FY 2024 HMIS Data Standards Manual

A GUIDE FOR HMIS END USERS AND HMIS LEADS/SYSTEM ADMINISTRATORS

U.S. Department of Housing and Urban Development

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Contents

Revision History

Version	Revision
FY 2024 V1	2.02 Project Information • Remove "Emergency Shelter Tracking Method" • Add "Night-by-Night" to existing emergency shelter response option ("1"). • Add Response "0" – "Emergency Shelter Entry Exit" response option • Add Rapid Re-housing subtype field • Add "RRH: Services Only" subtype to affiliation field • Remove HMIS Participating Project field from this element, create new element for HMIS Participation Status. • Change "domestic violence victim" to "survivor of domestic violence" in target population 2.06 Funding Sources • Remove "HUD: CoC – Joint Component RRH/PSH" • Add "HUD - ESG RUSH" • Add "HUD: Unsheltered Special NOFO" • Add "HUD: Rural Special NOFO" • Remove "Rural Housing Stability Assistance Program" 2.07 Bed and Unit Inventory • Change Project Type Applicability for RRH to only PH-Rapid Re-housing (RRH: Housing with or without services) subtype 2.08 HMIS Participation Status • New Element for tracking HMIS participation – removing HMIS participation field from project information PDDE. • Added comparable database participating 2.09 CE Participation Status • Add PDDE to identify projects acting as "access points" and projects that accept referrals from CE including participation status dates. 3.01 Name • Data collection instruction change – Client may provide preferred name. "Legal name" not required unless required by the funder. 3.02 Social Security Number • Data Collection instruction change – HUD CoC and ESG, and SAMHSA PATH Programs require only last four digits of SSN to be required. 3.04 Race and Ethnicity • Combine Race and Ethnicity into single data element. (Eliminate 3.05 data element) • Add response option for "Middle Eastern or North African" and modified "Hispanic/Latina/e/o" response option. Added text box to provide additional detail. 3.06 Gender • Change Female to "Woman (Girl if child)" • Change Male to "Man (Boy if child)" • Change "Gender other than…" to "Non-Binary" • Add "Culturally Specific Identity (e.g., Two-Spirit) • Add "Different Identity" and text box to add detail

Version	Revision
	3.07 Veteran Status • Remove details of definition. Refer to VA Data Guide for legal definition of "Veteran" 3.12 Destination • Remove "or RHY Funded" from descriptor of "Host Home" • Separate Temporary and Permanent Situations into separate headers • Re-organize response options under headers • Re-number responses by adding a standard # to the beginning of each response number based on category (i.e., 1xx for homeless situations, 2xx for temporary situations, etc.) • Add dependency for permanent subsidized options 3.16 Enrollment CoC • Change element name to "Enrollment CoC" • Change data collection stage to project start (only) • Update data collection instructions 3.917 A & B • Added in "this episode" to response "Approximate date **this episode** of **h**omelessness started" field for clarity. • Add dependency for permanent subsidized options 4.04 Health Insurance • Response to say "Veteran's Health Administration (VHA) 4.12 Current Living Situation • Add dependency for permanent subsidized options 4.19 Coordinated Entry Assessment – RETIRE 4.20 Coordinated Entry Event – RETIRE 4.21 Coordinated Entry Activity – NEW C1 Wellbeing – RETIRE C4 Translation Assistance Needed – NEW W1 Services Provided – HOPWA • Remove "disorder" from Substance Use services/treatment response W3 Medical Assistance • Remove "Receiving Public HIV/AIDS Medical Assistance" field and dependency responses from the element W5 Housing Assessment at Exit • Update response language to say "Jail/prison" and "Deceased" R3 Sexual Orientation • Add HUD: CoC – PH: Permanent Supportive Housing to Funder: Program Component required to collect R14 RHY Service Connections • Response label change – change "mother" to "client (person who gave birth)" R17 Project Completion Status and R18 Counseling • Change response labels from "Youth" to "Client" U1 Worst Housing Situation – RETIRE V1 Veteran's Information • Add "Space Force" response option V2 Services Provided – SSVF

