



Runaway & Homeless Youth Program HMIS MANUAL

A Guide for HMIS Users and System Administrators

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About This Manual

This Manual is intended to serve as a reference tool to provide basic guidance on data collection for Runaway and Homeless Youth Program service providers who are using the integrated HMIS data system to capture youth data. The integrated RHY – HMIS data collection system replaces the former RHYMIS desktop system and is used as the primary means for recording and reporting information about the needs, critical issues and support received by the runaway and homeless youth who are served by the program. The Street Outreach, Basic Center, and Transitional Living Programs are authorized to capture and report data to the Administration on Children, Youth and Families (ACYF) by the Runaway and Homeless Youth Act (P.L. 108-96) which was reauthorized in 2008. The Statute governs the basic requirements for this data collection, stating that grantees

shall keep adequate statistical records profiling the youth and family members whom it serves (including youth who are not referred to out-of-home shelter services), except that records maintained on individual runaway and homeless youth shall not be disclosed without the consent of the individual youth and parent or legal guardian to anyone other than another agency compiling statistical records or a government agency involved in the disposition of criminal charges against an individual runaway and homeless youth, and reports or other documents based on such statistical records shall not disclose the identity of individual runaway and homeless youth. 42 U.S.C. § 5712(b)(7).

Data are collected from RHY grantees on a semi-annual basis and are categorized in two parts: Universal Data Elements and RHY Program Specific Elements.

Universal Data Elements are data required to be collected by all federal programs participating in HMIS, regardless of funding agency. The Universal Data Elements serve as the basis for producing unduplicated estimates of the number of people experiencing homelessness, accessing services from homeless services providers, basic demographic characteristics of people experiencing homeless, and patterns of service use, including information on shelter stays and homelessness over time.

RHY Program Specific Elements allow us to continue to capture critical information about the employment and educational status, critical issues, services and outcomes that are unique to the unaccompanied youth who RHY programs have served for over 40 years.

RHY Grantee Requirements and Expectations Regarding HMIS Data Collection

Using the CoC-Designated HMIS Software Package

- All active RHY grantees are required to use their Continuum of Care (CoC)-designated web-based HMIS system.
- The HMIS lead in each CoC is expected to set up all RHY projects in HMIS and provide training to RHY grantees on how to use HMIS to enter data and generate reports. To find contact information for the HMIS lead in your CoC, use the HUD Exchange Contact CoC page: <https://www.hudexchange.info/grantees/?granteesaction=main.searchresults&programid=3>.
- As HMIS users in their CoC, RHY grantees are expected to pay for costs related to HMIS use, including HMIS licensing fees, CoC membership fees, Internet access, and computer hardware and software. These costs associated with the use of HMIS may be covered the RHY program grant funding. Contact the RHYMIS/HMIS help account at RHYMIS@acf.hhs.gov for any questions or concerns related to HMIS-related costs.
- The NEORHYMIS desktop software is discontinued. Please do not use NEORHYMIS to collect or share data.
- Grantees operating several programs over multiple CoC jurisdictions need to join the Continuums of Care that correspond to the location of each program and use the HMIS software in that CoC in order to maximize coordination with other local service providers. This also ensures that housing availability and service volumes are accurately reflected for the local area. In cases where an individual RHY program spans multiple COCs, grantees should contact the RHYMIS Help Desk at rhymis@acf.hhs.gov.
- RHY grantees will continue to use definitions as specified in the Runaway and Homeless Youth Act (Title III of the Juvenile Justice and Delinquency Prevention Act of 1974), as amended by the Reconnecting Homeless Youth Act of 2008 (P.L.110-378).
- Data quality is an important aspect of the RHY integration initiative. To maximize accuracy, RHY grantees are expected to enter and update records as soon as possible to learning the information. This is especially important as it pertains to shelter entries and exits which allow administrators to maintain 'real-time' shelter utilization and availability.

Rules on Confidentiality of Data Collection and Sharing

- **No Consent Required for Data Collection**

Data collection refers to the process of entering information in an HMIS by program staff or another authorized user. All RHY projects are required to collect all of the Universal Data Elements and the RHY-program specific data elements for the type of project (Street Outreach Program, Basic Center Program-prevention, Basic Center Program-emergency shelter, and Transitional Living Program). Detailed information about each data element is found in this manual.

The Runaway and Homeless Youth Act (citation) requires that a RHY grantee “keep adequate statistical records profiling the youth and family members whom it serves (including youth who are not referred to out-of-home shelter services).”

RHY programs funded by FYSB are not required to obtain youth or parental consent in order to collect and enter youth data into RHY-HMIS.

- **Consent Needed for Data Sharing**

Data sharing refers to the electronic sharing of client information via an HMIS. Data sharing can have some important advantages for communities who want to learn more about the experiences of their homeless population and can help improve coordination of services for youth. However, data can only be shared if written consent is obtained from the parent or legal guardian of a youth who is under age 18 or with written consent from a youth who is 18 and older. RHY grantees are encouraged to share identifiable data within the programs using the same HMIS system within a CoC where there is consent, but are not required to do so.

The RHY rule states the following regarding data sharing:

“All information including lists of names, addresses, photographs, and records of evaluation of individuals served by a runaway and homeless youth project shall be confidential and shall not be disclosed or transferred to any individual or to any public or private agency without written consent of the youth and family. Youth served by a runaway and homeless youth project shall have the right to review their records; to correct a record or file a statement of disagreement; and to be apprised of the individuals who have reviewed their records. Procedures shall be established for the training of project staff in the protection of these rights and for the secure storage of records.” [45 CFR §1351.19(b)(1)] and “State law protection. HHS policies regarding confidential information and experimentation and treatment shall not apply if HHS finds that State law is more protective of the rights of runaway or otherwise homeless youth.” [45 CFR §1351.19(b)(4)].

- **HMIS System Administration Application**

HMIS systems are required to work collaboratively with their Continuum of Care (CoC) to establish data sharing protocols as part of their HMIS policies and procedures. Established protocols must address requirements for all programs using the HMIS. These protocols must conform to the data sharing requirement of the RHY regulations as follows:

- The RHY Act requires that RHY grantees agree not to disclose records on individual youth (with a limited exception of sharing de-identified data for purposes of compiling statistics). See Sec 312(b)(7) and 322(a)(13). Thus, absent consent, multiple agencies sharing a single HMIS implementation could not share identifying information between them.

