

Data Guide 3.0

RESIDENT OPPORTUNITY & SELF SUFFICIENCY PROGRAM

June 2020

U.S. DEPARTMENT OF HOUSING & URBAN DEVELOPMENT |

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Reporting Overview

HUD requires all grantees to develop an effective, quantifiable, outcome-oriented plan for measuring performance and determining that program goals have been met. All grantees funded in Fiscal Year (FY) 2016 and after will report their performance data through the Standards for Success framework. This framework will assist grantees in tracking resident’s progress and reporting performance outcomes to HUD.

HUD’s Standards for Success (SFS) program is HUD’s newly developed standardized reporting framework for its discretionary-funded programs. The framework’s main tenets are: (1) standardization of data elements, measures, definitions, metrics, and reporting periods across HUD programs; (2) alignment of programmatic data elements and measures with higher-level agency priority goals and objectives; and (3) the utilization of record-level reports for greater analysis and responsiveness of programs.

There are currently four options in which grantees can record and submit their data to HUD:

1. *Grant Solutions inForm tool*. This is a cost-free HUD-provided online data collection and reporting tool found at Grant Solutions.
2. *AASC Online*. This online data collection and reporting software is to be used by current AASC Online members. Interested participants may voluntarily join this service at any time by going to [AASC Online](#).
3. *FamilyMetrics Software*. This online data collection and reporting software is to be used by current FamilyMetrics members. Interested participants may voluntarily join this service at any time by going to [FamilyMetrics](#).

4. *Other Case Management System.* If a grantee chooses to use another case management system, it must render for submission either an XML or Excel file per the HUD-provided XML and Excel File templates. For templates and instructions, grantees should visit the HUD Exchange webpage: <https://www.hudexchange.info/programs/standards-for-success/>

If a grantee chooses not to use the inForm tool to submit their annual report, they must consult their third-party provider for any technical issues when reporting.

Reporting Period Dates

The reporting period is the span of time your annual report will cover. It is the period where grant activities are gathered and reported to HUD. Each reporting period is no more than 12 months. The default dates for the reporting period is October 1 through September 30 which coincides with HUD's Fiscal Year (FY). The default dates in the InForm Tool will not change.

A grantee may have up to 4 reporting periods within their grant term because reports are due annually. If your grant term start date is after October 1, then you should begin reporting according to the grant term start date in your grant agreement. For example, if your grant term start date is April 1, then your reporting period is April 1 through September 30. Grantees who final report may end before September 30, will only report up to the grant term end date. For example, if your grant term end date is March 31, then your reporting period for your final report is October 1 – March 31.

Report Submission Due Dates

Reports are due October 30 of each year except for the final report. The ROSS grant agreement specifies the due date for each report. Grantees must ensure their data is submitted by the report due date. Grantees may submit a report after October 30, but it will be considered a late submission.

Reporting Areas of Need

Grantees awarded in FY 2018 and after selected areas of need their ROSS program will focus its efforts. These areas of need include: Education, Financial Literacy, Health and Wellness, Employment, Elderly/Disabled, Reentry, and Substance Abuse.

FY18 and FY19 grantees must refer to the "Data Elements Guide and Requirements" section of this document for required data elements to report on. If you selected Education and Employment as areas of need, then you must respond to required data elements under Education and Employment.

FY16 and FY17 grantees must include a response for data elements under all areas of need as specified in the “Data Elements Guide and Requirements” section of this document.

All grantees are required to respond to most data elements under Housing, Public Assistance, and Other Supportive Services. HUD encourages you to report on as many of the optional data elements as you can. This will allow HUD to see full scope of your ROSS programs and the types of services your residents are utilizing.

Key Performance Indicators

Each area of need has a set of goals and Key Performance Indicators (KPIs) HUD expects each grantee to achieve by the end of its grant term. HUD may use data submitted with annual reports to determine progress towards achievement of these Key Performance Indicators.

Education

Coordinators will work with residents to achieve educational attainment and/or training levels that has prepared him/her for a career that pays enough money to support his/her housing, healthcare, and food expenses. In the case of youth, coordinators will work to enroll youth in post-secondary education and/or vocational training.

KPIs:

- *Residents without a High School Diploma or GED attains a High School Diploma or GED.*
- *Residents attaining a higher level of education or license/certification.*
- *Residents enrolled in educational or vocational program.*
- *Residents that attained a license/certification.*
- *Residents receiving education related services.*

Health and Wellness

Coordinators will work with residents to facilitate an environment and/or resources that empower residents to pursue and achieve personal goals towards self-sufficiency and the resident's and/or their family's physical and mental health does not prevent him/her from pursuing education and/or employment.

KPIs:

- *Residents without health insurance receive health insurance.*

- *Resident attends medical examinations at least once every 12 months.*
- *Residents receiving health related services.*
- *Residents with less emergency room visits.*

Employment

Coordinators will work with residents to gain employment with adequate pay and benefits and maintains employment for more than 12 months.

KPIs:

- *Unemployed residents receiving employment.*
- *Employed residents retaining employment for more than 12 months.*
- *Residents with part-time employment receiving full-time employment.*
- *Residents receiving employment related services.*

Financial Literacy

Coordinators will support residents in financial coaching and literacy so that the resident's household monthly expenses/debts do not exceed their monthly earned income and their earned income is enough to support housing, healthcare, and food expenses.

KPIs

- *Residents receiving Earned Income Tax Credit (EITC).*
- *Residents with no financial account receiving a financial account.*
- *Residents receiving financial management related services.*

Reentry

Coordinators will work with residents and/or their families who are involved with the justice system to empower them to pursue and achieve personal goals towards self-sufficiency and the justice system does not prevent him/her from pursuing education and employment.

KPIs:

- *Residents involved in the justice system receiving legal aid services.*

- *See education and employment.*

Elderly/Disabled

Coordinators will work to coordinate services for elderly and/or disabled residents to better enable residents to reach and maintain their desired level of independence while aging and remaining in place, therefore avoiding more costly forms of care.

KPIs

- *Residents receiving elderly/disabled related services.*
- *Residents receiving Social Security Income and Social Security Disability insurance.*
- *See health and wellness.*

Substance Abuse

Coordinators will work with service providers to address substance abuse through prevention and intervention services. *KPIs:*

- *Residents with drug or alcohol dependency are receiving substance abuse services.*
- *See health and wellness.*

Outputs

In addition to tracking the outcomes of each program, HUD may use performance data elements to track outputs such as:

- # of individuals served by ROSS service coordinator
- # of households served by ROSS service coordinator
- # of individuals receiving service coordination services
- # of individuals that completed (intake) assessment
- # of individuals that received more than two services.

HUD may also use your data to compare how you are performing against other similar ROSS programs.

Data Quality and Availability

This document lists data elements that are applicable to the ROSS program. Any other data elements that are not on the list below will not require a response. Descriptions and comments for each data element can also be found in this document. All grantees should ensure that they are responding to the required data elements as outlined in this document.

Data quality and availability is considered as an aspect of a grantee's performance. Grantees must ensure that your data is accurately reported and submitted to HUD. Your data will allow HUD to observe your program activity and provide recommendations to help improve outcomes for your residents. Therefore, grantees should report on the different types services a resident is receiving. This data should also shape what activities you are providing to residents.

Helpful Tips When Reporting

- You are to report on activities that occurred during the reporting period.
- Before tracking and reporting on a data element, consider whether it requires a numeric value or coded value. Numeric values represent the actual data requested or required for that data element, such as "25" to represent a person's age for the "Age" data element. Coded values represent a standardized response option, such as "77" for "Information Not Collected."
- If you choose not to respond to an optional coded data element, please select "Information Not Collected."
- If you are using your own case management software and an optional data element requires a numeric value, and you choose not to respond, you should enter "9999" or "-1".
- If you are required to respond to a data element, HUD expects that you will provide the required data instead of selecting "information not collected." You also should not leave the field blank.
- If the individual is not eligible for a service/assistance, then you may select "N/A"
- If a data element is required but not seen in your reporting tool, you should prepare to track this data element for the following year report. This may include figuring out how you will track data for the next reporting period and updating your case management software and assessment tools to collect information/data.
- If you chose Elderly/Disabled or Substance Abuse as an area of need, you are required to provide responses for Health and Wellness data elements.
- If you chose Reentry as an area of need, you are required to provide responses for Education and Employment data elements.

