Owned by client, with ongoing housing subsidy
	Permanent housing for formerly homeless persons (such as: CoC project; HUD legacy programs; or HOPWA PH)
	Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)
	Psychiatric hospital or other psychiatric facility
	Rental by client, no ongoing housing subsidy
	Rental by client, with VASH subsidy
	Rental by client, with GPD TIP subsidy
	Rental by client, with other ongoing housing subsidy
	Residential project or halfway house with no homeless criteria
	Safe Haven
	Staying or living in a family member's room, apartment or house
	Staying or living in a friend's room, apartment or house
	Substance abuse treatment facility or detox center
	Transitional housing for homeless persons (including homeless youth)
	Other
	Client doesn't know
	Client refused
(if Other) ***Specify***	(text)
Length of Stay in Previous Place	One day or less
	Two days to one week
	More than one week, but less than one month
	One to three months
	More than three months, but less than one year
	One year or longer
	Client doesn't know
	Client refused

Response Category Descriptions: Select the residence prior to project entry being careful to identify the correct subsidy, tenant based or project based housing, if the client had subsidized housing prior to entry.

Special Considerations: A project may wish to edit the record of a client who turns 18 during enrollment to add a response for this data element in order to improve the reported overall data quality for the project or if required by a funder. An HMIS may be set up to automatically populate this data element for clients who turn 18 during enrollment with the same response as that recorded for the head of household.

Changes from Previous Data Standards:

- Under the previous data standards, this data element was required for all adults and unaccompanied youth. This has been changed so that data collection is required for all heads of household and adult household members, which will require collection for at least one member of a household composed of only children.
- The “Hospital (non-psychiatric)” response has been expanded to include other residential non-psychiatric medical facilities. Three response categories have been added: “Long-term care facility or nursing home,” “Residential project or halfway house with no homeless criteria,” and “Rental by client, with GPD TIP subsidy.”
- Language has been added to the “Permanent housing for formerly homeless persons” response to incorporate HOPWA programs.
- The “Place not meant for habitation” response category was clarified.
- Clarifications were made about updating records for clients turning 18 during project stay.
- Data collection instructions were clarified.
- *Length of stay in previous place* was revised to meet federal partner requirements.

3.10 Project Entry Date

Rationale: To determine the start of a client’s period of participation with a project. All projects need this data element for reporting; residential continuum projects need it to measure lengths of stay, and services-only continuum projects need it to determine the amount of time spent participating in the project.

Collection Point(s): At project entry.

Subjects: All clients.

Data Collection Instructions: Project staff record the month, day, and year of project entry. The project entry date indicates a client is now being assisted by the project.

- For residential projects, with the exception of Permanent Housing-Rapid Re-Housing (PH-RRH) projects, this should be the first date of occupancy in the project.
- For PH-RRH projects and non-residential projects this should be the date on which the client began receiving services from the project or would otherwise be considered by the project funder to be a project participant for reporting purposes.
- For Street Outreach projects this should be the date of first contact with the client.

If there is a gap in occupancy (except for gaps allowed in Permanent Supportive Housing projects and Emergency Shelters using a night-by-night method), clients should be exited from the project; a return to the project should be recorded as a new residential/service record with a new project entry date.

Data Element Fields:

3.10 Project Entry Date	
Field Names	**Data Types/Response Categories**
Project Entry Date	(date)

Response Category Descriptions: None

Special Considerations: For residential projects that have activities or information the project needs to collect prior to occupancy a project may have a "pre-entry" project established to facilitate segregation of information for point-in-time and housing inventory count purposes.

Changes from Previous Data Standards: None.

3.11 Project Exit Date

Rationale: To determine the end of a client's period of participation with a project. All projects need this data element for reporting; residential continuum projects need it to measure lengths of stay, and services-only continuum projects need it to determine the amount of time spent participating in the project.

Collection Point(s): At project exit.

Subjects: All clients.

Data Collection Instructions: Project staff record the month, day and year of last day of occupancy or service. For residential projects this date would represent the last day of continuous stay in the project before the client transfers to another residential project or otherwise stops residing in the project. For example, if a person checked into an overnight shelter on January 30, 2014, stayed overnight and left in the morning, the exit date for that shelter stay would be January 31, 2014.

For non-residential projects the exit date may represent the last day a service was provided or the last date of a period of ongoing service. The exit date should coincide with the date the client is no longer considered a project participant. Projects must have a clear and consistently applied procedure for determining when a client who is receiving supportive services is no longer considered a client. For example, if a person has been receiving weekly counseling as part of an ongoing treatment project and either formally terminates their involvement or fails to return for counseling, the last date of service is the date of the last counseling session. If a client uses a service for just one day (i.e., starts and stops before midnight of same day), then the *Project Exit Date* may be the same as the *Project Entry Date*.

Data Element Fields:

3.11 Project Exit Date	
Field Names	**Data Types/Response Categories**
Project Exit Date	(date)

Response Category Descriptions: None

Special Considerations: To minimize staff and client burden at shelters that require most (or all) clients to reapply for service on a nightly basis, the project can record the entry and exit date at the same time or an HMIS application can automatically record the exit date as the day after the entry date for clients of the overnight project.

A client with an open record (i.e. project entry without a project exit) for a community-defined extensive length of time in a shelter, outreach, or prevention project may be either automatically exited from the project or may be flagged for HMIS end user intervention and exit, depending on the functionality the HMIS supports. The actual exit date should be based on the last date of lodging or service provision. The length of time without client contact or activity that triggers a project exit should be locally determined based on project design and client profile. The CoC must be involved in the determination of "extensive length of time" and which projects the solution is to be applied.

For residential projects with data collection requirements after project exit, a project may have a separate follow-up project established.

Changes from Previous Data Standards: Clarification on dates has been provided.

3.12 Destination

Rationale: To identify where a client will stay just after exiting a project for purposes of tracking and outcome measurement.

Collection Point(s): At project exit.

Subjects: Head of household and adults.

Data Collection Instructions: Select the response category that best describes where the client will be living after the date on which they exit the project. For non-lodging projects this may be the same as the place where the client was living during project participation.

Data Element Fields:

3.12 Destination	
Field Names	**Data Types/Response Categories**
Destination Type	Deceased
	Emergency shelter, including hotel or motel paid for with emergency shelter voucher
	Foster care home or foster care group home
	Hospital or other residential non-psychiatric medical facility
	Hotel or motel paid for without emergency shelter voucher
	Jail, prison or juvenile detention facility
	Long-term care facility or nursing home
	Moved from one HOPWA funded project to HOPWA PH
	Moved from one HOPWA funded project to HOPWA TH
	Owned by client, no ongoing housing subsidy
	Owned by client, with ongoing housing subsidy
	Permanent housing for formerly homeless persons (such as: CoC project; or HUD legacy programs; or HOPWA PH)
	Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)

	Psychiatric hospital or other psychiatric facility
	Rental by client, no ongoing housing subsidy
	Rental by client, with VASH housing subsidy
	Rental by client, with GPD TIP housing subsidy
	Rental by client, with other ongoing housing subsidy
	Residential project or halfway house with no homeless criteria
	Safe Haven
	Staying or living with family, permanent tenure
	Staying or living with family, temporary tenure (e.g., room, apartment or house)
	Staying or living with friends, permanent tenure
	Staying or living with friends, temporary tenure (e.g., room apartment or house)
	Substance abuse treatment facility or detox center
	Transitional housing for homeless persons (including homeless youth)
	Other
	No exit interview completed
	Client doesn't know
	Client refused
(if Other) ***Specify***	(text)

Response Category Descriptions:

- For clients who will be staying with family or friends select the response that includes the expected tenure of the destination (permanent or temporary).
- For "Rental by client" and "Owned by client," select the response that includes the type of housing subsidy, if any, the client will be receiving. A housing subsidy may be tenant-, project-, or sponsor-based and provides ongoing assistance to reduce rent burden. This includes housing subsidies provided through HUD-funded subsidies (e.g., public housing, Housing Choice Voucher or "Section 8") or other housing subsidy (e.g., state rental assistance voucher).
- If a client exits without providing destination information to project staff, the "No exit interview completed" response value should be used; in such instances, destination information will be considered missing.

Special Considerations: None.

Changes from Previous Data Standards:

- Destination has been re-classified as a Universal Data Element.
- Under the previous data standards, this data element was required for all adults and unaccompanied youth. This has been changed so that data collection is required for all heads of household and adult household members, which will require collection for at least one member of a household composed of two or more minors.
- The "Hospital (non-psychiatric)" response has been expanded to include other residential non-psychiatric medical facilities.

- Changed response category “Permanent supportive housing…” to “Permanent housing….”
- Two HOPWA specific destinations have been added.
- There are four new categories: “Long-term care facility or nursing home,” “Residential project or halfway house with no homeless criteria,” “Rental by client with GPD TIP housing subsidy,” and “No exit interview completed.”

3.13 Personal ID

Rationale: To obtain an unduplicated count of persons served within a CoC. Every client entered into an HMIS is assigned a Personal ID, which is a permanent and unique number generated by the HMIS application.

Collection Point(s): At client record creation.

Subjects: All clients.

Data Collection Instructions: Before creating a client record in HMIS, users must first search the HMIS application for an existing record for that client. If an existing record is found, enrollment and service data should be added to that record. If there is no existing record, a new record must be created; the HMIS application will generate a Personal ID for the new client record at the time it is added to the HMIS.

Data Element Fields:

3.13 Personal ID	
Field Names	**Data Types/Response Categories**
Personal ID	There is no specified format for this data element

Response Category Descriptions: This element requires the HMIS to generate the *Personal ID*; a user should not have to manually enter the *Personal ID*.

Special Considerations: None.

Changes from Previous Data Standards: The data element name has been updated from Personal Identification Number to Personal ID. Additional clarifications have been added to the data collection instructions.

3.14 Household ID

Rationale: To count the number of households served in a project.

Collection Point(s): At project entry.

Subjects: All clients.

Data Collection Instructions: A Household ID will be assigned to each household at project entry and applies, for the duration of that project stay, to all members of the household served. The Household ID is automatically generated by the HMIS application.

If it is not evident to project staff whether others are applying for assistance with the person who is being interviewed, then project staff should ask if anyone else is applying for assistance with that person.

A common Household ID should be assigned to each member of the same household. Persons in a household (either adults or children) who are not present when the household initially applies for assistance and later join the household should be assigned the same Household ID that links them to the rest of the persons in the household. The early departure of a household member should have no impact on the Household ID.

Data Element Fields:

3.14 Household ID	
Field Names	**Data Types/Response Categories**
Household ID	There is no specified format for this data element

Response Category Descriptions: A household is a single individual or a group of persons who apply together to a continuum project for assistance and who live together in one dwelling unit (or, for persons who are not housed, who would live together in one dwelling unit if they were housed). The HMIS should generate the *Household ID*. HMIS system instructions should be carefully reviewed to determine how a user is to identify the household within the system.

Special Considerations: An HMIS may track households at a global level over time as part of the HMIS system functionality. HMIS system instructions should clarify how a user identifies persons in the household using a more global system. This global system is allowed but is not required.

Changes from Previous Data Standards: The data element name has been updated from Household Identification Number to Household ID. Additional clarifications have been added to the data collection instructions.

3.15 Relationship to Head of Household

Rationale: Identification of the heads of household for each household recorded in HMIS facilitates the identification, tracking and enumeration of households served by projects. In addition, specifying the relationship of household members to the head of household facilitates reporting on household composition.

Collection Point(s): At project entry.

Subjects: All clients.

Data Collection Instructions: The term “Head of Household” is not intended to mean the leader of the house; it is intended to identify one client to whom all other household members can be associated. There cannot be more than one head of household for any given project entry. Identify the head of household and the relationship of all other household members to the head of household for each household at project entry. If the head of household leaves the project while other household members remain, another member of the household currently participating in the project should be designated as the head of household and the other members’ relationship to head of household should be revised to reflect each individual’s relationship to the newly designated head of household in the event that it differs from the relationship to whoever was previously identified as the head of household.

Data Element Fields:

3.15 Relationship to Head of Household	
Field Names	**Data Types/Response Categories**
Relationship to Head of Household	Self (head of household)
	Head of household's child
	Head of household's spouse or partner
	Head of household's other relation member (other relation to head of household)
	Other: non-relation member

Response Category Descriptions: A household is a single individual or a group of persons who apply together to a continuum project for assistance and who live together in one dwelling unit (or, for persons who are not housed, who would live together in one dwelling unit if they were housed).

Each CoC must develop guidelines for defining and designating a household member as the head of household and seek to ensure that those guidelines are applied consistently across participating continuum projects. Heads of household may be alternatively thought of as the "primary client," the "eligible individual" etc., rather than as a fixed designation. A particular funder may provide instructions for determining which household member should be designated as the head of household in projects that they fund; in the event that the funder's instructions are in conflict with CoC guidance, the requirements of the funder should supersede CoC guidance for the relevant projects.

Special Considerations: None

Changes from Previous Data Standards: This is a new data element.

3.16 Client Location

Rationale: The Client Location (HUD-assigned CoC Code) is used to link project client data to the relevant CoC and is necessary for projects that operate across multiple CoCs for data export purposes and to ensure accurate counts of persons who are served within a CoC.

Collection Point(s): At project entry.

Subjects: Head of household.

Data Collection Instructions: Select or enter the CoC code assigned to the geographic area where the head of household is staying at the time of project entry. If a client changes residence during the course of a project stay and moves into a different CoC then the CoC number must be updated; the Information Date for the update should be the effective date of the move

Data Element Fields:

3.16 Client Location	
Field Names	**Data Types/Response Categories**
Information Date	(date)
HUD-assigned CoC Code	(response categories must correlate to the responses provided to Project Descriptor Data Element 2.3 Continuum of Care Code)

Response Category Descriptions: None.

Special Considerations: An HMIS may automatically populate this field for projects that operate in only one CoC.

Changes from Previous Data Standards: This is a new data element.

3.17 Length of Time on Street, in an Emergency Shelter, or Safe Haven

Rationale: Chronic homeless status is determined by a client's history of homelessness, disability status, and the length of time spent on the street, in an emergency shelter or a Safe Haven. The addition of this data element enables identification of chronically homeless persons in an HMIS.

Collection Point(s): At project entry.

Subjects: Head of Household and adults.

Data Collection Instructions: In separate data fields, indicate whether or not the client meets the threshold for length of time on the street, in an emergency shelter, or Safe Haven as of the date of project entry for purposes of determining chronic homeless status (in combination with other factors).