- In CoCs where data are shared automatically after they entered (i.e., an open system), RHY client records CANNOT be shared unless written consent is obtained.

Setting Up RHY Projects in HMIS – Instructions for HMIS Administrators

Project set-up in HMIS is critical to each project’s ability to report. Therefore, following the instructions in this guide are essential for HMIS Administrators to review and implement

1. Identify Projects for Inclusion in HMIS

FYSB awards multiyear grants, with one grant number that corresponds to the grant for the duration of the grant life cycle. SOP and BCP grants are usually funded on a three-year basis, while TLP grants are typically funded on a five-year basis. To identify all the **projects** within the HMIS implementation that receive RHY funding, check the [FYSB Grantee](#) website. RHY grants are made directly to the government or non-profit service provider by HHS.

2. Establish the HMIS Project Type

RHY funds five types of programs:

- The **Street Outreach Program (SOP)** is designed to meet the immediate needs of homeless, runaway and street youth to help them find stable housing and services. Street Outreach Programs are set up in HMIS under the **Street Outreach** project type.
- The **Basic Center Program (BCP)** component of RHY is designed to meet the immediate needs of runaway and homeless youth under 18 years of age. **BCPs typically provide shelter as well as out-of-shelter services. Therefore, it is often necessary to set-up BCP programs into two separate projects in the HMIS:**
 - **Basic Center Program – Emergency Shelter** provides emergency shelter and services to homeless youth under age 18. As a requirement of the BCP grant program, BCPs must provide overnight emergency shelter to youth. Therefore, all BCPs must have an emergency shelter project set up in HMIS to record all youth they serve in the shelter.
 - **Basic Center Program – Homelessness Prevention** services may also be provided under RHY BCP funding. Prevention services are all activities/services provided to BCP youth who do not enter the emergency shelter. **These services include** case management, family reunification, food, clothing, medical care, counseling, crisis intervention, respite care, and recreation programs. BCP-prevention programs are set up in HMIS under the **Homelessness Prevention** project type. Not all RHY BCP providers include Homelessness Prevention as part of their service provision. The HMIS Lead will need to determine if a Homelessness Prevention project is needed by determining if the provider serves youth with RHY funds outside of shelter.

A single client may receive either prevention or emergency shelter or both prevention and emergency shelter during one experience at BCP. Below is guidance on how to approach the distinction:

- If a youth receives services that are not shelter stays, they would be entered into the **prevention** project.
 - If the youth stays in the emergency shelter, they would be entered into the **shelter** project.
 - If a youth initially comes in contact with the program to only receive preventative services, but afterwards enters a shelter program, they should be entered into BCP-Prevention during for the date range in which they are only receiving prevention services, and then be exited out of prevention and entered into BCP-Emergency Shelter. It is acceptable, if the HMIS has such capacity, to automate the prevention exit and the emergency shelter project entry.
 - For clients that move quickly (within the day) from the prevention program to the shelter (i.e., require overnight sheltering) recording them only in the shelter project is acceptable.
- **The Transitional Living Program (TLP)** provides up to 21 months of housing and services to run away and homeless youth ages 16 to 22 to help them develop the skills necessary to living independently. The project type for TLPs is **Transitional Housing**.
 - **The Maternity Group Homes for Pregnant and Parenting Youth (MGH)** is a specialized type of Transitional Living Program that provides up to 21 months of housing and services to pregnant and/or parenting youth aged 16 to 22, and their dependent children, to develop the skills necessary to move into self-sufficiency. Like with the TLP component, the project type for MGHs is **Transitional Housing**.
 - **Demonstration Grants** are used to carry out research, evaluation, and service projects and are designed to increase knowledge and improve services for runaway and homeless youth. The project type depends on the nature of the demonstration grant. In 2016, FYSB awarded Transitional Living Program Special Population Demonstration Project grants targeting LGBTQ youth and youth who have left foster care after age 18 that should be set up as a Transitional Housing project type.

3. Set up the Project Descriptor Data Elements (PDDE)

In addition to setting the project type as described above, the following PDDEs must be created in the HMIS for RHY projects:

- **Organizational Identifier (2.1):** The organizational identifier is the name of the agency or organization that receives grant funding through the RHY program. The Organization Name should be the legal name of the organization receiving RHY funding. Where possible the legal name should match the one used in the RHY program funding application and award.
- **Project Identifier (2.2):** The project identifier is the name of the individual RHY project that allows the users to identify the project serving the youth.
- **Continuum of Care (CoC) Code (2.3):** The code of the Continuum of Care in which the project is located. In cases where a particular project serves multiple CoCs, enter all of the CoCs within the HMIS implementation that are included in the grant coverage area. (Note: RHY encourages projects that span HMIS systems to use the system in each CoC and to fully participate in each of the CoC’s they serve, but they have in some cases made exceptions – the RHY grantee should contact the RHYMIS Help Desk if they have specific CoC/HMIS participation questions at rhymis@acf.hhs.gov.)
- **Project Type (2.4):** All RHY projects are Continuum Project (“yes” response to Continuum Project) The project type must be entered for all RHY programs as described in the section above. Below is a crosswalk of the RHY program components with HMIS Project Types. Please note that Basic Center Programs should be set up under two project types – homelessness prevention and emergency shelter.

