2014 HMIS Data Standards

DATA MANUAL

Released August 2016

U.S. Department of Housing and Urban Development

Version 5.1

Effective through September 30, 2017

Project Descriptor Data Elements appended

Contents

Revision History

Date	Version	Description
5/2014	2.0	First Release
8/2014	2.1	Modifications to Project Setup Guidance Type – Project Type and Site Information 3.17 Length of Time on Street, in an Emergency Shelter, or Safe Haven (field changes) 4.13 Date of Engagement (project applicability now includes ES – nbn) 4.17 Residential Move-In Date (information date field added) 4.43 Last Permanent Address (element name changed) ESG required element chart now shows element 4.19 is required for Homelessness Prevention instead of RRH.
7/2015	3.0	3.12 Destination – universe of clients changed 3.17 Time on the Streets Emergency Shelters or Safe Haven – was reconfigured 4.11 Domestic Violence - was reconfigured 4.14E Services Provided – Bed Night – is a new element 4.35A Commercial Sexual Exploitation – was reconfigured as required by RHY 4.35B Commercial Labor Exploitation – is a new element required by RHY 4.44 HP Screening Score – is a new element required by SSVF 4.45 VAMC Station Number – is a new element required by SSVF 4.47 T-cell (CD4) and Viral Load – is a new element required by HOPWA
10/2015	3.1	3.16 Client Location Added “and update” to collection point 3.17 Length of Time on Street, in an Emergency Shelter, or Safe Haven Changed subjects from “all persons” to “heads of household and adults” 4.17 Residential Move-In Date Changed “update” to “edit” in collection point guidance HHS: RHY Program Specific table edits: 4.35 Commercial Sexual Exploitation changed to 4.35A and added element 4.35B Commercial Labor Exploitation and appropriate “x”’s 4.22 RHY – BCP Status “Head of household, adults and unaccompanied youth” edited to “all clients” 4.35A Commercial Sexual Exploitation Subjects changed from “Head of Household and unaccompanied youth” to “Heads of household, Adults, and unaccompanied youth” 4.35B Commercial Labor Exploitation Subjects changed from “Head of Household and unaccompanied youth” to “Heads of household, Adults, and unaccompanied youth” HUD ESG Program Specific: added 4.14E Bed-night Date to table with appropriate “x” HUD HOPWA Program Specific: added 4.47 T-Cell and Viral Load to table with appropriate “x” VA Program Specific Table: added 4.44 HP Screening Score and 4.45 VAMC Station Number and appropriate “x”
06/2016	5.0	Removed all Project Descriptor Data Elements – all information about PDDE are now contained in a single manual. 3.6 Gender – changed other to “Doesn’t identify as male, female or transgender” 3.8 Disabling condition – now required to be collected for all clients 3.917 Living Situation – retires 3.9 and 3.17 and combines the responses to better support data collection and chronic homelessness identification. 4.2 Income and Sources, 4.3 Non Cash Benefits, 4.21 Connection with SOAR now required to be collected by PATH 4.14A Services Provided: PATH Funded– response options change 4.16A Referrals Provided: PATH – response options changed 4.14B Services Provided: RHY – collection instructions changed 4.16B Referrals Provided: RHY – collection instructions changed 4.17 Residential Move-In Date – element restructured to remove yes/no option 4.24 Last Grade Completed - Response Options added & Collection change – collection now includes SSVF & HUD/VASH 4.26 Employment Status and 4.27 General Health Status collection now includes HUD/VASH

Date	Version	Description
		4.47 T-cell and Viral Load – response option changed for viral load to indicate undetectable when indicated. 4.8 SSVF HP Targeting Criteria is a new element replacing newly retired element 4.44 HP Screening Score 4.49 Use of Other Crisis Services is a new element
8/2016	5.1	4.21 Connection with SOAR updated to include additional collection points 4.24 Last Grade Completed updated guidance to reflect data collection for HUD/VASH
5/2018	5.1	Added PDDE Manual after effective end date

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 in the HMIS Data Dictionary and HMIS Data Manual) provide communities with baseline data collection requirements developed by each of these federal partners.

This manual is designed for CoCs, 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 was the first joint publication of HUD and the federal partners and this Version 5 update of those 2014 documents continues that collaboration and is intended to provide guidance to communities around federal expectations for HMIS.

HMIS Related Documents

There are a variety of documents that comprise the suite of HMIS Data Standard resources. **All HMIS Data Standard related documents updated and released in the Fall of 2016 are labeled Version 5 – to support version control at all levels of use.** Each of the documents has a specific purpose and intended audience. The HMIS Lead should be familiar with all of the documents and collectively use them as their HMIS reference materials along with specific materials provided by the software vendor.

HMIS Data Standard Documents

The Data Standard Dictionary and Manual contain the core foundations for the data contained within an HMIS. The Project Descriptor Data Element Manual builds upon information in the Data Dictionary to provide further information for an HMIS Lead's on the elements required by all projects for set up in the HMIS.

Manual Name & Link	Intended Audience	Contents
HMIS Data Standards Dictionary	HMIS Vendors & HMIS Lead Agencies	The manual provides the detailed information required for system programming on all HMIS element and response required to be included in HMIS software. It delineates data collection requirements, system logic, and contains the XML and CSV tables and numbers. The manual also includes critical information about data collection stages, federal partner data collection required elements, and metadata data elements.
HMIS Data Standards Manual	HMIS Lead Agencies & HMIS Users	The manual provides a review of all of the Universal Data Elements and Program Descriptor Data Elements. It contains information on data collection requirements, instructions for data collection, and descriptions that the HMIS User will find as a reference.
HMIS Project Descriptor Data Elements Manual	HMIS Lead Agencies	The Project Descriptor Manual is designed to provide specific information about the Project Descriptors required to be set-up in the HMIS by the HMIS Lead Agency.

HMIS Federal Partner Program Manuals

Each of the Program Manuals were created by HUD along with the department that provides the funding that federal partners use to operate homeless programs. Each federal partner manual has been approved by both HUD and the federal partner, prior to publishing. Each manual contains more specific and detailed information on project typing, the specific data elements are required for each federal partner program/project/component as well as specific data collection information or descriptions that the federal partner has identified as required for their program.

Manual Name & Link	Intended Audience	Federal Partner	Contents
CoC Program HMIS Manual	• HMIS Lead Agencies • HMIS Users • Grantees	U.S. Department of Housing and Urban Development – Office of Special Needs Assistance Programs CoC Program information link	The manual assists in project set up of all Continuum of Care (CoC) Program component projects: Transitional Housing, Permanent Supportive Housing, Rapid Re-Housing, and Services Only. Information aligns with the CoC Program Interim Rule.
ESG Program HMIS Manual	• HMIS Lead Agencies • HMIS Users • Recipients • Subrecipients	U.S. Department of Housing and Urban Development – Office of Special Needs Assistance Programs ESG Program information link	The manual assists in project set up of all Emergency Solution Grant (ESG) Program component projects: Emergency Shelter (night by night and entry/exit), Street Outreach, Rapid Re-Housing and Homelessness Prevention. Information aligns with the ESG Program Interim Rule
HOPWA Program HMIS Manual	• HMIS Lead Agencies • HMIS Users • Grantees	U.S. Department of Housing and Urban Development – Office of HIV/AIDS Housing HOPWA Program information link	The manual assists in project set up of all of the Housing Opportunities for Persons with AIDS (HOPWA) program components.
PATH Program HMIS Manual	• HMIS Lead Agencies • HMIS Users • Grantees	U.S. Department of Health and Human Services Substance Abuse and Mental Health Services Administration PATH Program information link	The manual assists in project set up for all Projects for Assistance in Transition from Homelessness (PATH) program component projects: Street Outreach and Service Only.
RHY Program HMIS Manual	• HMIS Lead Agencies • HMIS Users • Grantees	U.S. Department of Health and Human Services Administration for Children and Families Family and Youth Service Bureau RHY Program information link	The manual assists in project set up for all Runaway and Homeless Youth program component projects: Basic Center Program, Street Outreach Program, Transitional Living Program, Maternity Group Homes.

VA Program HMIS Manual	• HMIS Lead Agencies • HMIS Users • Grantees	Department of Veterans Affairs	This manual assists in projects set up for the Veteran's homeless programs. Programs on HMIS include: SSVF and GPD programs of the VA.

About this Manual

This Manual is intended to serve as a reference and provide basic guidance on HMIS data elements for CoCs, HMIS Lead Agencies, HMIS System Administrators and users. **This release is 2014 HMIS Data Manual,** Version 5 and is an update to the 2014 Data Standards Manual, Version 3. HUD has updated the Manual to reflect critical data standard changes that were needed in 2016 as well as some answers to HMIS Frequently Asked Questions (indicated in blue font with a ₪ symbol)

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 that 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. The HMIS Project Setup section provides information for system administrators in utilizing the Project Descriptor Data elements for project setup 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.

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.

This Manual outlines the data collection requirements each of the HMIS federal partners has for data collection. It is possible multiple federal funding sources will be used in a single project (e.g. a transitional housing project may be funded by both the CoC and RHY). When a project is funded by multiple federal partners, it is important that all elements required by each of the federal partners are collected and that appropriate reporting can be produced according to each funder's requirements.

All projects throughout an implementation area that serve homeless persons regardless of their funding sources are permitted and encouraged to participate in HMIS, with the exception of victim services provider projects (defined by Violence Against Women Reauthorization Act of 2013). Projects that choose to participate in HMIS without any funder requirement should, at minimum, collect Universal Data Elements and those elements required for System Performance Measurement or are established for project types by local community requirements. They may also collect any appropriate Program Specific Elements needed for the project's own reporting purposes.

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 discrete 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.

Where a group of persons apply for services together as a household and all are unaccompanied children or youth then a separate record should be completed for each youth as their own household and subsequently each being their own head of household.

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 2014 - Version 3 Data Standards* identifies any change in the element from the Data Standards update released in September, 2015

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

To the extent practical within the confines and location of the project real-time data entry is encouraged by all of the HMIS Federal Partners.

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. Programming specifications for reports reference the Metadata Elements. A complete list of metadata elements and logic for those elements can be found in the HMIS Data Dictionary.

Project Descriptor Data Elements (formerly Program Descriptor Data Elements)

Project Descriptor Data Elements (PDDE) are completed within the HMIS for each project that is able to enter data into the HMIS. The PDDEs include information used to identify each organization using the HMIS and all of the projects associated with an organization. Additionally, information about each project is collected including: all continuum of care codes the project relates with, one HMIS project type assigned to the project, the method used for tracking emergency shelter if the project is a shelter, all federal partner funding source used by the project, the bed and unit inventory for residential projects and additional optional information for housing inventory reporting. Complete information on PDDEs can be found in the HMIS Project Descriptor Data Elements Manual.

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 homelessness policy. Universal Data Elements also help 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
3.917 Living Situation
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

3.1 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: HMIS records should use a client's full, legal name whenever possible– doing this as a standard practice makes it easier to find records when searching and avoid creating duplicate records. If a full legal name is not available at the time a record is created, however, users should enter the best information available in the name fields; this may be a nickname, a partial name, or even a client description.

When creating a new client record, enter the client's name and select the appropriate data quality indicator. When enrolling a client who already has a record in the HMIS, verify that the name in the system is accurate and as complete as possible – and correct or complete it if it is not.

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.

2014 Version 5 Updates: None

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: Enter the nine-digit SSN and 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. When enrolling a client who already has a record in the HMIS, verify that the SSN in the system is accurate and correct it if it is not.

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.

2014 Version 5 Updates: None

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. When enrolling a client who already has a record in the HMIS, verify that the date of birth on the record is accurate and correct it if it is not.

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.

2014 Version 5 Updates: None

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. When enrolling a client who already has a record in the HMIS, verify that race information is complete and accurate – and correct it if it is not.

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.

2014 Version 5 Updates: 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. When enrolling a client who already has a record in the HMIS, verify that ethnicity information is complete and accurate -- and correct it if it is not.

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.

2014 Version 5 Updates: None.

3.6 Gender

Rationale: Gender is used to count the number of men, women, transgender individuals and clients who do not identify as either men, women or transgender. When enrolling a client who already has a record in the HMIS, verify that the gender recorded accurately reflects the client's self-reported gender – and correct it if it does not.

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. Users should be sensitive to persons who do not identify as either male, female or transgender.

Data Element Fields: **3.6 Gender**

Field Names	Data Types/Response Categories
Gender	Female
	Male
	Transgender male to female
	Transgender female to male
	Doesn't identify as male, female or transgender.
	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.

Special Considerations: None.
2014 Version 5 Updates: Replaced "other" response with "Doesn't identify as male, female or transgender and removed Dependent A to describe "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?" When enrolling a client who already has a record in the HMIS, verify that the veteran status recorded is accurate, and correct it if it does not.

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.

2014 Version 5 Updates: None.

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 clients

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 they should be identified as having a disabling condition

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 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.