- Grantees may visit the [SFS webpage](#) to find webinars, training material, FAQ, data integrity manual, and other helpful information.
- No resident should share the same “Person Identifier.” Duplicate “Person Identifiers” may not be counted towards number of people you served.
- Grantees should consult with internal staff, partners, and service providers to collect and share information/data for reporting purposes.
- You should be creative with your assessment tools to gather information needed for reporting. Some topics such as health and finances may be sensitive for residents. You should be thoughtful when collecting this information.

Data Elements Guide and Requirements

Grant Information:

Fixed ID	Data Element Name	Data Element Description	Response Options	Grantees that are required to respond:	Comments
i.	Grant Number	The unique number identifying the grant as listed in Notice of Award documents	The grant number	Required for All Grantees	The grant number can also be found on your Notice of Award. Example: ROSS191234 or ROSS201234
ii.	Grantee DUNS Number	The unique number issued by D&B and used by sam.gov	The 9-digit DUNS number	Required for All Grantees	The DUNS number must be the same as the DUNS on your Notice of Award.
iii.	Grant Appropriation Fiscal Year	The year of appropriation for the Federal funds awarded	The Year of appropriation in a YYYY format	Required for All Grantees	FY16 ROSS grantees should select 2016 FY17 ROSS grantees should select 2017 FY18 ROSS grantees should select 2018 FY19 ROSS grantees should select 2019

					<p>FY20 ROSS grantees should select 2020</p> <p>If you are unsure of your appropriation year, you may email ROSS-PIH@hud.gov</p>
iv.	CFDA Number	The 5-digit CFDA number for the grant award.	14.870	Required for All Grantees	All ROSS grantees must have 14.870 as the CFDA number.
v	Reporting Period Start Date	The begin date for the reporting period. This is the start date HUD will use to track grantee's performance	The Start date for the reporting period in a YYYY-MM-DD format	Required for All Grantees	<p>The Reporting period is October 1 – September 30 of every year. Each reporting period start date will begin October 1.</p> <p>If your grant term starts during a reporting period (October 1 – September 30). You will select the reporting in which your grant term began. For example, if your grant term began April 2020, you will select “October 1, 2019 - September 30, 2020” as your reporting period.</p>
vi.	Reporting Period End Date	The end date for the reporting period. This is the end date HUD will use to track grantee's performance	The ending date for the reporting in a YYYY-MM-DD format.	Required for All Grantees	<p>The Reporting period is October 1 – September 30 of every year. Each reporting period end date will be September 30 of every year.</p> <p>If your grant term ends before September 30, you will select September 30 as</p>

					the reporting period end date. For example, if your grant term ends March 31, 2020, you will select “October 1, 2019 – September 30, 2020” as your reporting period.
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General Resident Information:

Fixed ID	Data Element Name	Data Element Description	Response Options	Grantees that are required to respond:	Comments
vii.	Person identifier	The unique record identification code for the individual person assigned by the grantee.	Value should be an alpha- numeric identifier. Do not use SSNs or a combination of personal identifying characters	Required for All Grantees	<p>No individual should share a person identifier with another individual.</p> <p>If you are reporting on an individual for multiple years, that individual must have the same person identifier. You should clone and/or save your reports so you will not have to reenter an individual’s information twice.</p> <p>Person identifiers must not contain any personal identifying information (i.e. name, social security number, initials, etc.).</p> <p>This data element will help HUD determine number of individuals a grantee has served. Duplicate person identifiers may not be counted towards number of individuals served by the ROSS-SC.</p>
viii.	Household Identifier	The unique record identification code for the individual’s	Value should be an alpha-numeric identifier. Do no use	Required for All Grantees	ROSS-SCs may have multiple participants under a single household identifier. If multiple individuals that you serve live in the same

Fixed ID	Data Element Name	Data Element Description	Response Options	Grantees that are required to respond:	Comments
		household assigned by the ROSS-SC.	SSN or a combination of personal identifying characters		<p>household then they should have the same household identifier. This includes any youth.</p> <p>A household includes all individuals that occupy the same public housing or NAHASDA-assisted unit. (or converted public housing unit in the case of RAD).</p> <p>This data element will help HUD determine number of households (public housing units) a grantee has served.</p>
ix	Age	The age in years of the individual as of the data collection date.	Value must be a numeric value.	Required for All Grantees	<p>ROSS-SCs should provide this information as best as they can. ROSS-SC may also refer to other resident files such as the 50058 (in the case of public housing residents) for this information.</p> <p>If the age is unknown (for example, a non-participant did not provide their age), then you should enter “-1” or” 9999”</p>
xi	Participant Status	This will identify if the resident is a “participant” in the ROSS program.	1= Participant 2= Non- Participant	Required for All Grantees	<p>A participant is any ROSS eligible individual that has completed an intake assessment.</p> <p>A non-participant is any individual that may have participated in a service/activity coordinated by the ROSS-SC that has not completed an intake assessment.</p> <p>The intake assessment should be brief and designed to gather general information to address an individual’s immediate needs to</p>

Fixed ID	Data Element Name	Data Element Description	Response Options	Grantees that are required to respond:	Comments
					encourage his/her engagement and retention in the ROSS program. After and individual has completed an intake assessment, you may follow up with that individual for other focused assessments such as financial assessments, literacy assessments, goal setting etc.
1.	Gender	The gender of the participant	1=Male 2=Female 3= Transgendered Male to Female 4= Transgendered Female to Male 5= Other 77= Information Not Collected. 88= Individual refused 99- Individual does not know.	Required for All Grantees	You may also refer to other resident files such as the 50058 (in the case of public housing residents) for this information. Non-Profit organizations should consult with the tribes/TDHE's or PHA's staff to organize data sharing for this information.
2	Ethnicity	The self- identified ethnicity of the participant	1= Hispanic/Latino 2= Not Hispanic/Latino 77= Information Not Collected 88= Individual refused 99= Individual does not know	Required for All Grantees	You may also refer to other resident files such as the 50058 (in the case of public housing residents) for this information. Non-Profit organizations should consult with the tribes/TDHE's or PHA's staff to organize data sharing for this information.
3	Race	The self-identified race of the participant. Multiple	1= American Indian or Alaska Native 2= Asian	Required for All Grantees	You may also refer to other resident files such as the 50058 (in the case of public housing residents) for this information.

Fixed ID	Data Element Name	Data Element Description	Response Options	Grantees that are required to respond:	Comments
		race codes may be selected	3= Black or African American 4= Native Hawaiian or Other Pacific Islander 5- White 6= Mixed 77= Information Not Collected 88= Individual refused 99= Individual does not know		Non-Profit organizations should consult with the tribes/TDHE's or PHA's staff to organize data sharing for this information.
4	Head of Household	The individual is an adult who is considered the head of household for purposes of determining income eligibility and rent.	1= Yes 2= No 77= Information not collected 88= Individual refused 99= Individual does not know	Required for All Grantees	In the case of public housing residents, you should refer to information on the 50058 to confirm Head of Household Status. Non-Profit organizations should consult with the tribes/TDHE's or PHA's staff to organize data sharing for this information.
5	Residence Census Tract	The 11-digit census tract number for the residence of the individual.	The 11-digit code for the census tract	Required for All Grantees	If their household address is known, then you may use U.S Census to find 11-digit (geo)code for census tract. You will select "Address" under "Find GEOGRAPHIES USING...." You will put in the individual's address and hit "FIND". You will find the 11-digit code under "Census Tracts: GEOID" You should find the census tract numbers for all projects included in your ROSS program that you applied to serve.