RHY Program Component	HMIS Project Type
Street Outreach Program	Street Outreach
Basic Center Program – Prevention	Homelessness Prevention
Basic Center Program – Emergency Shelter	Emergency Shelter
Transitional Living Program	Transitional Housing
Maternity Group Home	Transitional Housing

- **Method for Tracking Emergency Shelter Utilization (2.5):** All BCPs are emergency shelters which use the *Entry/Exit Date* method for tracking emergency shelter stays. Tracking individual bed nights is not required – as in this method the client is considered “in residence” from the date of project entry to the date of project exit. This element is only applicable for BCP Emergency Shelter Programs.
- **Federal Partner Funding Sources (2.6):**
 1. Correctly identifying the federal partner funding source is critical for RHY reporting. Projects funded in whole or part by RHY must be identified by their RHY component type. Select an appropriate RHY Funding Source for each project:

- HHS: RHY – Basic Center Program (homelessness prevention and emergency shelter)
 - HHS: RHY – Maternity Group Home for Pregnant and Parenting Youth
 - HHS: RHY – Transitional Living Program
 - HHS: RHY – Street Outreach Program
 - HHS: RHY – Demonstration Project
2. The Grant ID for all RHY projects must be the HHS Grant number of the funded project. HHS grant number formats are two digits, followed by two letters, followed by four digits. The two letters denote the RHY component. The following is a set of rules regarding the naming of RHY grants:
- Grant IDs for Transitional Living Programs and Maternity Group Homes for Pregnant and Parenting Youth contain the letters “CX” (e.g., a valid TLP Grant ID is: 90CX6876)
 - Grant IDs for Basic Center Programs contain “CY” (e.g., a valid BCP Grant ID is: 90CY6497).
 - Grant IDs for Street Outreach Programs contain “YO” (e.g., a valid BCP Grant ID is: 90YO6497).
 - Grant IDs for Demonstration Programs contain “LG” (e.g., a valid Demonstration Grant ID is: 90LG6497).
- **Bed and Unit Inventory Information (2.7):** Projects which provide shelter (BCP-shelter, TLP, and MGH) must complete the bed and unit inventory information. This information matches the information provided by the Continuum of Care for the Housing Inventory Count (HIC) and will be used by RHY to track RHY-funded bed inventory.
 - **Site Information (2.8):** Where HMIS is used to generate the HIC, site information should be entered consistent with HIC guidance and the policies of the HMIS implementation.
 - **Target Population (2.9):** Where HMIS is used to generate the HIC, target population should be selected if the project is designed to serve that population and at least three-fourths (75 percent) of the clients served by the project fit the target group descriptor.

Data Collection

Definitions of “Runaway” and “Homeless” Under the RHY Act

Under the RHY Act, a runaway youth is defined as “a person under 18 years of age who absents himself or herself from home or place of legal residence without the permission of his or her family.” 42 U.S.C. § 5732a(4).

A homeless youth means an individual who is less than age 21 (or less than age 18 for BCP and between age 16 and 22 for TLP) “for whom it is not possible to live in a safe environment with a relative and who has no other safe alternative living arrangement.” 42 U.S.C. § 5732a(3).

In HMIS, youth are identified by age, using the date of birth. Young people age 18 and over are considered adults in the HMIS Data Standards. Thus, when HMIS data standards require data collection on adults for any given element for RHY projects, this includes all individuals age 18 and over.

Understanding Households for RHY

All HMIS systems place individual clients in households. A household may be a single person household (i.e. an unaccompanied youth) or a household with multiple persons (i.e. household of a parenting youth and child or children). Where two or more youth under age 18 present at a project together without children, each youth should be entered in their own household. In this way, all elements required to be collected for youth by RHY should be visible for data collection in HMIS as each youth is their own Head of Household.

Universal Data Elements (UDE)

All Universal Data Elements are required by RHY for all RHY funded programs. Instructions for general data collection of all UDE's are published in the [HMIS Data Standards Manual](#). RHY has provided additional instructions specific to RHY in this manual in order to address frequent questions and issues HUD and RHY have received.

Basic Client Information:

Basic client information is used to identify clients correctly in the HMIS, to unduplicate clients in the system, and to provide demographic information necessary for grant reporting.

- 3.1 Name
- 3.2 Social Security Number
- 3.3 Date of Birth
- 3.4 Race
- 3.5 Ethnicity
- 3.6 Gender
- 3.13 Personal ID
- 3.14 Household ID

When to collect the data: The first time the record is created. When enrolling a client who already has a record created and shared within the HMIS verify that that information is correct and update it as needed. Be sure if you are updating the element information (e.g. name), you also update the data quality information for the element as needed.

Who to collect the data for: All clients (i.e. youth and children of youth)

3.1 Name

RHY Specific Instruction: Youth records for Basic Center Program and Transitional Living Programs (TLP, MGH, Demo) cannot be submitted anonymously. RHY expects all youth records will contain the full name of the youth being served unless the client has refused to provide the information, in which case at least a partial name in HMIS is expected to be entered.

Street Outreach Program grantees are expected to capture as much information as is possible at the initial interaction with the client. However, given the nature of street outreach, RHY SOP, like all other street outreach projects in HMIS may gather and enter/edit much of the information can only over

multiple interactions or contacts. Grantees should enter and edit the data as they become aware of it. Initial name records may, for example, might be “Youth in Raiders cap.” Upon further interactions, the case manager might be able to fully engage the youth to create a full youth name.

General Collection information:

- “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.

3.2 Social Security Number

RHY Specific Instruction: RHY expects the Social Security number to be collected for all youth. However, if the youth’s Social Security number is unknown, follow the instructions provided by the local RHY-HMIS for data entry in the Social Security number field. Mark the data element as “client doesn’t know” or “client refused,” whichever is the most appropriate. The federal statute at 5 U.S.C. § 552a prohibits a government agency from denying shelter or services to clients who refuse to provide their SSN.

3.3 Date of Birth

Date of Birth is important to document that the youth served are within the age ranges allowed under RHY.

RHY Specific Instruction: If only the year or the month and year are known, follow the instructions for local HMIS data entry. For general data collection information on this element, refer to the HMIS Data Standards Manual.

3.4 Race

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.

RHY Specific Instruction: None. For general data collection information on this element, refer to the HMIS Data Standards Manual.

3.5 Ethnicity

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

RHY Specific Instruction: None. For general data collection information on this element, refer to the HMIS Data Standards Manual.

3.6 Gender

Gender is used to count the number of clients who identify as male, female, transgender, and clients who do not identify as either male, female, or transgender.

RHY Specific Instruction: None. For general data collection information on this element, refer to the HMIS Data Standards Manual.

3.13 Personal ID and 3.14 Household ID

Personal ID and Household ID are generated automatically by the HMIS and should not require a user to enter data on either of them.

Additional Universal Data Elements:

The additional Universal Data Elements are collected by all projects using HMIS, regardless of their funding source(s).