Data Element Fields:

3.17 Length of Time on Street, in an Emergency Shelter, or Safe Haven	
Field Names	**Data Types/Response Categories**
Continuously Homeless for at Least One Year	No
	Yes
	Client doesn't know
	Client refused
Number of Times the Client has been Homeless in the Past Three Years	0
	1
	2
	3
	4 or more
	Client doesn't know
	Client refused
Total Number of Months Homeless in the Past Three Years	[integer 0-12
	[integer 12 or higher]
	Client doesn't know
	Client refused
(If more than 12 months) ***Number of Years Continuously Homeless***	[numeric field]
Status Documented	No
	Yes

Response Category Descriptions:

- *Continuously homeless for at least one year:* The client has been homeless and living or residing in a place not fit for human habitation, an emergency shelter, and/or a Safe Haven continuously for at least one year as of the date of project entry. Stays in institutions of 90 days or less do not constitute a break in homelessness, provided the client was homeless prior to entering the institution.
- *Number of Times the Client has been Homeless in the Past Three Years:* Enter “1”, “2”, “3” or “4 or more” based on the number of times the client was homeless and living or residing in a place not fit for human habitation, an emergency shelter, and/or a Safe Haven over the past three years prior to project entry. Enter “0” if the client had did not experience these types of homelessness in the past three years. Do not count episodes that begin as of project entry. For example, a client who had been staying with a friend and is asked to leave then enters an emergency shelter. They had not previously stayed on the streets or in a shelter, so the number of times homeless in past three years would be “0”.
- *Total Number of Months Homeless in the Past Three Years*: Similar to number of times the client has been homeless in the past three years, only count months the client was homeless and living or residing in a place not meant for human habitation, an emergency shelter, and/or Safe Haven in the past three years. Any single day or part of a month spent homeless should be counted as one month.
- *Number of Years Continuously Homeless:* If the number of months the client has been homeless exceeds 12 months, indicate the number of years the client has been homeless, understanding that there may have been short breaks in homelessness during the period.
- *Status Documented:* Indicate if there is documentation in the client’s paper file or in the HMIS of the client’s length of homelessness (either continuously homeless, the number of times homeless, or the number of months homeless in the past three years).

Special Considerations: None

Changes from Previous Data Standards: This is a new data element.

Program Specific Data Elements

Program Specific Data Elements differ from the Universal Data Elements in that no one project must collect every single element in this section. Which data elements are required is dictated by the reporting requirements set forth by each Federal partner for each of their programs. A Partner may require all of the fields or response categories in a data element or may specify which of the fields or response categories are required for their report. This section is organized to illustrate which Program Specific Data Elements are required by more than one Federal Partner and which are required by only one of the Federal Partners.

Local CoCs may elect to require all contributing continuum projects to collect a subset of the data elements contained in this section to obtain consistent information across a range of projects that can be used to plan service delivery, monitor the provision of services, and identify client outcomes. However, these data elements do not constitute a client assessment tool, and projects must develop their own data collection protocols in order to properly assess client service needs.

The following Program Specific Data Elements are required by more than one Federal Partner:

4.1 Housing Status
4.2 Income and Sources
4.3 Non-Cash Benefits
4.4 Health Insurance
4.5 Physical Disability
4.6 Developmental Disability
4.7 Chronic Health Condition
4.8 HIV/AIDS
4.9 Mental Health Problem
4.10 Substance Abuse
4.11 Domestic Violence
4.12 Contact
4.13 Date of Engagement
4.14 Services Provided
4.15 Financial Assistance Provided
4.16 Referrals Provided
4.17 Residential Move-In Date
4.18 Housing Assessment Disposition
4.19 Housing Assessment at Exit

4.1 Housing Status

Rationale: To identify the housing status and risk for homelessness for persons just prior to project entry, including whether persons are homeless, housed and at risk of homelessness, or in a stable housing situation. This data element allows projects to identify persons according to homeless and at risk criteria established by HUD.

Collection Point(s): At project entry.

Subjects: Head of household and adults.

Federal Partner Requiring Collection: HUD, HHS [refer to Federal Partner Program Specific pages throughout this document.]

Data Collection Instructions: For each client, determine the appropriate Housing Status according to the definitions below based on the client's housing and related conditions just prior to project entry as determined in accordance with the verification and documentation procedures established under the applicable program rules. A client must be coded to a single *homeless and at risk of homelessness status* response category. In addition, in cases where an individual or family meets the definition of homeless under Categories 1 or 2 or meets the at risk definition AND is fleeing domestic violence, they should only be coded to Category 1, 2 or At Risk. Category 4 should only be used when the household does NOT meet any other category but is homeless because of domestic violence.

Data Element Fields:

4.1 Housing Status	
Field Names	**Data Types/Response Categories**
Homeless and At-Risk of Homelessness Status	Category 1 – Homeless
	Category 2 – At imminent risk of losing housing
	Category 3 – Homeless only under other federal statutes
	Category 4 – Fleeing domestic violence
	At-risk of homelessness
	Stably housed
	Client doesn't know
	Client refused

Response Category Descriptions:

- "Category 1 – Homeless"

  An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
  (i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground; **OR**
  (ii) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low income individuals); **OR**

(iii) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

- “Category 2 – At imminent risk of losing housing”

  Housing Loss in 14 Days: An individual or family who will imminently lose their primary nighttime residence[1] provided that:
  (i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance; **AND**
  (ii) No subsequent residence has been identified; **AND**
  (iii) The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks needed to obtain other permanent housing.

- *“*Category 3 – Homeless only under other federal statutes*”*

  Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
  (i) Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e–2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a); **AND**
  (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance; **AND**
  (iii) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; **AND**
  (iv) Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree of General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment.

- *“*Category 4 – Fleeing domestic violence*”*

  Category 4 should only be used when the household does NOT meet any other category but is homeless solely because they are fleeing domestic violence. Category 4 includes any individual or family who:
  (i) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or

[1] A primary nighttime residence may include housing an individual or family owns, rents, or lives in without paying rent, are sharing with others, and rooms in hotels or motels not paid for by federal, state, or local government programs for low-income individuals or by charitable organizations.

a family member, including a child, that has either taken place within the individual’s or family’s primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence; **AND**
(ii) Has no other residence; **AND**
(iii) Lacks the resources or support networks, e.g., family, friends, faith based or other social networks, to obtain other permanent housing.

- “At-Risk of Homelessness”

  At project entry, this category is only a valid response for clients being served by Homelessness Prevention or Coordinated Assessment projects. This category includes:
  (1) An individual or family who:
  (i) Has an annual income below 30 percent of median family income for the area, as determined by HUD; **AND**
  (ii) Does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in Homeless Category 1 above; **AND**
  (iii) Meets one of the following conditions:
  (A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
  (B) Is living in the home of another because of economic hardship;
  (C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;
  (D) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by Federal, State, or local government programs for low-income individuals;
  (E) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 persons reside per room, as defined by the U.S. Census Bureau;
  (F) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or
  (G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient’s approved consolidated plan (for ESG projects) or the jurisdiction’s approved consolidated plan (for non-ESG projects); **OR**
  (2) A child or youth who does not qualify as ‘‘homeless’’ under the categories described above, but qualifies as ‘‘homeless’’ under section 387(3) of the Runaway and Homeless Youth Act (42 U.S.C. 5732a(3)), section 637(11) of the Head Start Act (42 U.S.C. 9832(11)), section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e–2(6)), section 330(h)(5)(A) of the Public Health Service Act (42 U.S.C. 254b(h)(5)(A)), section 3(m) of the Food and Nutrition Act of 2008 (7 U.S.C. 2012(m)), or section 17(b)(15) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)(15)); **OR**

(3) A child or youth who does not qualify as ''homeless'' under the categories described above, but qualifies as ''homeless'' under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)), and the parent(s) or guardian(s) of that child or youth if living them.

- "Stably Housed"

  An individual or family who is not otherwise experiencing homelessness or at risk of homelessness according to the categories above.

Special Considerations: If the project collecting the data houses homeless and non-homeless persons in the same project AND uses HMIS for their Point-in-Time count for this project then data collection is required for all persons, not just the Head of Household and Adults.

Changes from Previous Data Standards: Housing Status has been moved from a Universal Data Element to a Program-Specific Data Element. Housing Status has been updated to reflect HUD's new definitions for "homeless" and "at risk of homelessness" and to facilitate reporting. The requirement to collect Housing Status at project exit has been removed.

4.2 Income and Sources

Rationale: Income and sources of income are important for determining service needs of people at the time of project entry, determining whether they are accessing all income sources for which they are eligible, describing the characteristics of the population experiencing homelessness, and allow analysis of changes in the composition of income between entry and exit from the project and annual changes prior to project exit. Increase in income is a key performance measure of most federal partner programs.

Collection Point(s): At project entry, annual assessment, and project exit. Update as income and/or sources change.

Subjects: Head of household and adults.

Federal Partner Requiring Collection: HUD, HHS, VA [refer to Federal Partner Program Specific pages throughout this document.]

Data Collection Instructions: Data on Income and Sources collected at project entry and project exit are to reflect the information as of the date of entry and exit. Data collected at project entry and exit are to be dated the same date as the date of project entry and the date of project exit.

An annual assessment is required for all persons residing in the project one year or more. Income and sources must be recorded in the HMIS as an Annual Assessment even if there is no change in either the income or sources.

When a client has income, but does not know the exact amount, a "Yes" response should be recorded for both the overall income question and the specific source, and the income amount should be estimated.

Income received by or on behalf of a minor child should be recorded as part of household income under the Head of Household, unless the federal funder in the HMIS Program Specific Manual instructs otherwise.

Income should be recorded at the client-level for heads of household and adult household members. Projects may choose to collect this information for all household members including minor children, as long as this does not interfere with accurate reporting per funder requirements. Projects collecting data through client interviews should ask clients whether they receive income from each of the sources listed rather than asking them to state the sources of income they receive.

Updates are required for persons aging into adulthood.

Income data should be recorded only for sources of income that are current as of the information date (i.e. have not been specifically terminated). As an example, if a client's employment has been terminated and the client has not yet secured additional employment, the response for *Earned income* would be "No." As a further example, if a client's most recent paycheck was 2 weeks ago from a job in which the client was working full time for $15.00/hour, but the client is currently working 20 hours per week for $12.00 an hour, record the income from the job the client has at the time data are collected (i.e. 20 hours at $12.00 an hour).

Data Element Fields:

4.2 Income and Sources	
Field Names	**Data Types/Response Categories**
Information Date	(date)
Income from Any Source	No
	Yes
	Client doesn't know
	Client refused
(if yes, indicate all sources and dollar amounts for the sources that apply)	
Earned income (i.e., employment income)	No Yes
(if yes) **Monthly amount**	(currency)
Unemployment Insurance	No Yes
(if yes) **Monthly amount**	(currency)
Supplemental Security Income (SSI)	No Yes
(if yes) **Monthly amount**	(currency)
Social Security Disability Income (SSDI)	No Yes
(if yes) **Monthly amount**	(currency)
VA Service-Connected Disability Compensation	No Yes
(if yes) **Monthly amount**	(currency)
VA Non-Service-Connected Disability Pension	No Yes
(if yes) **Monthly amount**	(currency)

Private disability insurance	No Yes
(if yes) ***Monthly amount***	(currency)
Worker's Compensation	No Yes
(if yes) ***Monthly amount***	(currency)
Temporary Assistance for Needy Families (TANF) *(or use local name)*	No Yes
(if yes) ***Monthly amount***	(currency)
General Assistance (GA) *(or use local name)*	No Yes
(if yes) ***Monthly amount***	(currency)
Retirement Income from Social Security	No Yes
(if yes) ***Monthly amount***	(currency)
Pension or retirement income from a former job	No Yes
(if yes) ***Monthly amount***	(currency)
Child support	No Yes
(if yes) ***Monthly amount***	(currency)
Alimony or other spousal support	No Yes
(if yes) ***Monthly amount***	(currency)
Other source	No Yes
(if yes) ***Monthly amount***	(currency)
(if other source) ***Specify source***	(text)
Total Monthly Income	(currency)

Response Category Descriptions:

- *Information Date*: The date of project entry or exit, the date the annual assessment was completed or the date updated information was collected.
- *Income from any Source*, specific *Sources*, and *Amounts*: If the response to *Income from any Source* is "No" then no further data collection is required. If the response is "Yes" then record (1) whether or not the client receives income from each of the listed sources, (2) the amount of income received from each source on a monthly basis and (3) the client's total monthly income (rounded to the nearest U.S. dollar) based on income currently being received by the client. The "Client doesn't know" and "Client refused" responses should only be used when clients do not know or refuse to answer whether they have any income.
- *VA service-connected disability compensation* refers to a benefit paid to veterans with a service-connected disability.
- *VA non-service-connected disability pension* refers to a benefit paid to wartime veterans who have limited or no income and who are ages 65 or older or, if under 65, who are permanently and totally disabled.

- Military retirement pay should be reported under *Pension or retirement income from a former job*.

Special Considerations: None

Changes from Previous Data Standards:

- Information date is a new field.
- Under the previous data standards, collection of this information was required for all clients; recording income for minor children on the minor child's record is no longer required.
- Previously, projects were required to identify all sources of income received during the past 30 days, regardless of whether the client was still receiving income from a particular source on the date the information was collected; this has been changed. Projects are now required to record only sources of income that are current as of the information date.
- Under the previous data standards, there was no requirement to collect specific amounts for income sources other than earned income; an amount is now required for each income source and the total monthly income should be equal to the sum of the amounts entered for each source.
- Under the previous data standards income estimation was not allowed. It is now required if the actual amount of income is not certain.
- Two response categories have been changed. Veteran's disability payment is now VA Service-Connected Disability Compensation and Veteran's pension is now VA Non-Service-Connected Disability Pension.

4.3 Non-Cash Benefits

Rationale: Non-cash benefits are important to determine whether clients are accessing all mainstream program benefits for which they may be eligible and to develop a more complete picture of their economic circumstances.

Collection Point(s): At project entry, annual assessment, and project exit. Update as Non-cash benefits change.

Subjects: Head of household and adults.

Federal Partner Requiring Collection: HUD, HHS, VA [refer to Federal Partner Program Specific pages throughout this document.]

Data Collection Instructions: Data on Non-Cash Benefits collected at project entry and project exit are to reflect the information as of the date of entry and exit. Data collections for project entry and exit information are to be dated the same date as the date of project entry and the date of project exit.

An annual assessment is required for all persons residing in the project one year or more. Non-Cash Benefits must be recorded in the HMIS as an Annual Assessment even if there is no change in the benefits.

Record whether or not the client is receiving each of the listed benefits. A "Yes" response should be recorded only for current benefits. As an example, if a client received food stamps on the first of the month and expects to receive food stamps again on the first of the next month, record “Yes” for *Supplemental Nutritional Assistance Program (SNAP)*. If a client received food stamps on the first of the month but is not eligible to receive food stamps on the first of next month, then the client would not be considered to be currently receiving food stamps and “No” should be recorded for *Supplemental Nutritional Assistance Program (SNAP)*. Clients may identify multiple sources of non-cash benefits. Benefits received by a minor child should be assigned to the head of household. In the event that a minor child enters or leaves the household and the non-cash benefits received by the household change as a result, an update to the head of household’s record should be entered to reflect that change.

Updates are required for persons aging into adulthood.

To reduce data collection and reporting burden, if a client reports receiving no non-cash benefit from any source, no additional data collection is required. If *Non-cash benefit from any source* is “Yes,” however, project staff should ask clients to respond with a “Yes” or “No” for each of the listed benefits.

