

Introduction

In May 2021, the U.S. Department of Housing and Urban Development's (HUD's) Office of Public and Indian Housing (PIH) issued [Notice PIH 2021-15 \(HA\)](#), which outlines the requirements of the Emergency Housing Voucher (EHV) program under which 70,000 EHVs were allocated to Public Housing Agencies (PHAs) across the country. One of the requirements in the Notice is that PHAs partner with the Continuum of Care (CoC) to accept direct referrals for eligible individuals and families through the CoC's coordinated entry system (CES). This document provides guidance on how Homeless Management Information System (HMIS) Leads can provide data necessary to analyze and understand how individuals and families are being referred for the EHVs through their CES, including the ability to report on the information by race, ethnicity, gender, age, and other intersecting identities to ensure an equitable approach to the distribution of the EHVs.

As communities implement strategies to incorporate referrals for and placements into EHVs through their CES in the local HMIS, they are encouraged to consider what reporting needs they will have throughout this process, including:

- Using information already collected through the CES process in HMIS, including demographic and vulnerability data, to connect individuals and families to referral and placement data points for EHVs.
- Ensuring sufficient information is available about CES and EHV in HMIS to report on performance metrics such as the length of time between coordinated entry assessment and EHV referral and the length of time between EHV referral and EHV placement (or exits to destinations other than EHV placement for individuals and families receiving an EHV referral).
- Disaggregating the ability to report on this information out of HMIS by race, ethnicity, gender, age, and other intersecting identities to ensure EHV referrals and placements are equitable and using such reporting to ensure a continuous quality improvement process to make shifts and changes over time if disparities are identified.

PHAs and CoCs will need to coordinate to ensure roles and responsibilities are clearly defined related to data collection and reporting, specifically at the level required to analyze the data sufficiently and understand who is being served with the EHVs. These roles and responsibilities are best addressed in the Memorandum of Understanding (MOU) that must be in place between the collaborating PHA and CoC, or as an addendum to that MOU.

Purpose

The CoC should be equipped to report on outcomes in relation to the EHVs utilized in their community and the population being served by the vouchers. The CoC should be able to answer high-level questions about their EHV program such as: What is the racial makeup for used EHVs? What was the average time between enrollment in an EHV program and housing placement? The goal is for communities to use their data to inform their local systems to ensure an equitable approach to the distribution of the EHVs.

How Can the Data Be Analyzed?

The level of analysis possible is based on the amount of data being recorded in HMIS. At this time, EHV inventory is required to be recorded in HMIS and referrals are required to be recorded in communities that have CES in HMIS. Although there is no current requirement to set up EHV projects in HMIS, doing so allows communities to gain valuable insights on the impact of and populations served by EHVs. Additional guidance for setting up EHV projects in HMIS can be found on the [HUD Exchange](#). The following are examples of analyses that can be conducted based on the data available in HMIS.

HMIS with only EHV inventory

- No analysis can be done.

HMIS with CES project setup and EHV inventory

- Population referred to EHV: demographic breakdowns.
- Number of clients referred to EHV.
- Number of households referred to EHV.
- Length of time between coordinated entry assessment and referral to EHV.

HMIS with EHV inventory, CES, and EHV project(s) setup

- Population referred to EHV: demographic breakdowns.
- Number of clients referred to EHV.
- Number of households referred to EHV.
- Length of time between coordinated entry assessment and referral to EHV.
- Length of time between coordinated entry assessment and housing placement (move-in date) with EHV.
- Length of time between referral to EHV and housing placement (move-in date) with EHV.

Elements of Focus

The CoC/HMIS Lead should use reports/queries to gain a greater understanding of the population being served by the EHV. The following is a summary of elements that the CoC/HMIS Lead should consider when designing reports and dashboards with an equity focus. This is not an all-inclusive list; CoCs/HMIS Leads should continue to evaluate the data elements available.

- Race
- Ethnicity
- Gender
- Age
- Disabilities
- Veteran status
- Housing move-in date
- Project start date
- Coordinated entry assessment
- Coordinated entry even

Reporting Options

HUD does not provide HMIS vendors with EHV and coordinated entry reporting specifications; however, existing reports may be used or adapted for analysis. Specifically, the [HMIS comma-separated value \(CSV\)](#), [CoC Annual Performance Report \(APR\)](#), or [Coordinated Entry Annual Performance Report \(CE-APR\)](#) contain relevant data.

The table below identifies specific areas of interest along with specific reports and questions where this information can be obtained. The HMIS CSV provides the greatest level of detail and flexibility for an HMIS Lead to create custom reports which can be used to evaluate outcomes by demographics (i.e., number of Black, African American, or African people referred to EHV). If this report or the tools required to manipulate the data in this report are not available, HMIS Leads may consider requesting their HMIS vendor to build a custom report or add a filter to an existing report. Below are specific elements in these reports that HMIS Leads can utilize.

To find information about	Look at	Section	Details contained
Demographics	HMIS CSV	Client CSV	DOB
			AmIndAKNative
			Asian
			BlackAfAmerican
			NativeHIPacific
			White
			Ethnicity
			Female

To find information about	Look at	Section	Details contained
			Male
			NoSingleGender
			Transgender
			Questioning
			VeteranStatus
	APR	Q10: Gender	Gender of Adults
			Gender of Children
			Gender of Persons Missing Age Information
			Gender by Age Ranges
		Q11: Age	Age
Q12: Race & Ethnicity	Race		
	Ethnicity		
Persons & Households Served	HMIS CSV	Client.csv	PersonalID
		Enrollment.csv	HouseholdID
	APR	Q7	Persons Served
		Q8	Households Served
	CE-APR	Q7	Persons Served
		Q8	Households Served
Referrals	CE-APR	Q9d	Referral Events—Households Who Were Referred
	HMIS CSV	Event.csv	Referral Events & Results
Housing Placements	HMIS CSV	Enrollment.csv	Housing Move-In Date Project Start Date
	APR	Q22c	Length of Time Between Project Start Date and Housing Move-In Date
Disabilities & Subpopulations	HMIS CSV	Enrollment.csv	Disabling Condition
	APR	Q25, Q26, Q27	Number of Veterans, Number of Chronically Homeless, Number of Youth
Intake Date	HMIS CSV	Enrollment.csv	Project Start Date

To find information about	Look at	Section	Details contained
Assessments	HMIS CSV	Assessment.csv AssessmentQuestions.csv AssessmentResults.csv	Assessments & Results
	CE-APR	Q10	Assessments & Results