

## HMIS Data Standards Change Request Form

The purpose of this form is to enable HUD and their federal partners to request changes to Homeless Management Information Systems (HMIS) Data Standards elements. Data Element change requests may include eliminating an existing data element, modifying an existing element, or the creation of a brand-new data element. All requests will be reviewed for consistency and feasibility of implementation but are not guaranteed to be implemented.

If you are unsure how to complete this form, contact your HMIS Subject Matter Expert (SME). If you do not know who your SME is or need additional assistance related to HMIS Data Standards, please contact Meradith Alspaugh at [malspaugh@partnershipcenter.net](mailto:malspaugh@partnershipcenter.net).

Email the completed form to [malspaugh@partnershipcenter.net](mailto:malspaugh@partnershipcenter.net) as soon as possible, no later than September 20<sup>th</sup>. The requestor identified below will be contacted with any questions or concerns about this request.

### Contact Information

Requestor:	
Date of request:	
Phone number:	
Email:	
Federal partner and Program:	
Federal reports impacted by this request:	
Reason for request:	

### Request for HMIS Data Element Change(s)

**Change Type** – Select type of change you are requesting.

- ☐ **Wording-** Element currently exists within the data standards but the element requires a change in language only.
- ☐ **Definitional-** Element currently exists within the data standards but a definitional/instructional change in the data standards dictionary (and manual) is required.
- ☐ **Functionality-** Element currently exists within the data standards but a change in one of the following is needed: project type applicability, funder program/component applicability, data collected about, data collection point (stage), or system logic.
- ☐ **Structural** - Element currently exists within the data standards but the element structure requires a change. [Structure = primary and dependent field changes or response option changes to existing elements].
- ☐ **New** – A new element is required.
- ☐ **Retired** – An active element is to be retired.

<b>Element Number</b>	The number of an existing element you want changed =
<b>Element Name</b>	Name change = New element name =
<b>Field # &amp; Response(s)</b> (add additional rows as needed)	The field name and any response options associated with the field:  Including: <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client refused <input type="checkbox"/> Data not collected
<b>Dependent to Field #</b> (add additional rows as needed)	Dependent field response.
<b>Element Type</b>	Identify Type of Element <input type="checkbox"/> Universal Data Element <input type="checkbox"/> Common Data Element <input type="checkbox"/> Program Specific Data Element <input type="checkbox"/> Project Descriptor Data Element
<b>Which Funder: Program – Components are requiring the data to be collected?</b>	Program Name and Component – (e.g. ESG – Emergency Shelter)
<b>Which Project Types are required to collect this data?</b>	Select one or more of the HMIS Project Types this element is applicable to: <input type="checkbox"/> Street Outreach <input type="checkbox"/> Emergency Shelter <input type="checkbox"/> Night-by-Night <input type="checkbox"/> Entry/Exit <input type="checkbox"/> Transitional Housing <input type="checkbox"/> PH: Permanent Supportive Housing <input type="checkbox"/> PH: Rapid Re-Housing <input type="checkbox"/> Homelessness Prevention <input type="checkbox"/> Services Only Other: _____
<b>Data Collected About</b>	Identify the universe of clients that this data is to be collected about: <input type="checkbox"/> All clients <input type="checkbox"/> Head of Households <input type="checkbox"/> Head of Households and Adults <input type="checkbox"/> Children only
<b>Collection Point(s)</b>	Identify the point(s) you are requiring the data to be collected. <input type="checkbox"/> Record creation (one and only one value) <input type="checkbox"/> Project entry <input type="checkbox"/> Update <input type="checkbox"/> Annual assessment <input type="checkbox"/> Project exit
<b>Any additional instructions or info grantees need to know in order to collect the data</b>	

## Cultural and Safety Review:

<b>Given that each new element brings an additional data collection burden, why is this data element needed to solve someone's homelessness?</b>	
<b>Did you engage people with lived expertise and experience regarding this change, and if so please describe:</b>	
<b>Has this element been reviewed for cultural and safety concerns, and if so please describe:</b>	