Data Element Fields:

4.3 Non-Cash Benefits	
Field Names	**Data Types/Response Categories**
Information Date	(date)
Non-Cash Benefit from Any Source	No
	Yes
	Client doesn’t know
	Client refused
(if yes, indicate all sources that apply)	
Supplemental Nutrition Assistance Program (SNAP)	No
	Yes
Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	No
	Yes
TANF Child Care services *(or use local name)*	No
	Yes
TANF transportation services *(or use local name)*	No
	Yes
Other TANF-funded services *(or use local name)*	No
	Yes
Section 8, public housing, or other ongoing rental assistance	No
	Yes
Other source	No
	Yes
Temporary rental assistance	No
	Yes
(if other source) ***Specify source***	(text)

Response Category Descriptions:

- *Information Date*: The date of project entry or exit, the date the annual assessment was completed or the date updated information was collected.

- *Non-Cash Benefit from Any Source* and specific *Sources*: If the response to *Non-Cash Benefit from Any Source* is “No” then no further data collection is required. If the response is “Yes” then record which source(s) is being received. The “Client doesn’t know” and “Client refused” responses should only be used when clients do not know or refuse to answer whether they have non-cash benefits.

Special Considerations: None

Changes from Previous Data Standards:

- Information date is a new field.
- Under the previous data standards, this data element was required for all clients. This has been changed so that data collection is required for all heads of household and adult household members.
- Previously, projects were required to document any non-cash benefits the client had received in the past 30 days, regardless of whether the client was still receiving the benefit on the date that the information was being collected; this has been changed so that projects are only required to collect information on benefits that are expected to be ongoing.
- Health insurance coverage sources have been moved into a separate data element.

4.4 Health Insurance

Rationale: Health insurance information is important to determine whether clients currently have health insurance coverage and are accessing all mainstream project medical assistance benefits for which they may be eligible, and to ascertain a more complete picture of their economic circumstances.

Collection Point(s): At project entry, annual assessment, and project exit. Update as health insurance changes.

Subjects: All clients.

Federal Partner Requiring Collection: HUD, HHS, VA [refer to Federal Partner Program Specific pages throughout this document.]

Data Collection Instructions: Data on Health Insurance collected at project entry and project exit are to reflect the information as of the date of entry and exit. Data collections for project entry and exit information are to be dated the same date as the date of project entry and the date of project exit.

An annual assessment is required for all persons residing in the project one year or more. Health Insurance must be recorded in the HMIS as an Annual Assessment even if there is no change.

Updates are required for persons aging into adulthood.

Data Element Fields:

4.4 Health Insurance	
Field Names	**Data Types/Response Categories**
Information Date	(date)
Covered by Health Insurance	No
	Yes
	Client doesn't know
	Client refused
(if yes, indicate all sources that apply)	
MEDICAID	No
	Yes
(Required for HOPWA only) *(if no)* ***Reason***	Applied; decision pending
	Applied; client not eligible
	Client did not apply
	Insurance type N/A for this client
	Client doesn't know
	Client refused
MEDICARE	No
	Yes
(Required for HOPWA only) *(if no)* ***Reason***	Applied; decision pending
	Applied; client not eligible
	Client did not apply
	Insurance type N/A for this client
	Client doesn't know
	Client refused
State Children's Health Insurance Program *(or use local name)*	No
	Yes
(Required for HOPWA only) *(if no)* ***Reason***	Applied; decision pending
	Applied; client not eligible
	Client did not apply
	Insurance type N/A for this client
	Client doesn't know
	Client refused
Veteran's Administration (VA) Medical Services	No
	Yes
(Required for HOPWA only) *(if no)* ***Reason***	Applied; decision pending
	Applied; client not eligible
	Client did not apply
	Insurance type N/A for this client
	Client doesn't know
	Client refused
Employer-Provided Health Insurance	No
	Yes
(Required for HOPWA only) *(if no)* ***Reason***	Applied; decision pending
	Applied; client not eligible
	Client did not apply
	Insurance type N/A for this client

	Client doesn't know
	Client refused
Health insurance obtained through COBRA	No
	Yes
(Required for HOPWA only) *(if no)* ***Reason***	Applied; decision pending
	Applied; client not eligible
	Client did not apply
	Insurance type N/A for this client
	Client doesn't know
	Client refused
Private Pay Health Insurance	No
	Yes
(Required for HOPWA only) *(if no)* ***Reason***	Applied; decision pending
	Applied; client not eligible
	Client did not apply
	Insurance type N/A for this client
	Client doesn't know
	Client refused
State Health Insurance for Adults *(or use local name)*	No
	Yes
(Required for HOPWA only) *(if no)* ***Reason***	Applied; decision pending
	Applied; client not eligible
	Client did not apply
	Insurance type N/A for this client
	Client doesn't know
	Client refused

Response Category Descriptions:

- *Information Date*: The date of project entry or exit, the date the annual assessment was completed or the date updated information was collected.
- *Covered by Health Insurance* and specific *Sources*: If the response to *Covered by Health Insurance* is "No" then no further data collection is required. If the response is "Yes" then record whether or not the client is covered by each of the listed insurance types. If required by a funder, enter the reason why such insurance is not being received for each health insurance source. To reduce data collection and reporting burden, if a client reports having no health insurance coverage, no additional data collection is required unless required by a specific funder.

Special Considerations: None.

Changes from Previous Data Standards: This is a new data element; however *Medicaid*, *Medicare*, *State Children's Health Insurance Program* and *Veterans Administration Medical Services* were previously collected as part of the Non-Cash Benefit element.

4.5 Physical Disability

Rationale: To count the number of physically disabled persons served, determine eligibility for disability benefits, and assess the need for services.

Collection Point(s): At project entry and project exit. Update if information changes anytime during project stay.

Subjects: All clients.

Federal Partner Requiring Collection: HUD, HHS [refer to Federal Partner Program Specific pages throughout this document.]

Data Collection Instructions: Data on Physical Disability collected at project entry and project exit are to reflect the information as of the date of entry and exit. Data collections for project entry and exit information are to be dated the same date as the date of project entry and the date of project exit. Data should be reviewed and updated as necessary any time the information has been known to change.

In separate fields, determine (1) if the client has a physical disability, (2) if the disability is expected to be of long-continued and indefinite duration and impairs the client's ability to live independently, (3) if there is documentation of the disability on file, and (4) if the client is currently receiving services or treatment for this disability or received services or treatment prior to exiting the project.

Data Element Fields:

4.5 Physical Disability	
Field Names	**Data Types/Response Categories**
Information Date	(date)
Physical Disability	No
	Yes
	Client doesn't know
	Client refused
(If yes for physical disability) ***Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently***	No
	Yes
	Client doesn't know
	Client refused
(If yes for physical disability) ***Documentation of the disability and severity on file***	No
	Yes
(If yes for physical disability) ***Currently receiving services/treatment for this disability***	No
	Yes
	Client doesn't know
	Client refused

Response Category Descriptions:

- For the purposes of these Data Standards, a physical disability means a physical impairment.
- *Information date* is the date of project entry, project exit, or the date updated information was collected.

- *Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently* means (1) expected to be of long, continued and indefinite duration, (2) substantially impedes an individual's ability to live independently, and (3) of such a nature that such ability could be improved by more suitable housing conditions.
- *Documentation of the disability and severity on file* requirements vary by federal funding program so specific guidance around acceptable documentation will be provided in the Program Specific Manuals.

Special Considerations: Projects should be especially sensitive to the collection of disability information from clients under the age of 18. In households with children accompanied by an adult, children's disabilities should be determined based on an interview with the adult in the household.

Changes from Previous Data Standards: Information date, Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently, and *Documentation of the disability and severity on file* are new fields. Also, *Currently receiving services/treatment for this disability* is to be used at all collection points.

4.6 Developmental Disability

Rationale: To count the number of developmentally disabled persons served, determine eligibility for disability benefits, and assess their need for services.

Collection Point(s): At project entry and project exit. Update if information changes anytime during project stay.

Subjects: All clients.

Federal Partner Requiring Collection: HUD, HHS [refer to Federal Partner Program Specific pages throughout this document.]

Data Collection Instructions: Data collected on Developmental Disability at project entry and project exit are to reflect the information as of the date of entry and exit. Data collections for project entry and exit information are to be dated the same date as the date of project entry and the date of project exit. Data should be reviewed and updated as necessary any time the information has been known to change.

In separate fields, determine (1) if the client has a physical disability, (2) if the disability is expected to substantially impair the client's ability to live independently, (3) if there is documentation of the disability on file, and (4) if the client is currently receiving services or treatment for this disability or received services or treatment prior to exiting the project.

Data Element Fields:

4.6 Developmental Disability	
Field Names	**Data Types/Response Categories**
Information Date	(date)
Developmental Disability	No
	Yes
	Client doesn't know

	Client refused
(If yes for developmental disability) ***Expected to substantially impair ability to live independently***	No
	Yes
	Client doesn't know
	Client refused
(If yes for developmental disability) ***Documentation of the disability and severity on file***	No
	Yes
(If yes for developmental disability) ***Currently receiving services/ treatment for this disability***	No
	Yes
	Client doesn't know
	Client refused

Response Category Descriptions:

- For the purposes of these Data Standards, a developmental disability means a severe, chronic disability that is attributed to a mental or physical impairment (or combination of physical and mental impairments) that occurs before 22 years of age and limits the capacity for independent living and economic self-sufficiency.
- *Information date* is the date of project entry, project exit, or the date updated information was collected.
- *Expected to substantially impair ability to live independently* means (1) substantially impedes an individual's ability to live independently and (2) of such a nature that such ability could be improved by more suitable housing conditions.
- *Documentation of the disability and severity on file* requirements vary by federal funding program so specific guidance around acceptable documentation will be provided in the Program Specific Manuals.

Special Considerations: Projects should be especially sensitive to the collection of disability information from clients under the age of 18. In households with children accompanied by an adult, children's disabilities should be determined based on an interview with the adult in the household.

Changes from Previous Data Standards: Information date, Expected to substantially impair ability to live independently, and *Documentation of the disability and severity on file* are new fields. Also, *Currently receiving services/treatment for this disability* is to be used at all collection points.

4.7 Chronic Health Condition

Rationale: To count the number of persons served with severe health conditions and assess their need for healthcare and other medical services.

Collection Point(s): At project entry and project exit. Update if information changes anytime during project stay.

Subjects: All clients.

Federal Partner Requiring Collection: HUD, HHS [refer to Federal Partner Program Specific pages throughout this document.]

Data Collection Instructions: Data on Chronic Health Condition collected at project entry and project exit are to reflect the information as of the date of entry and exit. Data collections for project entry and exit information are to be dated the same date as the date of project entry and the date of project exit. Data should be reviewed and updated as necessary any time the information has been known to change.

In separate fields, determine (1) if the client has a chronic health condition, (2) if the condition is expected to be of long-continued and indefinite duration and impairs the client's ability to live independently, (3) if there is documentation of the condition on file, and (4) if the client is currently receiving services or treatment for this condition or received services or treatment prior to exiting the project.

Data Element Fields:

4.7 Chronic Health Condition	
Field Names	**Data Types/Response Categories**
Information Date	(date)
Chronic Health Condition	No
	Yes
	Client doesn't know
	Client refused
(If yes for chronic health condition) ***Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently***	No
	Yes
	Client doesn't know
	Client refused
(If yes for chronic health condition) ***Documentation of the disability and severity on file***	No
	Yes
(If yes for chronic health condition) ***Currently receiving services/ treatment for this condition***	No
	Yes
	Client doesn't know
	Client refused

Response Category Descriptions:

- For the purposes of these Data Standards, a chronic health condition means a diagnosed condition that is more than 3 months in duration and is either not curable or has residual effects that limit daily living and require adaptation in function or special assistance. Examples of chronic health conditions include, but are not limited to: heart disease (including coronary heart disease, angina, heart attack and any other kind of heart condition or disease); severe asthma; diabetes; arthritis-related conditions (including arthritis, rheumatoid arthritis, gout, lupus, or fibromyalgia); adult onset cognitive impairments (including traumatic brain injury, post-traumatic distress syndrome, dementia, and other cognitive related conditions); severe headache/migraine; cancer; chronic bronchitis; liver condition; stroke; or emphysema.

- *Information date* is the date of project entry, project exit, or the date updated information was collected.
- *Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently* means (1) expected to be of long, continued and indefinite duration, (2) substantially impedes an individual's ability to live independently, and (3) of such a nature that such ability could be improved by more suitable housing conditions.
- *Documentation of the disability and severity on file* requirements vary by federal funding program so specific guidance around acceptable documentation will be provided in the Program Specific Manuals.

Special Considerations: Projects should be especially sensitive to the collection of disability information from clients under the age of 18. In households with children accompanied by an adult, children's disabilities should be determined based on an interview with the adult in the household.

Changes from Previous Data Standards: Information date, Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently, and Documentation of the disability and severity on file are new fields. Also, *Currently receiving services/treatment for this disability* is to be used at all collection points.

4.8 HIV/AIDS

Rationale: To count the number of persons served who have been diagnosed with AIDS or have tested positive for HIV and assess their need for services.

Collection Point(s): At project entry and project exit. Update if information changes anytime during project stay.

Subjects: All clients.

Federal Partner Requiring Collection: HUD, HHS [refer to Federal Partner Program Specific pages throughout this document.]

Data Collection Instructions: Data on HIV/AIDS collected at project entry and project exit are to reflect the information as of the date of entry and exit. Data collections for project entry and exit information are to be dated the same date as the date of project entry and the date of project exit. Data should be reviewed and updated as necessary any time the information has been known to change.

In separate fields, determine (1) if the client has HIV/AIDS, (2) if the disability is expected to substantially impair the client's ability to live independently, (3) if there is documentation of the disability on file, and (4) if the client is currently receiving services or treatment for this condition or received services or treatment prior to exiting the project.

Data Element Fields:

4.8 HIV/AIDS	
Field Names	**Data Types/Response Categories**
Information Date	(date)
HIV/ AIDS	No
	Yes
	Client doesn't know
	Client refused
(If yes for HIV/AIDS) ***Expected to substantially impair ability to live independently***	No
	Yes
	Client doesn't know
	Client refused
(If yes for HIV/AIDS) ***Documentation of the disability and severity on file***	No
	Yes
(If yes for HIV/AIDS) ***Currently receiving services/treatment for this condition***	No
	Yes
	Client doesn't know
	Client refused

Response Category Descriptions:

- *Information date* is the date of project entry, project exit, or the date updated information was collected.
- *Expected to substantially impair ability to live independently* means (1) substantially impedes an individual's ability to live independently and (2) of such a nature that such ability could be improved by more suitable housing conditions.
- *Documentation of the disability and severity on file* requirements vary by federal funding program so specific guidance around acceptable documentation will be provided in the Program Specific Manuals.

Special Considerations: Such information is covered by confidentiality requirements. As in other areas involving sensitive or protected client information, information should be recorded only when a project has data confidentiality protections that conform to the standards specified in the HMIS Final Rule, to be published. These protections include agency policies and procedures and staff training to ensure that HIV-related information cannot be accessed by anyone without the proper authorization.