Fixed ID	Data Element Name	Data Element Description	Response Options	Grantees that are required to respond:	Comments
					If the Residence Census tract is unknown, select "Information Not Collected."
6	Veteran Status	The individual served on active duty in the armed forces and was discharged or released from such service under conditions other than dishonorable	1= Yes 2= No 77= Information not collected 88= Individual refused 99= individual does not know	Optional for All Grantees	Discharges marked "general and under honorable conditions" also qualify. Other qualifying events are any person who served in the active military, naval or air service of the United States and was discharged from the service due to a service- connected disability or filed a claim and was service-connected for a disability sustained while in the service.
7	Years in Subsidized Housing Number	Total number of years an individual has lived at the (ROSS) property.	The number of years	Optional for all grantees	The number of years living at the property being served under the ROSS grant. You may also refer to resident files at the PHA or Tribal Housing Authority to determine the number of years. If you choose not to collect this information, then you should select "Information Not Collected." If the individual refused to share this information, then you should enter "9999"
8	Disability Status	The Disability of the individual	1= Yes, individual indicates a disability as defined in ADA 2= No, individual indicates no disability as defined in ADA	Required for all Grantees that applied to serve elderly/disabled residents.	ADA = Section 3(2) (a) of the American with Disabilities Act of 1990 (42 U.S.C 12102) If you did not select Elderly/Disabled as an area of focus/need in your ROSS application, then

Fixed ID	Data Element Name	Data Element Description	Response Options	Grantees that are required to respond:	Comments
			77= Information not collected 88= Individual refused 99- Individual does not know. 100 = N/A		you must select "Information Not Collected" if you choose not to report on this data element.
9	Disability Category	The category of disability for the individual	1= Impairment is primarily physical, including mobility and sensory impairments 2= Impairment is primarily mental, including cognitive and learning impairments 3= Impairment is both physical and mental 76= Individual does not have an impairment 77= Information not collected 88= Individual refused 99 = Individual does not know 100= N/A	Required for all Grantees that applied to serve elderly/disabled residents.	If you selected "No..." for disability status, then you may select "Individual does not have an impairment" for this data element.
10	Disability Requires Assistance	The individual with a disability who received services funded under the ROSS grant demonstrated a	1= The disabled individual requires services to manage home activities 2= The disabled individual does not	Required for all Grantees that applied to serve elderly/disabled residents.	If you selected "yes" for disability status, and did not collect information for this data element, then you may select "The disabled Individual was not assessed for these criteria." Do not select "Information Not Collected"

Fixed ID	Data Element Name	Data Element Description	Response Options	Grantees that are required to respond:	Comments
		need for assistance with activities of daily living, including eating, bathing, grooming, and dressing and home management	require services for home management 3=The disabled individual was not assessed for these criteria 77= Information not collected 88= Individual refused 99= Individual does not know. 100= N/A		If the individual is not disabled, then you may select "N/A." If you did not select Elderly/Disabled as an area of focus/need in your ROSS application, then you must select "Information Not Collected" if you choose not to report out for this data element.
12	Returning Citizen	An individual with any criminal or juvenile record.	1= Individual is currently a subject involved in the CJS 2= The individual is not currently subject to any phase of the CJS but has been in the previous 12 months. 3= The individual is not currently subject to any phase of the CJS and has not been in the previous 12 months. 77= Information not collected 88= Individual refused. 99= Individual does not know. 100= N/A	Required for all FY18 and FY19 grantees that applied to address reentry as an area of need. Optional for all other grantees. However, HUD encourages all grantees to respond.	Returning Citizen- An individual with a criminal or juvenile record including arrest records who may have been incarcerated. Option 3 may also refer to individuals with a prior record who have completed all obligations. CJS= Criminal Justice System. If you did not select reentry as an area of focus/need in your ROSS application, then you must select "Information Not Collected" if you choose not to report on this data element.

Fixed ID	Data Element Name	Data Element Description	Response Options	Grantees that are required to respond:	Comments
23	Service Start Date	The date services/activities were initiated.	Date is a YYYY-MM-DD format	Required for All Grantees	<p>The start date may be before the start of the grant term.</p> <p>If the initial service/activity was at a community event such as a job fair, then you will put the date of the job fair as the service start date.</p>
24	Service End Date	The date the individual stopped receiving service coordination from the ROSS-SC.	Date is a YYYY-MM-DD format	Required if the individual may no longer receive service coordination from the ROSS-SC.	<p>The end date may not have a response because the individual may still be receiving services after the reporting period and/or grant term. If the individual is still receiving services, you must enter "2100-12-31"</p> <p>If the individual is no longer receiving services from the ROSS-SC, (for example, an individual relocates) you may enter their service end date.</p>
25	Opportunity Area Census Tract	The census tract is identified as an area of opportunity in the community's regional FHEA	1=Yes 2= No 3= N/A 77= Information not collected	Optional for All Grantees	
	Data Collection Date	The date that data is collected for the individual record	The date that data is collected in a YYYY-MM-DD format	Required for All Grantees	

Employment

Fixed ID	Data Elements	Data Elements Description	Response Options	Grantees that are required to respond:	Comments
34	Employment Status	Individual's employment status during the prior month, including the date of collection.	1= Employed 2= Not employed at any time in the last month and actively seeking work 3= Not employed at any time in the last month and not actively seeking work. 77= Information not collected 88= Individual refused 99= Individual does not know. 100= N/A	Required for FY16 and FY17 grantees. Also required for FY18 and FY19 grantees that selected Employment, and Reentry as an area of need/focus.	An individual is considered employed if he or she did any work for pay during the last month even for just a few hours. If you did not select employment or reentry as an area of need/focus and do not wish to report, you should select "information not collected."
35	Employment Type Status	The type of employment classified as full-time or part-time.	1=Full-time worker employed in the last month 2= Part-time worker employed in the last month. 77= Information not collected 88= Individual refused 99= Individual does not know 100= N/A	Required for FY16 and FY17 grantees. Also required for FY18 and FY19 grantees that selected Employment, and Reentry as an area of need/focus.	Full Time = at least 35 hours of paid work Part Time = at least 34 hours or less of paid work. You may select "N/A" if the applicant is not employed. If you did not select employment or reentry as an area of need/focus and do not wish to report, you should select "information not collected."
36	Entered Employment Date	The date the individual entered employment.	The date entered employment in YYYY-MM-DD format	Required for FY16 and FY17 grantees. Also required for	Individuals must have an employment date if they are counted as employed. When multiple instances of entering employment exist, use the current or

Fixed ID	Data Elements	Data Elements Description	Response Options	Grantees that are required to respond:	Comments
				FY18 and FY19 grantees that selected Employment and Reentry as an area of need/focus.	<p>most recent job. If an individual is unemployed, you may enter their last entered employment date. If they have never been employed, you may “Information Not Collected”</p> <p>The date an individual entered employed may be before the start of the reporting period.</p> <p>If you did not select employment or reentry as an area of need/focus and do not wish to report, you should select “information not collected” or enter “1900-01-01.”</p>
37	Occupation	THE SOC based Occupation Group that best describes the individual’s occupation	1=Management 2= Business and Financial Operation 3. Computer, Engineering, and Science 4= Education, Legal, Community Service Arts and Media 5= Healthcare Practitioners and Technical 6= Healthcare support 7= Protective service 8 = Food preparation and serving related 9= Building and ground cleaning and maintenance 10= Personal Care and Service	Required for FY16 and FY17 grantees. Also required for FY18 and FY19 grantees that selected Employment and/or Reentry as an area of need/focus.	<p>Individuals that are participants and employed must have a selection for this data element.</p> <p>If the individual is unemployed, you should enter “Information Not Collected”</p> <p>If you did not select employment or reentry as an area of need/focus and do not wish to report, you should select “information not collected.</p>

Fixed ID	Data Elements	Data Elements Description	Response Options	Grantees that are required to respond:	Comments
			11= Sales and related 12=Office and administrative support 13= Farming, fishing, and forestry 14= Construction and Extraction 15= Installation, Maintenance, and repair 16= Production 17= Transportation and material moving 77= Information not collected 88- Individual refused 99- Individual does not know.		
53	Career Guidance Service	The individual received career guidance services	1=Yes 3= N/A 77= Information not collected	Required for FY16 and FY17 grantees. Also required for FY18 and FY19 grantees that selected Employment and/ or Reentry as an area of need/focus.	<p>Career guidance services include the provision of information, materials, suggestions, or advice which are intended to assist the job seeker in making occupation or career decisions. This can be done by the ROSS-SC or by a service provider.</p> <p>If you did not select employment or reentry as an area of need/focus and do not wish to report, you should select "information not collected."</p> <p>In the case of elderly individuals, you may select "N/A" if they are not seeking employment.</p>

Fixed ID	Data Elements	Data Elements Description	Response Options	Grantees that are required to respond:	Comments
53	Career Guidance Service Number	If the individual received career service guidance, then input the number or times	A whole number	Required for FY16 and FY17 grantees. Also required for FY18 and FY19 grantees that selected Employment and/or reentry as an area of need/focus	<p>A single event/activity shall count as one.</p> <p>If this information is not collected or N/A, please enter "9999" or "-1."</p> <p>In the case of elderly individuals, you may select enter "9999" or "-1" if they are not seeking employment.</p>
54	Self-Direct Job Search Assistance Service	The individual received job search activities	<p>1= Yes</p> <p>3= N/A</p> <p>77= Information not collected</p>	Required for FY16 and FY17 grantees. Also required for FY18 and FY19 grantees that selected Employment and or Reentry as an area of need/focus.	<p>Job search activities help an individual plan and carry out successful self-directed job-hunting strategy and include resume preparation, application preparation, interviewing skills, job lead development, job finding clubs, and development of a job search plan.</p> <p>If you did not select employment or reentry as an area of need/focus and do not wish to report, you should select "information not collected."</p> <p>In the case of elderly individuals, you may select "N/A" if they are not seeking employment.</p>