2014 Version 5 Updates: Update universe of data collected about was changed from "Adults" to "All clients"

3.917 Living Situation

The universal data elements 3.9 *Residence Prior to Project Entry* and 3.917 *Length of Time on the Streets, in an Emergency Shelter or in a Safe Haven* have been combined in the 2014 Version 5 data standards to one element 3.917 Living Situation. Further, to facilitate data entry and in response to multiple user questions, the element has been identified as 2 elements which use only the fields and responses necessary for the population being asked the information. 3.917A is to be used for all persons entering a Street Outreach, Emergency Shelter or Safe Haven project and 3.917B is to be used for persons entering in all other HMIS project types. With this separation and clarification, the definition of chronic homelessness as identified in the final rule in the Federal Register published December 5, 2015 is able to be fully reported through an HMIS.

3.917A Living Situation

<u>For persons entering HMIS Project Type: Street Outreach, Emergency Shelter, & Safe Haven</u>

Rationale: This element is used to identify the type of living situation and length of stay in that situation just prior to entry into a Street Outreach, Emergency Shelter (ES), or Safe Haven (SH) project for all adults and heads of households.

Collection Point(s): At project entry.

Subjects: Head of household and adults.

Data Collection Instructions:

Intake staff should ask clients about their homeless history, including specific instances the client spent on the street, in an emergency shelter, or Safe Haven project. This may require explaining what each of these situations are, relative to the HUD definition for each.

1. Record the type of living arrangement of the head of household and each adult household member was residing in just prior to entry into the Street Outreach, ES, or SH project. The living situations have been divided into three different situations: Literally Homeless; Institutional; and Transitional and Permanent Housing. When one of the three situations is identified as the prior living situation of the client then only one of the living situation response elements under that category may selected. Note: Adult members of the same household may have different prior living situations.

2. Record the length of time the client was residing in just their previous place of stay.

3. Record the Approximate date this homeless situation began. Have the client <u>look back</u> to the date of the last time the client had a place to sleep that was not on the streets, ES, or SH and enter that date.

4. Regardless of where the client stayed last night enter the <u>number of times</u> the client has been homeless on the streets, in ES, or SH in the past three years including today. (Note – if this is the first time the client has been homeless in the past three years then the response is One Time)

5. Record the <u>total number of months</u> homeless the client has been on the streets, in ES or SH in the past three years. (The number of cumulative, but not necessarily consecutive months spent homeless.)

NOTE: Although documentation is required by some funders for programs targeting chronic homeless persons, <u>completing the data fields in HMIS does not require documentation</u> -- a client's responses are all that is required.

Field Names	**Data Types/Response Categories**
Type of Residence	***HEADER: Literally Homeless***
	Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)
	Emergency shelter, including hotel or motel paid for with emergency shelter voucher
	Safe Haven
	Interim Housing

Field Names	Data Types/Response Categories
Type of Residence	***HEADER: Institutional Situation***
	Foster care home or foster care group home
	Hospital or other residential non-psychiatric medical facility
	Jail, prison or juvenile detention facility
	Long-term care facility or nursing home
	Psychiatric hospital or other psychiatric facility
	Substance abuse treatment facility or detox center
Type of Residence	***HEADER: Transitional & Permanent Housing Situation***
	Hotel or motel paid for without emergency shelter voucher
	Owned by client, no ongoing housing subsidy
	Owned by client, with ongoing housing subsidy
	Permanent housing for formerly homeless persons (such as: a CoC project; HUD legacy programs; or HOPWA PH)
	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
	Staying or living in a family member's room, apartment or house
	Staying or living in a friend's room, apartment or house
	Transitional housing for homeless persons (including homeless
	Client doesn't know
	Client refused
Length of Stay in Prior Living Situation	One night or less
	Two to six nights
	One week or more, but less than one month
	One month or more, but less than 90 days
	90 days or more, but less than one year
	One year or longer
	Client doesn't know
	Client refused
Approximate date started	(Date) [date field]
Total number of times homeless on the street, in ES, or SH in the past three years	One Time
	Two times
	Three times
	Four or more times
	Client doesn't know
	Client refused
Total number of months homeless on the street, in ES, or SH in the past three years	(number)

Response Category Descriptions:

"The streets" is being used as short-hand for any place unfit for human habitation (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).

The element adds a new response option "*interim housing*". Interim housing is not a type of housing but rather a housing situation where a chronically homeless person has: applied for permanent housing, has been accepted, a unit/voucher for permanent housing has been reserved for them, but for which there is some other situation that prevents them from moving immediately into housing (e.g. apartment getting painted, old tenant moving out, has a voucher but is looking for the unit, etc.). In such cases, where it has been determined to be absolutely necessary that to keep the client engaged and moving towards housing a temporary solution must be utilized and transitional housing is used the client should then be identified upon move in to the permanent house as coming from "interim housing". This will enable that individual/household to be identified as chronically homeless at intake for reporting purposes based on the responses to the elements that will follow. Note: This housing is not a substitute for a waiting list or for any situation other than identified here.

The key concepts to help determine the approximate start date are:

1. Have the client look back to the date of the last time the client had a place to sleep that was not on the streets, ES, or SH.
2. As the client looks back, there may be breaks in their stay on the streets, ES, or SH. The breaks are allowed to be included in the look back period to calculate the approximate start date ONLY:
    a. If the client moved continuously between the streets, shelters, or safe havens. The date would go back as far as the first time they stayed in one of those places; or
    b. If the break in their time on the street, ES or SH was less than 7 nights. A break is considered 6 or less consecutive nights not residing in a place not meant for human habitation, in shelter or in a Safe Haven. The look back time would not be broken by a stay less than 7 consecutive nights; or
    c. If the break in their time on the streets, ES, or SH was less than 90 days due to an institutional stay (i.e. jail, substance abuse or mental health treatment facility, hospital, or other similar facility). The look back time would include all of those days (up to 89 days) when looking back for the start date.
3. If the client knows the actual date – enter the date they indicate. If they know the month and year but not the day, the worker may substitute the day of the month with the same day of the month as project entry. For example: a client enters the project on March 15, 2015. During the intake interview, the client answers the start date question with a response of "a couple of months". The worker clarifies - "It's March, would that mean you started sleeping on the streets in January this year?" Client affirms, yes, January. The worker clarifies: "Do you know the day?" Client responds: "no." - Worker then enters January 15 (day of the month of project entry), (this year).
4. If the HMIS displays information about the person's entry date on the streets, ES or SH, the worker may share that information with the client to help jog their memory. However, administrative information may not be substituted for the information provided directly by the client or entered in lieu of asking the client the question.

Total number of months homeless on the Streets, in ES, or SH in the past three years. Responses are either:

1. *One month - this is the first month* -Meaning in the past three years this is the first month the client has resided on the Streets, ES, or SH.
2. *2-12 months* - Count the total number of months the client indicates they have been on the streets, ES, or SH in the past three years. If the client has been on the streets, ES, or SH since January and it is now March, the cumulative total would be 3 months (January = 1, February = 2, and March = 3). If they were also homeless for a month back in October, the cumulative total would then be 4 months.

Information should be gathered on all clients at project entry. For those with active records on October 1, 2016 the data should have been mapped from the prior HMIS information and no data entry should be required. HUD recommends that the data for this element be reviewed as part of a record review the first time the record is opened after deployment, to assure accuracy and to account for any previously blank responses.

Status Documented: This question does not require documentation of the responses. It does not replace documentation requirements of chronic homelessness for projects that require such documentation.

Special Considerations: When an individual turns 18 and is residing in an emergency shelter or safe haven or is on the streets and enrolled in a street outreach project then the element should be asked of the individual with the answers being based on their prior living situation – as the day prior to their 18th birthday.

2014 Version 5 Updates: This element replaces the prior 3.9 and 3.17 elements and has been significantly redesigned.

3.917B Prior Living Situation

For persons entering all other HMIS project types

(i.e. NOT - Street Outreach, Emergency Shelter, or Safe Haven)

Rationale: This element is used to identify the type of living situation and length of stay in that situation just prior to project entry for all adults and heads of households entering any of the following HMIS project types: Transitional Housing, any form of Permanent Housing including Permanent Supportive Housing and Rapid Re-Housing, Service Only, Other, Day Shelter, Homelessness Prevention, and Coordinated Assessment (Coordinated Entry).

The element has been carefully constructed to apply the logic appropriate to the client's responses in order to avoid asking for information which is irrelevant or inappropriate for the client population being served in a particular situation. For example – eligibility for Homelessness Prevention requires that a client be in housing. By definition, a person in housing is not chronically homeless, so the series of questions asked to determine chronic homeless status are not required. A flow chart to further describe this element can be found in Exhibit 3.

Collection Point(s): At project entry.

Subjects: Head of household and adults.

Data Collection Instructions:

Intake staff should ask clients about their homeless history, including specific instances the client spent on the street, in an emergency shelter, or Safe Haven project. This may require explaining what each of these situations are, relative to HUD definition for each.

The responses are designed to flow from the client's last living situation. For projects that do not provide lodging, the 'last' living situation will be the same as the current living situation. For projects that do provide lodging, this will be the client's living situation prior to moving in to the project-provided residence

If the client's prior living situation was a homeless situation, then:

1. Record the last type of homeless situation the client was previously residing in. Note: Adult members of the same household may have different prior living situations.
2. Record the length of time the client was residing in their previous place of stay.
3. Then determine if the client is chronically homeless by:
    a. Recording the Approximate date this homeless situation began. Have the client look back to the date of the last time the client had a place to sleep that was not on the streets, ES, or SH and enter that date.
    b. Recording the number of times, the client has been homeless on the streets, in ES, or SH in the past three years including today, regardless of where the client stayed last night. (Note – if this is the first time the client has been homeless in the past three years then the response is One Time)
    c. Record the total number of months the client has been homeless on the streets, in ES or SH in the past three years. (The number of cumulative, but not necessarily consecutive months spent homeless.) [For example: If have been on the streets, ES, or SH since January and it is now March, the cumulative total would be 3 months (January = 1, February = 2, and March = 3). If they were also homeless for a month back in October, the cumulative total would then be 4 months.]

If the client's prior living situation was an institutional situation, then:

1. Record the type of institutional situation they were residing in immediately prior to project entry.
2. Identify if the client resided in the institution for less than 90 days and indicate the amount of time they were in the institution. *[If they were in the institution 90 days or more, indicate the amount of time and then 3.917 is complete – no other questions are required.]*
3. If the client was in the institution for less than 90 days (90 days or more is considered a "break" by the chronic homeless definition) then determine if their living situation immediately prior to entering the institution was on the streets, in an emergency shelter or a safe haven. *[If they did not enter the institution from a homeless situation then 3.917 is complete – no other questions are required.]*
4. If they were residing in an institution for less than 90 days and were homeless on the streets, in an ES, or in SH immediately prior to that, then determine the client's length of time on the streets, in an ES, or in SH by:
    a. Recording the Approximate date this homeless situation began. Have the client look back to the date of the last time the client had a place to sleep that was not on the streets, ES, or SH and enter that date.

b. Recording the number of times, the client has been homeless on the streets, in ES, or SH in the past three years including today, regardless of where the client stayed last night. (Note – if this is the first time the client has been homeless in the past three years then the response is One Time)
c. Record the total number of months the client has been homeless on the streets, in ES or SH in the past three years. (The number of cumulative, but not necessarily consecutive months spent homeless.) [For example: If have been on the streets, ES, or SH since January and it is now March, the cumulative total would be 3 months (January = 1, February = 2, and March = 3). If they were also homeless for a month back in October, the cumulative total would then be 4 months.]

If the client's prior living situation was a Transitional or Permanent Housing situation or the refused to answer, don't know, or the information is missing then:

1. Record the client's response to type of housing situation they were previously residing in.
2. Identify if the client resided in the housing situation for less than seven nights. *[If they were in the housing situation 7 nights or longer, indicate the amount of time and then 3.917 is complete – no other questions are required.]*
3. If the client was in the housing for seven days or less then determine if their living situation immediately prior to entering the institution was on the streets, in an emergency shelter or a safe haven. *[If they did not enter the short term housing situation from a homeless situation then 3.917 is complete – no other questions are required.]*
4. If they were residing in a housing situation for less than 7 nights and immediately prior to that were homeless then determine the length of time on the streets, in ES or SH by:
   a. Recording the Approximate date this homeless situation began. Have the client look back to the date of the last time the client had a place to sleep that was not on the streets, ES, or SH and enter that date.
   b. Recording the number of times, the client has been homeless on the streets, in ES, or SH in the past three years including today, regardless of where the client stayed last night. (Note – if this is the first time the client has been homeless in the past three years then the response is One Time)
   c. Record the total number of months the client has been homeless on the streets, in ES or SH in the past three years. (The number of cumulative, but not necessarily consecutive months spent homeless.) [For example: If have been on the streets, ES, or SH since January and it is now March, the cumulative total would be 3 months (January = 1, February = 2, and March = 3). If they were also home.

NOTE: For clients that are being served in programs targeted for persons "at-risk of homelessness" such as homelessness prevention then the client would be residing in a housing situation and unless they were residing in that situation for a very short time (less than 7 nights) and immediately prior to that were homeless then the questions to determine length of time on the streets, in ES or SH should not be asked/recorded.