Projects should be especially sensitive to the collection of disability information from clients under the age of 18. In households with children accompanied by an adult, children's disabilities should be determined based on an interview with the adult in the household.

Changes from Previous Data Standards: Information date, Expected to substantially impair ability to live independently, and *Documentation of the disability and severity on file* are new fields. Also, *Currently receiving services/treatment for this disability* is to be used at all collection points.

4.9 Mental Health Problem

Rationale: To count the number of persons with mental health problems served and to assess the need for treatment.

Collection Point(s): At project entry and project exit. Update if information changes anytime during project stay.

Subjects: All clients.

Federal Partner Requiring Collection: HUD, HHS [refer to Federal Partner Program Specific pages throughout this document.]

Data Collection Instructions: Data on Mental Health Problem collected at project entry and project exit are to reflect the information as of the date of entry and exit. Data collections for project entry and exit information are to be dated the same date as the date of project entry and the date of project exit. Data should be reviewed and updated as necessary any time the information has been known to change.

In separate data fields, determine: (1) if the client has a mental health problem, (2) if the problem is expected to be of long-continued and indefinite duration *and* substantially impedes a client's ability to live independently, (3) if there is documentation of the problem on file, and (4) if the client is currently receiving services or treatment for the problem or received services or treatment prior to exiting the project.

If required by a funder, identify how the mental health problem was confirmed, whether the mental health problem qualifies as a serious mental illness (SMI) and, if so, how SMI was confirmed.

Data Element Fields:

4.9 Mental Health Problem	
Field Names	**Data Types/Response Categories**
Information Date	(date)
Mental Health Problem	No
	Yes
	Client doesn't know
	Client refused
(If yes for mental health problem) ***Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently***	No
	Yes
	Client doesn't know
	Client refused
(If yes for mental health problem) ***Documentation of the disability and severity on file***	No
	Yes
(If yes for mental health problem) ***Currently receiving services/ treatment for this condition***	No
	Yes
	Client doesn't know
	Client refused
(Required for PATH only)	Unconfirmed; presumptive or self-report

(If yes for mental health problem) ***How confirmed***	Confirmed through assessment and clinical evaluation
	Confirmed by prior evaluation or clinical records
(Required for PATH only) *(If yes for mental health problem)* ***Serious mental illness (SMI) and, if SMI, how confirmed***	No
	Unconfirmed; presumptive or self-report
	Confirmed through assessment and clinical evaluation
	Confirmed by prior evaluation or clinical records
	Client doesn't know
	Client refused

Response Category Descriptions:

- *Information date* is the date of project entry, project exit, or the date updated information was collected.
- *Mental Health Problem* select "Yes" if the mental health problem was a cause of homelessness, a significant issue for the individual, or is of a serious nature. A mental health problem may range from situational depression to serious mental illnesses. The dependent fields are designed to gauge the severity of the mental health problem.
- *Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently* means (1) expected to be of long, continued and indefinite duration, (2) substantially impedes an individual's ability to live independently, and (3) of such a nature that such ability could be improved by more suitable housing conditions.
- *Documentation of the disability and severity on file* requirements vary by federal funding program so specific guidance around acceptable documentation will be provided in the Program Specific Manuals.

Special Considerations: Projects should be especially sensitive to the collection of disability information from clients under the age of 18. In households with children accompanied by an adult, children's disabilities should be determined based on an interview with the adult in the household.

Changes from Previous Data Standards: Information date and *Documentation of the disability and severity on file* are new fields. *Currently receiving services/treatment for this disability* is to be used at all collection points. Fields pertaining to how staff determined the client's mental health status and serious mental illness have been added and are required by some federal programs.

4.10 Substance Abuse

Rationale: To count the number of persons served with substance abuse problems and to assess the need for treatment.

Collection Point(s): At project entry and project exit. Update if information changes anytime during project stay.

Subjects: All clients.

Federal Partner Requiring Collection: HUD, HHS [refer to Federal Partner Program Specific pages throughout this document.]

Data Collection Instructions: Data on Substance Abuse collected at project entry and project exit are to reflect the information as of the date of entry and exit. Data collections for project entry and exit information are to be dated the same date as the date of project entry and the date of project exit. Data should be reviewed and updated as necessary any time the information has been known to change.

In separate data fields, determine: (1) if the client has an alcohol or drug abuse problem or both, (2) if the problem is expected to be of long-continued and indefinite duration *and* substantially impedes a client's ability to live independently, (3) if there is documentation of the problem on file, and (4) if the client is currently receiving services or treatment for the condition or received services or treatment prior to exiting the project. If required by a funder, identify how the substance abuse problem was confirmed.

Data Element Fields:

4.10 Substance Abuse	
Field Names	**Data Types/Response Categories**
Information Date	(date)
Substance Abuse Problem	No
	Alcohol abuse
	Drug abuse
	Both alcohol and drug abuse
	Client doesn't know
	Client refused
(If alcohol abuse, drug abuse, or both alcohol and drug abuse for substance abuse problem) ***Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently***	No
	Yes
	Client doesn't know
	Client refused
(If alcohol abuse, drug abuse, or both alcohol and drug abuse for substance abuse problem) ***Documentation of the disability and severity on file***	No
	Yes
(If alcohol abuse, drug abuse, or both alcohol and drug abuse for substance abuse problem) ***Currently receiving services/ treatment for this condition***	No
	Yes
	Client doesn't know
	Client refused
(Required for PATH only) *(If alcohol abuse, drug abuse, or both alcohol and drug abuse for substance abuse problem)* ***How confirmed***	Unconfirmed; presumptive or self-report
	Confirmed through assessment and clinical evaluation
	Confirmed by prior evaluation or clinical records

Response Category Descriptions:

- *Information date* is the date of project entry, project exit, or the date updated information was collected.
- *Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently* means: (1) expected to be of long, continued and indefinite duration, (2) substantially impedes an individual's ability to live independently, and (3) of such a nature that such ability could be improved by more suitable housing conditions.
- *Documentation of the disability and severity on file* requirements vary by federal funding program so specific guidance around acceptable documentation will be provided in the Program Specific Manuals.

Special Considerations: Projects should be especially sensitive to the collection of disability information from clients under the age of 18. In households with children accompanied by an adult, children's disabilities should be determined based on an interview with the adult in the household.

Changes from Previous Data Standards: Information date and *Documentation of the disability and severity on file* are new fields. *Currently receiving services/treatment for this disability* is to be used at all collection points. Field pertaining to how staff determined the client's substance use/abuse status has been added and is required by some federal programs.

4.11 Domestic Violence

Rationale: Ascertaining whether a person is a victim of domestic violence is necessary to provide the person with the appropriate services to prevent further abuse and to treat the physical and psychological injuries from prior abuse. Also, ascertaining that a person may be experiencing domestic violence may be important for the safety of project staff and other clients. At the aggregate level, knowing the size of the population experiencing homelessness that has experienced domestic violence is critical for determining the resources needed to address the problem in this population.

Collection Point(s): At project entry. Update if information changes anytime during project stay.

Subjects: Head of household and adults.

Federal Partner Requiring Collection: HUD [refer to Federal Partner Program Specific pages throughout this document.]

Data Collection Instructions: Data on Domestic Violence collected at project entry are to reflect the information as of the date of entry. Data collected at project entry are to be dated the same date as the date of project entry. Data should be reviewed and updated as necessary any time the information has been known to change.

In separate fields, determine (1) if the client has ever been a victim of domestic violence, and (2), if so, when the client's most recent experience of domestic violence occurred.

Data Element Fields:

4.11 Domestic Violence	
Field Names	**Data Types/Response Categories**
Information date	(date)
Domestic Violence Victim/Survivor	No
	Yes
	Client doesn't know
	Client refused
(If yes) ***When Experience Occurred***	Within the past three months
	Three to six months ago (excluding six months exactly)
	Six months to one year ago (excluding one year exactly)
	One year ago or more
	Client doesn't know
	Client refused

Response Category Descriptions:

- Domestic Violence should be indicated as "Yes" if the Person "is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence

- *Information date* is the date of project entry or the date updated information was collected.

Special Considerations: Projects should be especially sensitive to the collection of domestic violence information from clients and should implement appropriate interview protocols to protect client privacy and safety such as: asking this question in a private location and not in the presence of a romantic partner; delaying all entry of data about clients identified with a recent history of domestic violence; or choosing not to disclose data about clients with a history of domestic violence to other homeless projects.

Changes from Previous Data Standards: Under the previous data standards, this data element was required for all adults and unaccompanied youth. This has been changed so that data collection is required for all heads of household and adult household members. *Information date* is a new field and response categories have been clarified.

4.12 Contact

Rationale: To record and count the number of contacts with homeless persons by street outreach and other service projects and to provide information on the number of contacts required to engage the client.

Collection Point(s): At project entry, project exit and each contact between entry and exit.

Subjects: Head of household and adults.

Federal Partner Requiring Collection: HUD, HHS [refer to Federal Partner Program Specific pages throughout this document.]

Data Collection Instructions: Record the date and location of each contact with a client. To record a contact in HMIS requires that a client record be established with at least minimal client descriptors included in the Universal Data Elements (e.g., name, gender, and race). This data element is required for all Street Outreach Projects.

Data Element Fields:

4.12 Contact	
Field Names	**Data Types/Response Categories**
Date of Contact	(date)
Location of Contact	Place not meant for habitation
	Service setting, non-residential
	Service setting, residential

Response Category Descriptions: A contact is defined as an interaction between a worker and a client. Contacts may range from simple a verbal conversation between the street outreach worker and the client about the client's well-being or needs or may be a referral to service.

- *Place not meant for habitation* could include a vehicle, abandoned building, bus/train/subway station/airport or anywhere outside that is not a Homeless Connect-type event.
- *Service setting, non-residential* could include a Homeless Connect-type event, drop in center, day services center, soup kitchen, etc.
- *Service setting, residential* could include emergency, transitional or permanent housing; treatment facility, including health, mental health, or substance abuse clinic or hospital; jail, prison, or juvenile detention facility; family or friend's room, apartment, condo, or house; foster care or group home.

Special Considerations: None

Changes from Previous Data Standards: Under the previous data standards, the time of contact was required; that field has been removed.

4.13 Date of Engagement

Rationale: To count the number of homeless persons engaged by street outreach projects.

Collection Point(s): Update.

Subjects: Head of household and adults.

Federal Partner Requiring Collection: HUD, HHS [refer to Federal Partner Program Specific pages throughout this document.]

Data Collection Instructions: Record the date a client became engaged. Only one date of engagement is allowed between project entry and project exit.

Data Element Fields:

4.13 Date of Engagement	
Field Names	**Data Types/Response Category**
Date of Engagement	(date)

Response Category Descriptions: Date of engagement is defined as the date on which an interactive client relationship results in a deliberate client assessment or beginning of a case plan. The date of engagement should be entered into HMIS at the point that the client has become engaged. It may be on or after the project entry date and prior to project exit. If the client exits without becoming engaged the engagement date should be left blank.

For PATH projects only, the date of engagement must occur on or before the date of enrollment (PATH Status 4.20).

Special Considerations: None

Changes from Previous Data Standards: Collection point clarified.

4.14 Services Provided

Services are required to be collected in an HMIS by specific Federal Partners. Each Federal Partner has its own specific requirements for what information they want collected and when to collect that information. Refer to the Federal Partner section of this manual for details regarding the specific requirements for Services Provided.

4.14A Services Provided: PATH Funded
4.14B Services Provided: RHY
4.14C Services Provided: HOPWA
4.14D Services Provided: SSVF

Changes from Previous Data Standards: Under the previous data standards element 4.15H *Services Provided* was an optional data element. Data element 4.14 has been revised to be funder specific and is now required for those funders.

4.15 Financial Assistance Provided

Financial Assistance information is required to be collected in an HMIS by specific Federal Partners. Each Federal Partner has its own specific requirements for what information they want collected and when to collect that information. Refer to the Federal Partner section of this manual for details regarding the specific requirements for Services Provided.

4.15A Financial Assistance: HOPWA
4.15B Financial Assistance: SSVF

Changes from Previous Data Standards: This is a new data element.

4.16 Referrals Provided

Referrals Provided information is required to be collected in an HMIS by specific Federal Partners. Each Federal Partner has its own specific requirements what information they want collected and when to collect that information. Refer to the Federal Partner section of this manual for details regarding the specific requirements for Services Provided.

4.16A Referrals Provided: PATH
4.16B Referrals Provided: RHY

Changes from Previous Data Standards: This is a new data element.

4.17 Residential Move-In Date

Rationale: To differentiate between clients who are awaiting placement in housing and those who have moved into permanent housing for Rapid Re-Housing projects. This data is critical to point-in-time and housing inventory counts as it differentiates a client from a homeless status (in shelter) to a permanent housing status (in RRH housing unit).

Collection Point(s): At project entry. Edit as necessary to reflect changes during the course of enrollment.

Subjects: All clients.

Federal Partner Requiring Collection: HUD, VA [refer to Federal Partner Program Specific pages throughout this document.]

Data Collection Instructions: Indicate the date on which the client achieved placement in permanent housing. In the event that the client returns to homelessness prior to the project exit date, edit (i.e., change the response to *In Permanent Housing* to "No") to reflect the change.

Data Element Fields:

4.17 Residential Move-In Date	
Field Names	**Data Types/Response Categories**
In Permanent Housing	No
	Yes
(if yes) ***Date of Move-In***	(date)

Response Category Descriptions: All RRH clients at project entry must have recorded whether the client is residing in housing through the Rapid Re-Housing project by indicating "Yes" or "No". If "No" is recorded at project entry for *In Permanent Housing* a subsequent edit must be made to specify the date the client moves into housing. For all clients who have answered "Yes" for *In Permanent Housing,* the date the client physically moved into housing must be entered.

Special Considerations: None

Changes from Previous Data Standards: This is a new data element.

4.18 Housing Assessment Disposition

Rationale: To track client disposition following a brief assessment of critical housing needs. This data element may be used as part of a coordinated assessment system. The disposition response categories represent the different types of continuum projects or other community assistance to which a client may be referred upon presenting to a coordinated assessment project or related point of contact with a request for assistance to address a housing a crisis.

Collection Point(s): At project exit (or update as required based on model).

Subjects: Head of household.

Federal Partner Requiring Collection: HUD [refer to Federal Partner Program Specific pages throughout this document.]

Data Collection Instructions: Indicate the appropriate disposition of the client following a housing crisis assessment once at or before project exit.

Data Element Fields:

4.18 Housing Assessment Disposition	
Field Names	**Data Types/Response Categories**
Assessment Disposition	Referred to emergency shelter/safe haven
	Referred to transitional housing
	Referred to rapid re-housing
	Referred to permanent supportive housing
	Referred to homelessness prevention
	Referred to street outreach
	Referred to other continuum project type
	Referred to a homelessness diversion program
	Unable to refer/accept within continuum; ineligible for continuum projects
	Unable to refer/accept within continuum; continuum services unavailable
	Referred to other community project (non-continuum)
	Applicant declined referral/acceptance
	Applicant terminated assessment prior to completion
	Other/specify
(if other/specify) ***Specify***	(text)

Response Category Descriptions: None.