3.7 Veteran Status

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

When to collect the data: Project Entry

Who to collect the data for: All adults

General Collection information: 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 military reserves or the National Guard unless the person was called up to active duty.

RHY Specific Instruction: It may not be possible to enter veteran status in some HMIS software unless the youth being served is age 18 or older, as data collection is only required for adults. If the RHY youth turns 18 during their project stay, some HMIS systems will automatically enter “no” for the youth for Veteran Status, while other HMIS systems will require the grantee to manually enter the data. Check with your HMIS Lead on your systems functionality for veteran status to know if you will need to update the record manually. For general data collection information on this element, refer to the HMIS Data Standards Manual.

3.8 Disabling Condition

Disabling condition is used to count the number of clients who have a disabling condition at project entry. A disabling condition combined with the length of time homeless determine if the individual is chronically homeless for HUD eligibility purposes.

When to collect the data: Project Entry

Who to collect the data for: All clients

An HMIS may be programmed to automatically determine if a client has a disabling condition based on the responses provided under [special needs](#) or the user may be required to 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).

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.

RHY Specific Instruction: None.

3.917 Living Situation

The universal data elements 3.9 *Residence Prior to Project Entry* and 3.17 *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 two elements which use only the fields and responses necessary for the population being asked the information. Element 3.917A is to be used for all persons entering a Street Outreach (including SOP), Emergency Shelter (including BCP – Emergency Shelter) and 3.917B is to be used for persons entering in all other HMIS project types which for RHY include Transitional Housing (TLP, MGH, Demonstration) and BCP – Homelessness Prevention. With this separation and clarification, the definition of chronic homelessness for HUD program eligibility as identified in the final rule in the [Federal Register](#) published December 5, 2015 is able to be fully reported through an HMIS.

When to collect the data: Project Entry

Who to collect the data for: All adults and heads of households

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. foster care, juvenile justice facility, 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.

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.

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. RHY does not require documentation.

RHY Specific Instruction: If 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 Program, 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.

3.10 Project Entry Date

The project entry date is used 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 it to measure lengths of stay, and services-only continuum projects need it to determine the amount of time spent participating in the project.

When to collect the data: Project Entry

Who to collect the data for: 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, BCP – Emergency Shelter and all TLP projects, this should be the first date of occupancy in the project.
- For Street Outreach projects, this should be the date of first contact with the client.

RHY Specific Instruction: None. For general data collection information on this element, refer to the HMIS Data Standards Manual.

3.11 Project Exit Date

The purpose of the project exit date is 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.

When to collect the data: Project Exit

Who to collect the data for: All clients

Data Collection Instructions: Project staff record the month, day and year of last day of occupancy or service.

RHY Specific Instruction:

For BCP Emergency Shelter - the exit date would represent the last day of continuous stay in the shelter 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.

The RHY Act allow youth to receive up to 21 days of emergency shelter through BCP programs. Alternative funds may be used to support the youth after the limit of FYSB funding has been reached. The project exit date should indicate when the youth actually exited the shelter, rather than when the youth reaches the allowable RHY limit. A change in program status should be noted in the case notes for the client. This will allow for a more accurate account for how long the youth remains in care and the destination outcomes.

For TLP the exit date would represent the last day of continuous stay in the program, 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.

The RHY Act allow up to 18 months of housing through the Transitional Living and Maternity Group Homes (up to 21 months in certain cases). Alternative funds may be used to support the youth after the limit of FYSB funding has been reached for up to 24 months. The project exit date should indicate when the youth actually exited the shelter, rather than when the youth reaches the allowable RHY limit. This will allow for a more accurate account for how long the youth remains in care and the destination outcomes.

For BCP Homelessness Prevention - the exit date should represent the last day a service was provided. 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 services is no longer considered a client. For example, if a youth is dropping in regularly to connect with a worker and receive advice/support as part of an ongoing effort to prevent their homelessness, the last date of service is the date of the last client contact or when the worker is able to close the case. 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*.

For SOP - the exit date should be the date in which the Street Outreach worker is able to transfer the case to another worker (shelter, transitional housing, permanent housing) or no longer needs to provide services to the youth. A client with an open record (i.e. project entry without a project exit) for a community-defined extensive length of time in outreach 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.

3.12 Destination

The purpose is to identify where a client will stay just after exiting a project for purposes of tracking and outcome measurement.

When to collect the data: Project Exit

Who to collect the data for: All clients

RHY Specific Instruction: Select the response category that best describes where the client will be living after the date on which they exit the project. For BCP – Homelessness Prevention, this may be the same as the place where the client was living during project participation.

If the youth has reunified with family and is permanently returning to the home of a parent or legal guardian, select “Staying or living with family, permanent tenure.” When using this response, it is also important that to indicate that family reunification was achieved in RHY-specific measure 4.38.

3.15 Relationship to Head of Household

This element enables the HMIS to group the clients into a single household and identifies the head of household for data collection and reporting purposes.

When to collect the data: Project Exit

Who to collect the data for: All clients

RHY Specific Instruction: 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 and then identified through this element.

For projects funded by RHY, it is important to create separate records for youth who present together as individual heads of households to better understand homelessness among youth. Entering them separately may not be a barrier to or impact future interventions.

3.16 Client Location

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.

When to collect the data: Project Entry

Who to collect the data for: All clients

RHY Specific Instruction: An HMIS may automatically populate this field for projects that operate in only one CoC. If there is not an automatic population function in the HMIS or the project may serve clients in multiple CoCs, select or enter the CoC code assigned to the geographic area where the head of household is staying at the time of project entry. If a client changes residence during the course of a project stay and consequently is in a different CoC, then the CoC number must be updated; the Information Date for the update should be the effective date of the move.

A Street Outreach Program should populate this field with the CoC code where the client has first been identified and/or regularly stays. It is not necessary for workers to change the CoC code when street outreach clients near CoC boundaries cross regularly between boundaries. Select the CoC where the clients most often stay. However, if a street outreach client moves to another location for a longer period of time, the outreach worker may update the CoC code to the new CoC.