Fixed ID	Data Elements	Data Elements Description	Response Options	Grantees that are required to respond:	Comments
55	Work Readiness Assistance	The individual received work readiness assistance	1= Yes 3= N/A 77= Information not collected	Required for FY16 and FY17 grantees. Also required for FY18 and FY19 grantees that selected Employment and/or Reentry as an area of need/focus.	<p>Work readiness includes specific work-related skills that young people and adults may use to be successful workers in any formal sector business or industry or any informal sector livelihood. These skills are generally thought of as life skills with a strong work focus, and include work-related health and safety, work habits, and conduct, personal leadership, communicating, teamwork, rights and responsibilities, and customer service. It may also include business communications, computer literacy, financial literacy, employment counseling.</p> <p>If you did not select employment or reentry as an area of need/focus and do not wish to report, you should select "information not collected."</p> <p>In the case of elderly individuals, you may select "N/A" if they are not seeking employment.</p>
56	Occupational Skills Training Service	The individual received occupational skills training (OST).	1= Yes 3= N/A 77= Information not collected	Required for FY16 and FY17 grantees. Also required for	OST may be conducted in the classroom or on-the job in the workplace or a combination of approaches.

Fixed ID	Data Elements	Data Elements Description	Response Options	Grantees that are required to respond:	Comments
				<p>FY18 and FY19 grantees that selected Employment and/or reentry as an area of need/focus.</p>	<p>OST curriculum is designed to meet the technical needs of the workplace. OST provides individuals with the technical skills necessary to perform a specific job or group of jobs. The duration of OST activities varies based on many factors. This could be to retain an existing job, for a new job, for advancement in a current field, or for employment in a new/different field. This could be training provide by an employer or partner.</p> <p>Youth may also receive occupational skills training.</p> <p>If you did not select employment or reentry as an area of need/focus and do not wish to report, you should select "information not collected."</p> <p>In the case of elderly individuals, you may select "N/A" if they are not seeking employment.</p>
56	Occupational Skills Training Service Number			<p>Required for FY16 and FY17 grantees. Also required for FY18 and FY19 grantees that</p>	<p>A single event/activity shall count as one. If this information is not collected or N/A, please enter "9999" or "-1."</p>

Fixed ID	Data Elements	Data Elements Description	Response Options	Grantees that are required to respond:	Comments
				selected Employment and/or Reentry as an area of need/focus	
57	Job Development Service	The individual received job development services.	1= Yes 3= N/A 77= Information not collected	Required for FY16 and FY17 grantees. Also required for FY18 and FY19 grantees that selected Employment and/or Reentry as an area of need/focus	<p>Job development is contacting an employer directly for the purpose of obtaining possible employment for a specific individual.</p> <p>Job Development services may be counted if it was provided by the ROSS-SC, a partner, or service provider.</p> <p>If you did not select employment or reentry as an area of need/focus and do not wish to report, you should select "information not collected."</p> <p>In the case of elderly individuals, you may select "N/A" if they are not seeking employment.</p>
57	Job Development Service Number			Required for FY16 and FY17 grantees. Also required for FY18 and FY19 grantees that selected Employment	<p>A single event/activity shall count as one.</p> <p>If this information is not collected or N/A, please enter "9999" or "-1."</p>

Fixed ID	Data Elements	Data Elements Description	Response Options	Grantees that are required to respond:	Comments
				and/or reentry as an area of need/focus	
58	Job Retention Service	The individual received job retention services	1= Yes 100= N/A 77= Information not collected	Required for FY16 and FY17 grantees. Also required for FY18 and FY19 grantees that selected Employment and/or Reentry as an area of need/focus	<p>Job Retention Services include a job coach works with participant on managing challenges in the workplace or works with employer to create a remediation plan for employee, etc. OST, employer sponsored “in-service training” and certifications needed to maintain employment are excluded.</p> <p>If the individual is unemployed, then you may select “N/A” as a response option.</p> <p>If you did not select employment or reentry as an area of need/focus and do not wish to report, you should select “information not collected.”</p> <p>In the case of elderly individuals, you may select “N/A” if they are not seeking employment.</p>
58	Job Retention Service Number	If the individual received job retention services, then input the number of times	Number of times	Required for FY16 and FY17 grantees. Also required for FY18 and FY19 grantees that	<p>A single event/activity shall count as one.</p> <p>If this information is not collected or N/A, please enter “9999” or “-1.”</p>

Fixed ID	Data Elements	Data Elements Description	Response Options	Grantees that are required to respond:	Comments
				selected Employment and/or Reentry as an area of need/focus	

Financial Literacy and Income

Fixed ID	Data Element	Data Element Description	Response Options	Grantees that are required to respond:	Comment
13	Earned income Tax Credit (EITC) Recipient	The individual received the earned income tax credit for the most recent tax year	1= Individual reported receipt of the EITC in most recent tax year. 2= Individual reported no receipt of the EITC in most recent tax year. 77= Information not collected 88= Individual refused 99= individual does not know.	Required for FY16 and FY17 grantees Also required for FY18 and FY19 grantees that selected financial literacy as an area of need to be addressed.	The EITC is a benefit for working people with low to moderate income. To qualify, persons must meet certain requirements and file a tax return, even if no taxes are owed or the person is not required to file. EITC reduces the amount of tax a person owes and may provide a refund to the person. If you did not select financial literacy as an area of need/focus and do not wish to report, you should select "information not collected."
14	Financial Account Creation	The individual has a checking, savings, individual development account Individual Development Account (IDA).	1= Individual has a checking or savings account. 2= Individual has an IDA. 3= The Individual has an FSS escrow account 77=Information not collected 88= Individual refused	Required for FY16 and FY17 grantees Also required for FY18 and FY19 grantees that selected financial literacy as an area of need to be addressed.	If you did not select financial literacy as an area of need/focus and do not wish to report, you should select "information not collected."

Fixed ID	Data Element	Data Element Description	Response Options	Grantees that are required to respond:	Comment
			99= Individual does not know. 100= N/A		
38	Monthly Paid Earnings Amount	The individual's gross earnings from all employment for the prior 4 weeks leading up to, and including, the collection date	Reported gross monthly earnings in whole (rounded) U.S dollar. Rounded up or down to the nearest whole dollar.	Required for FY16 and FY17 grantees Also required for FY18 and FY19 grantees that selected financial literacy and/or employment as an area of need to be addressed.	ROSS-SC should refer to the individual's paystub/earning statement. Only include earned income from employment. If the individual is unemployed or does not receive earnings from employment, input \$0. If you did not select financial literacy as an area of need/focus and do not wish to report, you should select "information not collected" or enter "-1" ROSS-SC may also refer to 50058 to confirm amount.
39	Household Annual Gross Amount	The household's annual gross income	Estimated annual income in whole (rounded) U.S. Dollars. Rounded up or down to the nearest whole dollar.	Optional for all grantees.	If the household does not have any earnings from employment, input \$0. If you wish not would report this information you may select "information not collected" ROSS-SC should refer to the 50058.
60	Tax Preparation Service	The individual received tax preparation services while participating in grant-funded activities.	1= Yes 100= N/A 77= Information not collected	Required for FY16 and FY17 grantees Also required for FY18 and FY19 grantees that selected financial literacy as an area of need to be addressed.	Tax preparation services include assistance obtaining information about low-or no cost tax preparation services; arranging no cost preparation services at the property; assistance with organizing tax documents, paperwork, and other supporting materials for individuals; and assistance with preparing and/or filing of senior/disabled age/income based specific tax rebates including property tax rebate programs and/or good sales

Fixed ID	Data Element	Data Element Description	Response Options	Grantees that are required to respond:	Comment
					<p>rebate programs. These services may be provided by and IRS Volunteer Income Tax Assistance (VITA) center or a reputable (not refund-anticipation loan type) private services. This does not include the use of tax software individuals unless facilitated by the PHA or a partner.</p> <p>If the individual does not need tax preparation services because he/she does not file taxes, then select "Not Applicable"</p> <p>If you did not select financial literacy as an area of need/focus and do not wish to report, you should select "information not collected."</p>
61	Financial Account Creation Service	The individual was assisted with credit activities or to create a financial account (savings/checking), IDA	1= Yes 100= N/A 77= Information not collected	<p>Required for FY16 and FY17 grantees</p> <p>Also required for FY18 and FY19 grantees that selected financial literacy as an area of need to be addressed.</p>	<p>IDAs are matched savings account that help people with modest means to save towards the purchase of a lifelong assets, such as a home.</p> <p>Please note this data element is if the individual has received a direct service from ROSS-SC, partner, or service provider to create an account.</p> <p>If you did not select financial literacy as an area of need/focus and do not wish to report, you should select "information not collected."</p>
61	Financial Account Create Service Number			Required for FY16 and FY17 grantees	A single event/activity shall count as one. If this information is not collected or N/A, please enter "9999" or "-1."