Special Considerations: None.

Changes from Previous Data Standards: This is a new data element.

4.19 Housing Assessment at Exit

Rationale: To determine whether clients exiting prevention projects have remained stably housed.

Collection Point(s): At project exit.

Subjects: All clients.

Federal Partner Requiring Collection: HUD [refer to Federal Partner Program Specific pages throughout this document.]

Data Collection Instructions: Determine the response value that best describes the client's housing circumstances from project entry to project exit.

Data Element Fields:

4.19 Housing Assessment at Exit	
Field Names	**Data Types/Response Categories**
Housing Assessment at Exit	Able to maintain the housing they had at project entry
	Moved to new housing unit
	Moved in with family/friends on a temporary basis
	Moved in with family/friends on a permanent basis
	Moved to a transitional or temporary housing facility or program
	Client became homeless – moving to a shelter or other place unfit for human habitation
	Client went to jail/prison
	Client died
	Client doesn't know
	Client refused
(if able to maintain the housing they had at project entry) ***Subsidy Information***	Without a subsidy
	With the subsidy they had at project entry
	With an on-going subsidy acquired since project entry
	Only with financial assistance other than a subsidy
(if moved to new housing unit) ***Subsidy Information***	With an ongoing subsidy
	Without an ongoing subsidy

*Response Category Descriptions: "*Moved into a transitional or temporary housing facility or program" includes transitional housing for homeless and non-homeless persons, treatment facilities, or institutions.

Special Considerations: None.

Changes from Previous Data Standards: This is a new data element.

HHS: PATH Program Specific

The elements shown are those in which least one PATH program component is required to collect information.

X = data collection required

Δ = data collection is pending approval as of publication of the Data Manual and collection is at the discursions of the grantee

Number	Element	Street Outreach	Services Only
4.1	Housing Status	x	x
4.2	Income and Sources	Δ	Δ
4.3	Non-Cash Benefits	Δ	Δ
4.4	Health Insurance	Δ	Δ
4.5	Physical Disability	x	x
4.6	Developmental Disability	x	x
4.7	Chronic Health Condition	x	x
4.8	HIV/AIDS	Δ	Δ
4.9	Mental Health Problem	x	x
4.10	Substance Abuse	x	x
4.12	Contact	x	x
4.13	Date of Engagement	x	x
4.14 A	Services Provided - PATH Funded	x	x
4.16 A	Referrals Provided - PATH	x	x
4.20	PATH Status	x	x
4.21	Connection with SOAR	Δ	Δ

Projects for Assistance in Transition from Homelessness (PATH)

A program of the U.S. Department of Health and Human Services (HHS) - Administered by the Center for Mental Health Services, a component of the Substance Abuse and Mental Health Services Administration (SAMHSA)

For PATH Program information go to: http://pathprogram.samhsa.gov

4.14A Services Provided: PATH Funded

Rationale: To determine the services which PATH funded that were provided to clients during project participation.

Collection Point(s): Update as required – each time services are provided.

Subjects: Head of Households and adults

Federal Partner Requiring Collection: HHS: PATH.

Data Collection Instructions: Services should be recorded for the individual client to whom they were provided; a service that benefits the whole household may be recorded solely for the head of household. For each service provided, projects should record the service date and service type.

Data Element Fields:

4.14A Services Provided: PATH funded	
Field Names	**Response Categories**
Date of Service	(date)
Type of PATH FUNDED Service Provided	Outreach
	Screening/assessment
	Habilitation/rehabilitation
	Community mental health
	Substance use treatment
	Case management
	Residential supportive services
	Housing minor renovation
	Housing moving assistance
	Housing technical assistance
	Security deposits
	One-time rent for eviction prevention
	Other PATH funded service

Response Category Descriptions: Services provided are those that PATH has funded in a local community and with which the client has been connected. Descriptions of PATH funded services may be found at http://pathprogram.samhsa.gov/

Special Considerations: PATH only records services that are PATH funded. If providers want to collect other services provided then a separate element must be created to distinguish PATH funded services from non-PATH funded services.

Changes from Previous Data Standards: This is a new data element.

4.16A Referrals Provided: PATH

Rationale: To record the number of referrals provided to clients during program participation.

Collection Point(s): Update as required – each time referrals are provided.

Subjects: Head of household and adults.

Federal Partner Requiring Collection: HHS: PATH.

Data Collection Instructions: The referrals to be recorded in HMIS are those which the project made for the benefit of the client being referred. In separate fields record the date of referral, the type of referral, and outcome for each referral.

Data Element Fields:

4.16A Referrals Provided: PATH	
Field Names	**Data Types/Response Categories**
Date of Referral	(date)
Type of Referral	Community Mental Health
	Substance Use Treatment
	Primary Health Services
	Job Training
	Educational Services
	Relevant Housing Services
	Housing Placement Assistance
	Income Assistance
	Employment Assistance
	Medical Assistance
(if any referral made – for each) ***Select Outcome for each***	Attained
	Not attained
	Unknown

Response Category Descriptions:

- A PATH referral is recorded each time a referral is made. If a worker makes three referrals for the same service between project entry and exit then all three referrals should be recorded.
- “Attained” means the client was connected and received the service
- “Not attained” means the client was referred to, but may not have ever been connected with, the service or did not actually receive the service
- “Unknown” means the status of the client’s connection or receipt of service is unknown to the provider entering the data.

Special Considerations: None.

Changes from Previous Data Standards: This is a new data element.

4.20 PATH Status

Rationale: To determine the enrollment status for each PATH client in order to count the number of enrolled clients.

Collection Point(s): Update. Collect once at or before exit when enrollment status is determined.

Subjects: Head of household and adults

Federal Partner Requiring Collection: HHS: PATH.

Data Collection Instructions: A PATH enrollment occurs at the point when a client has formally consented to participate in services provided by the PATH project. PATH projects must report on the number of clients enrolled during each operating year. The date of enrollment may be on or after the project entry date and on or after the date of engagement.

Data Element Fields:

4.20 PATH Status	
Field Names	**Data Types/Response Categories**
Date of Status Determination	(date)
Client Became Enrolled in PATH	No
	Yes
(if no) ***Reason Not Enrolled***	Client was found ineligible for PATH
	Client was not enrolled for other reason(s)

Response Category Descriptions: A worker may enroll a client in PATH if the following has occurred:

1. The worker determined the client to be PATH eligible (homeless or at imminent risk of homelessness and seriously mentally ill (SMI)).
2. The worker recorded at least one contact with the client which could be the contact at project entry. [4.12 Contact]
3. The worker has established a date of engagement with the client which is on or after the date of project entry. [4.13 Date of Engagement]
4. The worker has opened an individual file on the client and the client has agreed to PATH enrollment.

If the client's case is closed and the client did not enroll in the PATH program, indicate the reason for non-enrollment as either "Client was found ineligible for PATH" (not homeless or at imminent risk of homelessness and/or not seriously mentally ill) or "Client was not enrolled for any other reason(s)" (including but not limited to the client declined enrollment, the client disappeared, etc.)

Special Considerations: None.

Changes from Previous Data Standards: This is a new data element.

4.21 Connection with SOAR

Rationale: To identify persons who are connected to the SOAR (SSI/SSDI Outreach, Access and Recovery) program.

Collection Point(s): At project exit.

Subjects: Head of Household and adults

Federal Partner Requiring Collection: HHS: PATH.

Data Collection Instructions: Choose one response category to indicate whether the client has been connected to the SOAR program.

Data Element Fields:

4.21 Connection with SOAR	
Field Names	**Data Types/Response Categories**
Connection with SOAR	No
	Yes
	Client doesn't know
	Client refused

Response Category Descriptions: None.

Special Considerations: This element will not be required for collection by PATH until OMB has approved a new PATH report which is expected in 2015.

Changes from Previous Data Standards: This is a new data element.

HHS: RHY Program Specific

The elements shown are only those in which least one RHY program component is required to collect information.

X = data collection is required

#	Element	BCPes	BCPp	MGH	SOP	TLP	DEMO
4.2	Income and Sources			x		x	x
4.3	Non-Cash Benefits			x		x	x
4.4	Health Insurance	x	x	x	x	x	x
4.5	Physical Disability	x	x	x	x	x	x
4.6	Developmental Disability	x	x	x	x	x	x
4.7	Chronic Health Condition	x	x	x	x	x	x
4.9	Mental Health Problem	x	x	x	x	x	x
4.10	Substance Abuse	x	x	x	x	x	x
4.12	Contact				x		
4.13	Date of Engagement				x		
4.14 B	Services Provided - RHY	x	x	x	x	x	x
4.16 B	Referrals Provided - RHY	x	x	x	x	x	x
4.22	RHY:BCP Status	x	x				
4.23	Sexual Orientation	x	x	x	x	x	x
4.24	Last Grade Completed	x	x	x		x	x
4.25	School Status	x	x	x		x	x
4.26	Employment Status	x	x	x		x	x
4.27	General Health Status	x	x	x		x	x
4.28	Dental Health Status	x	x	x		x	x
4.29	Mental Health Status	x	x	x		x	x
4.30	Pregnancy Status	x	x	x	x	x	x

Runaway and Homeless Youth Program (RHY)

A program of the U.S. Department of Health and Human Services (HHS) - Administered by the Family and Youth Service Bureau (FYSB), a component of the Administration for Children and Families (ACF)

For RHY Program information go to: http://www.acf.hhs.gov/programs/fysb/programs/runaway-homeless-youth

#	Element	BCPes	BCPp	MGH	SOP	TLP	DEMO
4.31	Formerly a Ward of Child Welfare/Foster Care Agency	x	x	x		x	x
4.32	Formerly a Ward of Juvenile Justice System	x	x	x		x	x
4.33	Young Person's Critical Issues	x	x	x		x	x
4.34	Referral Source	x	x	x		x	x
4.35	Commercial Sexual Exploitation	x	x	x	x	x	x
4.36	Transitional, Exit-care, or Aftercare Plan and Actions	x	x	x		x	x
4.37	Project Completion Status	x	x	x		x	x
4.38	Family Reunification Achieved	x	x	x		x	x

4.14B Services Provided: RHY

Rationale: To determine the services provided to youth during project participation.

Collection Point(s): Update as required – each time services are provided.

Subjects: All clients.

Federal Partner Requiring Collection: HHS: RHY

Data Collection Instructions: Services should be recorded for the youth to whom they were provided; a service that benefits the whole household in TLP or MGH may be recorded solely for the youth head of household. For each service provided, projects should record the service date and service type.

Data Element Fields:

4.14B Services Provided: RHY						
Field Names	**Response Categories**	**BCP-Prev.**	**BCP-ES**	**TLP & MGH**	**SOP**	**Demo**
Date of Service	(date)	X	X	X	X	X
Type of RHY Service	Basic support services	X	X	X		X
	Community service/service learning (CSL)	X	X	X		X
	Counseling/therapy	X	X	X		X
	Dental care	X	X	X		X
	Education	X	X	X		X
	Employment and training services	X	X	X		X
	Criminal justice/legal services	X	X	X		X
	Life skills training	X	X	X		X
	Parenting education for parent of youth	X	X	X		X
	Parenting education for youth with children	X	X	X		X
	Peer (youth) counseling	X	X	X		X
	Post-natal care			X		X
	Pre-natal care			X		X
	Health/medical care	X	X	X		X
	Psychological or psychiatric care	X	X	X		X
	Recreational activities	X	X	X		X
	Substance abuse assessment and/or treatment	X	X	X		X
	Substance abuse prevention	X	X	X		X
	Support group	X	X	X		X
	Preventative – overnight interim, respite	X				
	Preventative – formal placement in an alternative setting outside of BCP	X				

	Preventative – entry into BCP after preventative services	X				
	Street Outreach – Health and Hygiene Products Distributed				X	
	Street Outreach – Food and Drink Items				X	
	Street Outreach – Services Information/Brochures				X	

Response Category Descriptions:

- Components of the RHY program (BCP, TLP, etc.) are only required to collect those services indicated with an "X" above.
- Services provided are those that are provided either by the grant organization or elsewhere in the local community and with which the client has been connected.
- "Basic support services": Includes provision of food, clothing, shelter, transportation, etc.
- "Community service/service learning (CSL)": Activities that involve youth in helping others or the community.
- "Counseling/therapy": The provision of guidance, support, and advice designed to address interfamilial problems or help youth decide on a future course of action. (Examples of counseling/therapy include crisis intervention, individual youth counseling, home-based services, group counseling, outdoor adventure/challenge activities, expressive/art therapy, and meditation.)
- "Dental care": Provision of dental services by a licensed dentist or other oral health specialist.
- "Education": Includes learning disability assessment, tutoring, GED preparation, local school enrollment, vocational education, etc.
- "Employment and training services": Includes services related to helping young people obtain and retain employment, such as assessment, coaching, filling out applications, interviewing, practicing and conducting job searches, referrals, and job maintenance skills.
- "Criminal justice/legal services": Legal services or guidance provided through an attorney or an attorney-supervised paralegal.
- "Life skills training": Includes formal and informal coaching and training in communications skills, health promotion, conflict/anger management, assertiveness, goal setting, budgeting, life planning, nutrition, hygiene, etc.
- "Parenting education for parent of youth" and "Parenting education for youth with children": Services designed to build improved parenting skills.
- "Peer (youth) counseling": Counseling provided by trained youth volunteers or youth staff to the young person.
- "Post-natal care": Service provided to teen parent.
- "Pre-natal care": Service provided to a pregnant teen.
- "Health/medical care": Provision of general health care or surgical services by licensed medical practitioners. May include prenatal testing, STD testing, and other types of health screening.

- "Psychological or psychiatric care": Provision of assessment or treatment services by a licensed/certified medical mental health professional or professional psychologist.
- "Recreational activities": Includes sports, arts, and crafts, field trips, nature hikes, etc.
- "Substance abuse assessment and/or treatment": Comprehensive assessment of an individual's current or past involvement with alcohol and/or drugs and/or provision of treatment, including screening, aimed at stopping their substance abuse.
- "Substance abuse prevention": includes activities related to alcohol and drug abuse prevention, such as education, group activities, peer coaching, refusal skills, etc.
- "Support group": Participation in one or more support groups, such as Alateen, Alcoholics Anonymous, Al-Anon, or a faith-based group.
- "Preventative – overnight interim, respite": The youth was provided not more than a few nights of interim, provisional accommodations at the BCP shelter (for respite, but not as a full program participant although within the care and supervision of the program.) This experience could be for a "cooling off" period or during transfer to an appropriate permanent living setting. The expectation is that the youth returns to the original household or alternative permanent living situation in the following day or few days.
- "Preventative – formal placement in an alternative setting outside of BCP": It was determined that the interests of the youth would be served by placement away from the household of residence and not in the BCP shelter. The new living situation should be safe, appropriate and suitable to the needs and development of the youth.
- "Preventative – entry into BCP after preventative services": The youth was provided more than one night of temporary shelter (full intake at the BCP shelter) after prevention efforts during a crisis intervention period, with anticipation of reunification with the family or in an alternative placement. The youth may have previously received any combination of preventative services.
- "Street Outreach – Health and Hygiene Products Distributed": Distribution of health and hygiene products such as First Aid or reproductive health products.
- "Street Outreach – Food and Drink Items": Distribution of food and drink items or packages.
- "Street Outreach – Services Information/Brochures": Distribution of written materials such as brochures or fliers.