Version	Revision
	• Change “Subsidy” to “Shallow Subsidy" V3 Financial Assistance – SSVF • Change “Date” field to "Start Date of Financial Assistance" • Change “Extended Shallow Subsidy – Rental Assistance” to “Shallow Subsidy - Financial Assistance" • Add "Landlord Incentive" • Add "Tenant Incentive" • Add new Field - "End Date of Financial Assistance [date field] V4 Percent of AMI (SSVF Eligibility) • Change response as follows: ○ 30% or less ○ 31% to 50% ○ 51% to 80% ○ 81% or greater V5 Last Permanent Address – RETIRED V7 HP Targeting Criteria – language changes throughout • Change dependency C to "Past experience of homelessness…" • Change dependency D to "Head of Household is not a current leaseholder/renter of unit" • Change dependency E to "Head of household (HOH) never been a leaseholder/renter of unit" • Change dependency N to "Single parent/guardian household with minor child(ren)" Change “Client Refused” to “Client prefers not to answer” Update Living Situation Option List in Appendix A Add Appendix B – Acronyms Remove redundancies throughout document. Refer to HMIS Data Dictionary for technical HMIS Data Standards Information
June 2023 v. 1.1	Correct 2.09 project setup instructions where the incorrect field name was referenced. Add missing “Rental Subsidy Type” field to 3.917 Add clarity to 4.12 data collection instruction that HUD: CoC – SSO – CE and HUD SSO – Street Outreach are required to collect the element. Minor formatting and typo corrections.
July 2023 V. 1.2	Remove 4.21 CE Activity Reinstate previously removed 4.19 Coordinated Entry Assessment and 4.20 Coordinated Entry Event data elements. Made updates to 4.20 response descriptions to reflect that location of referral should be identified from a drop down list generated by project IDs identified in 2.02 Project Information and projects receiving referrals from CE in the 2.09 CE Participation Status element. Also removed “Emergency Housing Voucher” response option. 2.08 HMIS Participation Status - Add guidance for how to handle client data when a project stops participating in HMIS 3.20 Housing Move-In Date – added clarification that a Housing Move-in Data should be recorded in any PH project in HMIS, not just PSH and RRH. Appendix A – replaced “Emergency Housing Voucher” response option with “Housing Stability Voucher”

Version	Revision
August 2023 V. 1.3	2.06 Funding Sources – Response option that read, "HUD: HOPWA – Permanent Housing Placement (facility based or TBRA)" was corrected to read: "HUD: HOPWA – Permanent Housing (facility based or TBRA)" 2.07 Bed and Unit Inventory – added clarification that RRH – Services Only sub-type projects are not required to record Bed and Unit information. 4.19 Coordinated Entry Assessment - remove Program-Component: VA: SSVF – Rapid Resolution only C2 Moving On Assistance updated data collected about to only "Head of Household" Add HOPWA to applicable Funder Program: Component to C4 Translation Assistance Change element 5.10 name to Implementation Identifier (remove "HMIS") C4 Translation Assistance Needed – label change to remove "(s)" from "Preferred language" to clarify that only a single preferred language should be selected. C4 Translation Assistance Needed - Fixed formatting to show that "HUD: HOPWA – Collection required for all components" for this element. Formatting and label edits throughout to align with HMIS Data Dictionary
November 2023 V1.4	Correction to Program/Component applicability for Special NOFO Unsheltered and Rural projects in 4.12 Current Living Situation. Collection of this element is required for Special NOFO Unsheltered and Rural SSO – Street Outreach, SSO – Coordinated Entry projects. Correction to response description for "yes" in 2.09 Coordinated Entry Participation Status and added additional detail. Correction to field label in 4.11 Domestic Violence. Changed dependency that read, "If Yes for "Survivor of Domestic Violence Victim/Survivor" Are you currently fleeing?" to "If Yes for "Survivor of Domestic Violence" Are you currently fleeing?"

Introduction to the HMIS Data Standards

HMIS Data Standards Overview

A Homeless Management Information System (HMIS) is the information system designated by a local Continuum of Care (CoC) to comply with the requirements of CoC Program interim rule 24 CFR 578. It is a locally implemented data system used to record and analyze client, service, and housing data for individuals and families who are experiencing homelessness or at-risk of homelessness.

The U.S. Department of Housing and Urban Development (HUD) through the Office of Special Needs Assistance Programs (SNAPS) partners with other federal agencies to establish the requirements for HMIS to ensure that there is a comprehensive data response to the congressional mandate to report annually on national homelessness. It is used by all projects that target services to persons experiencing homelessness within SNAPS and the office of HIV-AIDS Housing. It is also used by other federal partners from the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Veterans Affairs (VA) and their respective programs to measure project performance and participate in benchmarking of the national effort to end homelessness.

The HMIS Data Standards were first published by HUD in 2004 as the HMIS Data and Technical Standards. HUD, in collaboration with its federal partners, has continued to update the HMIS Data Standards regularly thereafter. Each updated document supersedes the previously released HMIS Data Standards. A complete historical archive of previous data standards can be found on the HUD Exchange Data Standards page.

Person Centered Approached to HMIS Data Collection

Black, Indigenous, People of Color, and other communities who have experienced systemic racism and discrimination are overrepresented amongst individuals experiencing homelessness and within our homelessness response systems. Ensuring that we address the disparities as caused by our systems requires approaching all of our initiatives, practices, evaluation methods, and data collection with equity.

Communities must engage in meaningful partnerships and shared decision making with individuals who have navigated and/or are navigating the local homeless response system and also people experiencing homelessness not engaged in the system to better understand potential homeless system barriers, so as to meaningfully design their data collection processes and their overall homelessness response system in ways that better meet the needs of those most impacted.

Communities must also employ a person-centered approach to the review and use of the HMIS Data Manual with a clear foundational understanding of racial trauma and trauma informed practices, cultural humility, and a person first, data informed perspective.

The HMIS Data Standards Manual is a guide to collecting quantitative data. To fully understand the personal stories behind that data and ultimately improve system effectiveness and experiences for those navigating the system, qualitative data must also be collected. Communities are encouraged to work with people with lived homeless experience to determine what qualitative data would improve how we serve and expand the public understanding of homelessness.