NOTE: Although documentation is required by some funders for programs targeting chronic homeless persons, completing the data fields in HMIS does not require documentation -- a client's responses are all that is required.

Field Names	Data Types/Response Categories
Type of Residence ***Literally Homeless***	Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)
	Emergency shelter, including hotel or motel paid for with emergency shelter voucher
	Safe Haven
	Interim Housing
THEN --	*If the clients living situation made them homeless then determine the length of time on the streets, in ES or SH by documenting the approximate start date of their homelessness, the number of times they were homeless in the past three years and the total number of months homeless in the past three years.*
Type of Residence ***Institutional Situation***	Foster care home or foster care group home
	Hospital or other residential non-psychiatric medical facility
	Jail, prison or juvenile detention facility
	Long-term care facility or nursing home
	Psychiatric hospital or other psychiatric facility
	Substance abuse treatment facility or detox center
THEN -- **Did you stay less than 90 days?**	Yes
	No
If Yes indicate how long they stayed.	One night or less
	Two to six nights
	One week or more, but less than one month
	On month or more but less than 90 days.
THEN --	*If the clients living situation made them homeless then determine the length of time on the streets, in ES or SH by documenting the approximate start date of their homelessness, the number of times they were homeless in the past three years and the total number of months homeless in the past three years.*
If no then	*No further information collected for this element.*
Type of Residence ***Housing Situation***	Hotel or motel paid for without emergency shelter voucher
	Owned by client, no ongoing housing subsidy
	Owned by client, with ongoing housing subsidy
	Permanent housing for formerly homeless persons (such as: a CoC project;
	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
	Staying or living in a family member’s room, apartment or house
	Staying or living in a friend’s room, apartment or house
	Transitional housing for homeless persons (including homeless youth)
	Client doesn’t know
	Client refused

Field Names	Data Types/Response Categories
THEN -- **Did you stay less**	Yes
than 7 nights	No
If Yes indicate how long they stayed.	One night or less
	Two to six nights
THEN --	*If the clients living situation made them homeless then the length of time on the streets, in ES or SH by documenting the approximate start date of their homelessness, the number of times they were homeless in the past three years and the total number of months homeless in the past three years.*
If no then	*No further information collected for this element.*

Response Category Descriptions:

"The streets" is being used as short-hand for any place unfit for human habitation (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).

The element adds a new response option "*interim housing*". Interim housing is not a type of housing but rather a housing situation where a chronically homeless person has: applied for permanent housing, has been accepted, a unit/voucher for permanent housing has been reserved for them, but for which there is some other situation that prevents them from moving immediate move into housing (e.g. apartment getting painted, old tenant moving out, has a voucher but is looking for the unit, etc.). In such cases, where it has been determined to be absolutely necessary that to keep the client engaged and moving towards housing a temporary solution must be utilized and transitional housing is used the client should then be identified upon move in to the permanent house as coming from "interim housing". This will enable that individual/household to be identified as chronically homeless at intake for reporting purposes based on the responses to the elements that will follow. Note: This housing is not a substitute for a waiting list or for any situation other than identified here.

The key concepts to help determine the actual or approximate start date are:

1. Have the client look back to the date of the last time the client had a place to sleep that was not on the streets, ES, or SH.
2. As the client looks back, there may be breaks in their stay on the streets, ES, or SH. The breaks are allowed to be included in the look back period to calculate the approximate start date ONLY:
    a. If the client moved continuously between the streets, shelters, or safe havens. The date would go back as far as the first time they stayed in one of those places; or
    b. If the break in their time on the street, ES or SH was under 7 nights. A break is considered at least 7 or more consecutive nights not residing in a place not meant for human habitation, in shelter or in a Safe Haven. The look back time would not be broken by a stay less than 7 consecutive nights; or
    c. If the break in their time on the streets, ES, or SH was less than 90 days due to an institutional stay (i.e. jail, substance abuse or mental health treatment facility, hospital, or

other similar facility). The look back time would include all of those days (up to 89 days) when looking back for the start date.

3. If the client knows the month and year but not the day, the worker may substitute the day of the month with the same day of the month as project entry. For example: a client enters the project on March 15, 2015. During the intake interview, the client answers the start date question with a response of “a couple of months”. The worker clarifies - “It’s March, would that mean you started sleeping on the streets in January this year?” Client affirms, yes, January. The worker clarifies: “Do you know the day?” Client responds: “no.” - Worker then enters January 15 (day of the month of project entry), (this year).
4. If the HMIS displays information about the person’s entry date on the streets, ES or SH, the worker may share that information with the client to help jog their memory. However, administrative information may not be substituted for the information provided directly by the client or entered in the case that the client refuses to answer or does not know the answer, or in the case the data was not collected by the project for the client.

Information should be gathered on all clients at project entry. For those with active records on October 1, 2016 the data should have been mapped from the prior HMIS information and no data entry should be required. HUD recommends that the data for this element be reviewed as part of a record review the first time the record is opened after deployment, to assure accuracy and to account for any previously blank responses.

Status Documented: This question does not require documentation of the responses. It does not replace documentation requirements of chronic homelessness for projects that require such documentation.

Special Considerations: When an individual turns 18 and is residing in an emergency shelter or safe haven or is on the streets and enrolled in a street outreach project then the element should be asked of the individual with the answers being based on their prior living situation – as the day prior to their 18th birthday.

2014 Version 5 Updates: This element replaces the prior 3.9 and 3.17 elements and has been significantly redesigned.

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 enrollment 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.

2014 Version 5 Updates: 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 other 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.

2014 Version 5 Updates: None

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: All clients

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

Field Names	Data Types/Response Categories
	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.

2014 Version 5 Updates: The universe of persons the data is collected on has changed from Heads of Households and Adults to All clients. This change has been made to accommodate instances where the household does not leave all at the same time or to the same destination to improve accuracy.

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.

2014 Version 5 Updates: None

3.14 Household ID

Rationale: To link records for persons served together as a household in order to identify household type and household size.

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.

2014 Version 5 Updates: None

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 must 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.

Children born during a residential project enrollment who are expected to live with the residential project enrollee should be entered into the HMIS as of their birth date.

Children of custodial parents who may have regular, but not full-time, custody of the child (e.g. weekend, every other week, etc.) should enter them into the HMIS in a residential project if they are living with the parent during the project stay. However, if the visitation is sporadic or very short term, you may house them without considering them in the reporting scenarios or HMIS and thus they do not have to be entered into the HMIS. Whatever method you use case file document is encouraged for monitoring.

When a group of persons present together as a household or family unit, no matter the configuration or whether or not a minor is among the members, one of those persons must be designated as the head of household and the rest must have their relationship to the head of household recorded. However, if the group of persons are all youth (where none of the youth presenting are the child of another youth being served by a project), each youth should be entered as its own record in its own household. For projects funded by RHY, all elements are required to be collected for each youth, even if they are residing in one residential/housing unit together. It is important to do create separate records for youth who present together to better understand homelessness among youth. Entering them separately may not be a barrier to or impact future interventions.

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

2014 Version 5 Updates: Minor clarification to data collection instruction.

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 and update.

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 moves into a different CoC while enrolled, then an update must be made to indicate the date of the move as the Information Date and the CoC Code for the new location.

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.

2014 Version 5 Updates: None

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 its 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

[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.

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 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.

2014 Version 5 Updates: None.

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.

Unaccompanied youth are considered their own head of household and data collection for this element is required of them.

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.

Frequently asked question - answers:

- 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).
- Income and Source are intended to identify regular, recurrent earned income and cash benefits. Services and/or gifts such as phone cards and vouchers that are provided by a project to clients during enrollment are fundamentally different and are not considered income.
- Income data may be entered in HMIS consistent with guidelines for calculating household income provided by a projects funder, if such guidelines exist. For example, for eligibility purposes, both CoC and ESG-funded projects are instructed to exclude income from the employment of a minor child from calculations of household income. The same is true for SSVF. In the absence of income calculation guidelines provided by a funder, as a general rule, any income associated with a minor used for household expenses and support should be included in the head of households Income and Sources data. Where the income is not relevant for household expenses, it could reasonably be excluded from entry.
- Income received for a minor (e.g. SSI) should be recorded as part of the household income under the Head of Household.

- Student financial aid is not to be considered income unless the financial aid includes a cash stipend.
- Recording income in an HMIS is not the same as performing an income evaluation for purposes of project eligibility determination or a rent calculation for the purpose of determining rental subsidy (24 CFR 5.609 and 24 CFR 5.611(a). Data recorded in HMIS also does not replace required income verification documentation that may be required by a funder.
- Lump sum amounts received by a family, such as inheritances, insurance settlements, or proceeds from sale of property, or back pay from Social Security are considered assets, not income, and are not recorded in HMIS.

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)

Field Names	Data Types/Response Categories
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*.
- Social Security Survivor benefits are Retirement Income from Social Security.

Special Considerations: None

2014 Version 5 Updates: PATH is now required to collect this data.

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.

Unaccompanied youth are considered their own head of household and data collection for this element is required of them.

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.

Non-cash benefits received for the household (such as SNAP/Food Stamps) should be recorded under the non-cash benefits of the head of household.

The non-cash benefits data element is intended to collect information about non-cash mainstream benefits provided from sources other than the project in which the client is enrolled. The rental assistance referred to in this data element only includes rental assistance provided to clients from non-project resources. If your project participants are receiving rental assistance directly from your project or otherwise dedicated for the project participants (i.e. part of the project), you would not record "rental assistance" under the non-cash benefits data element.

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

Field Names	Data Types/Response Categories
	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

2014 Version 5 Updates: PATH is now required to collect this data.

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.

Unaccompanied youth are considered their own head of household and data collection for this element is required of them.

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

Field Names	Data Types/Response Categories
	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
Indian Health Services Program	Client refused
	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
Other *(or use local name)*	Client doesn't know
	No
	Yes
(if other/specify) ***Specify***	(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.
- *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.
- *Indian Health Services Program* has been added to enable persons provided health insurance through Indian Health Services to indicate that as medical insurance.
- *Other* If a person has health insurance other than the ones identified in this response please indicate "yes" and name the health insurance they have in the "specify" cell.

Frequently asked questions & answers:

- Insurance accessed through the federal or a state Health Exchange (e.g. healthcare.gov), except for Medicaid should be recorded as Private Pay Health Insurance, even if a subsidy covering most of the cost of insurance was provided.
- If the Health Exchange provided access for the client to enroll in Medicaid and the client was eligible and became enrolled in Medicaid then the response should be "yes" for Medicaid.
- Record TRICARE – available to veterans based on military service –as "Employer-Provided Health Care.
- Medicaid is a partnership between federal and state funds. It should always be listed as Medicaid not State Health Insurance.
- Indigent care received by a medical provider or hospital to cover a health care cost is not insurance and should not be recorded in HMIS.

Special Considerations: None.

2014 Version 5 Updates: Indian Health Services Program and Other have been added as response options. PATH is now required to collect this data.

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.

2014 Version 5 Updates: None.

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.

2014 Version 5 Updates: None

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.

2014 Version 5 Updates: None

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.

2014 Version 5 Updates: None

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

Field Names	Data Types/Response Categories
(Required for PATH only) (If yes for mental health problem) ***How confirmed***	Unconfirmed; presumptive or self-report
	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.

2014 Version 5 Updates: None

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.

2014 Version 5 Updates: None

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

Field Names	Data Types/Response Categories
(If Yes) ***Are you currently fleeing?***	No
	Yes
	Client doesn't know
	Client refused

Response Category Descriptions:

- *Information date* is the date of project entry or the date updated information was collected.
- *Domestic Violence Victim/Survivor* should be indicated as "Yes" if the person has experienced any 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.
- *Currently fleeing* should be indicated as "Yes" if the Person is fleeing, or is attempting to flee, the domestic violence situation or is afraid to return to their primary nighttime residence.

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.

2014 Version 5 Updates: None

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 in the HMIS. Refer to guidance in HMIS Program Manuals (PATH, ESG, or RHY) for more details. 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

2014 Version 5 Updates:

4.13 Date of Engagement

Rationale: To count the number of homeless persons engaged by street outreach projects and night-by-night shelters.

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. Should the client return after project exit and have a new project entry a new date of engagement is to be established.

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

2014 Version 5 Updates: None

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 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
4.14E Services Provided: Bed-night Date

2014 Version 5 Updates: PATH Service response options have changed; RHY Services have clarified data collection requirements

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 Financial Assistance Provided.

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

2014 Version 5 Updates: None.

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

2014 Version 5 Updates: PATH Service response options have changed; RHY Services have clarified data collection requirements

4.17 Residential Move-In Date

Rationale: This element is used to document the date that a client enrolled in a Rapid Re-Housing project moves into housing. This data is critical to point-in-time and housing inventory counts as it differentiates clients who are enrolled in a Rapid Re-Housing (RRH) project and are still literally homeless (in emergency shelter, Safe Haven, transitional housing or on the street) from clients who have moved in to permanent housing.

Collection Point(s): At entry into permanent housing.

Subjects: All clients.