Special Considerations: None.

Changes from Previous Data Standards: This is a new data element.

4.16B Referrals Provided: RHY

Rationale: To record the referrals provided to clients during program participation.

Collection Point(s): Update as required – each time referrals are provided.

Subjects: Head of household and youth age 18 or older.

Federal Partner Requiring Collection: HHS: RHY

Data Collection Instructions: The referrals to be recorded in HMIS are those which the project made for the benefit of the client being referred. In separate fields record the date of referral and the type of referral.

Data Element Fields:

4.16B Referrals Provided: RHY	
Field Names	**Data Types/Response Categories**
Date of Referral	(date)
Type of Referral	Child Care Non-TANF
	Supplemental Nutritional Assistance Program (Food Stamps)
	Education – McKinney/Vento Liaison Assistance to Remain in School
	HUD Section 8 or Other Permanent Housing Assistance
	Individual Development Account
	Medicaid
	Mentoring Program Other than RHY Agency
	National Service (Americorp, VISTA, Learn and Serve)
	Non-Residential Substance Abuse or Mental Health Program
	Other Public – Federal, State, or Local Program
	Private Non-profit Charity or Foundation Support
	SCHIP
	SSI, SSDI, or other Disability Insurance
	TANF or other Welfare/Non-Disability Income Maintenance (all TANF Services)
	Unemployment Insurance
	WIC
	Workforce Development (WIA)

Response Category Descriptions: A RHY referral is provided after substantial interaction with the youth or family to promote healthy development or strengthen a youth's assets. Record all referrals made for the youth in HMIS. A single youth may have multiple referrals of the same type.

Special Considerations: None.

Changes from Previous Data Standards: This is a new data element.

4.22 RHY - BCP Status

Rationale: To determine the number of homeless persons eligible for FYSB in RHY BCP-funded emergency shelter projects.

Collection Point(s): In the course of client assessment for purposes of determining eligibility.

Subjects: All clients.

Federal Partner Requiring Collection: HHS: RHY.

Data Collection Instructions: The RHY-BCP status occurs at the point which eligibility for FYSB has been determined. The RHY-BCP status date may be on or after the project entry date.

Data Element Fields:

4.22 RHY - BCP Status	
Field Names	**Data Types/Response Categories**
Date of Status Determination	(date)
FYSB Youth	No
	Yes
(If no) ***Reason for not providing services***	Out of age range
	Ward of the State – Immediate Reunification
	Ward of the Criminal Justice System – Immediate Reunification
	Other

Response Category Descriptions: Identify as "Yes" as defined by RHY in other guidance.

Special Considerations: None.

Changes from Previous Data Standards: This is a new data element.

4.23 Sexual Orientation

Rationale: To identify the sexual orientation of youth served in RHY programs.

Collection Point(s): At project entry.

Subjects: Head of household and youth age 18 or older.

Federal Partner Requiring Collection: HHS: RHY.

Data Collection Instructions: Choose one response category indicating how the client describes their sexual orientation.

Data Element Fields:

4.23 Sexual Orientation	
Field Names	**Data Types/Response Categories**
Sexual Orientation	Heterosexual
	Gay
	Lesbian
	Bisexual
	Questioning/Unsure
	Client doesn't know
	Client refused

Response Category Descriptions: None.

Special Considerations: Any questions regarding a client's sexual orientation must be voluntary and clients must be informed prior to responding of the voluntary nature of the question and that their refusal to respond will not result in a denial of services.

Changes from Previous Data Standards: This is a new data element.

4.24 Last Grade Completed

Rationale: To identify the educational attainment of youth served in RHY projects.

Collection Point(s): At project entry.

Subjects: Head of household and youth age 18 or older.

Federal Partner Requiring Collection: HHS: RHY.

Data Collection Instructions: Choose one response category describing the last grade level completed by the client.

Data Element Fields:

4.24 Last Grade Completed	
Field Names	**Data Types/Response Categories**
Last Grade Completed	Less than Grade 5
	Grades 5-6
	Grades 7-8
	Grades 9-11
	Grade 12
	School program does not have grade levels
	GED
	Some college
	Client doesn’t know
	Client refused

Response Category Descriptions: None.

Special Considerations: None.

Changes from Previous Data Standards: Under the previous data standards, Optional Data Element 4.15B outlined collection of data pertaining to educational attainment. The Optional Data Element has been retired in favor of the one defined here to meet the requirements of the Federal Partners.

4.25 School Status

Rationale: To identify the educational status of youth served in RHY projects.

Collection Point(s): At project entry.

Subjects: Head of household and youth age 18 or older.

Federal Partner Requiring Collection: HHS: RHY.

Data Collection Instructions: Choose one response category describing the client’s school status. If the client is currently in school and school is not in session at the time of the client’s project entry, this question pertains to the school year just completed.

Data Element Fields:

4.25 School Status	
Field Names	**Data Types/Response Categories**
School Status	Attending school regularly
	Attending school irregularly
	Graduated from high school
	Obtained GED
	Dropped out
	Suspended
	Expelled
	Client doesn't know
	Client refused

Response Category Descriptions: None.

Special Considerations: None.

Changes from Previous Data Standards: This is a new data element.

4.26 Employment Status

Rationale: To assess client's employment status and need for employment services.

Collection Point(s): At project entry and project exit.

Subjects: Head of household and youth age 18 or older.

Federal Partner Requiring Collection: HHS: RHY.

Data Collection Instructions: Enter the date that the information was collected from the client or to which the information is relevant. For example, if information is collected several days after project entry, it may be entered using an *Information date* that is the same as the entry date as long as the information accurately reflects the client's income as of the entry date. Select the response category that most accurately reflects the client's employment status.

Data Element Fields:

4.26 Employment Status	
Field Names	**Data Types/Response Categories**
Information Date	(date)
Employed	No
	Yes
	Client doesn't know
	Client refused
(if yes) ***Type of employment***	Full-time
	Part-time
	Seasonal/sporadic (including day labor)
(if no) ***Why not employed***	Looking for work
	Unable to work

	Not looking for work

Response Category Descriptions:

- "Seasonal/sporadic (including day labor)": Youth is employed occasionally, with periods of unemployment interspersed with employment. This includes summer or holiday-specific employment.
- "Looking for work": Youth is not employed and is actively looking for work.
- "Unable to work": Youth is not employed because he or she is unable to work due to a physical disability, a developmental disability, or an illness.
- "Not looking for work": Youth is not employed and is not looking for employment.

Special Considerations: Projects may ask additional information about a person's employment status, including more detailed information on the type of employment.

Changes from Previous Data Standards:

- Under the previous data standards, Optional Data Element 4.15A outlined collection of data pertaining to employment status. The Optional Data Element has been retired in favor of the one defined here to meet the requirements of Federal Partners.
- Under the previous data standards, this data element was optional; it has been re-classified as a Program-Specific Data Element.
- *Information date* is a new field.
- Under the previous data standards, this data element was collected for all adults and unaccompanied youth. This has been changed so that data collection is required for all heads of household and youth.

4.27 General Health Status

Rationale: Information on general health status is a first step to identifying what types of health services a client may need. This element permits comparison between homeless youth to other youth their age.

Collection Point(s): At project entry and project exit.

Subjects: Head of household and youth age 18 or older.

Federal Partner Requiring Collection: HHS: RHY.

Data Collection Instructions: Ask the youth to select one of the response options and record the option selected by the youth.

Data Element Fields:

4.27 General Health Status	
Field Names	**Data Types/Response Categories**
General Health Status	Excellent
	Very good
	Good

	Fair
	Poor
	Client doesn't know
	Client refused

Response Category Descriptions: None.

Special Considerations: None.

Changes from Previous Data Standards: This is a new data element.

4.28 Dental Health Status

Rationale: To assess client's dental health status. This element permits comparison between homeless youth to other youth their age.

Collection Point(s): At project entry and project exit.

Subjects: Head of household and youth age 18 or older.

Federal Partner Requiring Collection: HHS: RHY.

Data Collection Instructions: Ask the youth to select one of the response options and record the option selected by the youth.

Data Element Fields:

4.28 Dental Health Status	
Field Names	**Data Types/Response Categories**
Dental Health Status	Excellent
	Very Good
	Good
	Fair
	Poor
	Client doesn't know
	Client refused

Response Category Descriptions: None.

Special Considerations: None.

Changes from Previous Data Standards: This is a new data element.

4.29 Mental Health Status

Rationale: To assess client's mental health status at exit. This element permits comparison between homeless youth to other youth their age.

Collection Point(s): At project entry and project exit.

Subjects: Head of household and youth age 18 or older.

Federal Partner Requiring Collection: HHS: RHY.

Data Collection Instructions: Ask the youth to select one of the response options and record the option selected by the youth.

Data Element Fields:

4.29 Mental Health Status	
Field Names	**Data Types/Response Categories**
Mental Health Status	Excellent
	Very good
	Good
	Fair
	Poor
	Client doesn't know
	Client refused

Response Category Descriptions: None.

Special Considerations: None.

Changes from Previous Data Standards: This is a new data element.

4.30 Pregnancy Status

Rationale: To determine the number of women entering continuum projects while pregnant and to determine eligibility for benefits and need for services.

Collection Point(s): At project entry and update.

Subjects: All females.

Federal Partner Requiring Collection: HHS: RHY.

Data Collection Instructions: In separate fields, indicate if a client is pregnant and, if so, the due date. If the exact date is unknown, projects are encouraged to record as much of the date as known. Default to January, the first day of the month, and current year for any part of the due date not known. Communities that already have a policy of entering another approximate day may continue this policy.

Data Element Fields:

4.30 Pregnancy Status	
Field Names	**Data Types/Response Categories**
Pregnancy Status	No
	Yes
	Client doesn't know
	Client refused
(If yes) ***Due Date***	(date)

Response Category Descriptions: If Due Date is unknown, default to January first of current year.

Special Considerations: None.

Changes from Previous Data Standards: None.

4.31 Formerly a Ward of Child Welfare/Foster Care Agency

Rationale: To identify clients with child welfare or foster care histories.

Collection Point(s): At project entry.

Subjects: Head of household and youth age 18 or older.

Federal Partner Requiring Collection: HHS: RHY.

Data Collection Instructions: Choose one response category to indicate whether the client was formerly the responsibility of the child welfare or foster care agency.

Data Element Fields:

4.31 Formerly a Ward of Child Welfare/Foster Care Agency	
Field Names	**Data Types/Response Categories**
Formerly a Ward of Child Welfare or Foster Care Agency	No
	Yes
	Client doesn't know
	Client refused
(If yes) ***Number of Years***	Less than one year
	1 to 2 years
	3 to 5 or more years
(If number of years is less than one year) ***Number of Months***	(a number between 1 and 11)

Response Category Descriptions: None.

Special Considerations: None.

Changes from Previous Data Standards: This is a new data element.

4.32 Formerly a Ward of Juvenile Justice System

Rationale: To identify clients with juvenile justice histories.

Collection Point(s): At project entry.

Subjects: Head of household and youth age 18 or older.

Federal Partner Requiring Collection: HHS: RHY.

Data Collection Instructions: Choose one response category to indicate whether the client was formerly the responsibility of the juvenile justice system.

Data Element Fields:

4.32 Formerly a Ward of the Juvenile Justice System	
Field Names	**Data Types/Response Categories**
Formerly a Ward of the Juvenile Justice System	No
	Yes
	Client doesn't know
	Client refused
(If yes) ***Number of Years***	Less than one year
	1 to 2 years
	3 to 5 or more years
(If number of years is Less than one year) ***Number of Months***	(a number between 1 and 11)

Response Category Descriptions: None.

Special Considerations: None.

Changes from Previous Data Standards: This is a new data element.

4.33 Young Person's Critical Issues

Rationale: To identify specific issues faced by youth in RHY programs.

Collection Point(s): Project Entry

Subjects: Head of household and youth age 18 or older.

Federal Partner Requiring Collection: HHS: RHY.

Data Collection Instructions: Choose appropriate response categories to identify the young person's critical issues, as identified by staff and the young person. These categories are for reporting purposes and are therefore general and broad.

Data Element Fields:

4.33 Young Person's Critical Issues	
Field Names	**Data Types/Response Categories**
Household Dynamics	No
	Yes
Sexual Orientation/Gender Identity – Youth	No
	Yes
Sexual Orientation/Gender Identity – Family member	No
	Yes
Housing Issues – Youth	No
	Yes
Housing Issues – Family member	No
	Yes
School or Educational Issues – Youth	No
	Yes

School or Educational Issues – Family member	No
	Yes
Unemployment – Youth	No
	Yes
Unemployment – Family member	No
	Yes
Mental Health Issues – Youth	No
	Yes
Mental Health Issues - Family member	No
	Yes
Health Issues – Youth	No
	Yes
Health Issues – Family member	No
	Yes
Physical Disability – Youth	No
	Yes
Physical Disability - Family member	No
	Yes
Mental Disability – Youth	No
	Yes
Mental Disability – Family member	No
	Yes
Abuse and Neglect – Youth	No
	Yes
Abuse and Neglect - Family member	No
	Yes
Alcohol or other drug abuse – Youth	No
	Yes
Alcohol or other drug abuse – Family member	No
	Yes
Insufficient Income to support youth – Family member	No
	Yes
Active Military Parent – Family member	No
	Yes
Incarcerated Parent of Youth	No
	Yes
(If 'Incarcerated Parent of Youth' is yes) ***Please specify***	One parent/legal guardian is incarcerated
	Both parents/legal guardians are incarcerated
	The only parent/legal guardian is incarcerated

Response Category Descriptions:

- *Household dynamics*: Issues related to interactions and interrelationships within the household (for example, frequent arguments between household members.)
- *Housing Issues*: Issues related to lack of sufficient housing or shelter.
- *Abuse and neglect*: Physical, sexual, or emotional abuse, or neglect.

- *Insufficient Income to support youth*: Issues related to insufficient incomes of the parents/legal guardians to support the basic needs of the youth (e.g., food, clothing, and shelter.)

Special Considerations: None.

Changes from Previous Data Standards: This is a new data element.

4.34 Referral Source

Rationale: To identify the source of referral for incoming clients.

Collection Point(s): At project entry.

Subjects: Head of household and youth age 18 or older.

Federal Partner Requiring Collection: HHS: RHY.

Data Collection Instructions: Choose one response category to indicate the individual or organization through which the client was advised about, sent, or directed to your project.