Data collection, data-informed processes, and the homelessness system design planning must always be approached with empathy and with consideration for how you would want to be treated if you were experiencing homelessness.

HMIS Implementation

An HMIS must be able to collect all the data elements defined within these HMIS Data Standards, support the system logic identified, and ensure that the visibility of data elements is appropriate to the *Project Type* and *Funding Sources* for any given project.

Victim Service Providers (VSP) are prohibited from recording survivor information in an HMIS as described in the Violence Against Women Act (VAWA). Instead VSPs are required by HUD to use a comparable database which is defined as relational database that meets all HMIS Data Standards and the minimum standards of HMIS privacy and security requirements, including HUD's most recent reporting standards and comma separated value (CSV) format specifications.

There are many software products on the market that communities across the country have chosen to use as their HMIS or comparable database. HUD does not certify or endorse any specific HMIS or comparable database software product. Each product has unique features and was built to meet the different data collection needs of each community. CoCs and HMIS leads are responsible for verifying that any software they use meets their needs, including federal reporting requirements. Each software provider should provide the guidance, support, and documentation necessary for the CoC to understand the system they are using.

Communities may elect to add data elements, add response categories, or maintain historical data element collection beyond what is specified in the Data Standards if it does not impact the ability of the CoC to accurately collect and report on the required data elements. In these cases, HMIS Leads should work directly with their HMIS vendors to meet their individual community needs.

HMIS Documents & Resources

There are a variety of documents that comprise the suite of HMIS Data Standards resources. Each of the documents has a specific purpose and intended audience. The HMIS Lead should be familiar with all of the documents and collectively use them as their HMIS reference materials along with any supplemental instructional materials supplied by vendor.

- FY2024 HMIS Data Standards Manual
- FY2024 HMIS Data Standards Dictionary
- Data Exchange Resources:
    - FY2024 CSV Programming Specifications
    - FY2024 XML Programming Specifications
    - FY2024 Data Logic Model

HMIS Federal Partner Program Manuals

These manuals contain specific and detailed information on project setup for each of the federal partner programs participating in HMIS including: HMIS project typing, the specific data elements required for collection by that federal partner, program-specific meanings and definitions, and key information that the federal partner has identified as required for their program. Each Manual was created jointly by HUD and the relevant federal partner and approved by both entities prior to publishing.

Manual Name	Federal partner	Program (s)
CoC Program HMIS Manual	U.S. Department of Housing and Urban Development - Office of Special Needs Assistance Programs CoC Program Information link	All Continuum of Care (CoC) Program component projects.
YHDP HMIS Manual	U.S. Department of Housing and Urban Development - Office of Special Needs Assistance Programs YHDP Information Link	All Youth Homelessness Demonstration Program (YHDP) projects
ESG Program HMIS Manual	U.S. Department of Housing and Urban Development - Office of Special Needs Assistance Programs ESG Program Information link	All Emergency Solutions Grant (ESG) Program component projects.
HOPWA Program HMIS Manual	U.S. Department of Housing and Urban Development - Office of HIV/AIDS Housing HOPWA Program Information link	All Housing Opportunities for Persons with AIDS (HOPWA) program component projects.
PATH Program HMIS Manual	U.S. Department of Health and Human Services - Substance Abuse and Mental Health Services Administration PATH Program Information link	All Projects for Assistance in Transition from Homelessness (PATH) component projects.
RHY Program HMIS Manual	U.S. Department of Health and Human Services - Administration for Children and Families - Family and Youth Services Bureau RHY Program Information Link	All Runaway and Homeless Youth program component projects.
VA Program HMIS Manual	Department of Veterans Affairs VA Program information link	Supportive Services for Veteran Families (SSVF), Grant-Per-Diem (GPD), and Healthcare for Homeless Veterans (HCHV).
VASH Program HMIS Manual	U.S. Department of Housing and Urban Development - VASH and Department of Veterans Affairs VASH Program link	Veterans Affairs Supportive Housing (VASH) program.

HMIS Data Standards Terms and Concepts

The HMIS Data Standards use many acronyms, most of which are defined throughout the document; however, a comprehensive list of acronyms and their meanings can also be found in Appendix B. Below are some of the most common and core terms used throughout the HMIS Data Standards documentation.

Continuum of Care (CoC) is used in multiple ways throughout the Data Standards:

- ***Continuum of Care and Continuum*** means the group organized to carry out the responsibilities required under the CoC Program Interim Rule (24 CFR Part 578) and comprises representatives of organizations, including nonprofit homeless assistance providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, and organizations that serve people who have previously and are currently experiencing homelessness to the extent that these groups are represented within the geographic area and are available to participate.

- ***CoC Program*** refers to the HUD funding source which provides housing and/or service grant dollars.

- ***Continuum Project*** refers to a distinct unit of an organization, which may or may not be funded by HUD or the Federal partners, whose primary purpose is to provide services and/or lodging for individuals and families experiencing homelessness or at-risk of experiencing homelessness and is identified by the Continuum as part of its service system. For example, a project funded by the HUD's CoC Program may be referred to as a “CoC Program-funded continuum project”.

