This checklist includes Clarity items that may require System Admin action to ensure compliance with the 2024 Data Standards, which go-live October 1, 2023.

Required Looker updates are not included in this checklist. Please refer to the communication from your BFF or Community Admin team for details about Looker content update needs specific to your instance.

| Element | Relevant Area of Clarity | Action Needed |
| --- | --- | --- |
| **Program Set Up Screens** | | |
| 2.02 Project Information | Custom Program Setup Screens | * Remove **Method of Tracking** (tracking\_method) * Add **Identify RRH Subtype** (rrh\_subtype) field that is displayed when **Program Type** (ref\_category) = 13 (“PH-Rapid Rehousing”). * Add a constraint to display **Affiliated with a residential project** (aff\_res\_proj) when **Identify RRH Subtype** = 1 (“RRH: Services Only”) * Update the display name for aff\_res\_proj\_ids from **Project ID(s) of residential project(s)** to **Project ID(s) of residential project(s) affiliated with SSO or RRH: Services Only project** * Remove **HMIS Participating Project** (hmis\_participating\_project) |
| 2.02 Project Information | Applicable Program Setup Screens | For applicable programs, set **Identify RRH Subtype** to value 1 (RRH:Services Only).  *“RRH: Services Only” should only be selected when a program is partnering with an organization that is providing all of the housing services.*  Determine if the identified programs have **Affiliated with a residential project** (aff\_res\_proj) = Yes,  and identify the **Project ID(s) of residential project(s) affiliated with SSO or RRH: Services Only project.** |
| 2.06 Funding Source Information | Agency/ProgramFunding Sources | Identify existing programs funded by:   * 53: HUD – ESG Rush * 54: HUD: Unsheltered Special NOFO * 55: HUD: Rural Special NOFO   Update in Clarity. |
| 2.07 Bed and Unit Inventory | “RRH: Services Only” Program Bed Inventories | Identify programs that will be updated to **“RRH Services Only” that have bed and unit inventories**.  For the identified programs, enter a Bed and Unit Inventory end date of 9/30/23. |
| 2.08 HMIS Participation Status | Program Set up Screens | Enter an HMIS Participation Status for identified existing Victim Service Provider agencies. |
| 2.09 CE Participation Status | Program Set up Screens | Add fields to custom program set up screens:   * **Project is a Coordinated Entry Access Point** (ce\_access\_point) * **Provided by CE Project** (provided\_by\_ce\_project) * **Project Receives CE Referrals** (receives\_ce\_referrals) * **CE Participation Status Start Date** (ce\_participation\_status\_start\_date) * **CE Participation Status Start Date** (ce\_participation\_status\_start\_date)   Enter CE Participation details for all relevant programs. A status should be added for all active programs, and any additional programs that should be included in your next CE APR. |
| **Profile Screens** | | |
| 3.04 Race and Ethnicity | Profile Screens | Identify any custom screens that use the following fields:   * **Race** (race) * **Ethnicity** (ethnicity)   Remove **Race** (race) and **Ethnicity** (ethnicity) or replace them with **Race and Ethnicity** (race\_ethnicity).  Add the new **Additional Race and Ethnicity Detail** text field (additional\_race\_ethnicity\_detail). |
| 3.06 Gender | Profile Screens | For custom screens that include “Gender,” add the new **If Different Identity, Please Specify** (gender\_identity\_text) text field that appears when **Gender** (gender) = 3 - “Different Identity.” |
| **Program Screens and Services** | | |
| 3.12 Destination | Exit Screens | For custom screens that include “Destination,” add the new **Rental Subsidy Type field** (rental\_subsidy\_type) picklist to appear when **Destination** (exit\_destination) = 435 - “Rental by client, with ongoing housing subsidy.” |
| 3.16 Enrollment CoC | Enrollment and Status Screens | For custom Enrollment and Status screens:   * Remove **Client Location** (client\_location) from Status screens. * Update **Client Location** (client\_location) to **Enrollment CoC** (enrollment\_coc) on Enrollment screens. |
| 3.917 A/B Living Situation | Enrollment Screens | For custom enrollment screens, add the new **Rental Subsidy Type field** (rental\_subsidy\_type) picklist to appear when **Type of Residence** (prior\_residence) = 435 - “Rental by client, with ongoing housing subsidy.” |
| 4.04 Health Insurance | Enrollment, Status, Exit, and Follow up Screens | Update the display label for benefits\_va\_medical from **Veteran’s Administration (VA) Medical Services** to **Veteran’s Health Administration (VHA)** on any custom screens. |