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

Data Collection Instructions: The Residential Move-in Date is the date of the first night the client stays in a permanent housing unit. while he or she is enrolled in an RRH project. A permanent housing unit is any fixed regular and adequate nighttime residence intended to be permanent. This may be a unit subsidized with RRH funding or match, any other form of permanent supportive housing, or any housing that is not subsidized (market rate/conventional). The residential move-in date must be between the Project Entry Date and the Project Exit Date for all RRH projects. Note: SSVF RRH clients must be Category 1 homeless at the time of project entry; any client in permanent housing must be served under HP. As such, Residential

Move-In Date must be between the Project Entry Date and Project Exit Date. Enrolling any person into an SSVF RRH project when they are otherwise housed is not –consistent with SSVF policy.

No Residential Move-in Date would be recorded if the client only received housing assistance, placement, or other supportive services through RRH prior to housing and exited without attaining permanent housing.

Data Element Fields: **4.17 Residential Move-In Date**

Field Names	Data Types/Response Categories
Residential move-in date	(date)

Response Category Descriptions: Enter the date the client physically moved into housing.

Special Considerations: There should be one and only one record of this data element per enrollment.

2014 Version 5 Updates: Data collection instructions have been clarified to respond to issues identified with this element. Additionally, the "information date" and "yes/no" response have been removed from the element to remove the confusion those responses created.
Note: Guidance on reporting abilities related to alternative means of capturing data using a "Pre-Entry Project" have been added to the HMIS Data Dictionary.

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

Field Names	Data Types/Response Categories
	Applicant terminated assessment prior to completion
	Other/specify
(if other/specify) ***Specify***	(text)

Response Category Descriptions: None.

Special Considerations: None.

2014 Version 5 Updates: None

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
	Client went to jail/prison
	Client died
	Client doesn't know
	Client refused
(if able to maintain the housing	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)	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.

2014 Version 5 Updates: None.

HHS: PATH Program Specific

Projects for Assistance in Transition from Homelessness (PATH) is 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

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 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	x	x
4.3	Non-Cash Benefits	x	x
4.4	Health Insurance	x	x
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	x	x

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): Once per service provided at the time of the first provision of service.

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	Reengagement
	Screening
	Clinical assessment
	Habilitation/rehabilitation
	Community mental health
	Substance use treatment
	Case management
	Residential supportive services
	Housing minor renovation
	Housing moving assistance
	Housing eligibility determination
	Security deposits
	One-time rent for eviction prevention
	Other PATH funded service

Response Category Descriptions: Services provided are those that PATH dollars have 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/ . Services do not include those that are provided by PATH matching funds.

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.

2014 Version 5 Updates: Response options were changed by PATH. “Outreach” has changed to “Reengagement”; “Screening/assessment response” was split into two responses; “Housing technical assistance” changed to “Housing eligibility determination” and “Other PATH-funded service” was removed. Clarification was provided that the element is recorded only for services which are PATH funded not including PATH match funded.

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. The Collection of data related to referrals to job training, educational services, and housing services are optional response options, and are not required.

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/dental care
	Job Training
	Educational Services
	Housing Services
	Temporary Housing
	Permanent Housing
	Income Assistance
	Employment Assistance
	Medical Insurance
(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.

2014 Version 5 Updates: Response options have changed: "Primary health care" changed to "Primary health/dental care"; "Relevant housing services changed to "Housing services" "Housing placement assistance" was changed into "Permanent Housing" and "Transitional Housing" was added; Medical assistance" was changed to "Medical Insurance". PATH also clarified that collection of referral information on job training, educational services, and housing services are optional response options, not required.

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.

2014 Version 5 Updates: None.

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): Project entry, update, annual assessment, and 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: None.

2014 Version 5 Updates: PATH is now required to collect this data at project entry, update, annual assessment, and exit.

HHS: RHY Program Specific

Runaway and Homeless Youth (RHY) is 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

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
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
4.35A	Commercial Sexual Exploitation	x	x	x	x	x	x
4.35B	Commercial Labor 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): Once for each service type provided during project enrollment

Subjects: Head of Household, Adults and Unaccompanied Youth.

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. Record each type of service provided to the youth and the first date for which that service was provided. (Note: Only one instance of a service type should be noted for each project stay, e.g. if the youth received 6 counseling sessions, only the first session needs to be recorded.)

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.

Special Considerations: None.

2014 Version 5 Updates: Data collection requirements have been corrected to clarify the expectation that each service type need only to be recorded once during project enrollment.

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, Adults and Unaccompanied Youth.

Federal Partner Requiring Collection: HHS: RHY

Data Collection Instructions: Referrals should be recorded for the youth to whom they were provided; a referral that benefits the whole household in TLP or MGH may be recorded solely for the youth head of household. Record each type of referral and the first date for which the referral was provided. (Note: Only one instance of a referral type should be noted for each project stay, e.g. if the youth received 3 referrals to different permanent housing projects, only the first referral needs to be recorded.)

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 a referral for service/assistance which is provided to the youth after interaction with the youth or family to promote healthy development or strengthen a youth's assets.

Special Considerations: None.

2014 Version 5 Updates: Data collection requirement has been corrected to clarify the expectation that each referral need only be recorded once during project enrollment.

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 youth

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: This element serves a two-fold purpose. It enables a BCP emergency shelter to house a youth that is not eligible under the FYSB-RHY program and collect information about them. Upon reporting to RHY for the federal transfer RHY is then able to remove these youths from their program and congressional reports. It also facilitates the local CoC and HMIS to utilize participation in BCP as part of their point-in-time and other counts and measures

2014 Version 5 Updates: None

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, Adults and Unaccompanied Youth.

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

Field Names	Data Types/Response Categories
	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. When the response options “Client doesn’t know” and “Client refused”, are selected it is important that this element be updated if/when any new information is shared by the client.

2014 Version 5 Updates: None

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, Adults and Unaccompanied Youth.

Federal Partner Requiring Collection: HHS: RHY and VA

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
	Associates degree
	Bachelor’s degree
	Graduate degree
	Vocational certification
	Client doesn’t know
	Client refused

Response Category Descriptions: None.

Special Considerations: None.

2014 Version 5 Updates: The element is no longer just a RHY required element, SSVF and VASH will also use the element. This element has been updated with new response categories: “Associate’s degree”, “Bachelor’s degree”, “Graduate degree”, and “Vocational certification”.

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, Adults and Unaccompanied Youth.

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.

2014 Version 5 Updates: None

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, Adults and Unaccompanied Youth.

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.

2014 Version 5 Updates: None

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, Adults and Unaccompanied Youth.

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.

2014 Version 5 Updates: None

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, Adults and Unaccompanied Youth.

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.

2014 Version 5 Updates: None

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, Adults and Unaccompanied Youth.

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.

2014 Version 5 Updates: None

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 Female - Head of Household, Adults and Unaccompanied Youth.

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 due date is unknown, projects are encouraged to record as much of the due date as the client is aware of. 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 due date 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

Field Names	Data Types/Response Categories
	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.

2014 Version 5 Updates: 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, Adults and Unaccompanied Youth.

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.

2014 Version 5 Updates: None

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, Adults and Unaccompanied Youth.

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

Field Names	Data Types/Response Categories
	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.

2014 Version 5 Updates: None

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, Adults and Unaccompanied Youth.

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

Field Names	Data Types/Response Categories
	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.
2014 Version 5 Updates: None

4.34 Referral Source

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

Collection Point(s): At project entry.

Subjects: Head of Household, Adults and Unaccompanied Youth.

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

Field Names	Data Types/Response Categories
(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.

2014 Version 5 Updates: None.

4.35A Commercial Sexual Exploitation

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

Collection Point(s): At project entry.

Subjects: Heads of household, Adults, and unaccompanied youth.

Federal Partner Requiring Collection: HHS: RHY.

Data Collection Instructions: RHY has requested that this element be asked of the youth using the following wording:

Field Name	RHY preferred wording
Ever received anything in exchange for sex (e.g. money, food, drugs, shelter)	"Have you ever received anything in exchange for having sexual relations with another person, such as money, food, drugs, or shelter?"
If yes to 1 - In the last three months	If they say "yes" to the question above then ask "Has it been in the past three months?"
If yes to 1 - How many times	"How many times have you received something in exchange for having sexual relations with another person, such as money, food, drugs, or shelter?"
If yes to 1 - Ever made/persuaded to have sex in exchange for something	"Did someone ever make you or persuade you to have sex with anyone else in exchange for something, such as money, food, drugs or shelter?"
If yes to Dependent C – In the last three months?	If they say "yes" to the question above then ask "Has it been in the past three months?"

Data Element Fields: **4.35a Commercial Sexual Exploitation**

Field Names	Data Types/Response Categories
***Ever* received anything in exchange for sex (e.g.**	No
	Yes
	Client doesn't know
	Client refused
	Data not collected
(if yes) ***In the last three months***	No
	Yes
	Client doesn't know
	Client refused
	Data not collected
(if yes) ***How many times***	1-3
	4-7

	8-11
	12 or more
	Client doesn't know
	Client refused
	Data not collected
(if yes) ***Ever made/persuaded to have sex in exchange***	No
	Yes
	Client doesn't know
	Client refused
	Data not collected
(if yes) ***In the last three months***	No
	Yes
	Client doesn't know
	Client refused
	Data not collected

Response Category Descriptions: None.

Special Considerations: None.

2014 Version 5 Updates: None

4.35B Commercial Labor Exploitation

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

Collection Point(s): At project entry.

Subjects: Heads of household, Adults and Unaccompanied Youth.

Federal Partner Requiring Collection: HHS: RHY.

Data Collection Instructions: RHY is requesting that this element be asked of the youth using the following wording whenever possible:

Field Name	RHY preferred wording
Ever afraid to quit/leave work due to threats of violence to yourself, family, or friends	"Have you ever been afraid to leave or quit a work situation due to fears of violence or other threats of harm to yourself, family or friends?"
Ever promised work where work or payment different than you expected	"Have you ever been promised work where the work or payment ended up being different from what you expected?"
Felt forced, pressured or tricked into continuing the job	"Did you feel forced, pressured or tricked into continuing this job?"
In the last 3 months	"Have you had any jobs like these in the last 3 months?"

Data Element Fields: **4.35b Commercial Labor Exploitation**

Field Names	Data Types/Response Categories
Ever afraid to quit/leave work due to threats of violence to yourself, family, or friends	No
	Yes
	Client doesn't know
	Client refused
	Data not collected

Field Names	Data Types/Response Categories
Ever promised work where work or payment different than you expected	No
	Yes
	Client doesn't know
	Client refused
	Data not collected
(if yes to either of the above) ***Felt forced, pressured or tricked into continuing the job***	No
	Yes
	Client doesn't know
	Client refused
	Data not collected
(if yes to either of the above) ***In the last 3 months***	No
	Yes
	Client doesn't know
	Client refused
	Data not collected

Response Category Descriptions: None.

Special Considerations: None.

2014 Version 5 Updates: None

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, Adults and Unaccompanied Youth.

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

Field Names	Data Types/Response Categories
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 treatment or services	No
	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: Although after care services can be ongoing, this element only seeks to record the immediate provision of aftercare services.

2014 Version 5 Updates: None

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, Adults and Unaccompanied 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. Identify what opportunity the youth left for or if the youth left because their needs could not be met by the project.
- “Youth was expelled or otherwise involuntarily discharged from project”: The youth was involuntarily terminated from the program with no plan or invitation to return. Select the major reason (only one) for the expulsion.

Special Considerations: None.

2014 Version 5 Updates: None.

4.38 Family Reunification Achieved

Rationale: To identify youth that achieved family reunification.

Collection Point(s): At project exit.

Subjects: Head of Household, Adults and Unaccompanied 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.

2014 Version 5 Updates: None

HUD: ESG Program Specific

Emergency Solutions Grant (ESG) is 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.HUDExchange.info/esg/

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
4.14E	Bed-Night Date		x			
4.17	Residential Move-in Date				x	
4.18	Housing Assessment Disposition	?	?	?	?	?
4.19	Housing Assessment at Exit			x		

4.14E Bed-night Date

Rationale: To determine each bed-night utilized by a client in a night-by-night shelter.

Collection Point(s): At project entry and update

Subjects: All clients.

Data Collection Instructions: Use the methodology built into the HMIS system to record the date of each night a client stays in a bed. This may be a manual date entry, scan card system, check off, etc.

Data Element Fields: **4.14E Bed-night Date**

Field Names	Data Types/Response Categories
Bed-night Date	(date)

Response Category Descriptions: None

Special Considerations: None

2014 Version 5 Updates: None

HUD: CoC Program Specific

Continuum of Care (CoC) is 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.HUDExchange.info/coc/

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				*	
4.17	Residential Move-in Date			x		
4.18	Housing Assessment Disposition	?	?	?	?	?
4.19	Housing Assessment at Exit	x				

Refer to the **VA Program Specific Section** for data collection requirements for HUD/VASH

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

HUD: HOPWA Program Specific

Housing Opportunities for Persons with AIDS (HOPWA) is 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.HUDExchange.info/hopwa/

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	STRMU	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	Developmental 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	
4.19	Housing Assessment at Exit	x	x	x	x	x	x	x
4.39	Medical Assistance	x	x	x	x	x	x	x
4.47	T-cell and Viral Load	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

2014 Version 5 Updates: None

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.HUDExchange.info/hopwa/

Special Considerations: None.