HMIS End User means an individual who enters or uses data in an HMIS or a comparable database approved by the CoC.

HMIS Lead means the entity designated by the Continuum of Care in accordance with CoC Interim Rule (24 CFR Part 578) to operate the Continuum's HMIS on the Continuum's behalf.

HMIS System Administrator means the individual(s) whose job it is to manage the HMIS implementation at the local level: providing agency access to HMIS and managing appropriate use, supporting users through connection to, or direct provision of, user training, and overseeing system setup.

Project and Program are terms used to mean different things across the federal agencies. In this document, and for the purposes of data collection in HMIS, a ***program*** refers to the federal funding source (e.g., HUD CoC, HHS PATH, VA SSVF, etc.) whereas a ***project*** refers to a distinct unit of an organization as set up in the HMIS (e.g., Rapid Re-Housing).

HMIS vendor means a contractor who provides materials or services for the operation of an HMIS. An HMIS vendor includes an HMIS software provider, web server host, or data warehouse provider.

Data Element Structure

Every data element required by HUD and the Federal partners to be stored within an HMIS is specified in this document. Each Project Descriptor Data Element, Universal Data Element, and Common Program Specific Data Element in this document includes the following information:

Rationale: Provides a basic explanation for data collection for the element and describes how the data are used in national or local reporting.

Data Collection Instruction: provides instructions for data collection and entry. Each data element includes a brief explanation of who the data is collected about, Funder: Component - Program requiring the data to be collected, project types required to collect this data, and the Data Collection Stage. Information regarding project setup and data collection instructions specific to an HMIS federal partner program can be found in the HMIS federal partner program manuals.

Data Collected About	The universe of client(s) for whom an element response is required (e.g., all clients, heads of household, adults). Data may be collected about a wide group (e.g., all household members) but may be further limited in data reporting specifications.
Funder: Component - Program	The federal department, the program, and the program component which requires the collection of the element. If a program component is not listed, it does not require collection of the element.
Project Type Applicability	The HMIS project type(s) required to collect and report the data element, as identified in element 2.02 Project Information.
Collection Point	The point(s) at which the data must be able to be collected in an HMIS. Additional guidance about collection points can be found in 5.03 Data Collection Stage Record creation – Indicates the element is required to be collected when the client record is created. Elements collected at record creation should have one and only one value for each client in an HMIS. Project start – Indicates the element is required to be collected at every project start. Information must be accurate as of the 'Project Start Date.' There should be one and only one record with a Data Collection Stage of project start for each relevant data element for any given project start. Occurrence Point/Update – Indicates the element may be collected and entered at any point during a project stay to track changes over time or document the occurrence of events (e.g., a service is provided). These types of records must be able to be entered at any point during the project stay. Some data elements are collected once per project stay, but it may fall at any point during the project stay.

	Annual assessment– Data elements required for collection at annual assessment must be entered with an '*Information Date'* of no more than 30 days before or after the anniversary of the Head of Household's '*Project Start Date',* regardless of the date of the most recent 'update' or any other 'annual assessment'. Information must be accurate as of the '*Information Date.'* The Data Collection Stage may not be inferred from the Information Date, although the field must have an *Information Date* recorded with it. To be considered reportable to HUD as an annual assessment, data must be stored with a *Data Collection Stage* of 'Annual Assessment'. The Annual Assessment must include updating both the Head of Household's record and any other household members at the same time. Project exit – Indicates the element is required to be collected at every project exit. Elements collected at project exit must have an '*Information Date'* that matches the client's '*Project Exit Date*'. Information must be accurate as of the '*Project Exit Date*'. When a data element with multiple collection points is collected at project exit, it must be stored with a *Data Collection Stage* of 'project exit'. There should be one and only one record with a *Data Collection Stage* of 'project exit' for each relevant data element for any given project exit. Post exit– Indicates the element may be collected after project exit for a period of no longer than 180 days.

Response Descriptions: identifies response options and their dependencies (if applicable), and a description of each of the response options.

Field Name	Response Category/ Data Type	Description
The names assigned to the element fields.	All response options associated with the field, and their data type (i.e., [date] or [text]), if specified.	A brief explanation of the response option. Most elements contain responses of “Client doesn’t know” and “Client prefers not to answer”. It is not the intention of HUD or the federal partners that clients be denied assistance if they prefer not to or are unable to supply the information. However, some information may be required by projects or public or private funders to determine eligibility for housing or services, or to assess needed services. Unless otherwise specified in the element, the descriptions below of “Client doesn’t know”, “Client prefers not to answer”, and data not collected are applicable in each element. “Client doesn’t know” – means that the client does not know the information. “Client prefers not to answer” – means the client knows the information but does not want to provide the information to record in HMIS. “Data not collected” – means the worker did not record the information. This may be because the client was not available to provide the information, or the worker simply didn’t ask. “Data not collected” is not a response option necessary in every system or in every element. Adding the response option of “Data not collected” enables a user who did not collect or simply does not have the information to enter a response that does not present a false answer. HMIS, which require entry of an element for the system to progress must implement the “Data not collected” response for all elements that require a response. “Data not collected” must equate to missing data or null values as appropriate for transfer and reporting purposes. The "Client doesn't know" or "Client prefers not to answer" responses should not be used to indicate that the case manager or data entry person does not know the client's response. Nor are these responses to be assumed without first asking the client to provide the information. Some clients may decline to provide responses to some fields,