| 4.11 Domestic Violence | Enrollment and Status Screens | For custom screens that include Domestic Violence:   * Update the display label for health\_dv from **Victim of Domestic Violence** to **Survivor of Domestic Violence** * Update the display label for health\_dv\_occurrence from **Last Occurrence of Domestic Violence** to **When experience occurred**. |
| 4.12 Current Living Situation | Current Living Situation | For custom CLS screens, add the new **Current Living Situation** (current\_living\_situation) picklist to appear when **Type of Residence** (prior\_residence) = 435 - “Rental by client, with ongoing housing subsidy.” |
| C1 Well-being | Enrollment, Status, and Exit Screens | Remove the following fields from custom screens:   * **Client perceives their life has value and worth** (well\_being\_value\_worth) * **Client perceives they have support from others who will listen to problems** (well\_being\_support) * **Client perceives they have a tendency to bounce back after hard times** (well\_being\_resiliency) * **Client’s frequency of feeling nervous, tense, worried, frustrated, or afraid** (well\_being\_frequency) |
| C4 Translation Assistance Needed | Enrollment Screens | Determine which picklist values from this list posted on [HUD Exchange](https://www.hudexchange.info/resource/3824/hmis-data-dictionary/) should be available for selection by end users.  Update the determined picklist values from “Inactive” to “Active” so that they are available for use by end users.  Update custom screens. We recommend the following update, with display constraints for Head of Household (HoH):   * Under **Enrollment Start Date**, add a space and then a label saying “Translation Assistance Needed” * Under that label, add **Translation Assistance Needed** (translation\_assistance\_needed) as a required field with “Select” as the default value. * Add the **Preferred Language(s)** (preferred\_language) as a field that is displayed and required when **Translation Assistance Needed** (translation\_assistance\_needed) = 1 - “Yes.” * Add **If Different Preferred Language, please specify** (different\_preferred\_language) as a field that is displayed and required when **Preferred Language(s) (**preferred\_language) = 21 - “Different Preferred Language.” |
| W3 Medical Assistance | Enrollment Screens | Remove **Receiving Public HIV/AIDS Medical Assistance** (hopwa\_hiv\_services) and its dependent **Reason** field (hopwa\_hiv\_services\_reason) from the identified custom screens. |
| R3 Sexual Orientation | Enrollment Screens | For custom CoC screens, add the **Sexual Orientation** (rhy\_sexual\_orientation) field and add constraints for Program Type = PSH. |
| R18 Counseling | Exit Screens | For custom RHY screens, update the screen field display name for **Counseling received by client** (rhy\_counseling) to **Client received counseling**. |
| U1 Worst Housing Situation | Enrollment Screens | For custom screens, remove **Worst Housing Situation** (rhsap\_worst\_housing). |
| V3 SSVF Financial Assistance | Services | Create the new Landlord Incentive and Tenant Incentive service items for any existing programs; set the Start Availability date to October 1, 2023. |
| V4 Percent of AMI | Enrollment Screens | Identify client records that may be impacted by this change in **Percent of AMI** (ami\_percent) options.  Update the identified records with the revised picklist options:   * 1: 30% or less * 2: 31% to 50% * 3: 51% to 80% * 4: 81% or greater   Update relevant **custom screens** with the revised picklist options. |
| V5 Last Permanent Address | Enrollment Screens | Remove the following fields from custom VA screens:   * **Prior Street Address** (prior\_street\_address) * **Prior City** (prior\_city) * **Prior State** (prior\_state) * **Zip Code of Last Address** (zipcode) * **Prior Street Address** (prior\_address\_quality) |
| V7 HP Targeting Criteria | Enrollment Screens | Update the identified screens as follows:   * **Change History of literal homelessness (street/shelter/transitional housing) (any adult)** to **Past experience of homelessness (street/shelter/transitional housing) (any adult)** * **Change Head of Household is not a current leaseholder** to **Head of Household is not a current leaseholder/renter of unit** * **Change Head of household (HoH) never been a leaseholder** to **Head of Household has never been a leaseholder/renter of unit** * **Change Single parent household with minor child(ren)** to **Single parent/guardian household with minor child(ren)** |