Fixed ID	Data Element	Data Element Description	Response Options	Grantees that are required to respond:	Comment
				Also required for FY18 and FY19 grantees that selected financial literacy as an area of need to be addressed.	
64	Financial Education Service	The Individual participated in financial literacy, budgeting, or credit education activities.	1= Yes 100= N/A 77= Information not collected	Required for FY16 and FY17 grantees Also required for FY18 and FY19 grantees that selected financial literacy as an area of need to be addressed.	If you did not select financial literacy as an area of need/focus and do not wish to report, you should select "information not collected."
64	Financial Education Service Number	If the individual received financial education services, then input the number of times.	A whole number	Required for FY16 and FY17 grantees Also required for FY18 and FY19 grantees that selected financial literacy as an area of need to be addressed.	A single event shall count as one. If this information is not collected or N/A, please enter "9999" or "-1."

Education:

Fixed ID	Data Element	Data Element Description	Response	Grantees that are required to respond:	Comments
30	Highest Education Level	The highest degree or level of education	0= No schooling completed, nursery school, or Kindergarten. 1-11= grade 1 through 11. 12= 12 th grade, no diploma. 13= High school diploma.	Required for FY16 and FY17 grantees. Also required for FY18 and FY19 grantees that selected	If you did not select education or reentry as an area of focus and not wish to report on this data element, then you must select "information not collected"

			<p>14= GED or alternative credential.</p> <p>15= Less than 1 year of college credit</p> <p>16= 1 or more years of college credit, no degree.</p> <p>17= Associate degree</p> <p>18= Bachelor's degree</p> <p>19= Master's degree</p> <p>20= Professional degree (e.g. MD, DDS, DVM, LLB, JD)</p> <p>21= Doctorate degree</p> <p>77= Information not collected</p> <p>88= Individual refused</p> <p>99= Individual does not know</p> <p>100= N/A</p>	Education and/or Reentry as an area of need/focus	
31	Enrollment in Educational or Vocational Program	Individual's current enrollment in educational or vocational training	<p>1= Individual is enrolled in educational training.</p> <p>2= Individual is enrolled in vocational training.</p> <p>3= Not enrolled in educational or vocational training.</p> <p>100= N/A</p> <p>77= Information not collected</p>	<p>Required for FY16 and FY17 grantees</p> <p>Also required for FY18 and FY19 grantees that selected Education and/or Reentry as an area of focus/need</p>	If your program did not select "education" as an area of focus and you choose not to report for this data element, then you must select "information not collected."
32	License or Certificate Attainment	Individual's attainment of a vocational/occupational license or certificate while receiving service	<p>1= Occupational skills license.</p> <p>2= Occupational skills certificate</p> <p>3= Other license or certificate recognized by state</p>	<p>Required for FY16 and FY17 grantees</p> <p>Also required for FY18 and FY19</p>	The certificate or License must have been attained between the service start date and the end of the reporting period.

		coordination from the ROSS program	4= Individual did not attain a license or certificate 77= Information not collected 88= Individual refused 99= Individual does not know 100= N/A	grantees that selected Education and/or Reentry as an area of need to be addressed.	The license or certificate can be from an educational or vocational program. If the individual is 18 years or younger, you may select "N/A." If you did not select education or reentry as an area of focus and you choose not to report for this data element, then you must select "information not collected."
33	Degree Attainment	Individual's attainment of a degree while receiving service coordination from the ROSS program.	1= High school diploma/ GED 2= AA or AS diploma 3= BA or BS diploma 4= Other degree 5 = No degree 77= Information Not Collected 88= Individual refused 99- Individual does not know 100= N/A	Required for FY16 and FY17 grantees Also required for FY18 and FY19 grantees that selected Education and/or Reentry as an area of need to be addressed.	The degree must have been attained during the reporting period. If the individual is in pre-school, elementary school, middle school, or high school grade 9-11, then you may select "N/A" If your program did not select education or reentry as an area of focus/need and you choose not to report for this data element, then you must select "information not collected."
51	Adult Basic Education Service	The Individual received training to improve his/her literacy and numeracy skills	1= Yes 100=N/A 77= Information not collected	Required for FY16 and FY17 grantees Also required for FY18 and FY19 grantees that	This could be provided by the grantee or a service provider. Examples include basic reading, writing, literacy, math skills, pre-admission college prep courses and other adult continuing education

				<p>selected Education and/or Reentry as an area of need to be addressed.</p>	<p>classes (non-credit). This does not include ESL, GED prep, enrollment in post-secondary education, occupational skills training, or work readiness classes.</p> <p>If your program did not select education or reentry as an area of focus/need and you choose not to report for this data element, then you must select "information not collected."</p> <p>If the individual is not 18 or older, then you must select "N/A"</p>
51	Adult Basic Education Number	If the individual received adult basic education services, input the number of times.	A whole number	<p>Required for FY16 and FY17 grantees</p> <p>Also required for FY18 and FY19 grantees that selected Education and/or Reentry as an area of need to be addressed.</p>	<p>A single event shall count as one.</p> <p>If this information is not collected or N/A, please enter "9999" or "-1."</p> <p>If the individual has received Adult Basic Education, then HUD expects you to enter the number of times.</p>
52	ESL Class Service	Individual with limited English proficiency received English as a second language (ESL) instruction.	1= Yes 100= N/A	<p>Required for FY16 and FY17 grantees</p> <p>Also required for FY18 and</p>	<p>ESL is the use of English by speakers with different native languages. The individual participated in one or more programs and activities designed to help the individual learn English. ESL instructions reduces language barriers</p>

				<p>FY19 grantees that selected Education and/or Reentry as an area of need to be addressed.</p>	<p>that can preclude meaningful access by LEP persons to important government programs, services, and employment. This may take the form of classes or one-on-one tutoring.</p> <p>If your program did not select education or reentry as an area of focus/need and you choose not to report for this data element, then you must select "information not collected."</p> <p>If English is the individual's primary (first) language, then you may select "N/A"</p>
52	ESL Class Service Number	If the individual received ESL service, then input the number of times.	A whole number	<p>Required for FY16 and FY17 grantees</p> <p>Also required for FY18 and FY19 grantees that selected Education and/or Reentry as an area of need to be addressed.</p>	<p>A single event shall count as one.</p> <p>If the individual has received ESL services, then HUD expects you to enter the number of times.</p> <p>If this information is not collected or N/A, please enter "9999" or "-1."</p>
76	High School/ GED Preparation Service	The individual participated in an organized program of study or a GED preparation class to	<p>1= Yes</p> <p>100=N/A</p> <p>77= Information not collected</p>	Required for FY16 and FY17 grantees	<p>This may take the form of classes, online course, or one-on-one tutoring.</p> <p>If your program did not select education or reentry as an area of</p>

		attain secondary school diploma or equivalent.		Also required for FY18 and FY19 grantees that selected Education and/or Reentry as an area of need to be addressed.	focus/need and you choose not to report for this data element, then you must select "information not collected." If the individual is in pre-school, elementary school, middle school, or high school grade 9-11, then you may select "N/A"
76	High School/ GED Preparation Service Number	If the individual participated in High School/ GED preparation, input number of times	A whole number	Required for FY16 and FY17 grantees Also required for FY18 and FY19 grantees that selected education as an area of need to be addressed.	A single event shall count as one. If the individual has received High School/ GED Preparation service, then you must enter number of times. If this information is not collected or N/A, please enter "9999" or "-1."
77	Post-Secondary/ College Education Service	The individual is attending a post-secondary school or program, including college (either full or part-time) and assistance is provided to enable the individual to enroll and/or remain in the organized program of study to attain a post-secondary	1= Yes 100= N/A 77= Information not collected	Required for FY16 and FY17 grantees Also required for FY18 and FY19 grantees that selected Education and/or Reentry as an area of need to be addressed.	If you did not select education or reentry as an area of focus/need and you choose not to report for this data element, then you must select "information not collected." If the individual is in pre-school, elementary school, middle school, or high school, then you may select "N/A"

		school diploma or a certificate.			
77	Post-Secondary/ College Education Service Number	If the individual received post-secondary/ college education services, input the number of times.	A whole number	Required for FY16 and FY17 grantees Also required for FY18 grantees that selected education and/or reentry as an area of need to be addressed.	A single event shall count as one. If the individual has received Post-Secondary/ College Education services, then HUD expects you to enter number of times. If you did not select education or reentry as an area of focus/need and you choose not to report for this data element, then you must select "information not collected" or enter "9999" or "-1."