RHY Program Specific Data Elements

In HMIS's different funding sources and projects collect different program specific information. The elements shown below are the ones which least one RHY program component is required to collect information. X = data collection is required

#	Element	Street Outreach Program (SOP)	Basic Center Program (BCP) – Emergency Shelter	Basic Center Program (BCP) – Prevention	Transitional Living (TLP & MGH)	Demonstration Program (DEMO)
4.2	Income and Sources				x	x
4.3	Non-Cash Benefits				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
4.9	Mental Health Problem	x	x	x	x	x
4.10	Substance Abuse	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
4.16 B	Referrals Provided - RHY	x	x	x	x	x
4.22	RHY: BCP Status		x	x		
4.23	Sexual Orientation	x	x	x	x	x
4.24	Last Grade Completed		x	x	x	x
4.25	School Status		x	x	x	x
4.26	Employment Status		x	x	x	x
4.27	General Health Status		x	x	x	x
4.28	Dental Health Status		x	x	x	x
4.29	Mental Health Status		x	x	x	x
4.30	Pregnancy Status	x	x	x	x	x
4.31	Formerly a Ward of Child Welfare/Foster Care Agency		x	x	x	x
4.32	Formerly a Ward of Juvenile Justice System		x	x	x	x
4.33	Young Person's Critical Issues		x	x	x	x
4.34	Referral Source		x	x	x	x
4.35a	Commercial Sexual Exploitation	x	x	x	x	x
4.35b	Commercial Labor Exploitation	x	x	x	x	x
4.36	Transitional, Exit-care, or Aftercare Plan and Actions		x	x	x	x
4.37	Project Completion Status		x	x	x	x
4.38	Family Reunification Achieved		x	x	x	x

4.2 Income and Sources

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 allowing analysis of changes in the composition of income between entry and exit from the project and annual changes prior to project exit.

When to collect the data: At project entry, annual assessment, and project exit. Update as income and/or sources change.

Who to collect the data for: Head of households and adults.

RHY Programs Requiring Collection: MGH, TLP, DEMO

RHY Specific Instruction: None. For general data collection information on this element, refer to the HMIS Data Standards Manual.

4.3 Non-Cash Benefits

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 thorough picture of their economic circumstances.

When to collect the data: At project entry, annual assessment, and project exit. Update as income and/or sources change.

Who to collect the data for: Head of households and adults.

RHY Programs Requiring Collection: MGH, TLP, DEMO

RHY Specific Instruction: None. For general data collection information on this element, refer to the HMIS Data Standards Manual.

4.4 Health Insurance

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.

When to collect the data: At project entry, annual assessment, and project exit. Update as income and/or sources change.

Who to collect the data for: All clients

RHY Programs Requiring Collection: SOP, BCP-p, BCP-es, MGH, TLP, DEMO

RHY Specific Instruction: None. For general data collection information on this element, refer to the HMIS Data Standards Manual.

4.5, 4.6, 4.7, 4.9, 4.10 Special Needs

4.5 Physical Disability

4.6 Developmental Disability

- 4.7 Chronic Health Condition
- 4.9 Mental Health Problem
- 4.10 Substance Abuse

Special needs are used to identify the special conditions of a homeless person. An individual may have one or more special needs and each should be indicated as “yes” with the related data (long term duration and documentation on file).

If any special need is indicated as “yes” and the data indicate it is expected to be of a long term duration and substantially impairs the ability to live independently, then it is considered a disabling condition. Other projects in the HMIS also collect HIV/AIDS as a special need, but RHY does not.

When to collect the data: At project entry, annual assessment, and project exit.

Who to collect the data for: All clients

RHY Programs Requiring Collection: SOP, BCP-p, BCP-es, MGH, TLP, DEMO

RHY Specific Instruction: 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 18 and over, children’s disabilities should be determined based on an interview with the adult in the household.

RHY does not require documentation of disability on file for any of their projects. For general data collection information on any of the special needs, refer to the HMIS Data Standards Manual.

4.12 Contact

All street outreach projects record contacts to count the number of homeless persons who are engaged by the project. The contact element is used to document the number of contacts the street outreach worker has with a client and to provide information on the number of contacts required to engage the client. Each contact a client has with an outreach worker should be recorded in HMIS.

When to collect the data: At project entry, project exit and each contact between entry and exit.

Who to collect the data for: Head of households and adults.

RHY Programs Requiring Collection: SOP

RHY Specific Instruction: None. For general data collection information on this element, refer to the HMIS Data Standards Manual.

4.13 Date of Engagement

All street outreach projects record the date of engagement to count the number of homeless persons who are engaged by the project. Only one date of engagement is allowed between project entry and project exit. 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.

When to collect the data: Update – At the time of engagement

Who to collect the data for: Head of households and adults.

RHY Programs Requiring Collection: SOP

RHY Specific Instruction: RHY grantees should keep in mind that only records of clients with a date of engagement are evaluated for data completeness and quality during the biannual upload period to FYSB. For general data collection information on this element, refer to the HMIS Data Standards Manual.

4.14B Services Provided: RHY

To identify the type of services provided to youth during project participation.

When to collect the data: Once for each service type provided during project enrollment

Who to collect the data for: Head of Household and Adults

RHY Programs Requiring Collection: SOP, BCP-p, BCP-es, MGH, TLP, DEMO

RHY Specific Instruction: Each type of service should only be recorded for the youth to whom they were provided once per enrollment. RHY grantees do not need to record the number or times or multiple dates for when any particular service was provided (e.g. if the youth received 6 counseling sessions, only the first session needs to be recorded.).

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.

Both services that are provided directly by the grant organization or elsewhere in the community with which the client has been connected should be recorded.

RHY projects in HMIS (SOP, BCP-prevention, BCP-emergency shelter, TLP, and MGH) are only required to collect the types of services indicated with an “X” below.