	but case managers or data entry staff may not make that decision for them. MISSING DATA RESPONSES: The HMIS Data Standards assume that fields for which data are not collected will be left blank (i.e., 'missing'). In situations where a system requires a response to all data fields before saving a record, the system must use a specific response category to indicate that data was not collected. In such cases, that response category must be treated as missing data for reporting purposes. “Data not collected” continues to be identified as a response option in these HMIS Data Standards. At a national level, in every project type, most clients are willing to provide identifying information. If a project is experiencing a high rate of client refusals as compared to similar projects, CoCs should consider implementing training around interviewing or trust-building techniques to support client engagement. A deeper engagement with clients may lead to more rapid movement off the street and placement in housing, consistent with meeting federal goals to end homelessness and improvement on HUD's System Performance Measures.

Project Descriptor Data Elements

Project descriptor data elements (PDDEs) are intended to identify the organization, specific project, and project details to which an individual client record is associated in an HMIS.

PDDEs enable the HMIS to:

1. Associate client-level records with the various projects that the client will enroll in across continuum projects;
2. Clearly define the type of project the client is associated with the entire time they received housing or services;
3. Identify which federal partner programs are providing funding to the project; and
4. Track bed and unit inventory and other information, by project, which is relevant for the Longitudinal Systems Analysis (LSA), System Performance Measures (SPM), Housing Inventory Counts (HIC), Point-in-Time (PIT) counts, and utilization analysis.

Project setup can be very challenging and is most successful with clear communication between HMIS Leads/System Administrators, CoCs, and organizations. For example, projects in HMIS are sometimes referred to as ‘programs’ by agency providers, and staff may not be aware of data collection and reporting requirements. Therefore, collaboration between HMIS Leads, CoC leadership, and agency staff is critical to develop mutual understanding and ensure project setup is consistent with funding requirements and reporting obligations.

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

At a minimum, HUD requires that the CoC (typically via the HMIS Lead) collect project descriptor information in the HMIS for:

- All continuum projects within its jurisdiction that participate in HMIS by collecting and entering client-level data.
- All residential continuum projects, regardless of their participation in HMIS.

If the HMIS database includes client and service data entered by non-continuum projects (e.g., food pantries or other services that might be used by people who are not experiencing homelessness), the continuum must identify them as such using the PDDEs to ensure that data are excluded from required reporting on continuum projects.

HMIS Project Setup Guidance

One of the most critical steps in accurate data collection and reporting is ensuring that a project is set up properly in HMIS. If project setup is done incorrectly, it will jeopardize the ability to produce accurate, reliable reports.

Prior to creating a new project in HMIS, the HMIS Lead/System Administrator should consult with both the organization administering the project and the Collaborative Applicant or designated HMIS subcommittee from the CoC regarding appropriate responses for the PDDEs. *Project Type* and *Funding Sources* are particularly critical as they are the basis for setting up client-level data collection and for reporting. *Project Types* must be consistent with Housing Inventory Count (HIC) and Point-in-Time (PIT) guidance issued by HUD each year. Some HMIS software automatically configure data collection based on *Project Type* and *Funding Sources* to ensure that minimum requirements are met. Where this is not the case, data collection for each project must be set up so that all data elements required based on *Project Type* and *Funding Sources* are available for data entry.

The HMIS Project Setup Tool identifies the required data elements for each funding source (alone or in combination with others) and project type. Federal partner programs and related projects often require additional project setup guidance, which can be found in the applicable federal partner HMIS Program Manuals. HMIS Leads should develop a standard process for remediation when project set up is done incorrectly.

Multiple Project Setup

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

a. If one residential building has both emergency shelter beds and transitional housing beds, this must be set up as two separate projects, with the '*Project Type'* ‘Emergency Shelter' and 'Transitional Housing,' respectively. Clients moving from the shelter bed to the transitional housing bed, even if in the same building or funded by the same source, will require an exit from the shelter project and an entry into the transitional housing project. Similarly, a permanent housing facility may have both permanent housing for persons with disabilities required for entry and other units without a disability requirement. Those must be set up as separate projects in HMIS.
b. Projects that provide both Homelessness Prevention (HP) and Rapid Re-Housing (RRH), whether funded by HUD or by the VA (i.e., under the Supportive Services for Veteran Families (SSVF) program) or another funding source, must be set up as two separate projects in HMIS with the two distinct project types, even if they are funded under a single grant. In this case, the *'Grant Identifier'* (data element 2.06) will be the same in both project setups.
c. Permanent Housing projects are often created with a variety of rental subsidies. Unless HMIS has the ability to identify the source and specific grant for a rental subsidy on a client-level basis, separate projects will have to be created in HMIS to appropriately separate the client records for reporting purposes.
d. PATH projects may provide funding to one organization for both traditional street outreach services and supportive services such as case management to persons at-risk of homelessness. In such cases, PATH requires that two projects be set up in the HMIS, one with the '*Project Type'* (from data element 2.02 *Project Information*) '*Street Outreach*' and one with the '*Project Type'* (from data element 2.02 *Project Information*) '*Services Only*' to distinguish the projects' operations and reporting for PATH and to support system level performance measurement.