Health

Fixed ID	Data Element	Data Element Description	Response Options	Grantees that are required to respond:	Comments
27	Primary Health Care Provider	The individual has a personal primary health care provider	1= Yes 2= No 77= Information not collected 88= Individual refused 99= Individual does not know 100= N/A	Required for FY16 and FY17 grantees Also required for FY18 and FY19 grantees that selected Health & Wellness, Substance Abuse, and/or Elderly/Disabled as an area of need to be addressed.	A primary care provider (PCP) is most often a doctor. However, a PCP may be a physician assistant or nurse practitioner and serves as the entry point for substantially all medical and health needs. If you did not select Health and Wellness, Substance Abuse, or Elderly/Disabled as an area of focus/need and you choose not to report for this data element, then you must select "information not collected."

Fixed ID	Data Element	Data Element Description	Response Options	Grantees that are required to respond:	Comments
28	Health Coverage	The individual was covered by a private or public health insurance plan. Insurance coverage may be held or purchased by this individual or any family member	1= Yes, covered through employer or union (current or former) 2= Yes, purchased insurance from insurance company 3= Medicare 4= Medicaid/Medical Assistance, 5= TRICARE or other military health care 6= VA health care 7= Indian health care 8= Other health insurance or health coverage plan 9= No coverage 77= Information not collected 88 Individual refused 99= Individual does not know 100 = N/A	Required for FY16 and FY17 grantees Also required for FY18 and FY19 grantees that selected Health & Wellness, Substance Abuse, and/or Elderly/Disabled as an area of need to be addressed.	A person having only a private plan that paid for one type of service, such as accidents or dental care, is considered uninsured. If you did not select Health and Wellness, Substance Abuse, or Elderly/Disabled as an area of focus/need and you choose not to report for this data element, then you must select "information not collected."
29	Medical Examinations Status	The Individual received a routine medical examination within the last 12 months.	1= Yes 2= No 77= Information not collected 88= Individual refused 99- Individual does not know 100= N/A	Required for FY16 and FY17 grantees Also required for FY18 and FY19 grantees that selected Health & Wellness, Substance Abuse, and/or	This includes well-baby visit, well child visit, well-woman visits, physical exam or checkup performed by primary care provider and annual wellness visit covered through Medicare. If you did not select Health and Wellness, Substance Abuse, or Elderly/Disabled as an area of

Fixed ID	Data Element	Data Element Description	Response Options	Grantees that are required to respond:	Comments
				Elderly/Disabled as an area of need to be addressed.	focus/need and you choose not to report for this data element, then you must select "information not collected."
48	Emergency Room/ Hospital Visit	The individual was treated in the emergency department or hospitalized within the last 12 months.	1= Yes 2= No 77= Information not collected 88= Individual Refused 99= Individual does not know 100= N/A	Optional for all grantees	
48	Emergency Room/ Hospital Visit Number	If the individual went to the emergency room/hospital visit, then input the number of times	A whole number	Optional for all grantees	A single event shall count as one. If this information is not collected or N/A, please enter "9999" or "-1."
67	Food and Nutrition Service	The individual received food and nutrition services	1= Yes 3= N/A 77= Information not Included	Required for FY16 and FY17 grantees Also required for FY18 and FY19 grantees that selected Health & Wellness, Substance Abuse, and/or Elderly/Disabled as an area of need to be addressed.	These services may include cooking classes, courses for healthy eating, congregate meal sites, food banks, cooking services. The SNAP is not included. If you did not select Health and Wellness, Substance Abuse, or Elderly/Disabled as an area of focus/need and you choose not to report for this data element, then you

Fixed ID	Data Element	Data Element Description	Response Options	Grantees that are required to respond:	Comments
					must select "information not collected."
67	Food and Nutrition Service	If the individual received food and nutrition services, then input the number of times.	A whole number	Required for FY16 and FY17 grantees Also required for FY18 and FY19 grantees that selected Health & Wellness, Substance Abuse, and/or Elderly/Disabled as an area of need to be addressed.	A single event shall count as one. If an individual has received Food and Nutrition services, HUD expects you to enter the number of times. If this information is not collected or N/A, please enter "9999" or "-1."
86	Medical Care Service	The individual is referred for and received medical or health care services to optimize and maintain physical health	1= Yes 100= N/A 77= Information not collected	Required for FY16 and FY17 grantees Also required for FY18 and FY19 grantees that selected Health & Wellness, Substance Abuse, and/or Elderly/Disabled as an area of need to be addressed.	The referral may also be from a partner or service provider. For example, a community health center. If you did not select health and wellness, substance abuse, or elderly/Disabled as an area of focus/need and you choose not to report for this data element, then you must select "information not collected."
86	Medical Care Service Number	If the individual receives medical care services, input	A whole number	Required for FY16 and FY17 grantees	A single event count as one.

Fixed ID	Data Element	Data Element Description	Response Options	Grantees that are required to respond:	Comments
		the number of times		Also required for FY18 and FY19 grantees that selected Health & Wellness, Substance Abuse, and/or Elderly/Disabled as an area of need to be addressed.	<p>If an individual has received medical care service, HUD expects you to enter the number of times.</p> <p>If this information is not collected or N/A, please enter "9999" or "-1."</p>
87	Mental Health Service	The individual is referred for and received mental and behavioral health services	1=Yes 3= N/A 77= Information not collected	<p>Required for FY16 and FY17 grantees</p> <p>Also required for FY18 and FY19 grantees that selected Health & Wellness, Substance Abuse, and/or Elderly/Disabled as an area of need to be addressed.</p>	<p>The referral may also be from a partner or service provider. For example, a community health center (a service provider) referred the individual for mental health services.</p> <p>A mental health service does not have to be linked to someone with a mental disability Mental health services may include an individual seeing a therapist, counselor, behavior specialist, etc.</p> <p>If you did not select health and wellness, substance abuse, or elderly/disabled as an area of focus/need and you choose not to report for this data element, then you must select "information not collected."</p>

Fixed ID	Data Element	Data Element Description	Response Options	Grantees that are required to respond:	Comments
87	Mental Health Service Number	If the individual received mental health services, input the number of times	A whole number	Required for FY16 and FY17 grantees Also required for FY18 and FY19 grantees that selected Health & Wellness, Substance Abuse, and/or Elderly/Disabled as an area of need to be addressed.	A single event count as one. If an individual has received mental health services, HUD expects you to enter the number of times. If this information is not collected or N/A, please enter "9999" or "-1."

Substance Abuse

Fixed ID	Data Element	Data Element Description	Response Options	Grantees that are required to respond:	Comments
19	Substance Abuse Treatment	The individual is being treated by a medical professional or a treatment facility for substance abuse or dependence.	1= The Individual is being treated for substance abuse or dependence 2= The Individual is not being treated for substance abuse or dependence but did receive treatment in the past 12 months. 3= The individual was not treated for substance abuse or dependence in the past 12 months but did receive such treatment over a year ago.	Optional	Substance abuse is defined as a maladaptive pattern of substance use marked by recurrent and significant negative consequences related to the repeated use of substances. These substances may be legal or an illicit drug.

Fixed ID	Data Element	Data Element Description	Response Options	Grantees that are required to respond:	Comments
			4= The individual never received treatment for substance abuse or dependence Information not collected 88= Individual refused 99= Individual does not know 100 = N/A		
88	Substance Abuse Service	The individual received substance abuse services	1=Yes 3= N/A 77= Not information not collected	Required for all FY18 and FY19 Grantees that applied to address Substance Abuse as an area of need.	This may include prevention and intervention services. If you did not select "substance abuse" as an area of focus/need and you choose not to report for this data element, then you must select "information not collected."
88	Substance Abuse Service Number	If the individual received substance abuse services, input the number of times	A whole number	Required for all FY18 and FY19 Grantees that applied to address Substance Abuse as an area of need.	A single event count as one. If this information is not collected or N/A, please enter "9999" or "-1."