2014 Version 5 Updates: None

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

2014 Version 5 Updates: None

4.47 T-cell (CD4) and Viral Load

Rationale: To measure the extent to which housing impacts health of persons with HIV/AIDS.

Collection Point(s): At project entry, update, annual assessment and project exit.

Subjects: Only Clients funded in a HOPWA project presenting with HIV/AIDS

Federal Partner Requiring Collection: HUD: HOPWA.

Data Collection Instructions: Indicate T-cell count (CD4) and viral load measurement at 6 month intervals, or as frequently as the client's medical plan allows, beginning at project entry through project exit. At a minimum for clients staying one year or more, the data must be collected at annual assessment. The updated data (6-month collection, or as frequently as the client's medical plan allows) of t-cell (CD4) and viral load may be entered on different dates as information is available.

Data Element Fields: **4.47 T-cell (CD4) and Viral Load**

Field Names	Data Types/Response Categories
Information Date	date
T-cell (CD4) Count Available	No
	Yes
	Client doesn't know
	Client refused
	Data not collected
If yes: T-cell Count	0 – 1500
How was the data obtained	Medical Report
	Client report
	Other
Viral Load Available	Not Available
	Available
	Undetectable
	Client refused
	Data not collected
Viral Load	0 – 999999
How was the data obtained	Medical Report
	Client report
	Other

Response Category Descriptions: None.

Special Considerations: This data, as is all HIV/AIDS data, is confidential, covered under special law, and may not be shared without the expressed consent of the client. Providing the information is completely voluntary on the client's part and failure to report (i.e. client doesn't know or client refused) will not be considered in data quality for either the CoC or the HOPWA program.

2014 Version 5 Updates: Response options changed from "yes/no" to "Undetectable", "Not Available", and "Available" to facilitate the identification of undetectable viral load levels.

HUD: RHSP Program Specific

Rural Housing Stability Assistance Program (RHSP) is 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.HUDExchange.info/rhsp/*

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.HUDExchange.info/rhsp/ for detailed information.

Special Considerations: None.

2014 Version 5 Updates: None.

VA Program Specific

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

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

Data collection in HMIS beyond the Universal Data Elements for HCHV-EH; HCHV-RT; HCHV-Dom; HCHV-SH; GPD and CWT-TR is optional.

X = data collection is required

#	Element	SSVF	HUD/VASH (and HUD/VASH - OTH
4.2	Income and Sources	x	x
4.3	Non-Cash Benefits	x	x
4.4	Health Insurance	x	x
4.5	Physical Disability		x
4.6	Developmental Disability		x
4.7	Chronic Health Condition		x
4.8	HIV/Aids		x
4.9	Mental Health Problem		x
4.10	Substance Abuse		x
4.11	Domestic Violence		x
4.14 D	Services Provided – SSVF	x	x
4.15 B	Financial Assistance – SSVF	x	x
4.17	Residential Move-in Date	x (RRH only)	x
4.24	Last Grade Completed	x	x
4.26	Employment Status		x
4.27	General Health Status		x
4.41	Veteran's Information	x	x
4.42	Percent of AMI (SSVF Eligibility)	x	
4.43	Last Permanent Address	x	x
4.45	VAMC Station Number	x	x
4.48	SSVF HP Targeting	x (HP only)	
4.49	Use of Other Crisis Services	x	

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.

2014 Version 5 Updates: None.

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.

2014 Version 5 Updates: None.

REFERENCE LINKS

Link to RHY element now required by SSVF

4.24 Last Grade Completed

Links to RHY elements used by HUD/VASH-OTH to facilitate data transfer to/from HOMES

4.26 Employment Status

4.27 General Health Status

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 Gulf War (Operation Desert Storm)	No
	Yes
	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

Field Names	Data Types/Response Categories
	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.

2014 Version 5 Updates: None.

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.

2014 Version 5 Updates: None

4.43 Last Permanent Address

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.

2014 Version 5 Updates: None

4.44 HP Screening Score - RETIRED

At 2014 Version 5.0 update this element was replaced by 4.48 SSVF HP Targeting Criteria

4.45 VAMC Station Number

Rationale: To record the identification of the VA Medical Center the household receiving SSVF services is associated with.

Collection Point(s): At project entry.

Subjects: Head of household

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

Data Collection Instructions: SSVF grantees must enter the VAMC Station Number of each household. The VA will provide SSVF grantees with the station number that corresponds to their service location.

Data Element Fields: **4.45 VAMC Station Number**

Field Names	Data Types/Response Categories
VAMC Station Number	(up to 8 characters in length)

Response Category Descriptions: None.

Special Considerations: None.

2014 Version 5 Updates: This is a new data element.

4.48 SSVF HP Targeting Criteria

Rationale:

Collection Point(s): At project entry.

Subjects: Head of household

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

Data Collection Instructions: SSVF grantees must collect and enter results of SSVF Homelessness Prevention Stage 2 Targeting Criteria Screening as of the date of project entry. Records must be editable in order for users to correct data entry errors.

Data Element Fields: **4.48 SSVF HP Targeting Criteria**

Field Names	Data Types/Response Categories
Referred by Coordinated Entry or a homeless assistance provider to prevent the household from entering an emergency shelter or transitional housing or from staying in a place not meant for human habitation.	No (0 points)
	Yes
Current housing loss expected within…	0-6 days
	7-13 days
	14-21 days
	More than 21 days (0 points)
Current household income is $0	No (0 points)
	Yes
Annual household gross income amount	0-14% of Area Median Income (AMI) for household size
	15-30% of AMI for household size
	More than 30% of AMI for household size (0 points)
Sudden and significant decrease in cash income (employment and/or cash benefits) AND/OR unavoidable increase in non-discretionary expenses (e.g., rent or medical expenses) in the past 6 months	No (0 points)
	Yes
Major change in household composition (e.g., death of family member, separation/divorce from adult partner, birth of new child) in the past 12 months	No (0 points)
	Yes
Rental Evictions within the Past 7 Years	4 or more prior rental evictions
	2-3 prior rental evictions

Field Names	**Data Types/Response Categories**
	1 prior rental eviction
	No prior rental evictions (0 points)
Currently at risk of losing a tenant-based housing subsidy or housing in a subsidized building or unit	No (0 points)
	Yes
History of Literal Homelessness (street/shelter/transitional housing)	4+ times OR a total of 12+ months in the past three years
	2-3 times in the past three years
	1 time in the past three years
	None (0 points)
Head of household with disabling condition (physical health, mental health, substance use) that directly affects ability to secure/maintain housing	No (0 points)
	Yes
Criminal record for arson, drug dealing or manufacture, or felony offense against persons or property	No (0 points)
	Yes
Registered sex offender	No (0 points)
	Yes
At least one dependent child under age 6	No (0 points)
	Yes
Single parent with minor child(ren)	No (0 points)
	Yes
Household size of 5 or more requiring at least 3 bedrooms (due to age/gender mix)	No (0 points)
	Yes
Any Veteran in household served in Iraq or Afghanistan?	No (0 points)
	Yes
Female Veteran	No (0 points)
	Yes
HP applicant total points	(integer)
Grantee targeting threshold score	(integer)

Response Category Description: None.

Special Considerations: Note that there are no options for 'Client doesn't know' or 'Client refused' because responses to these fields are mandatory for SSVF HP heads of household. Fields may not be left blank.

2014 Version 5 Updates: This is a new data element. It replaces data element 4.44 HP Screening Score.

4.49 Use of Other Crisis Services

Rationale: To aid in prioritizing chronically homeless veterans with a history of high utilization of crisis services.

Collection Point(s): At project entry.

Subjects: Head of household and all adults

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

Data Collection Instructions: SSVF grantees must Collect and record use of other services as of the date of project entry. Records must be editable in order for users to correct data entry errors or to add missing information.

Data Element Fields: **4.49 Use of Other Crisis Services**

Field Names	Data Types/Response Categories
Number of visits to an emergency room in the past year	0
	1-2
	3-5
	6-10
	11-20
	More than 20
	Client doesn’t know
	Client refused
Approximate number of nights in jail / prison in the past year	0
	1-2
	3-5
	6-10
	11-20
	More than 20
	Client doesn’t know
	Client refused
Approximate number of nights spent in an inpatient medical facility in the past year	Never
	1-2
	3-5
	6-10
	11-20
	More than 20
	Client doesn’t know
	Client refused

Response Category Descriptions: None.

Special Considerations: None.

2014 Version 5 Updates: 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		
3.917 Living Situation			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	

**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.

U.S. Department of Housing and Urban Development (HUD)

Grant/Program	Component/Activity	HMIS PROJECT TYPE
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
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)** and HUD/VASH-OTH **(H/V-OTH)**	Permanent Supportive Housing **(PSH)**	PH - Permanent Supportive Housing
Rural Housing Stability Assistance Program **(RHSP)**	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)

Grant/Program	Component/Activity	HMIS PROJECT TYPE
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)

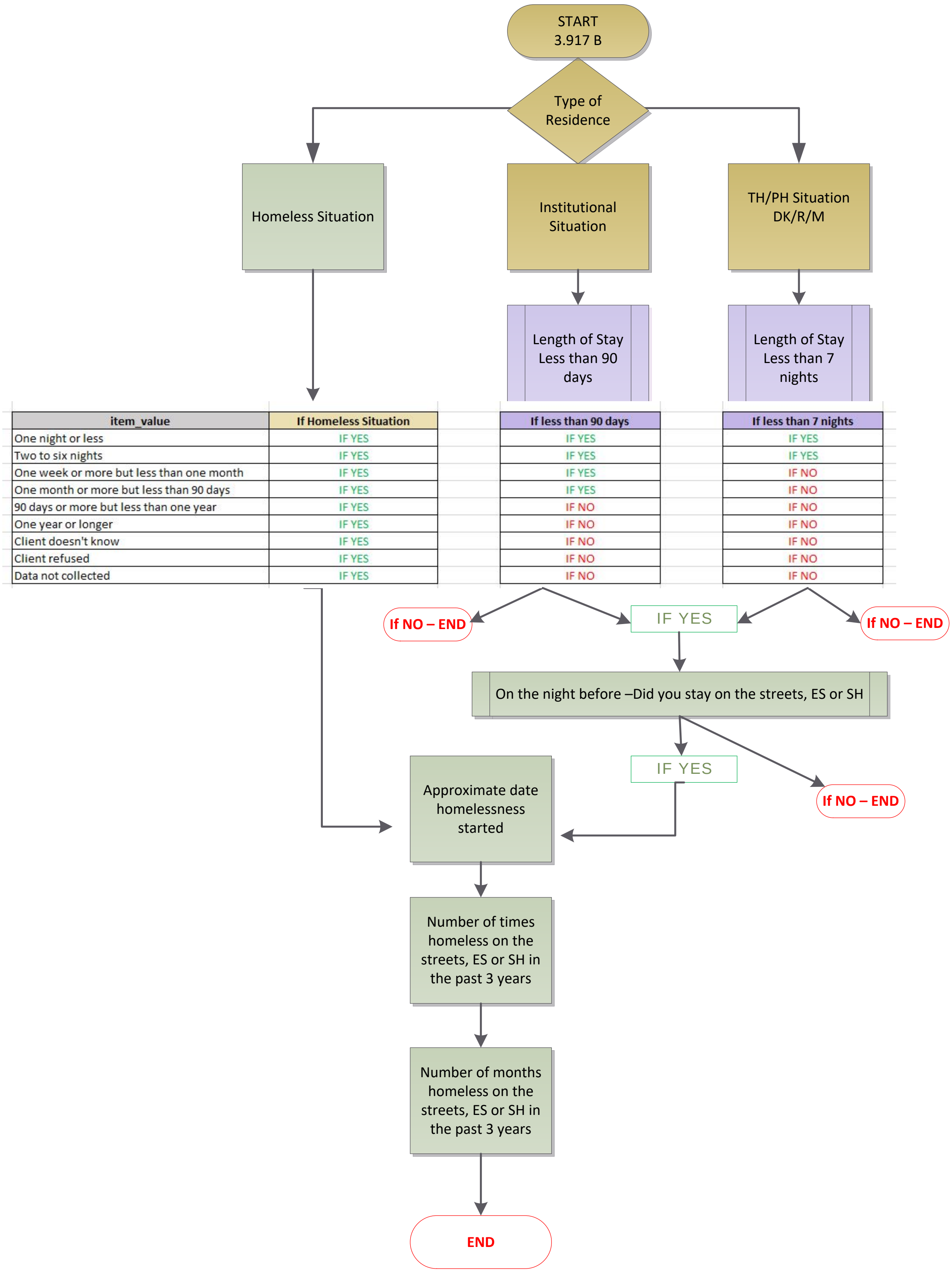
Grant/Program	Component/Activity	HMIS PROJECT TYPE
Projects for Assistance in Transition from Homelessness **(PATH)**	Street Outreach **(SO)**	Street Outreach
	Supportive Services **(SSO)**	Services Only

U.S. Department of Veteran Affairs (VA)

Grant/Program	Component/Activity	HMIS PROJECT TYPE
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.*

Exhibit 3: 3.917B Flow Chart



item_value	If Homeless Situation	If less than 90 days	If less than 7 nights
One night or less	IF YES	IF YES	IF YES
Two to six nights	IF YES	IF YES	IF YES
One week or more but less than one month	IF YES	IF YES	IF NO
One month or more but less than 90 days	IF YES	IF YES	IF NO
90 days or more but less than one year	IF YES	IF NO	IF NO
One year or longer	IF YES	IF NO	IF NO
Client doesn't know	IF YES	IF NO	IF NO
Client refused	IF YES	IF NO	IF NO
Data not collected	IF YES	IF NO	IF NO

Appendix A - Project Descriptor Data Elements

Contents

Project Descriptor Data Elements

Project Descriptor Data Elements (PDDEs) contain basic information about projects participating in a Continuum of Care's (CoC's) Homeless Management Information System (HMIS) and help ensure the HMIS is the central repository of information about homelessness in the continuum, including information about projects and clients. The PDDE's are the building blocks of an HMIS. They enable the HMIS to:

1. associate client-level records with the various projects that the client will enroll in across continuum projects;
2. clearly define the type of project the client is associated with the entire time they received housing or services;
3. identify which federal partner programs are providing funding to the project; and
4. track bed and unit inventory and other information, by project, which is relevant for the Annual Homeless Assessment Report (AHAR), system performance measures, Housing Inventory Counts (HIC), Point In Time (PIT) counts, and bed utilization reporting.