Projects that Operate in Multiple CoCs

Some projects are funded to provide lodging and/or services to clients in only one CoC (e.g., HUD: CoC-Transitional Housing); others are funded to provide lodging and/or services across a geographic area that includes more than one CoC (e.g., some VA-funded SSVF projects). In these cases, funding recipients are expected by the federal partners to participate in the HMIS implementation of each CoC in which they operate projects. This expectation may be satisfied either by direct data entry into each HMIS or by entering data into a single HMIS and providing exports of client-level data to each HMIS, with appropriate agreements in place between the CoCs involved.

It is important to note that when referring to projects that operate in multiple CoCs, this guidance is not meant for CoCs that are funded to operate in a single CoC but occasionally place clients via tenant-based voucher projects in other geographies outside of their CoC. In cases where a -tenant-based voucher project (e.g., RRH) is funded to operate in a specific CoC but places a client outside of their CoC’s geography (while the client continues to participate in the project), no action must be taken on the client record. The *Continuum Code* and *Enrollment CoC* should reflect the CoC in which the project is located.

Residential projects that operate in multiple CoCs that cross HMIS implementations must be documented in each CoC's HMIS, even in cases where all client data are entered into a single CoC's HMIS and the data is provided to the other CoC's HMIS via data transfer. This means that a complete project is set up in each of the CoC’s HMIS with complete PDDE information and is populated with the relevant client level data.

If the CoCs decide to enter data into a single HMIS and provide exports to the other HMIS implementations, it is critical to be able to track the clients by CoC to facilitate exporting the appropriate data. To do this, federally funded projects that are funded to operate in multiple CoCs but are entering data into a single HMIS must create a separate record for each *Continuum Code* (from data element 2.03 *Continuum of Care Information*), consistent with the area served by the project according to their grant agreement with the federal funder. The associated '*Geocode*', '*Project ZIP code*', and '*Project Street Address*' fields must reflect the location of the project's principal site in each CoC (or, for multiple site projects, the area in the CoC which most of the project's clients are housed). The '*Continuum Codes*' selected in data element 2.03 would then be used to populate an option list of 'CoC Codes for Enrollment CoC' for data element 3.16.

When deciding which CoC will directly enter data versus which CoC data will contribute via uploads, it is advisable to decide which CoC has the largest share of the funder's clients. For example, a VA SSVF project providing services to clients in both a Balance of State and an urban CoC must, after establishing appropriate agreements between the two CoCs, be associated with the '*Continuum Code*' for both the Balance of State AND the urban CoC. Note that if an SSVF project is expected to provide assistance to everyone in the catchment area then all of the CoC codes which cover the area must be selected. However, if the SSVF project only provides services to people in City X, and City X has a single CoC code, then select the code that applies to City X's CoC only. If a project is funded to operate in multiple CoCs and is participating in the HMIS implementations of each separate CoC with a separate project created in each, only the '*Continuum Code'* relevant to the HMIS implementation need be entered.

2.01 Organization Information

Rationale

To uniquely identify organizations operating one or more projects that enter data into HMIS, as well as any organizations operating residential continuum projects that are not participating in HMIS. This element is also used to identify organizations that are classified as Victim Service Providers (VSPs).

Project Setup Instruction

Data Collected About	All Organizations
Funder: Component - Program	All Programs – All Components
Project Type Applicability	All HMIS Project Types
Collection Point	Initial HMIS project setup, reviewed/updated no less than annually

Organization Information is assigned once for each organization and includes an '*Organization ID*' that must be assigned to each project via a system generated number or code. There must be only one organizational identifier and name for each organization that has projects which operate in the HMIS implementation.

Record the organization's legal name. An organization's legal name is not always the name by which it is commonly known in the community. For that reason, some HMIS software include an additional field to track more familiar "common names" for organizations, but this is not required.

Many organizations operate multiple projects that participate in HMIS. Projects that are operated by the same organization must all be associated with the same '*Organization ID'*. For instance, an organization that operates an emergency shelter, transitional housing project, and permanent supportive housing project will have the same '*Organization ID'* associated with each of those projects. Each project in the HMIS must be associated with one and only one organization. If the project moves from one organization to another (e.g., grant transfers to a new organization), an update of the information to associate the project to the new organization must be made by the system administrator in the HMIS.

Indicate if the organization is a '*Victim Service Provider'* by selecting "Yes"

The HMIS Lead/System Administrator must be able to activate and deactivate an organization in HMIS.