Elderly/Disabled

Fixed ID	Data Element	Data Element Description	Response Options	Grantees that are required to respond:	Comments
21	Activities of Daily Living (ADL) Count	If assessed, individual demonstrated need for assistance in completing one or more ADLs. Record number of ADLs individual could not complete at time of initial assessment.	The number of ADLs that the individual is unable to perform	Optional for all grantees	<p>ADL means eating, dressing, bathing, grooming, and transferring, as further described below:</p> <p>(1) Eating - May need assistance with cooking, preparing, or serving food, but must be able to feed self.</p> <p>(2) Bathing – May need assistance in getting in and out of shower or tub but must be able to wash self.</p> <p>(3) Grooming – May need assistance in washing hair, but must be able to take care of personal appearance</p> <p>(4) Dressing – Must be able to dress self, but may need occasional assistance</p> <p>(5) Transferring – Actions such as going from a seated to standing position and getting in and out of bed; and</p> <p>(6) Other such activities as HUD deems essential for maintaining independent living.</p> <p>If you choose not to report for this data element, then you must select “information not collected.”</p>
22	Instrumental Activities of Daily Living (IADL count)	If assessed, individual demonstrated need for assistance in completing one or more IADLs. Record number of IADLs	The number of IADLs that the individual is unable to perform.	Optional for All grantees	Instrumental Activities of Daily Living (IADLs) are activities that are more complex than ADL activities including, but not limited to, handling personal finances, meal preparation, shopping, traveling, doing housework, using telephone, taking or

Fixed ID	Data Element	Data Element Description	Response Options	Grantees that are required to respond:	Comments
		individual could not complete at the time of initial assessment.			managing medications, or other such activities HUD deems essential for maintaining independent living. If you choose not to report for this data element, then you must select "information not collected."
82	Independent Living Service	The disabled or frail elderly individual received assistance in obtaining services to enable him or her to remain in their own home.	1= Yes 3=N/A 77= Information not collected	Required for all Grantees that applied to serve Elderly/Disabled residents.	Services include apartment cleaning, laundry, shopping, and cooking, and referrals to services or supports to assist individual with keeping, managing, and maintaining all aspects of their home other than homemaking. Activities can include assisting an individual with simple money management budgeting, bill paying, reading mail, organization of personal records, or utility company issues. If you did not select Elderly/Disabled as an area of focus/need and you choose not to report for this data element, then you must select "information not collected."
82	Independent Living Number	If the individual received independent living service, then input the number of times.	Number of times	Required for all Grantees that applied to serve Elderly/Disabled residents.	If the individual has received independent living services, HUD expects you to enter the number of times they received this service. If this information is not collected or N/A, please enter "9999" or "-1."

Fixed ID	Data Element	Data Element Description	Response Options	Grantees that are required to respond:	Comments
85	Adult Personal Assistance Service	A chronically ill or disabled individual needing help with daily living, received assistance with activities of daily living (ADL), such as bathing or dressing.	1= Yes 3=N/A 77= Information not collected	Required for all Grantees that applied to serve Elderly/Disabled residents.	The assistance may be from the ROSS-SC, partner, or service provider. If you did not select Elderly/Disabled as an area of focus/need and you choose not to report for this data element, then you must select "information not collected." If the individual is not disabled, then you may select "N/A"

Public Assistance

Fixed ID	Data Element	Data Element Description	Response Options	Grantees that are required to respond:	Comments
15	Supplemental Nutrition Assistance Program (SNAP)	The Individual received SNAP benefits at the time of data collection	1=Yes 2=No 77= Information not collected 88= Individual refused 99= Individual does not know. 100= N/A	Required for all grantees	If the individual is not eligible for SNAP, you must select "N/A"
16	Temporary Assistance to Needy Families (TANF)	The Individual received cash or other support services under TANF at the time of data collection	1=Yes 2=No 77= Information not collected 88= Individual refused 99= Individual does not know	Required for all grantees	TANF is federally funded but is administrated by each state. TANF is a financial assistance program for low-income families that have children and for pregnant women in their last three months of pregnancy.

Fixed ID	Data Element	Data Element Description	Response Options	Grantees that are required to respond:	Comments
			100= N/A		If the individual is not eligible for TANF you must select "N/A"
17	Supplemental Security Income (SSI)	The individual received SSI at the time of data collection	1=Yes 2=No 77= Information not collected 88= Individual refused 99= Individual does not know 100= N/A	Required for all Grantees.	SSI is a federal income supplement program funded by general tax revenues (not social security taxes). It is designed to help aged, blind, and disabled people who meet income and asset thresholds. If the individual is not eligible for SSI, you must select "N/A"
18	Social Security Disability Insurance	The individual received SSDI at the time of data collection	1=Yes 2=No 77= Information not collected 88= Individual refused 99= Individual does not know 100= N/A	Required for all Grantees	If the individual is not eligible for SSDI you must select "N/A"

Housing

Fixed ID	Data Element	Data Element Description	Response Options	Grantees that are required to respond:	Comments
17	Household Transportation Cost Amount	Monthly transportation cost,	The household's average monthly transportation costs in whole (rounded) U.S dollars	Optional for all grantees. However, HUD encourages grantees to	If this information is not collected or N/A, please enter "-1" or select "Information not collected"

Fixed ID	Data Element	Data Element Description	Response Options	Grantees that are required to respond:	Comments
				complete this information.	
18	Housing Status	The current housing status of the individual	1=identifies as a public housing resident. 2= Receives a tenant-based rental voucher. 3= Receives a project based rental voucher. 4= Privately subsidized housing. 5- Unsubsidized (market rate) housing. 6= Owns a home. 7= Homeless 77= Information not collected 88= Individual refused 99= Individual does not know 100= N/A	Required for all Grantees	Tribes/TDHEs should select "100=N/A" for tribal residents in NAHASDA assisted units.
45	Household Housing Cost Amount	Monthly household housing costs including rent, mortgage, utilities, fees, and property taxes	The household's average monthly housing costs in whole (rounded) U.S dollars	Optional for all grantees. However, HUD encourages grantees to complete this information.	If this information is not collected or N/A, please enter "-1" or select "Information not collected"
65	Pre-Housing Counseling Service	Prior to purchase or rental, the individual was counseled and/or received service	1= Yes 100= N/A 77= Information not collected	Optional for all grantees. However, HUD encourages grantees to	If an individual has attended pre-housing counseling provided by the ROSS program, partner, or service provider and he/she did not purchase a home or relocated to market rate housing, he/she may still

Fixed ID	Data Element	Data Element Description	Response Options	Grantees that are required to respond:	Comments
		related to buying a home or renting.		complete this information.	be counted as receiving pre-housing counseling.
65	Pre-Housing Counseling Service Number	If individual participated in pre-housing counseling, then input the number of times	Number of times	Required if resident received pre-housing counseling	A single event shall count as one. If this information is not collected or N/A, please enter "9999" or "-1." Or select "Information not collected"
66	Post-Housing Counseling Service	After purchase or rental, the individual was counseled and/or received service related to renting, default, foreclosure avoidance, credit issues or reverse mortgages.	1= Yes 100= N/A 77= Information not collected	Optional for all grantees. However, HUD encourages grantees to complete this information.	
66	Post-Housing Counseling Service Number	If individual participated in post-housing counseling, then input the number of times	Number of times	Required if resident received post-housing counseling	A single event shall count as one. If this information is not collected or N/A, please enter "9999" or "-1." Or select "Information not collected"
70	Housing Retention Service Code	The individual received housing retention assistance	1= Yes 100= N/A 77= Information Not Collected	Required for all Grantees	Activities to prevent eminent evictions

Fixed ID	Data Element	Data Element Description	Response Options	Grantees that are required to respond:	Comments
70	Housing Retention Number	If the individual received housing retention, input the number of times as a whole number.	Number of times	Required for all Grantees	Activities to prevent eminent evictions. If this information N/A (for example, individual is not the Head of Household or a youth), please enter "9999" or "-1."
71	Household Skills/Life Skills Service	The individual participated in a course or training regarding household or life skills	1= Yes 100= N/A 77= Information Not Collected	Required for all Grantees	Examples include Coaching, Mentoring Program, Parenting, etc.
71	Household Skills/Life Service Number	If the individual participated in a household or life skill training, then input the number of times	Number of times	Required for all Grantees	A single event shall count as one. If this information is not collected or N/A, please enter "9999" or "-1." Or select "Information not collected"
79	Housing Placement Service	The housed individual was aided with permanent and/or temporary or short-term transfer to another property, a different unit within the property, or to an	1= Yes 100= N/A 77- Information not collected	Required for all grantees.	Information and assistance were provided to the individual and/or family members regarding temporary or permanent housing options. Includes assistance with an individual's transition back to their apartment from short-term care facility or hospital or relocation to another property due to safety concerns, special accommodations, demolishing of property, etc.