Response Categories	BCP- Prevention	BCP- Emergency Shelter	TLP & MGH	SOP
Basic support services ¹	X	X	X	
Community service/service learning (CSL) ²	X	X	X	
Counseling/therapy ³	X	X	X	
Dental care ⁴	X	X	X	
Education ⁵	X	X	X	
Employment and training services ⁶	X	X	X	
Criminal justice/legal services ⁷	X	X	X	
Life skills training ⁸	X	X	X	
Parenting education for parent of youth ⁹	X	X	X	
Parenting education for youth with children ¹⁰	X	X	X	
Peer (youth) counseling ¹¹	X	X	X	
Post-natal care ¹²			X	

Response Categories	BCP- Prevention	BCP- Emergency Shelter	TLP & MGH	SOP
Pre-natal care ¹³			X	
Health/medical care ¹⁴	X	X	X	
Psychological or psychiatric care ¹⁵	X	X	X	
Recreational activities ¹⁶	X	X	X	
Substance abuse assessment and/or treatment ¹⁷	X	X	X	
Substance abuse prevention ¹⁸	X	X	X	
Support group ¹⁹	X	X	X	
Preventative – overnight interim, respite ²⁰	X			
Preventative – formal placement in an alternative setting outside of BCP ²¹	X			
Preventative – entry into BCP after preventative services ²²	X			
Street Outreach – Health and Hygiene Products Distributed ²³				X
Street Outreach – Food and Drink Items ²⁴				X
Street Outreach – Services Information/Brochures ²⁵				X

Response Category Descriptions:

1. “Basic support services”: Includes provision of food, clothing, shelter, and transportation.
2. “Community service/service learning (CSL)”: Activities that involve youth in helping others or the community.
3. “Counseling/therapy”: The provision of guidance, support, and advice designed to address interfamilial problems or help youth decide on a future course of action. (Examples of counseling/therapy include crisis intervention, individual youth counseling, home-based services, group counseling, outdoor adventure/challenge activities, expressive/art therapy, and meditation.)
4. “Dental care”: Provision of dental services by a licensed dentist or other oral health specialist.
5. “Education”: Includes learning disability assessment, tutoring, GED preparation, local school enrollment, vocational education, etc.
6. “Employment and training services”: Includes services related to helping young people obtain and retain employment, such as assessment, coaching, filling out applications, interviewing, practicing and conducting job searches, referrals, and job maintenance skills.
7. “Criminal justice/legal services”: Legal services or guidance provided through an attorney or an attorney-supervised paralegal.
8. “Life skills training”: Includes formal and informal coaching and training in communications skills, health promotion, conflict/anger management, assertiveness, goal setting, budgeting, life planning, nutrition, hygiene, etc.

9. "Parenting education for parents of youth": Services designed to build improved parenting skills for the parents of RHY clients.
10. "Parenting education for youth with children": Services designed to build improved parenting skills for RHY clients with children.
11. "Peer (youth) counseling": Counseling provided by trained youth volunteers or youth staff to the young person.
12. "Post-natal care": Services and healthcare provided to clients after the birth of a baby.
13. "Pre-natal care": Services and healthcare provided to expectant clients to ensure a healthy pregnancy, labor, and delivery.
14. "Health/medical care": Provision of general health care or surgical services by licensed medical practitioners. May include prenatal testing, STD testing, and other types of health screening.
15. "Psychological or psychiatric care": Provision of assessment or treatment services by a licensed/certified medical mental health professional or professional psychologist.
16. "Recreational activities": Includes sports, arts, and crafts, field trips, nature hikes, etc.
17. "Substance abuse assessment and/or treatment": Comprehensive assessment of an individual's current or past involvement with alcohol and/or drugs and/or provision of treatment, including screening, aimed at stopping their substance abuse.
18. "Substance abuse prevention": includes activities related to alcohol and drug abuse prevention, such as education, group activities, peer coaching, refusal skills, etc.
19. "Support group": Participation in one or more support groups, such as Alateen, Alcoholics Anonymous, Al-Anon, or a faith-based group.
20. "Preventative – overnight interim, respite": The youth was provided not more than three nights of interim, provisional accommodations at the BCP shelter (for respite, but not as a full program participant although within the care and supervision of the program.) This experience could be for a "cooling off" period or during transfer to an appropriate permanent living setting. The expectation is that the youth returns to the original household or alternative permanent living situation within three days.
21. "Preventative – formal placement in an alternative setting outside of BCP": It was determined that the interests of the youth would be served by placement away from the household of residence and not in the BCP shelter. The new living situation should be safe, appropriate and suitable to the needs and development of the youth.
22. "Preventative – entry into BCP after preventative services": The youth was provided more than one night of temporary shelter (full intake at the BCP shelter) after prevention efforts during a crisis intervention period, with anticipation of reunification with the family or in an alternative placement. The youth may have previously received any combination of preventative services. The youth should be exited out of the BCP-prevention project and entered into the BCP-emergency shelter project on the day in which they enter the shelter.
23. "Street Outreach – Health and Hygiene Products Distributed": Distribution of health and hygiene products such as First Aid or reproductive health products.
24. "Street Outreach – Food and Drink Items": Distribution of food and drink items or packages.
25. "Street Outreach – Services Information/Brochures": Distribution of written materials such as brochures or fliers.

4.16B Referrals Provided: RHY

To identify the type of referrals provided to clients during program participation. A RHY referral is provided after substantial interaction with the youth or family to promote healthy development or strengthen a youth's assets.

When to collect the data: Update during the first time a referral is provided.

Who to collect the data for: Head of Household, Adults and Unaccompanied Youth.

RHY Programs Requiring Collection: SOP, BCP-p, BCP-es, MGH, TLP, DEMO

RHY Specific Instruction: Each type of referral should only be recorded for the youth to whom they were provided once per enrollment. RHY grantees do not need to record the number or times or multiple dates for when any particular service was provided (e.g. if the youth received 6 housing referrals, only the first needs to be recorded.).

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 provided to the youth and the first date for which that referral was provided.

4.22 RHY - BCP Status

This element serves a two-fold purpose. It enables a BCP emergency shelter to record 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 youth 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.

When to collect the data: In the course of client assessment for purposes of determining eligibility.

Who to collect the data for: All

RHY Programs Requiring Collection: BCP-p, BCP-es

RHY Specific Instruction: 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. If the status is identified as no one of the following reasons for not being able to fund services using RHY funding. Please note that program can continue to provide services to youth not eligible for RHY, as long as the funding does not come from the RHY grant.