Response descriptions

Field	Response Category/Data Type	Description
Organization ID	System generated number or code. There is no specified format for this data element.	A unique identifier that must be automatically generated by the HMIS at the time the organization is created in HMIS.
Organization Name	[Text]	The organization's legal name.
Victim Service Provider	No	
	Yes	A Victim Service Provider is defined as a private nonprofit organization whose primary mission is to provide services to survivors of domestic violence, dating violence, sexual assault, or stalking. Victim Service Providers include rape crisis centers, battered women's shelters, domestic violence transitional housing programs, and other programs.

2.02 Project Information

Rationale

To uniquely identify each project entering data into HMIS, as well as any residential continuum projects not participating in HMIS, and to associate each project with the specific type of lodging or services provided and the details about those project types. The '*Project ID'* is used to link project descriptor information in other data elements to the specific project, and to link clients and their enrollment data to the project. Data related to project type is necessary to identify corresponding data collection requirements and for reporting purposes. The element also identifies whether the project is a continuum project, Rapid Re-Housing subtypes, and the relationship of a '*Services Only*' project (or RRH: Services Only subtype) to a housing project as necessary. Finally, HOPWA-funded projects identify whether they are '*Medically Assisted Living Facilities*' at this stage of project setup.

Project Setup Instruction

Data Collected About	All Projects
Funder: Component - Program	All Programs - All Components
Project Type Applicability	All HMIS Project Types
Collection Point	Initial HMIS project setup, reviewed/updated no less than annually

The '*Project ID*' must be automatically generated by the HMIS at the time the project is created in the HMIS. Each project must receive a distinct identifier that is consistently associated with that project. Each project must be associated with one and only one *Organization Information*; separate projects operated by the same organization must be associated with the same '*Organization ID*'. The name of the project must be captured in text within the HMIS. An HMIS may permit the creation of a common name element more familiar to HMIS end users for use within the application system while retaining the name for use in reporting.

Record the '*Project Name*'. The '*Project Name*' should be in words that identify the specific project and are readable and recognizable. The name should be recognizable to:

- the HMIS End User as their project in order to identify they are entering data for a client into the correct project,
- the HMIS Lead/System Administrator to identifying the correct project for data review and reporting, and
- funders that receive the report.

The name is not required to match the name on any grant agreements. The name is not a Globally Unique Indenter (GUID), or a series of letters representing funding sources. The project name should not change when the project receives a new source of funding. The project name should not include the year of funding (e.g., "FY09 CoC RRH"). The project name should not be only equal the project type (e.g., just "emergency shelter" or "RRH"). There are many cases where funders are receiving the HMIS CSV and using the project name and ID to accurately identify the project being reported on and to deduplicate projects or longitudinally make comparisons based on that information. HMIS may include another field for the entry of additional identification of the projects funding source for reporting purposes but it is not required and does not substitute for the project name.

Often the project will have a common name that is used by the community for the specific project but may also have different names on formal grant agreements and perhaps even a different name in HMIS. HMIS may include another field for the entry of additional names of the project for ease of access purposes, but it is not required.

Record the '*Operating Start Date*'. This date should align with the date the project first began assisting clients. At the point a project closes, and an '*Operating End Date'* is recorded, all clients must be exited on or before the '*Operating End Date'*. This may be achieved through a bulk update or auto exit (if such functionality exists), or manually. It is strongly encouraged that at a minimum, an alert or notification is provided to indicate active clients remain in the project.

Indicate if the project is a '*Continuum Project*' and select the '*Project Type*' A project is to be assigned a type in 'Project Type' based on the lodging or service it is providing. All HMIS federal partner programs have identified the requirements and correct project type for each program and program component in separate HMIS Program Manuals (created for each of the federal partner programs) Select one and only one project type per '*Project ID*'.

The project type selected directly impacts data collection and reporting requirements. If the nature of a project changes such that the recorded project type is no longer appropriate, very careful consideration must be given to whether it is more appropriate to edit the '*Project Type'* for the existing project or to create an entirely new project with a different type. HMIS software should allow admins to edit '*Project* Type' to correct errors; however, if a project goes from operating as one '*Project Type'* to operating as another, it is recommended that admins create a new project with the new '*Project Type'*. Please submit a question in the [Ask a Question (AAQ)] on the HUD Exchange if guidance is needed on whether a new project should be created.

Project Setup Considerations

Supportive Services Only Projects

A project that is funded under one or more separate grants to provide supportive services to 100% of the clients of the residential project will be set up as a single project, with the appropriate residential project type. All federal funding sources must be identified in Funding Sources.

If the '*Services Only*' project provides only services (other than street outreach or coordinated entry) and is *not* limited to serving clients of one or more specific residential projects, then the project type will be '*Services Only*' and '*Affiliated with a Residential project*' will be "No".

If a '*Services Only'* project meets any of the criteria below, select '*Services Only*', set '*Affiliated with a Residential Project*' to "Yes", and record the '*Project ID'* of each residential project. A project must be able to identify as many affiliated residential projects as needed.