Project descriptor data are generally entered and managed in an HMIS by the HMIS Lead Agency (HMIS Lead), not a project end user. They are created at initial project setup within the HMIS and should be reviewed at least once annually and updated as needed by the HMIS Lead, in conjunction with the CoC. The HMIS Lead, in consultation with the CoC, should develop a plan and timeline for routine review and updates to PDDEs. If any project descriptor data is entered or updated by project end users, the HMIS Lead Agency must have oversight and data entry/edit ability along with strong review procedures to assure timely, accurate and complete data.

At a minimum, the HMIS Lead must ensure that the HMIS includes project descriptor information for all continuum projects participating in HMIS. If the HMIS is used to generate HIC data, the HMIS must also include project descriptor information for continuum projects that do not participate in HMIS. If the HMIS database includes client and service data entered by non-continuum projects, the continuum must identify them as such using the PDDEs.

PDDEs and HMIS Project Setup

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 setup is done incorrectly, this will jeopardize the ability to produce accurate, reliable reports. For additional information on federal partner programs and related project setup guidance, refer to the applicable HMIS Program Manual.

Project setup for any project that receives funding from any of the HMIS federal partners must be consistent with the HMIS Data Standards Manual and the applicable HMIS Program Manual for the funding source. The Program Manuals clearly map federal programs and the components of each program to a specific HMIS project type. Incorrectly setting the project type in an HMIS may mean that the project will not be able to create an accurate report from the HMIS for the federal funding source.

Setting Up New Projects in an HMIS

Prior to creating a new project in the HMIS, the HMIS Lead should consult with both the organization administering the project and the continuum to decide on the information that will be used for the PDDEs. It is important all parties understand and agree on the project type identified for clients that will use the new project's services. Additionally, it is important that the way a project is typed in the HMIS is consistent with the way the project is reported on the HIC and for the PIT counts.

Project Setup - Multiple Funding Sources

CoCs may have projects operating in their communities that receive funding from multiple federal partners for the same project to serve the same clients. There are a few issues the HMIS Lead will need to consider in these cases.

First, it is important that projects are set up in the system so all data elements needed for all required reports are "visible" to the end users. For example, a youth shelter may be funded through HUD's Emergency Solutions Grants Program (ESG) to support essential services and through HHS's Runaway and Homeless Youth (RHY) Program as a Basic Center Program. In this example, the project should be set up with a project type of "Emergency Shelter" using the "Entry/Exit Date" method for tracking shelter utilization; it will show both "HUD:ESG – Emergency Shelter" (operating and/or essential services) and "HHS:RHY – Basic Center Program" as the federal funding source [2.6]. With the appropriate project type and correct identification of both funding sources, all of the elements required for both federal partner funding sources must be visible, and all data required for reporting to both funders can be collected. [If the HMIS does not automatically generate element visibility for the end user of the project by the HMIS Lead's selection of project type and funding source then the HMIS Lead must reference the HMIS Data Manual to appropriately set the element visibility for the project]

Second, it is important to understand how projects are funded and what reports are required of each funding source because some projects receive funding from multiple funding sources for different eligible activities. For example, a project may receive a grant for residential operations/leasing costs and another grant for services. These two grants may be from the same federal program or two different federal programs. In these cases, HMIS Leads and project providers have two options:

a. create one project in the HMIS that both the housing provider and the service provider will jointly share and record data in, or
b. create two separate projects in the HMIS, one for the housing provider and another for the service provider.

Correct setup under either option is critically important to accurately record HIC/PIT information and to support correct system wide performance measures.

If a single project is created, the project type will be the appropriate residential project type (e.g. Transitional Housing, Permanent Supportive Housing, etc.), and the federal partner funding sources [2.6] will identify both funding sources / component types for the project.

If two separate projects are created, each project will be associated only with the specific federal funding source and component type appropriate to the grant.

- The housing project will have a residential project type appropriate to the grant. As with all residential projects, bed and unit inventory information [2.7] will be required and, in communities that use HMIS to generate HIC data, site information [2.8] and target population [2.9] data will also be needed.
- The services project will have a project type of "Services Only." For services only projects, the project type data element includes a question asking if the services only project is affiliated with a residential project. In this case, the response would be "Yes," and the residential project would be identified so that data can be linked.

There may be other circumstances within the HMIS implementation where a project that appears to be one project must be set up as two separate projects in an HMIS. Some common examples of this are:

a. If one residential building has both emergency shelter beds and transitional housing beds, this must be set up as two separate projects, labeled with the project types "Emergency Shelter" and "Transitional Housing." Clients moving from the shelter bed to the transitional housing bed, even if in the same building, will require an exit from the shelter project and an entry into the transitional housing project.

b. Projects that provide Homelessness Prevention and Rapid Re-Housing, whether funded by HUD or by the VA (i.e., under the Supportive Services for Veteran Families (SSVF) program), must be set up as two separate projects in the HMIS with the two distinct project types, even if they are funded under a single grant. In this case, the grant identifier will be the same in both project setups.

c. Permanent Housing projects are often created with a variety of rental subsidies. Unless the HMIS has the ability to identify the source and specific grant for a rental subsidy on a client-level basis, separate projects will have to be created in the HMIS in order to segregate the client records for reporting purposes. A common example of this is the "pre-HEARTH" McKinney Vento Shelter Plus Care (S+C) program. Although operated as a unified project, different clients are served using rental subsidies from multiple S+C grants, each with a different operating year and grant number. In many systems, in order to accurately report which and how many clients are served under each separate grant, the grants are set up and maintained as separate projects in the HMIS unless or until the S+C grants are consolidated under the CoC Program.

d. PATH projects may provide funding to one organization for both traditional street outreach services and supportive services such case management to persons at-risk of homelessness. In such cases, PATH requires that two projects be set up in the HMIS, one with the project type "Street Outreach" and one with the project type "Services Only" in order to distinguish the projects' operations and reporting for PATH and to support system level performance measurement.

Individual Project Descriptor Data Elements

The following PDDEs are required to be completed for all projects entering data into the HMIS:

2.1 Organization Identifiers
2.2 Project Identifiers
2.3 Continuum of Care Code
2.4 Project Type
2.5 Method for Tracking Emergency Shelter Utilization
2.6 Federal Partner Funding Sources
2.7 Bed and Unit Inventory Information
2.8 Site Information - Optional
2.9 Target Population – Optional

The data elements necessary only for the completion of the HIC (2.8 and 2.9) are optional. An HMIS may provide the capacity to generate the HIC and a CoC may choose to utilize that capacity. If the HMIS is used to generate the HIC, then every project in the continuum, regardless of whether or not the project is participating in HMIS, must have all of the Project Descriptor data elements entered. Guidance for the HIC is published by HUD and can be found at HUD Exchange PIT and HIC Guides.

The required system logic for the Project Descriptor Data Elements can be found in the HMIS Data Dictionary.

2.1 Organization Identifiers

Rationale: Organization Identifiers (*organization name* and *organization ID*) are collected to uniquely identify organization operating one or more projects that enter data into HMIS.

Collection Point(s): Initial HMIS project setup, reviewed/updated no less than annually.

Applicability: All organizations operating one or more projects that enter data into HMIS and, where HMIS is used to generate the HIC, all organizations operating one or more continuum projects regardless of whether or not they are participating in HMIS .

Data Collection Instructions: The Organization Identifiers are assigned once for each organization. Record the organization's legal name. The organization name must be reviewed annually to ensure accuracy. The organization ID is a distinct identifier (*organization ID*) that must be automatically generated by the HMIS at the time the organization is created in the HMIS.

Many organizations operate multiple projects that participate in HMIS. Projects that are operated by the same organization must all be associated with the same Organization ID.

Data Element Fields:

2.1 Organization Identifiers

Field Names	Data Types/Response Categories
Organization ID	System generated number or code. There is no specified format for this data element.
Organization Name	(text)

Response Category Descriptions: None.

Special Considerations: Entering and retaining the legal name as the Organization Name for use in reporting is required. HMIS software may elect to create another field for the entry of the "common name" of the organization for ease of access purposes, but it is not required.

Changes from Previous Data Standards: Organization ID and Organization Name have been combined into a single data element to better reflect the nature of their relationship.

2.2 Project Identifiers

Rationale: Project Identifiers (*project name* and *project ID*) are collected to uniquely identify each project entering data into the HMIS. The Project ID is used to link project descriptor information in other data elements to the specific project, and also to link clients and their enrollment data to the project.

Collection Point(s): Initial HMIS project setup, reviewed/updated no less than annually.

Applicability: All projects that enter data into HMIS and, where HMIS is used to generate the HIC, all continuum projects regardless of whether or not they are participating in HMIS.

Data Collection Instructions: Record the project name. Where applicable, project names must be consistent with HUD and other federal reporting requirements and should match grant agreements or other documentation. The project ID must be automatically generated by the HMIS at the time the project is created in the HMIS. Each project must receive a distinct identifier that is consistently associated with that project.

Data Element Fields:

2.2 Project ID

Field Names	Data Types/Response Categories
Project ID	System generated number or code. There is no specified format for this data element.
Project Name	(text)

Response Category Descriptions: None.

Special Considerations: Project identification can be difficult for HMIS Lead Agencies. Often the project will have a common name that is used by the community for the specific project, but may also have different names on formal grant agreements and perhaps even a different name in the HMIS. It is recommended the HMIS Lead establish a naming convention for all projects within its system (e.g. always use the common name; always use an HMIS specific name, etc.). HMIS software may elect to create another field for the entry of additional names of the project for ease of access purposes, but it is not required.

Changes from Previous Data Standards: Project Identifier and Project Name have been combined into a single data element to better reflect the nature of their relationship.

2.3 Continuum of Care Code

Rationale: To associate each continuum project with one or more continuums for reporting and data exchange purposes.

Collection Point(s): Initial HMIS project setup, reviewed/updated no less than annually.

Applicability: All projects that enter data into HMIS and, where HMIS is used to generate the HIC, all continuum projects regardless of whether or not they are participating in HMIS.

Data Collection Instructions: CoC codes are published annually by HUD in the CoC Program NOFA and are associated with specific geographic areas. Each continuum project must be associated with the HUD-assigned code for each CoC in which the project operates (i.e., in which the project is funded to provide lodging and/or services) and for which the project will be entering data into the HMIS. Some projects are funded to provide lodging and/or services to clients in only one continuum (e.g., CoC: Transitional Housing); others are funded to provide lodging and/or services across a geographic area that includes more than one continuum (e.g. VA: SSVF). For federally-funded projects operating in multiple CoCs but entering data into a single HMIS implementation, the CoC codes selected for the project must be consistent with the area served by the project according to their grant agreement with the federal funder. For example, a VA SSVF project providing services to clients in both a balance of state and an urban CoC, must be associated with the continuum code for both the balance of state AND the urban continuum.

Data Element Fields:

2.3 Continuum of Care Code

Field Names	Data Types/Response Categories
Continuum Code	HUD-assigned CoC code

Response Category Descriptions: The CoC Geo Codes as published by HUD annually must used.

Special Considerations: Projects participating in an HMIS implementation are subject to the policies and procedures of that HMIS implementation, regardless of whether participation is by entering data directly into the HMIS or by providing data exported from another source. Projects providing data from one HMIS implementation to another HMIS implementation are subject to the policies and procedures of both. HUD recognizes this can be challenging so we will be issuing additional guidance around this soon.

Changes from Previous Data Standards: Projects may be associated with multiple CoC codes within a single HMIS implementation.