1. "Out of Age Range": refers to youth who have reached the age of 18 and are thereby ineligible for Basic Center Program shelter per RHY program regulations.
2. "Ward of the State": pertains to youth who are currently the responsibility of child welfare or foster care services.
3. "Ward of the Criminal Justice system": defines youth who are currently under a court order to attend a residential juvenile facility.
4. "Other": youth who are not eligible for Basic Center Program shelter services for reasons not covered by other responses.

4.23 Sexual Orientation

The purpose is to identify the sexual orientation of youth served in RHY programs.

When to collect the data: At project entry.

Who to collect the data for: Head of Household, Adults, and Unaccompanied Youth.

RHY Programs Requiring Collection: SOP, BCP-p, BCP-es, MGH, TLP, DEMO

RHY Specific Instruction: The response options include: heterosexual, gay, lesbian, bisexual, questioning/unsure, client doesn't know, and client refused. 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. It is important that this measure be updated if a youth discloses this information at a later time when a trusting relationship is established.

4.24 Last Grade Completed

The purpose is to identify the educational attainment of youth served in RHY projects.

When to collect the data: At project entry.

Who to collect the data for: Head of Household, Adults and Unaccompanied Youth.

RHY Programs Requiring Collection: BCP-p, BCP-es, MGH, TLP, DEMO

RHY Specific Instruction: Choose one response category describing the last grade level completed by the client. This element has been updated in version 5 with new response categories: "Associate's degree", "Bachelor's degree", "Graduate degree", and "Vocational certification".

4.25 School Status

The purpose is to identify the educational status of youth served in RHY projects.

When to collect the data: At project entry.

Who to collect the data for: Head of Household, Adults and Unaccompanied Youth.

RHY Programs Requiring Collection: BCP-p, BCP-es, MGH, TLP, DEMO

RHY Specific Instruction: 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 prior school year.

1. "Attending School Regularly"- The youth is enrolled in an educational program and attends classes regularly, without extended absenteeism.
2. "Attending School Irregularly" - The youth is enrolled in an educational program and attends classes 1-3 days per week on average.
3. "Graduated High School" - The youth has earned a high school diploma.
4. "Obtained GED" – The youth has earned a GED.

5. *“Dropped Out”* - The youth has formally withdrawn from school prior to completing the course of study.
6. *“Suspended”* - The youth has been temporarily removed from school through official school action.
7. *“Expelled”* - The youth has been permanently removed from school through official school action.
8. *“Client Doesn’t Know”* – The client did not know about their school status.
9. *“Client Refused”* – The client refused to answer the question.

4.26 Employment Status

The purpose is to assess a client’s employment status and need for employment services.

When to collect the data: At project entry and project exit.

Who to collect the data for: Head of Household, Adults and Unaccompanied Youth.

RHY Programs Requiring Collection: BCP-p, BCP-es, MGH, TLP, DEMO

RHY Specific Instruction: 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.

Response Category Descriptions:

1. *“Full-time”* – Youth is employed full-time.
2. *“Part-time”* – Youth is employed part-time.
3. *“Seasonal/sporadic (including day labor)”* – Youth is employed occasionally, with periods of unemployment interspersed with employment. This includes summer or holiday-specific employment.
4. *“Looking for work”* – Youth is not employed and is actively looking for work.
5. *“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.
6. *“Not looking for work”* – Youth is not employed and is not looking for employment.

4.27, 4.28, 4.29 Health Status

- 4.27 General Health Status
- 4.28 Dental Health Status
- 4.29 Mental Health Status

Information on health status (general health, dental health and mental health) 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.

When to collect the data: At project entry and project exit.

Who to collect the data for: Head of Household, Adults and Unaccompanied Youth.

RHY Programs Requiring Collection: BCP-p, BCP-es, MGH, TLP, DEMO

RHY Specific Instruction: Ask the youth to select the response which best describes their health: excellent, very good, good, fair, poor, client doesn't know, or client refused.

4.30 Pregnancy Status

The purpose is to determine the number of women entering projects while pregnant and to determine eligibility for benefits and need for services.

When to collect the data: At project entry and update.

Who to collect the data for: All Female - Head of Household, Adults and Unaccompanied Youth.

RHY Programs Requiring Collection: SOP, BCP-p, BCP-es, MGH, TLP, DEMO

RHY Specific Instruction: Indicate if a client is pregnant and, if so, the expected due date. If the expected due date is unknown, projects are encouraged to record as much of the date as known. Default to January, the first day of the month, and current year for any part of the expected due date not known. Communities that already have a policy of entering another approximate date may continue this policy.

4.31 Formerly a Ward of Child Welfare/Foster Care Agency

The purpose is to identify clients with child welfare or foster care histories.

When to collect the data: At project entry.

Who to collect the data for: Head of Household, Adults and Unaccompanied Youth.

RHY Programs Requiring Collection: BCP-p, BCP-es, MGH, TLP, DEMO

RHY Specific Instruction: Choose the response category: no, yes, Client doesn't know, or Client refused to indicate whether the client was formerly the responsibility of the child welfare or foster care agency.

4.32 Formerly a Ward of Juvenile Justice System

The purpose is to identify clients with juvenile justice system responsibility histories.

When to collect the data: At project entry.

Who to collect the data for: Head of Household, Adults and Unaccompanied Youth.

RHY Programs Requiring Collection: BCP-p, BCP-es, MGH, TLP, DEMO

RHY Specific Instruction: Choose the response category: no, yes, Client doesn't know, or Client refused to indicate whether the client was formerly the responsibility of the juvenile justice system.

4.33 Young Person's Critical Issues

The purpose is to identify specific issues faced by youth in RHY programs.

When to collect the data: Project Entry

Who to collect the data for: Head of Household, Adults and Unaccompanied Youth.

RHY Programs Requiring Collection: BCP-p, BCP-es, MGH, TLP, DEMO

RHY Specific Instruction: 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.