Fixed ID	Data Element	Data Element Description	Response Options	Grantees that are required to respond:	Comments
		alternative care facility.			This may also include families relocated due to any repositioning and/or demolition/disposition of their units.
79	Housing Placement Service Number	If individual participated in a housing placement service, then input the number of times.	Number of times	Required for all grantees	If this information is not collected or N/A, please enter "9999" or "-1." Or select "Information not collected"
80	Permanent Housing Placement/ Turnover Reason	The individual is no longer on the property or in the program for the following reason.	1= Moved Out: Purchased a home 2= Moved Out: Another apartment or rental property 3= Moved Out: Higher Level of Care 4= Moved: With Family 5= Moved Out: Other 6= Moved Out: Unknown 7: Eviction 8: Death 77= Information not collected 100=N/A	Required for all grantees	If an individual has moved out because of RAD conversion, you may select, "Moved Out: Other"
81	Permanent Housing Placement/ Turnover date	Date the individual was no longer on the property	Date YYYY=MM-DD format.	Required if the individual is no longer living in the property.	You should consult housing specialist at the PHA or tribe/TDHE to collect this information. You may select "N/A if the individual still lives in public housing or NAHASDA units.

Fixed ID	Data Element	Data Element Description	Response Options	Grantees that are required to respond:	Comments
					If this information is N/A, please enter "1900-01-01."

Other Supportive Services

Fixed ID	Data Element	Data Element Description	Response Options	Grantees that are required to respond:	Comments
62	Legal Assistance Service	The individual received legal assistance in civil or criminal matters during participation in the grant-funded activities.	1= Yes 100= N/A 77= Information not collected	Required for all grantees	Legal Assistance including receiving legal aid or counsel as well as participating in legal clinic. Counsel includes providing basic information on services such as end of life decision making, advanced directives, or wills. Legal assistance services should not be limited to those that are returning citizen but may encompass all residents.
62	Legal Assistance Service Number	If the individual received legal assistance service, then input the number of times.	Number of times	Required for all grantees	If this information is not collected or N/A, please enter "9999" or "-1." Or select "Information not collected"
62	Legal Assistance Type Service	The type if legal assistance received during participation in the grant-funded activities.	1= Will preparation, advanced directives, end of life decisions 2= ID theft and credit issues	Required for all grantees	If the individual did not receive legal aid service, you may select "N/A" for this data element.

Fixed ID	Data Element	Data Element Description	Response Options	Grantees that are required to respond:	Comments
			3= Foreclosure prevention 4= Eviction prevention 5= Custody, divorce, and child support 6= Fair housing assistance 7= Assistance to victims of domestic violence 8= Expunging criminal records 9= other 10= N/A 77= Information not collected		
68	Conflict Resolution Service	The individual received counseling and/or other services related to conflict resolution.	1= Yes 100= N/A 77= Information not collected	Optional for all ROSS grantees	Conflict resolution services include assistance to resolve conflict by helping to clarify, educate, mediate, and propose compromises or alternative solutions to parties who are contesting some mutual objectives. Conflict may be between individuals or between individuals and property management, service providers, or other parties. This includes court ordered participation.

Fixed ID	Data Element	Data Element Description	Response Options	Grantees that are required to respond:	Comments
					If you choose not to report for this data element, you may select "information not collected."
68	Conflict Resolution Service Number	If the individual received conflict resolution services, then input the number of times.	A whole number	Required if response is "yes" for receiving conflict resolution service	If this information is not collected or N/A, please enter "9999" or "-1." Or select "Information not collected"
69	Translation/ Interpretation Service	Individual with no or limited English speaking ability or with hearing or visual impairments received translation or interpretation services to participate in the program	1= Yes 100= N/A 77= Information not collected	Optional for all ROSS grantees	If you choose not to report for this data element, you may select "information not collected."
69	Translation/ Interpretation Service Number	If the individual received translation/interpretation service, then input the number of times	A whole number	Required if response is "yes" for receiving conflict resolution service	If this information is not collected or N/A, please enter "9999" or "-1." Or select "Information not collected"
72	Needs Assessment Service	The individual received a documented assessment or individual Services and Training Plan (ITSP) that identifies housing and supportive service needs.	1= Yes 100= N/A 77= Information not collected	Required for all ROSS grantees	The intake/needs assessment should be brief and designed to gather general information to address an individual's immediate needs to encourage his/her engagement and retention in services. After and individual has completed an

Fixed ID	Data Element	Data Element Description	Response Options	Grantees that are required to respond:	Comments
					<p>intake assessment, you may follow up with that individual for other focused assessments such as financial assessments, literacy assessments, goal setting etc.</p> <p>A participant should have "Yes" for this data element because they have completed an assessment.</p>
72	Needs Assessment Service Number	If the individual received a documented assessment, input the number of times	Number of times	Required for all ROSS grantees	You should enter the number of assessments an individual has completed. Each assessment does not have to be the same. For example, you may have administered two different assessments: (1) financial assessment and a (2) health assessment.
73	Service Coordination	The individual received service coordination assistance	1= Yes 100= N/A 77= Information not collected	Required for all ROSS grantees	Service coordination includes establishing linkages with appropriate agencies and service providers in the general community in order to tailor the needed services to the individual; linking the individual to providers of services that the individual or family needs; and educating individual on issues,

Fixed ID	Data Element	Data Element Description	Response Options	Grantees that are required to respond:	Comments
					<p>including , but not limited to, supportive service availability, application procedures and client rights.</p> <p>Service coordination may include but limited to organizing a health fair, job fair, or providing case management to a resident.</p>
73	Service Coordination Number	If the individual received service coordination, input the number of times	Number of times	Required for all ROSS grantees	<p>A single event shall count as one.</p> <p>A single event includes each time a ROSS-SC meets with an individual to coordinate services and provide general case management.</p> <p>If this information is not collected or N/A, please enter "9999" or "-1." Or select "Information not collected"</p>
74	Parenting Skills Service	The Individual received parenting training.	1= Yes 3= N/A 77= Information not collected	Optional for all grantees.	Parenting skills includes training in child development, family budgeting, health and nutrition, and other skills to promote their long-term economic independence and the well-being of their children.

Fixed ID	Data Element	Data Element Description	Response Options	Grantees that are required to respond:	Comments
					<p>If you choose not to report for this data element, you may select "information not collected."</p> <p>If the individual is not a parent, then you may select "N/A"</p>
74	Parenting Skills Service Number	If the individual received parenting skills service, then input the number of times	A whole number	Required if the individual has "yes" for receiving parenting skills.	If this information is not collected or N/A, please enter "9999" or "-1." Or select "Information not collected"
75	3 to 5 Years Childhood Education Service Code	The individual received assistance obtaining early childhood education for children between the ages of 3 and 5 (or the age prior to the commencement of compulsory education at primary school). Record for head of household only, not recorded for children	1= Yes 2= Household has children aged 3-5 and did not receive childcare services 100= N/A 77= Information Not Collected	Required for all ROSS grantees.	<p>This may include any childcare services for a child prior to going to primary school no matter if they are not between the age of 3-5 (i.e. preschool).</p> <p>The early childhood program is childcare combined with a developmentally appropriate educational component. This includes Head Start and Pre-K. Do not record as a service to the child, record as a service to the head of household.</p> <p>If the individual is not a parent or not responsible for any children in their household, then you may select "N/A"</p>

Fixed ID	Data Element	Data Element Description	Response Options	Grantees that are required to respond:	Comments
83	Transportation Assistance Service Code	The individual received transportation services to participate in medical, employment, and/or daily living activities	1= Yes 100= N/A 77= Information not collected	Required for all grantees	
83	Transportation Assistance Service Number	If the individual received transportation services to participate in medical, employment, and/or daily living activities	Number of times	Required if the individual has "yes" for receiving transportation assistance service(s).	A single event count as one. If this information is not collected or N/A, please enter "9999" or "-1." Or select "Information not collected"