Data Element Fields:

4.34 Referral Source	
Field Names	**Data Types/Response Categories**
Referral Source	Self-Referral
	Individual: Parent/Guardian
	Individual: Relative or Friend
	Individual: Other Adult or Youth
	Individual: Partner/Spouse
	Individual: Foster Parent
	Outreach Project: FYSB
	Outreach Project: Other
	Temporary Shelter: FYSB Basic Center Project
	Temporary Shelter: Other Youth Only Emergency Shelter
	Temporary Shelter: Emergency Shelter for Families
	Temporary Shelter: Emergency Shelter for Individuals
	Temporary Shelter: Domestic Violence Shelter
	Temporary Shelter: Safe Place
	Temporary Shelter: Other
	Residential Project: FYSB Transitional Living Project
	Residential Project: Other Transitional Living Project
	Residential Project: Group Home
	Residential Project: Independent Living Project
	Residential Project: Job Corps
	Residential Project: Drug Treatment Center
	Residential Project: Treatment Center
	Residential Project: Educational Institute
	Residential Project: Other Agency project
	Residential Project: Other Project

	Hotline: National Runaway Switchboard
	Hotline: Other
	Other Agency: Child Welfare/CPS
	Other Agency: Non-Residential Independent Living Project
	Other Project Operated by your Agency
	Other Youth Services Agency
	Juvenile Justice
	Law Enforcement/Police
	Religious Organization
	Mental Hospital
	School
	Other Organization
	Client doesn't know
	Client refused
(If Outreach Project: FYSB was selected) Number of times approached by outreach prior to entering the project	Integer response

Response Category Descriptions: None.

Special Considerations: None.

Changes from Previous Data Standards: This is a new data element.

4.35 Commercial Sexual Exploitation

Rationale: To assess the extent of sexual exploitation among homeless youth.

Collection Point(s): At project entry.

Subjects: Head of household and youth age 18 or older.

Federal Partner Requiring Collection: HHS: RHY.

Data Collection Instructions: Indicate if the client has been commercially exploited for sex prior to entering the project. If so, indicate the number of times and whether the client was asked or made to do so.

Data Element Fields:

4.35 Commercial Sexual Exploitation	
Field Names	**Data Types/Response Categories**
Received something in exchange for sex in the past three months	No
	Yes
	Client doesn't know
	Client refused
(if yes)	1-3

Number of times	4-7
	8-30
	More than 30
	Client doesn't know
	Client refused
(if yes) ***Did someone ask/make you have sex?***	No
	Yes
	Client doesn't know
	Client refused

Response Category Descriptions: None.

Special Considerations: None.

Changes from Previous Data Standards: This is a new data element.

4.36 Transitional, Exit-care, or Aftercare Plans and Actions

Rationale: To identify the extent of transitional, exit and aftercare plans and actions which were afforded to RHY clients.

Collection Point(s): At project exit.

Subjects: Head of household and youth age 18 or older.

Federal Partner Requiring Collection: HHS: RHY.

Data Collection Instructions: Record a response for all plans and actions listed.

Data Element Fields:

4.36 Transitional, Exit-care, or Aftercare Plans and Actions	
Field Names	**Data Types/Response Categories**
A written transitional, aftercare or follow-up plan or agreement	No
	Yes
	Client refused
Advice about and/or referral to appropriate mainstream assistance programs	No
	Yes
	Client refused
Placement in appropriate, permanent, stable housing (not a shelter)	No
	Yes
	Client refused
Due to unavoidable circumstances or scarcities of appropriate housing, the youth must be transported or accompanied to a temporary shelter	No
	Yes
	Client refused
Exit counseling	No
	Yes
	Client refused
A course of further follow-up	No

treatment or services	Yes
	Client refused
A follow-up meeting or series of staff/youth meetings or contacts has been scheduled	No
	Yes
	Client refused
A "package" of such things as maps, information about local shelters and resources	No
	Yes
	Client refused
Other	No
	Yes
	Client refused

Response Category Descriptions:

- *A written transitional, aftercare or follow-up plan or agreement:* Plan or agreement has been worked out with the youth, understood, and agreed to.
- *Advice about and/or referral to appropriate mainstream assistance programs:* Advice or referral has been provided.
- *Placement in appropriate, permanent, stable housing (not a shelter):* This goes beyond mere referral to mainstream housing assistance and assumes the youth is eligible for and guaranteed an immediately available or reserved slot with a waiting period for reserved accommodations of no longer than 2 weeks and suitable interim arrangements.
- *Due to unavoidable circumstances or scarcities of appropriate housing, the youth must be transported or accompanied to a temporary shelter*: The shelter must be able to provide age-appropriate safety, security and services, and supervision if available.
- *Exit counseling:* Exit counseling has been provided, including at a minimum, a discussion between staff and the youth of exit options, resources, and destinations appropriate for their well-being and continued progress, possibly including continued follow-up.
- *A course of further follow-up treatment or services:* Follow-up treatment or services (e.g., incremental family reunification, formal or informal counseling, etc.) has been prescribed and scheduled, via referral, or on a non-residential, drop-in, or appointment basis.
- *A follow-up meeting or series of staff/youth meetings or contacts has been scheduled:* To be held after youth has departed the program.
- *A "package" of such things as maps, information about local shelters and resources:* “Package” may also include a phone card, fare tokens, healthy snacks, etc.

Special Considerations: None.

Changes from Previous Data Standards: This is a new data element.

4.37 Project Completion Status

Rationale: To identify whether the youth completed the project or exited without completion.

Collection Point(s): At project exit.

Subjects: Head of household and youth.

Federal Partner Requiring Collection: HHS: RHY.

Data Collection Instructions: Choose one response category that describes the youth's project completion status. If the youth left early, was expelled or was otherwise involuntarily discharged from the project, choose the major reason for leaving.

Data Element Fields:

4.37 Project Completion Status	
Field Names	**Data Types/Response Categories**
Project Completion Status	Completed project
	Youth voluntarily left early
	Youth was expelled or otherwise involuntarily discharged from project
(If Youth voluntarily left early) ***Select the major reason***	Left for other opportunities – Independent living
	Left for other opportunities - Education
	Left for other opportunities - Military
	Left for other opportunities - Other
	Needs could not be met by project
(If Youth was expelled or otherwise involuntarily discharged from project) ***Select the major reason***	Criminal activity/destruction of property/violence
	Non-compliance with project rules
	Non-payment of rent/occupancy charge
	Reached maximum time allowed by project
	Project terminated
	Unknown/disappeared

Response Category Descriptions:

- "Completed project": The youth completed the project.
- "Youth voluntarily left early": The youth voluntarily terminated from the program to pursue other opportunities or with no definite plan.
- "Youth was expelled or otherwise involuntarily discharged from project": The youth was involuntarily terminated from the program with no plan or invitation to return.

Special Considerations: None.

Changes from Previous Data Standards: This is a new data element.

4.38 Family Reunification Achieved

Rationale: To identify youth that achieved family reunification.

Collection Point(s): At project exit.

Subjects: Head of household and youth.

Federal Partner Requiring Collection: HHS: RHY.

Data Collection Instructions: Choose one response category to indicate whether family reunification was achieved at project exit.

Data Element Fields:

4.38 Family Reunification Achieved	
Field Names	**Data Types/Response Categories**
Family Reunification Achieved	No
	Yes
	Client doesn't know
	Client refused

Response Category Descriptions: None.

Special Considerations: None.

Changes from Previous Data Standards: This is a new data element.

HUD: ESG Program Specific

The elements shown are only those in which at least one ESG program component is required to collect information.

X = data collection is required
? = data collection is determined by how the CoC has structured the coordinated assessment in their area. Placement of the element would be required for any project that is conducting a coordinated assessment. This may be across multiple projects or sited in a central access point or coordinated intake center.

#	Element	ES e/e	ES nbn	Homelessness Prevention	RRH	Street Outreach
4.2	Income and Sources	x		x	x	x
4.3	Non-Cash Benefits	x		x	x	x
4.4	Health Insurance	x		x	x	x
4.5	Physical Disability	x	x	x	x	x
4.6	Developmental Disability	x	x	x	x	x
4.7	Chronic Health Condition	x	x	x	x	x
4.8	HIV/AIDS	x	x	x	x	x
4.9	Mental Health Problem	x	x	x	x	x
4.10	Substance Abuse	x	x	x	x	x
4.11	Domestic Violence	x	x	x	x	x
4.12	Contact		x			x
4.13	Date of Engagement		x			x
4.17	Residential Move-in Date				x	

Emergency Solutions Grant

A program of the U.S. Department of Housing and Urban Development - Administered by the office of Special Needs Assistance Programs (SNAPS), a component of Community Planning and Development (CPD)

For ESG Program information go to: https://www.onecpd.info/esg/

#	Element	ES e/e	ES nbn	Homelessness Prevention	RRH	Street Outreach
4.18	Housing Assessment Disposition	?	?	?	?	?
4.19	Housing Assessment at Exit				x	

HUD: CoC Program Specific

The elements shown are only those in which least one CoC program component is required to collect information.

X = data collection is required
* = data collection is required only for Supportive Services Only components which are funded to provide Street Outreach
? = data collection is determined by how the CoC has structured the coordinated assessment in their area. Placement of the element would be required for any project that is conducting a coordinated assessment. This may be across multiple projects or sited in a central access point or coordinated intake center.

#	Element	Homelessness Prevention [2]	PSH	RRH	Supportive Services Only	TH
4.2	Income and Sources	x	x	x	x	x
4.3	Non-Cash Benefits	x	x	x	x	x
4.4	Health Insurance	x	x	x	x	x
4.5	Physical Disability	x	x	x	x	x
4.6	Developmental Disability	x	x	x	x	x
4.7	Chronic Health Condition	x	x	x	x	x
4.8	HIV/AIDS	x	x	x	x	x
4.9	Mental Health Problem	x	x	x	x	x
4.10	Substance Abuse	x	x	x	x	x
4.11	Domestic Violence	x	x	x	x	x
4.12	Contact				*	
4.13	Date of Engagement				*	

[2] Only CoCs designated as "High Performing Communities" may use CoC Program funding for homelessness prevention.

Continuum of Care Program (CoC)

A program of the U.S. Department of Housing and Urban Development - Administered by the office of Special Needs Assistance Programs (SNAPS), a component of Community Planning and Development (CPD)

For CoC Program information go to: https://www.onecpd.info/coc/

#	Element	Homeless-ness Prevention	PSH	RRH	Sup-portive Services Only	TH
4.17	Residential Move-in Date			x		
4.18	Housing Assessment Disposition	?	?	?	?	?
4.19	Housing Assessment at Exit	x				

HUD: HOPWA Program Specific

The elements shown are only those in which least one HOPWA program component is required to collect information.

X = data collection is required

#	Element	Hotel Motel	Housing Info	PH	PH Place-ment	Short Term Housing	STR MU	TH
4.1	Housing Status	x	x	x	x	x	x	x
4.2	Income and Sources	x	x	x	x	x	x	x
4.3	Non-Cash Benefits	x	x	x	x	x	x	x
4.4	Health Insurance	x	x	x	x	x	x	x
4.5	Physical Disability	x	x	x	x	x	x	x
4.6	Develop-mental Disability	x	x	x	x	x	x	x
4.7	Chronic Health Condition	x	x	x	x	x	x	x
4.8	HIV/AIDS	x	x	x	x	x	x	x
4.9	Mental Health Problem	x	x	x	x	x	x	x
4.10	Substance Abuse	x	x	x	x	x	x	x
4.11	Domestic Violence	x	x	x	x	x	x	x
4.14 C	Services Provided - HOPWA	x	x	x	x	x	x	x
4.15 A	Financial Assistance - HOPWA				x		x	

Housing Opportunities for Persons with AIDS (HOPWA)

A program of the U.S. Department of Housing & Urban Development (HUD) – HIV/AIDS Housing, a component of Community Planning & Development (CPD)

For HOPWA Program information go to: https://www.onecpd.info/hopa/

#	Element	Hotel Motel	Housing Info	PH	PH Place-ment	Short Term Housing	STR MU	TH
4.19	Housing Assessment at Exit	x	x	x	x	x	x	x
4.39	Medical Assistance	x	x	x	x	x	x	x

4.14C Services Provided: HOPWA

Rationale: To determine the services provided to clients during project participation.

Collection Point(s): Update as services are provided – each time services are provided. HOPWA requires that all stayers at the end of the grant operating year, prior to the generation of their Annual Report (CAPER or APR), update services for all clients.

Subjects: All clients.

Federal Partner Requiring Collection: HUD: HOPWA.

Data Collection Instructions: Services should be recorded for the client in the household with HIV/AIDS to whom they were provided; a service that benefits the whole household may be recorded solely for the head of household. For each service provided, projects should record the service date and service type.

Data Element Fields:

4.14C Services Provided: HOPWA	
Field Names	**Response Categories**
Date of Service	(date)
Type of Service	Adult day care and personal assistance
	Case management
	Child care
	Criminal justice/legal services
	Education
	Employment and training services
	Food/meals/nutritional services
	Health/medical care
	Life skills training
	Mental health care/counseling
	Outreach and/or engagement
	Substance abuse services/treatment
	Transportation
	Other HOPWA funded service

Response Category Descriptions: HOPWA has identified the service responses as required by all HOPWA funded projects.

Special Considerations: None

Changes from Previous Data Standards: This is a new data element.

4.15A Financial Assistance: HOPWA

Rationale: To track financial assistance provided to clients in Permanent Housing Placement or STRMU during project participation.

Collection Point(s): Update as required – each time financial assistance is provided.

Subjects: Head of household who receives Financial Assistance from HOPWA through Permanent Housing Placement (PHP) or Short-Term Rent, Mortgage, Utility Assistance (STRMU)

Federal Partner Requiring Collection: HUD: HOPWA.

Data Collection Instructions: Financial Assistance records payments made by the project on behalf of or for the benefit of the client. For each instance of financial assistance provided, there should be one and only one record created. Records of financial assistance should be attached to the head of household.

Data Element Fields:

4.15A Financial Assistance: HOPWA			
Field Names	**Data Types/Response Categories**	**PHP**	**STRMU**
Date of Financial Assistance	(date)	X	X
Financial Assistance Types	Rental assistance	X	X
	Security deposits	X	
	Utility deposits	X	
	Utility payments	X	X
	Mortgage assistance		X
Financial Assistance Amount	(currency)	X	X

Response Category Descriptions: Financial Assistance is to record HOPWA funding provided to a client. Components of the HOPWA program (PHP and STRMU) are only allowed to provide financial assistance to the items indicated with an "X" above. For specific program information on HOPWA refer to guidance provided by the program at https://www.onecpd.info/hopwa/

Special Considerations: None.

Changes from Previous Data Standards: This is a new data element.

4.39 Medical Assistance

Rationale: Medical assistance information is important to determine whether HIV positive clients are accessing medical assistance benefits for which they may be eligible.

Collection Point(s): At project entry and project exit. Update during project stay as needed.

Subjects: All household members with HIV/AIDS.

Federal Partner Requiring Collection: HUD: HOPWA.

Data Collection Instructions: Enter the date on which the information was collected. For each source of medical assistance listed below, determine if the client is presently receiving the medical assistance specified. Clients may identify multiple sources of medical assistance. If the client is not receiving medical assistance, enter the reason why such insurance is not being received.