Response Category Descriptions:

1. *"Household Dynamics"* – Issues related to interactions and interrelationships within the household (for example, frequent arguments between household members).
2. *"Sexual Orientation/Gender Identity"* – Issues related to the sexual orientation or gender identity as it relates to the youth specifically or as it relates to family dynamics.
3. *"Housing Issues"* – Issues related to lack of sufficient housing or shelter.
4. *"School or Educational Issues"* – Challenges that may impede access to education opportunity or that may negatively impact one's educational experience.
5. *"Unemployment"* – Issues associated with the inability to find and secure steady employment.
6. *"Mental Health Issues"* – Issues related to the mental health status.
7. *"Health Issues"* – Issues related to physical well-being.
8. *"Physical Disability"* - Issues related to a physical disability or impairment.
9. *"Mental Disability"* – Issues related to a mental health disability or impairment.
10. *"Abuse and neglect"* – Physical, sexual, or emotional abuse, or neglect.
11. *"Alcohol or other Drug Abuse"* – Any misuse of alcohol, or legal or illegal drugs.
12. *"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).
13. *"Active Military Parent"* – Challenges experienced as the result of a family who is either on active duty locally or under deployment.
14. *"Incarcerated Parent"* – Issues related to the incarceration of a parent or legal guardian. If yes, answer the dependent field on whether one, both, or only parent is incarcerated.

Should the HMIS system allow: grantees are only required to record "yes" responses to any of the issues above. Grantees are not required to record "no" on issues by which the youth or the family member is not affected.

4.34 Referral Source

The purpose is to identify the source of referral for incoming clients.

When to collect the data: At project entry.

Who to collect the data for: Head of Household, Adults and Unaccompanied Youth.

RHY Programs Requiring Collection: BCP-p, BCP-es, MGH, TLP, DEMO

RHY Specific Instruction: Choose the one response category from the multiple options that best indicates the individual or organization through which the client was advised about, sent, or directed to your project.

4.35A Commercial Sexual Exploitation

The purpose is to assess the extent of sexual exploitation among homeless youth.

When to collect the data: At project entry.

Who to collect the data for: Heads of household, Adults, and unaccompanied youth.

RHY Programs Requiring Collection: SOP, BCP-p, BCP-es, MGH, TLP, DEMO

RHY Specific Instruction: RHY grantees are encouraged to use the following language to collect the fields in this data element.

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?”

4.35B Commercial Labor Exploitation

The purpose is to assess the extent of labor exploitation among homeless youth.

When to collect the data: At project entry.

Who to collect the data for: Heads of household, Adults and Unaccompanied Youth.

RHY Programs Requiring Collection: SOP, BCP-p, BCP-es, MGH, TLP, DEMO

RHY Specific Instruction: RHY grantees are encouraged to use the following language to collect the fields in this data element.

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?”

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

The purpose is to identify the extent of transitional, exit and aftercare plans and actions which were afforded to RHY clients.

When to collect the data: At project exit.

Who to collect the data for: Head of Household, Adults and Unaccompanied Youth.

RHY Programs Requiring Collection: BCP-p, BCP-es, MGH, TLP, DEMO

RHY Specific Instruction: Indicate if each of the plans or actions were required by and provided for the client with a “yes” response. If it was not provided, it is not necessary to enter “no” (i.e., leaving blank is acceptable, as long as the HMIS software allows the grantee to do so). If the Client refused the provision of the plan or action indicate that with the “Client refused” response option.

Response Category Descriptions:

1. *A written transitional, aftercare or follow-up plan or agreement:* Plan or agreement has been worked out with the youth, understood, and agreed to.
2. *Advice about and/or referral to appropriate mainstream assistance programs has been provided* (further information can be supplied under question 4.16B Referrals Provided)
3. *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.
4. *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 advisable.
5. *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.

6. *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.
7. *A follow-up meeting or series of staff/youth meetings or contacts has been scheduled:* To be held after youth has departed the program.
8. *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.
9. *"Other":* Aftercare services that are not listed in any of the responses above, but that are important in assisting the youth in safe and appropriate transition from the program.

Note on After Care: Although after care services can be ongoing, this element only seeks to record the immediate provision of aftercare services. FYSB does not require the creation of a new project to track services to clients offered after they leave a RHY-funded program.

4.37 Project Completion Status

The purpose is to identify whether the youth completed the project or exited without completion.

When to collect the data: At project exit.

Who to collect the data for: Head of Household, Adults and Unaccompanied Youth.

RHY Programs Requiring Collection: BCP-p, BCP-es, MGH, TLP, DEMO

RHY Specific Instruction: 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.

Response Category Descriptions:

1. *"Completed project"* – The youth completed the project.
2. *"Youth voluntarily left early"* – The youth voluntarily terminated from the program to pursue other opportunities:
 - *Left for other opportunities – Independent Living* – Safe and appropriate independent living situation.
 - *Left for other opportunities – Education* – Educational or vocational opportunity that may also include a residential component.
 - *Left for other opportunities – Military* – Left to enlist in armed forces or reserves.
 - *Left for other opportunities – Other* – Identifies a positive opportunity not otherwise described in other responses.
 - *Needs could not Met by Project* – Youth determined that there were special needs or goals that could be better addressed in another positive program or setting.
3. *"Youth was expelled or otherwise involuntarily discharged from project"* – The youth was involuntarily terminated from the program with no plan or invitation to return.

- *Criminal activity/Destruction of Property/Violence* – Youth left for displaying behavior that was a threat to safety to themselves, others, or property.
- *Non-compliance with Project Rules* – Youth refused to follow program rules or participate in activities as outlined in their plan.
- *Non-payment of Rent/Occupancy Charge* – Youth failed to make full or partial payments for their accommodations per rental or lease agreement.
- *Reached Maximum Time Allowed by Projects* – Youth reached maximum time allowed by the program without completing goals as out lined in their goal plan.
- *Project Terminated* – Youth were required to exit the program prematurely as a result of a closure of the program or facility.
- *Unknown/Disappeared* – Youth was exited from the program after absenting themselves without developing an exit plan or providing notification of destination.

Note: A youth who is exited from a program because of their disappearance without advanced planning or notice, should be accurately reflected in measure “3.12 Destination: No exit interview.”

4.38 Family Reunification Achieved

The purpose is to identify youth that achieved family reunification.

When to collect the data: At project exit.

Who to collect the data for: Head of Household, Adults and Unaccompanied Youth.

RHY Programs Requiring Collection: BCP-p, BCP-es, MGH, TLP, DEMO

RHY Specific Instruction: Choose one response category to indicate whether family reunification was achieved at project exit.