2.4 Project Type

Rationale: To identify whether the project is a continuum project or a non-continuum project and to associate each continuum project with the specific type of lodging or services provided. Data related to project type is necessary to identify corresponding data collection requirements and for reporting purposes.

Collection Point(s): Initial HMIS project setup, reviewed/updated no less than annually.

Applicability: All projects that enter data into HMIS and, where HMIS is used to generate the HIC, all continuum projects regardless of whether or not they are participating in HMIS.

Data Collection Instructions:

Continuum Project: Identify whether the project is a continuum project or a non-continuum project.

Identify the project type for each project in the HMIS and for "Services Only" projects identify whether the project is "Affiliated with a residential project". All HMIS federal partner programs have identified in separate HMIS Program Manuals (created for each of the federal partner programs) the requirements and correct project type for each program and program component.

General rules of project typing:

1. A project is to be assigned a type based on the lodging or service it is providing.
2. If a project has more than one residential project type, each type must be set up in HMIS as a separate project. (For example, an emergency shelter and a transitional housing project must be set up as two separate projects in HMIS, even if there is a single funding source for both. As another example, a permanent housing facility may have both a permanent housing for persons with disabilities required for entry and other units without a disability requirement; those must be set up as separate projects in HMIS).
3. A residential project that is funded under one or more separate grants to provide supportive services to 100% of clients may be set up as a single project with the appropriate residential project type. All federal funding sources must be identified in *2.6 Federal Partner Funding Sources*.
4. A project that provides street outreach must be typed "Street Outreach." (Note: Only persons who are "street homeless" should be entered into a street outreach project. Projects that also serve persons other than "street homeless" must have two separate projects to be set up in an HMIS – a "Street Outreach" and a "Services Only").
5. A project that provides only services (other than outreach), has associated housing outcomes, and is not limited to serving clients of one or more specific residential projects should be typed as "Services Only" and *Affiliated with a Residential Project* will be "No."
6. A project that provides only services (other than outreach), has associated housing outcomes, and is restricted by its grant agreement to serve only clients of one or more specific residential projects should be typed as "Services Only" and *Affiliated with a Residential Project* will be "Yes." Each of the residential projects with which the services only project is associated must be identified.
7. A project that provides only services (other than outreach) that are "stand alone supportive services" and have no associated housing outcomes should be typed as "Other." (For example, a project funded to provide child care for persons in permanent housing or a dental care project funded to serve homeless clients should be typed "Other." A project funded to provide ongoing case management should be typed "Services Only.")

Data Element Fields:

2.4 Project Type

Field Names	Data Types/Response Categories
Continuum Project	No Yes
Continuum Project Type	Emergency Shelter Transitional Housing PH: Rapid Re-Housing PH: Permanent Supportive Housing (disability required for entry) PH: Housing with Services (no disability required for entry) PH: Housing Only Street Outreach Services Only Safe Haven Day Shelter Homelessness Prevention Coordinated Assessment Other
If "Services Only" Project Type ***Affiliated with a residential project?***	No Yes
If Yes for "Affiliated with a residential project" ***Project ID(s)***	Project ID(s) of residential project(s) affiliated with SSO

Response Category Descriptions:

- *Continuum project:* refers to all projects within the Continuum of Care that provide lodging and/or services for homeless persons. A continuum project is not limited to those projects funded by HUD and should include all of the federal partner projects and all other federally or non-federally funded projects functioning within the continuum.
- *Emergency Shelter:* a project that offers temporary shelter (lodging) for the homeless in general or for specific populations of the homeless. Requirements and limitations may vary by program, and will be specified by the funder.
- *Transitional Housing:* a project that provides temporary lodging and is designed to facilitate the movement of homeless individuals and families into permanent housing within a specified period of time, but no longer than 24 months. Requirements and limitations may vary by program, and will be specified by the funder.
- *PH: Rapid Re-housing:* a permanent housing project that provides housing relocation and stabilization services and short- and/or medium-term rental assistance as necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in that housing.

- *PH: Permanent Supportive Housing (disability requirement for entry):* a project that offers permanent housing and supportive services to assist homeless persons with a disability (individuals with disabilities or families in which one adult or child has a disability) to live independently.
- *PH: Housing with Services (no disability requirement for entry):* a project that offers permanent housing and supportive services to assist homeless persons to live independently, but does not limit eligibility to individuals with disabilities or families in which one adult or child has a disability.
- *PH: Housing Only:* a project that offers permanent housing for persons who are homeless, but does not make supportive services available as part of the project.
- *Day Shelter:* a project that offers daytime facilities and services (no lodging) for persons who are homeless.
- *Safe Haven:* a project that offers supportive housing that (1) serves hard to reach homeless persons with severe mental illness who came from the streets and have been unwilling or unable to participate in supportive services; (2) provides 24-hour residence for eligible persons for an unspecified period; (3) has an overnight capacity limited to 25 or fewer persons; and (4) provides low demand services and referrals for the residents.
- *Street Outreach:* a project that offers services necessary to reach out to unsheltered homeless people, connect them with emergency shelter, housing, or critical services, and provide urgent, non-facility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility.
- *Services Only:* a project that offers only stand-alone supportive services, to address the special needs of participants, such as child care, employment assistance, and transportation services.
- *Homelessness Prevention:* a project that offers services and/or financial assistance necessary to prevent a person from moving into an emergency shelter or place not meant for human habitation.
- *Coordinated Assessment:* a project that administers the continuum's centralized or coordinated process to coordinate assessment and referral of individuals and families seeking housing or services, including use of a comprehensive and standardized assessment tool.
- *Other:* a project that offers services, but does not provide lodging, and cannot otherwise be categorized as another project type, per above.

Special Considerations:

The project type selected directly impacts data collection and reporting requirements. In the event that the nature of a project changes such that the recorded project type is no longer appropriate, very careful consideration must be given to whether it is more appropriate to edit the project type for the existing project or to create an entirely new project with a different type.

Changes from Previous Data Standards:

- The continuum must now record whether a project is a continuum project or a non-continuum project.
- "Homeless outreach" has been changed to "Street outreach."
- "Homelessness prevention and rapid re-housing" has been retired and replaced with separate "Homelessness prevention" and "Permanent Housing: Rapid re-housing" response categories.

- “Permanent Supportive Housing” has been renamed “PH: Permanent Supportive Housing (disability required for entry).”
- “Permanent Housing (e.g. Mod Rehab SRO, subsidized housing without services)” has been renamed as “PH: Housing Only.”
- A new category of “PH: Housing with Services (no disability required for entry) has been added to distinguish this type of housing from “PH: Permanent Supportive Housing (disability required for entry).
- Response categories “PH: Housing Only,” “Day shelter,” and “Coordinated Assessment” have been added.
- A description of each project type has been added to improve consistency in project classification and to distinguish between projects that offer lodging from those that do not.
- For “Services Only” projects, a field to identify whether the project is affiliated with a residential project has been added.

2.5 Method for Tracking Emergency Shelter Utilization

Rationale: This data element is required to identify the method used for tracking shelter occupancy to accurately calculate project bed utilization and length of stay and to distinguish shelters for other data collection and reporting purposes.

Collection Point(s): Initial HMIS project setup, reviewed/updated no less than annually.

Applicability: All Emergency Shelter projects.

Data Collection Instructions: Record the method used to track the actual nights that a client stays at a project. One method must be identified in an HMIS for each emergency shelter project.

Data Element Fields:

2.5 Method for Tracking Emergency Shelter Utilization

Field Names	Data Types/Response Categories
Emergency Shelter Tracking Method	Entry/exit date Night-by-night

Response Category Descriptions:

Entry/exit date: The entry/exit method should be used for all shelters that are able to collect client data (Universal Data Elements and certain Program-Specific Data Elements) at project entry and project exit, including projects that require or strongly encourage a continuous stay while a client resolves their homelessness. For such shelters, length of stay is calculated based on the number of nights between project entry and project exit and performance measures will include changes from project entry and project exit data collection stages.

Night-by-night: Some emergency shelters (e.g., some mass shelters or shelters where a significant proportion of clients enter and exit on an irregular basis) may instead use the night-by-night method. The night-by-night method relies on creating a separate record of each individual date on which a client is present in the shelter as a means for calculating length of stay and implies that the emergency shelter is generally unable to collect as much client data at project exit as an emergency shelter that uses an entry/exit method for tracking utilization. In this method: (1) entry information is collected(2) the project records every discrete date (or series of dates) that the client utilizes a bed; (3) the HMIS maintains historical data on the nights a client is sheltered; (4) the client may be exited or the system may be designed to automatically generate an exit after an extended absence; and (5) the duration of each stay can be accurately determined and aggregated based on bed nights provided to calculate each client's total length of stay in the project.

Special Considerations: Taken together, the Project Entry Date and Project Exit Date may be used for tracking length of stay in projects that offer lodging. However, tracking length of stay using these two data elements can be problematic for high volume shelter projects that experience a high degree of client turnover on a nightly basis. A shelter project should be able to identify, for any given night, how many people were being served and who they were. For a shelter in which beds are reserved for the use of specific clients, it may be reasonable to consider an individual 'served' during a brief period of absence from a shelter. It would not be reasonable in shelters without reserved beds nor would it be reasonable for periods of extended absence (i.e., more than 3 days). Particularly in high volume shelters, the data entry burden of the requirement to be able to identify how many people are served on any given night may be reduced by the implementation of a night-by-night model of tracking emergency shelter utilization. Projects that utilize a night-by-night model must continue to enter (or have generated for them) a Project Entry Date and a Project Exit Date.

Changes from Previous Data Standards:

- The element name was changed from Method for Tracking Residential Occupancy. The element is limited to Emergency Shelter project types; all other projects that provide lodging are required to use the entry/exit date method.
- The Bed Management Model has been renamed the Night-by-Night method.
- The Service Model option has been retired.

2.6 Federal Partner Funding Source(s)

Rationale: To identify federal funding sources for continuum projects and associate projects with corresponding data collection requirements and reporting specifications.

Collection Point(s): Initial HMIS project setup, reviewed/updated no less than annually.

Data Collection Instructions: All projects that receive homelessness prevention or homeless assistance funding from a federal partner must have each grant associated with the project recorded in the HMIS. The federal funding source information that must be recorded includes: the name of the federal program and grant component; a grant identifier; grant start date; and grant end date. The *grant identifier* may be the grant number assigned by the federal partner or any other grant identification number system used by the federal partner. Alternatively, the identification number may be determined by the continuum as long as it uniquely identifies the grant and allows for grant-level reporting. All sub-grantees of a principal grant should use the same grant identifier as the principal grantee to allow for aggregated reporting by the principal grantee.

Data Element Fields:

2.6 Funding Source(s)

Field Names	Data Types/Response Categories
Funding Source(s)	HUD:CoC – Homelessness Prevention (High Performing Comm. Only) HUD:CoC – Permanent Supportive Housing HUD:CoC – Rapid Re-Housing HUD:CoC – Supportive Services Only HUD:CoC – Transitional Housing HUD:CoC – Safe Haven HUD:CoC – Single Room Occupancy (SRO) HUD:ESG – Emergency Shelter (operating and/or essential services) HUD:ESG – Homelessness Prevention HUD:ESG – Rapid Re-housing HUD:ESG – Street Outreach HUD: Rural Housing Stability Assistance Program HUD:HOPWA – Hotel/Motel Vouchers HUD:HOPWA – Housing Information HUD:HOPWA – Permanent Housing HUD:HOPWA – Permanent Housing Placement (facility based or TBRA) HUD:HOPWA – Short-Term Rent, Mortgage, Utility assistance HUD:HOPWA – Short-Term Supportive Facility HUD:HOPWA – Transitional Housing (facility based or TBRA) HUD:HUD/VASH HHS:PATH – Street Outreach & Supportive Services Only HHS:RHY – Basic Center Program (prevention and shelter) HHS:RHY – Maternity Group Home for Pregnant and Parenting Youth HHS:RHY – Transitional Living Program HHS:RHY – Street Outreach Project HHS:RHY – Demonstration Project VA: Community Contract Emergency Housing VA: Community Contract Residential Treatment Program VA: Domiciliary Care VA: Community Contract Safe Haven Program VA: Grant and Per Diem Program VA: Compensated Work Therapy Transitional Residence VA: Supportive Services for Veteran Families
Grant Identifier	(text)
Grant Start Date	(date)
Grant End Date	(date)

Response Category Descriptions: Additional information on federal partner programs and related project setup guidance can be found in the applicable HMIS Program Manual.

Special Considerations: An HMIS must be able to report on clients at the grant level.

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

2.7 Bed and Unit Inventory Information

Rationale: To record inventory information for each continuum project that offers lodging (Emergency Shelter, Safe Haven, Transitional Housing, PH-Rapid Re-Housing, PH-Permanent Supportive Housing, PH-Housing with Services, and PH-Housing Only) to facilitate project inventory tracking and reporting and data quality monitoring.

Collection Point(s): Initial HMIS project setup, reviewed no less than annually and updated when inventory changes. Review quarterly is strongly recommended and must be timed such that inventory records are accurate for the AHAR, the HIC (where relevant), and other reporting requirements.