Data Element Fields:

4.39 Medical Assistance	
Field Names	**Data Types/Response Categories**
Information Date	(date)
Receiving Public HIV/AIDS Medical Assistance	No
	Yes
	Client doesn't know
	Client refused
(if no) ***Reason***	Applied; decision pending
	Applied; client not eligible
	Client did not apply
	Insurance type N/A for this client
	Client doesn't know
	Client refused
Receiving AIDS Drug Assistance Program (ADAP)	No
	Yes
	Client doesn't know
	Client refused
(if no) ***Reason***	Applied; decision pending
	Applied; client not eligible
	Client did not apply
	Insurance type N/A for this client
	Client doesn't know
	Client refused

Response Category Descriptions: None

Special Considerations: None

Changes from Previous Data Standards: This is a new data element.

HUD: RHSP Program Specific

4.40 Worst Housing Situation

Rationale: To identify persons who are in the worst housing situations in a geographic area and are being served through the Rural Housing Stability Assistance Program (RHSP), when implemented.

Collection Point(s): At project entry.

Subjects: All clients.

Federal Partner Requiring Collection: HUD: RHSP.

Data Collection Instructions: Choose one response category to indicate whether the household is currently residing in a worst housing situation.

Data Element Fields:

4.40 Worst Housing Situation	
Field Names	**Data Types/Response Categories**
Worst Housing Situation	No
	Yes
	Client doesn't know
	Client refused

Response Category Descriptions: Worst Housing Situation will be defined by HUD upon funding; refer to https://www.onecpd.info/rhsp/ for detailed information.

Special Considerations: None.

Changes from Previous Data Standards: This is a new data element.

Rural Housing Stability Assistance Program (RHSP)

A program of the U.S. Department of Housing and Urban Development - Administered by the office of Special Needs Assistance Programs (SNAPS), a component of Community Planning and Development (CPD)

For RHSP Program information go to: https://www.onecpd.info/rhsp/

VA Program Specific

The elements shown are only those in which least one VA program component is required to collect information.

X = data collection is required

#	Element	HCHVEH	HCHV RT	HCHV DOM	HCHV SH	GPD	CWT TR	SSVF
4.2	Income and Sources							x
4.3	Non-Cash Benefits							x
4.4	Health Insurance							x
4.14 D	Services Provided – SSVF							x
4.15 B	Financial Assistance - SSVF							x
4.17	Residential Move-in Date							x (RRH only)
4.41	Veteran's Information							x
4.42	Percent of AMI (SSVF Eligibility)							x
4.43	Last Permanent Address							x

Veteran Affairs (VA)

For VA Program information go to: http://www.va.gov/homeless/

4.14D Services Provided: SSVF

Rationale: To determine the VA Funded services provided to clients during project participation.

Collection Point(s): Update as required – each time services are provided.

Subjects: All clients.

Federal Partner Requiring Collection: VA [refer to VA Program Specific page]

Data Collection Instructions: SSVF services should be recorded for the individual client to whom they were provided; a service that benefits the whole household should be recorded solely for the head of household. For each service provided, projects should record the service date and service type.

Data Element Fields:

4.14D Services Provided: SSVF	
Field Names	**Response Categories**
Date of Service	(date)
Type of Service	Outreach services
	Case management services
	Assistance obtaining VA benefits
	Assistance obtaining/coordinating other public benefits
	Direct provision of other public benefits
	Other (non-TFA) supportive service approved by VA
(If Assistance obtaining VA benefits) ***Specify***	VA vocational and rehabilitation counseling
	Employment and training services
	Educational assistance
	Health care services
(If Assistance obtaining/coordinating other public benefits) ***Specify***	Health care services
	Daily living services
	Personal financial planning services
	Transportation services
	Income support services
	Fiduciary and representative payee services
	Legal services – child support
	Legal services – eviction prevention
	Legal services – outstanding fines and penalties
	Legal services – restore/acquire driver's license
	Legal services – other
	Child care
	Housing counseling
(If Direct provision of other public benefits) ***Specify***	Personal financial planning services
	Transportation services
	Income support services
	Fiduciary and representative payee services
	Legal services – child support
	Legal services – eviction prevention
	Legal services – outstanding fines and penalties

	Legal services – restore/acquire driver's license
	Legal services – other
	Child care
	Housing counseling
(If Other (non-TFA) supportive service approved by VA) ***Specify***	(text box)

Response Category Descriptions: SSVF grantees should refer to guidance provided by VA for specific definitions.

Special Considerations: None.

Changes from Previous Data Standards: This is a new data element.

4.15B Financial Assistance: SSVF

Rationale: To track financial assistance provided to clients during project participation.

Collection Point(s): Update as required – each time financial assistance is provided.

Subjects: All clients (limited to those who receive financial assistance).

Federal Partner Requiring Collection: VA [refer to VA Program Specific page]

Data Collection Instructions: Financial Assistance records payments made by the project on behalf of or for the benefit of the client. Unless the financial assistance provided was for the particular benefit of a single household member, records of financial assistance should be attached to the head of household.

Data Element Fields:

4.15B Financial Assistance Provided: VA - SSVF	
Field Names	**Data Types/Response Categories**
Date of Financial Assistance	(date)
Financial Assistance Amount	(currency)
Financial Assistance Type	Rental assistance
	Utility fee payment assistance
	Security deposit
	Utility deposit
	Moving costs
	Transportation services: tokens/vouchers
	Transportation services: vehicle repair/maintenance
	Child Care
	General housing stability assistance - emergency supplies
	General housing stability assistance - other
	Emergency housing assistance

Response Category Descriptions: SSVF grantees should refer to guidance provided by VA for specific definitions.

Special Considerations: None.

Changes from Previous Data Standards: This is a new data element.

4.41 Veteran's Information

Rationale: To collect a detailed profile of veterans experiencing homelessness and to help identify clients who may be eligible for VA projects and benefits.

Collection Point(s): At client record creation or at the first project entry entered by a project collecting this data element.

Subjects: All persons who answered "Yes" to HMIS Element 3.7 - *Veteran Status*.

Federal Partner Requiring Collection: VA [refer to VA Program Specific page]

Data Collection Instructions: In separate fields, record the years in which the client entered / separated from military service, experience in theatres of operations, branch of service, and discharge status. For veterans who served in more than one branch of the military, select the branch in which the veteran spent the most time. In the event that a client's discharge status is upgraded during enrollment, the record should be edited to reflect the change.

Data Element Fields:

4.41 Veteran's Information	
Field Names	**Data Types/Response Categories**
Year Entered Military Service	(year)
Year Separated from Military Service	(year)
Theatre of Operations: World War II	No
	Yes
	Client doesn't know
	Client refused
Theatre of Operations: Korean War	No
	Yes
	Client doesn't know
	Client refused
Theatre of Operations: Vietnam War	No
	Yes
	Client doesn't know
	Client refused
Theatre of Operations: Persian	No
	Yes

Gulf War (Operation Desert Storm)	Client doesn't know
	Client refused
Theatre of Operations: Afghanistan (Operation Enduring Freedom)	No
	Yes
	Client doesn't know
	Client refused
Theatre of Operations: Iraq (Operation Iraqi Freedom)	No
	Yes
	Client doesn't know
	Client refused
Theatre of Operations: Iraq (Operation New Dawn)	No
	Yes
	Client doesn't know
	Client refused
Theatre of Operations: Other Peace-keeping Operations or Military Interventions (such as Lebanon, Panama, Somalia, Bosnia, Kosovo)	No
	Yes
	Client doesn't know
	Client refused
Branch of the Military	Army
	Air Force
	Navy
	Marines
	Coast Guard
	Client doesn't know
	Client refused
Discharge Status	Honorable
	General under honorable conditions
	Under other than honorable conditions (OTH)
	Bad conduct
	Dishonorable
	Uncharacterized
	Client doesn't know
	Client refused

Response Category Descriptions: None.

Special Considerations: None.

Changes from Previous Data Standards: Under the previous data standards, Optional Data Element 4.15E outlined collection of data pertaining to military service beyond the universal Veteran Status Data Element. The Optional Data Element has been retired in favor of the one defined here to meet the requirements of Federal Partners.

4.42 Percent of AMI

Rationale: To document eligibility for SSVF programs.

Collection Point(s): At project entry.

Subjects: Head of household.

Federal Partner Requiring Collection: VA [refer to VA Program Specific page]

Data Collection Instructions: Indicate household income as a percentage of area median income (AMI), as published annually by HUD (http://www.huduser.org).

Data Element Fields:

4.42 Percent of AMI	
Field Names	**Data Types/Response categories**
Household Income as a Percentage of AMI	Less than 30%
	30% to 50%
	Greater than 50%

Response Category Descriptions: None.

Special Considerations: Percent of AMI may not be auto-calculated by the HMIS application; it must be entered by the user.

Changes from Previous Data Standards: This is a new data element.

4.43 Address Prior to Entry

Rationale: To record the last address for persons experiencing homelessness or the current address for persons at-risk of homelessness.

Collection Point(s): At project entry.

Subjects: Head of household and adults.

Federal Partner Requiring Collection: VA [refer to VA Program Specific page]

Data Collection Instructions: Record the street address, city, state, and ZIP code of the apartment, room, or house where the client last lived for 90 days or more. Addresses of emergency shelters should NOT be recorded here. In a separate field, record the address data quality.

Data Element Fields:

4.43 Last Permanent Address	
Field Names	**Data Types/Response Categories**
Street Address	(text)
City	(text)
State	(text)
ZIP Code	(text)
Address Data Quality	Full address reported
	Incomplete or estimated address reported
	Client doesn't know
	Client refused

Response Category Descriptions: None.

Special Considerations: None.

Changes from Previous Data Standards: This is a new data element.

Exhibit 1: Universal Data Element Collection Summary

Data Element	Collected For				When Collected			
	All	HoH	HoH and Adults	Adults	Record Creation	Project Entry	Update	Project Exit
3.1 Name	X				X			
3.2 Social Security Number	X				X			
3.3 Date of Birth	X				X			
3.4 Race	X				X			
3.5 Ethnicity	X				X			
3.6 Gender	X				X			
3.7 Veteran Status				X	X			
3.8 Disabling Condition				X		X		
3.9 Residence Prior to Project Entry			X			X		
3.10 Project Entry Date	X					X		
3.11 Project Exit Date	X							X
3.12 Destination			X					X
3.13 Personal ID	X				X			
3.14 Household ID	X					X		
3.15 Relationship to Head of Household	X					X		
3.16 Client Location		x				X	X	
3.17 Length of Time on Street, in an Emergency Shelter or Safe Haven			X			X		

**Program Specific Data Element Collection Summaries will be available for each federal partner program in the HMIS Program Manuals.

Exhibit 2: Federal Partner Grant Programs, Eligible Components/Activities and HMIS Project Types

This table serves as a source reference for:

1. Identification of all HMIS Federal Partner programs and components use of HMIS.
2. Identification of the Program and Program Component/Activity Abbreviations used throughout the Data Manual.
3. Identification of the HMIS Project Type [element 2.4] required association with each Component/Activity.

Grant/Program	Component/Activity	HMIS PROJECT TYPE
U.S. Department of Housing and Urban Development (HUD)		
Continuum of Care for the Homeless **(CoC)**	Homelessness Prevention **(HP)**	Homelessness Prevention
	Permanent Supportive Housing **(PSH)** [Includes CoC - Shelter Plus Care (S+C) and Supportive Housing Program(SHP) – permanent housing with active funding and/or use requirements]	PH: - Permanent Supportive Housing (disability required for entry)
	Rapid Re- Housing **(RRH)**	PH - Rapid Re-Housing
	Supportive Services Only **(SSO)**	Services Only (unless Street outreach is funded then Street Outreach)
	Transitional Housing **(TH)** [Includes CoC SHP – transitional housing with active funding and/or use requirements]	Transitional Housing
	Safe Haven **(SH)**	Safe Haven
	SRO [20 year use requirement]	PH- Permanent Supportive Housing or PH - Housing Only (depending on whether services are provided).
Emergency Solutions Grants **(ESG)**	Emergency Shelter (ES) – Entry/Exit (ES-e/e) OR Night-by-Night (ES-nbn) [Includes ESG – Transitional Shelter (Housing)]	Emergency Shelter (Transitional Shelter = Transitional Housing program type, reported under Emergency Shelter)
	Homelessness Prevention (HP)	Homelessness Prevention
	Rapid Re-Housing (RRH)	PH - Rapid Re-Housing

	Street Outreach **(SO)**	Street Outreach
Grant/Program	**Component/Activity**	**HMIS PROJECT TYPE**
Housing Opportunities for Persons with AIDS **(HOPWA)**	Hotel/Motel **(H/M)**	Emergency Shelter
	Housing Information **(HI)**	Services Only
	Permanent Housing **(PH)**	PH - Permanent Supportive Housing
	Permanent Housing Placement **(PHP)**	Services Only
	Short Term Housing **(STH)**	Emergency Shelter
	Short Term Rent, Mortgage Utility Assistance **(STRMU)**	Homelessness Prevention
	Transitional Housing **(TH)**	Transitional Housing
HUD/VASH **(H/V)**	Permanent Supportive Housing **(PSH)**	PH - Permanent Supportive Housing
Rural Housing Stability Assistance Program **(RHSAP)**	Rural Assistance **(RA)**	Undetermined at time of Data Standards Release
U.S. Department of Health and Human Services (HHS)		
Administration for Children and Families **(ACYF)** -- Family and Youth Services Bureau **(FYSB)**		
Runaway and Homeless Youth **(RHY)**	Basic Center Program **(BCP)** Emergency Shelter **(BCP-es)** OR Prevention **(BCP-p)**	es = Emergency Shelter p=Homelessness Prevention
	Maternal Group Home **(MGH)**	Transitional Housing
	Street Outreach Program **(SOP)**	Street Outreach
	Transitional Living Program **(TLP)**	Transitional Housing
	Demonstration Programs **(D)**	Undetermined at time of Data Standards Release
Substance Abuse and Mental Health Services Administration **(SAMHSA)**		
Projects for Assistance in Transition from Homelessness **(PATH)**	Street Outreach **(SO)**	Street Outreach
	Supportive Services **(SSO)**	Services Only

U.S. Department of Veteran Affairs (VA)		
Health Care for Homeless Veterans **(HCHV)**	Community Contract Emergency Housing **(HCHV/EH)***	Emergency Shelter
	Community Contract Residential Treatment Program **(HCHV/RT)***	Emergency Shelter
	Domiciliary Care **(HCHV/DOM)***	Emergency Shelter
	VA Community Contract Safe Haven Program **(HCHV/SH)***	Safe Haven
VA Funded Transitional Housing	Grant and Per Diem Program **(GPD)***	Transitional Housing
	Compensated Work Therapy Transitional Residence **(CWT/TR)***	Transitional Housing
Supportive Services for Veteran Families **(SSVF)**	Supportive Services for Veteran Families Homelessness Prevention **(HP)**Supportive Services for Veteran Families Rapid Re-Housing **(RRH)**	Homelessness Prevention PH - Rapid Re-Housing

**Participation in HMIS is not required as part of a funding requirement except for SSVF. The federal partners recognize that communities record Project Descriptor Data Elements and Universal Data Elements in order to facilitate completion of the HIC and PIT.*