Applicability: All continuum residential projects.

Data Collection Instructions: Record one or more Bed and Unit Inventory Information records for each residential project (Emergency Shelter, Safe Haven, Transitional Housing, PH-Rapid Re-Housing, PH-Permanent Supportive Housing, PH- Housing with Services, and PH-Housing Only) according to the data element instructions below.

An HMIS may track the data in a variety of ways as long as historical data are maintained, the HIC can be produced (if desired), and inventory data can be mapped to the linked inventory data elements described in this section. Data must remain up-to-date to reflect current bed and unit inventory and to facilitate data quality monitoring and reporting. Inventory updates should reflect changes in standard project operations and capacity, but need not reflect day-to-day fluctuations. Examples of bed and unit inventory changes that should be tracked historically include: the addition or removal of a group of new beds or units; the addition or removal of seasonal beds that are available for any period in the year; a project decision to dedicate beds to a different household type or subpopulation; or changes in HMIS bed participation.

Depending on the configuration of Bed and Unit Inventory data fields in the CoC's HMIS, a project may need to establish a distinct bed and unit inventory record for beds/units serving different household types or, for Emergency Shelters, if there are different *Bed Types* or different bed/unit *Availability,* as described in 2.7B, 2.7C, and 2.7D. For example, a project serving both households without children and households with at least one adult and one child may need to record two Bed and Unit Inventory information records 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 should be established for each bed type. For example, a project serving single adults that has 100 beds, of which 20 are seasonal, would 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. (See the explanation of the Fair Housing Act's prohibition on discrimination because of familiar status under "Special Issues.")

2.7A Information Date. The Information Date is the date when the Bed and Unit Inventory information first applies. This may represent the date when a change in Household Type, Bed Type, Availability, Bed Inventory, and Unit Inventory occurs for a given project.

2.7B Household Type. This data element describes the household type served by beds and units counted in the Bed and Unit Inventory Information data element. Household type is determined by the household type at project entry.

2.7C Bed Type (Emergency Shelter Only). The Bed Type describes the type of beds offered by emergency shelter projects, including facility-based, voucher, or other.

2.7D Availability (Emergency Shelter Only). Availability is recorded to identify whether the beds and units are available on a planned basis year-round, seasonally, or on an ad hoc or temporary basis, as demand indicates.

2.7E Bed Inventory. The Bed Inventory is a count of the total number of beds available for occupancy as of the Information Date. The number of beds is generally equivalent to the number of persons a lodging project can house on a given night and, for Emergency Shelters, should be counted distinctly for each combination of Bed Type and Availability.

For projects that serve multiple household types, but where a precise number of beds are not designated exclusively for a particular type of household, the total number of beds may be distributed among the household types served by the project using one of the following methodologies:

> A. Divide the beds based on how the bed(s) were used on the night of the HIC. If the facility is not at full capacity on the night of the count, then extrapolate the distribution based on the prorated distribution of those who are served on the night of the count.
>
> B. Divide the beds based on average utilization. For example, a project has 100 beds that could be used by either households with only children or households with at least one adult and one child. If one-half of the beds are used by persons in households with only children on average and the other half are used by persons in households with at least one adult and one child, then record 50 beds for households with only children, and for the 50 beds for households with at least one adult and one child in the HIC.

Projects that only have units and no fixed number of beds can estimate the number of beds based on average household size using a multiplier factor (e.g., a project with 30 family units and an average family size of 3 would record 90 beds).

Projects that provide housing rental assistance and have a fixed number of vouchers should determine the number of beds and units based on the number of vouchers currently funded and available for use.

Projects that provide emergency shelter or housing rental assistance vouchers and without a fixed number of units or vouchers (e.g., Emergency Shelter-hotel/motel project, Rapid Re-Housing, some scattered site PH-Permanent Supportive Housing) should determine the number of beds (and units) based on the maximum number of persons (and households) who can be housed on a given night.

Projects must identify and record beds that are dedicated for persons who are chronically homeless, for Veterans, and for youth. All beds that have been funded by HUD or another federal partner that are dedicated to one or more of these subpopulations must be recorded in the appropriate category. A bed may be counted more than once across categories (e.g., a project may have beds dedicated for persons who are both chronically homeless and a Veteran). The number of beds for each subpopulation is a subset of the total bed inventory for a given project and must be equal to or less than the total bed inventory. A dedicated bed is a bed that must be filled by a person in the subpopulation category (and their family members) unless there are no persons from the subpopulation who qualify for the project located within the geographic area.

Chronic Homeless Bed Inventory (PH-Permanent Supportive Housing only): The number of beds that are dedicated to house chronically homeless persons, including members of chronically homeless families.

Veteran Bed Inventory: The number of beds that are dedicated to house homeless Veterans and their families.

Youth Bed Inventory: The number of beds that are dedicated to house homeless youth (persons up to age 24). Projects must identify if the beds are dedicated to serve only children under 18, only persons 18 to 24, or persons up to 24 (i.e., both children under 18 and persons 18 to 24). If a project is intended to serve anyone up to 24, even if it has an earlier cutoff age (i.e., up to age 21) that project should indicate that it serves only persons 18 to 24 or persons up to 24, depending on the lower age limit of persons the beds are dedicated to serve.

2.7G Unit Inventory. The Unit Inventory is a count of the total number of units available for occupancy as of the Information Date. Projects that do not have a fixed number of units (e.g., a congregate shelter project) may record the bed inventory, the number of residential facilities operated by the project, or the number of rooms available as the unit integer. For additional instructions, see Bed Inventory, above.

2.7G Inventory Start Date (Optional). The Inventory Start Date, when used in conjunction with Inventory End Date, is an optional way to track timeframes associated with Bed and Unit Inventory records. The Inventory Start Date is the date when the Bed and Unit Inventory information first applies. This may represent the date when a change in household type, bed type, availability, bed inventory or unit inventory occurs for a given project.

2.7H Inventory End Date (Optional). The Inventory End Date is the date when the Bed and Unit Inventory information as recorded is no longer applicable (i.e., the day after the last night when the record is applicable). This may be due to a change in *household type*, *bed type*, *availability*, *bed inventory* or *unit inventory*. For seasonal beds, this should reflect the projected end date for the seasonal bed inventory.

2.7I HMIS Participating Beds. This is a count of the total number of beds participating in HMIS as of the Information Date. For projects that serve a mixed population without a fixed number of beds per household type, record participating beds according to instructions provided in 2.7E Bed Inventory. If a project is only collecting and entering data in HMIS for clients staying in a portion of its beds, then only record the count of beds participating in HMIS. Non-contributing CoC projects must enter “0” in the HMIS participating beds field.

Data Element Fields:

2.7 Bed and Unit Inventory Information

Field Names	Data Types/Response Categories
Household Type	Households without children Households with at least one adult and one child Households with only children
Bed Type (ES Only)	Facility-based Voucher Other
Availability (ES Only)	Year-round Seasonal Overflow
Bed Inventory	(integer)
Dedicated Bed Inventory: ***CH Bed Inventory (PSH only)***	(integer)
Veteran Bed Inventory	(integer)
Youth Bed Inventory	(integer)
Youth Age Category	Youth under 18 Youth 18-24 Any youth up to age 24
Unit Inventory	(integer)
Inventory Start Date (Optional)	(date)
Inventory End Date (Optional)	(date)
HMIS Participating Beds	(integer)

Response Category Descriptions:

Household Types

- *Households without children:* Beds and units typically serving households with adults only. This includes households composed of unaccompanied adults and multiple adults.
- *Households with at least one adult and one child:* Beds and units typically serving households with at least one adult and one child.
- *Households with only children:* Beds and units typically serving households composed exclusively of persons under age 18, including one-child households, multi-child households or other household configurations composed only of children.

Bed Types

- *Facility-based:* Beds (including cots or mats) located in a residential homeless assistance facility dedicated for use by persons who are homeless.
- *Voucher:* Beds located in a hotel or motel and made available by the homeless assistance project through vouchers or other forms of payment.
- *Other:* Beds located in a church or other facility not dedicated for use by persons who are homeless.

Availability

- *Year-Round Beds/Units:* Year-round beds and units are available on a year-round basis.
- *Seasonal Beds:* Seasonal beds are not available year-round, but instead are available on a planned basis, with set start and end dates, during an anticipated period of higher demand.
- *Overflow Beds:* Overflow beds are available on an ad hoc or temporary basis during the year in response to demand that exceeds planned (year-round or seasonal) bed capacity.

Special Considerations: These data may also be collected separately for distinct sites within a project, as long as they can be aggregated to the project level.

For projects that provide lodging in more than one continuum but are entering data into a single HMIS, bed and unit inventory must be separate for each continuum and appropriately associated with the correct Continuum of Care code (see data element 2.3). Projects may choose to create a separate Bed and Unit Inventory Information record to track inventory under development. In such instances, a projected start date for a new or expanded project may be tracked by recording the total beds and units expected along with a future start date.

The number of beds participating in HMIS must not exceed the total number of corresponding beds recorded in the Bed and Unit Inventory Information record at any point in time. Beds must only be recorded as participating if they meet the definition of HMIS participation.

Projects that target certain populations are advised that nothing in these standards allow for circumventing fair housing laws. The Fair Housing Act prohibits discrimination because of *inter alia*, familial status. Except where otherwise permitted by the federal program statute, housing covered under the Fair Housing Act may not deny admission to households with children.

Changes from Previous Data Standards:

- "Households with only children" was added as a household type in order to improve consistency for HUD reporting purposes.
- Clarification was added to Bed Type and Availability to indicate that these fields are only required for emergency shelter projects.
- Added fields to capture dedicated Veteran and youth bed inventory.
- If used for HIC purposes, must be updated at least annually to reflect inventory on the night of the PIT count and HIC. If used to generate bed inventory data for the AHAR, must be updated at least quarterly to align with AHAR reporting requirements.

2.8 Site Information (Optional)

Rationale: To identify the geocode associated with the principal project site for HIC reporting.

Data Source: Project staff with HMIS Lead review.

Collection Point(s): Initial HMIS project setup, reviewed/updated no less than annually.

Applicability: All lodging continuum projects.

Data Collection Instructions: This data element is required only for continuums that generate HIC data from HMIS. For each continuum project, record the Geocode associated with the geographic location of the project's principal site and the address of the principal site. The principal project site is where the largest amount of bed / unit inventory is located. HUD provides a list of geocodes as part of the annual CoC Program competition. Geocodes must be updated annually. Scattered-site housing projects should record the Geocode for the area where the greatest number of beds are located or where most beds are located as of the last inventory update.

Data Element Fields:

2.8 Site Information (optional)

Field Names	Data Types/Response Categories
Principal Site	No Yes
(If yes) ***Geocode***	(geocode format – 6 digits)
Address	(text)
City	(text)
State	(text – 2 letters)
ZIP code	(text – 5 digits)

Response Category Descriptions: None.

Special Considerations: For projects that provide lodging in more than one continuum but enter data into a single HMIS, there must be a record of the geocode and address of the principal site within each continuum that is appropriately associated with the correct Continuum of Care code (see data element 2.3).

Changes from Previous Data Standards:

- *Site type* has been removed as an aspect of this data element since the Project Type data element now includes additional classifications that distinguish between projects that offer lodging (i.e., Emergency Shelter, Safe Haven, Transitional Housing, Rapid Re-Housing, Permanent Supportive Housing, Permanent Housing with Services, and Permanent Housing: Housing Only) from projects that do not offer lodging (i.e., Coordinated Assessment, Homelessness Prevention, Street Outreach, Day Shelter, Services Only, and Other), including those projects that may provide rental assistance to persons in community-based housing.
- *Site configuration type* and *lodging or housing type* have been removed as aspects of this data element since these data are not required for the HIC.

2.9 Target Population (Optional)

Rationale: To identify a target population served by the project for HIC reporting.

Data Source: Project staff with HMIS Lead review.

Collection Point(s): Initial HMIS project setup, reviewed/updated no less than annually.

Applicability: All continuum lodging projects.

Data Collection Instructions: Record the appropriate Target Population served by the project. Select only one response. A population is considered a "target population" if the project is designed to serve that population and at least 75 percent of the clients served by the project fit the target group descriptor.

If a project does not target one of these populations, select “NA: Not Applicable.”

Data Element Fields:

2.9 Target Population

Field Names	Data Types/Response Categories
Target Population Type	DV: Domestic Violence victims HIV: Persons with HIV/AIDS NA: Not Applicable

Response Category Descriptions:

- *DV: Domestic Violence victims.* The project targets adults who have been victims of domestic violence, dating violence, sexual assault, or stalking.
- *HIV: Persons with HIV/AIDS.* The project targets adults who have been diagnosed with AIDS and/or have tested positive for HIV.
- *NA: Not Applicable.* The project does not target domestic violence victims or persons with HIV/AIDS.

Special Considerations: None.

Changes from Previous Data Standards: “VET: Veterans” target population has been removed from the response categories for Target Population B, as this can now be tracked through the Bed and Unit Inventory data element.