- Provides services in one residential project **BUT**
    - Does not offer to provide services for all the residential project clients, **OR**
    - Only serves clients for a portion of their project stay (e.g., provides classes), **OR**
    - Information sharing is not allowed between the residential project and service provider.
- Provides services in multiple residential projects of the same project type (e.g., multiple PH:PSH) **BUT**
    - Does not serve all the residential project clients, **OR**
    - Information sharing is not allowed between residential projects and service providers.
- Provides services in multiple residential projects of different project types (e.g., PH:RRH and PH:PSH)
- Provides services in Emergency Shelter(s)

Rapid Re-Housing Projects

Beginning in the FY 2024 HMIS Data Standards, Rapid Re-Housing (RRH) projects can be classified in one of two subtypes – '*Services Only*' or '*Housing with or without services*'. Select only one subtype per RRH project. The '*Housing with or without services*' subtype must be selected if the project receives *any* ongoing rental funds, even if not all project participants receive housing assistance funds from the RRH project. *Only* select the '*Services Only*' subtype if the ongoing housing assistance for all program participants is provided by another funding source (e.g., Housing Choice Voucher, HUD VASH, other RRH project). If a RRH project has a '*Services Only*' subtype, no inventory records should be created in *Bed and Unit Inventory Information*.

If a project at any point changes from one subtype to another, the project information record must be closed and a new record opened with the new subtype identified.

Emergency Shelters

Emergency shelters are classified in two different project types: either "*Entry Exit*" (EE) or "*Night-by-Night*" (NbN). Reporting and outcomes will differ depending on the shelter type. Utilization of the NbN type does not mean that an HMIS must identify a client in a specific bed. If the HMIS supports a custom module that identifies clients in a bed, that module may continue to be used. However, use of that module does not necessarily equate with the NbN shelter type.

- An EE shelter project requires the client to have a full record created for each project stay. All data required for the project at project entry and exit are recorded.
- A NbN shelter project requires the client to have a full record created, followed by a record of each night the client was sheltered.
- For example, a client's *Project Start Date* is January 1. A full record is created reflecting the client's information on that date. The client stays that night and then is not back until five days later. On the night they return, assuming the client has not been exited from the shelter, a simple record of the '*Bed Night Date*' may be made for the client, using *Bed Night Date*. This collection of scattered nights becomes the client's length of stay in the shelter and the example above would give them a length of stay of two nights.
- To the extent possible in a mass shelter environment, HMIS end users should complete all elements required at exit for clients in NbN shelter. The households who are known to be housed or are otherwise no longer in the project should be exited manually, however the community should establish a standard to "automatically exit" a client after a given length of absence (e.g., 90 days from last bed night). The client's '*Project Exit Date'* would be recorded as the day after the client's last bed night at the shelter and the '*Destination'* would be marked as "*No exit interview completed*" The use of an automatic exit system enables streamlined data collection for mass shelters, while at the same time encouraging full exit information wherever possible.

The type of shelter used is important for the indication of length of stay in projects. Only projects utilizing a project start/exit date comparison will be able to report on a continuous length of stay.

If a shelter/CoC determines that the type of emergency shelter needs to be changed due to the project converting from one type to another, for example, the following approach must be taken to minimize impact on the System Performance Measures and other reports:

1. A new shelter project must be established in the HMIS using the new emergency shelter project type
2. All clients in the closing HMIS shelter project must be exited
3. All clients that spend the first night in the new HMIS shelter must have data collected for a new shelter project entry
4. The old shelter project should be disabled/deactivated from entry in the system (i.e., closed)

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

Record if the project is a '*HOPWA-funded Medically Assisted Living Facility*' or not, or that the project is not HOPWA-funded (HOPWA funding source will also be identified in 2.06 Funding Sources).

Response descriptions

Field Name	Response/Data Type	Description
Project ID	System generated number or code.	A unique identifier that must be automatically generated by the HMIS at the time the project is created in the HMIS.
Project Name	[Text]	The project's name. While the project name is not required to match grant agreements, the project name should be consistent with the name used across reports (e.g., APR and HIC).
Operating Start Date	[Date]	The first day on which a project provided (or will provide) services and/or housing. For projects that began operating prior to October 1, 2012, the start date may be estimated if it is not known. Projects that are fully funded but have not yet begun operating may be entered with a future project start date that reflects the date the project will begin providing services.
Operating End Date	[Date]	The last day on which the project provided or is expected to provide services and/or housing. It may be a date in the future; it may also be blank if the project is expected to continue operating indefinitely.
Continuum Project	No	
	Yes	A project within the geographic boundaries of the CoC associated with the HMIS whose primary purpose is to meet the specific needs of people who are experiencing homelessness or at risk of homelessness, by providing lodging and/or services. A continuum project is not limited to those projects funded by HUD and should include all of the federal partner projects and all other federally or non-federally funded projects functioning within the CoC.
Project Type	Emergency Shelter – Entry Exit	A project that offers temporary shelter (lodging) for people experiencing homelessness in general or for specific populations of people experiencing homelessness. Requirements and limitations may vary by program and will be specified by the funder. The EE shelter project type should be used for all shelters that collect Universal Data Elements (UDEs) and certain Program-Specific Data

		Elements (PSDEs) at project start and project exit, including projects that require or strongly encourage a continuous stay while a client resolves their experience of homelessness. In EE shelters, length of stay is calculated based on the number of nights between project start and project exit, and performance measures will include changes from project start and project exit Data Collection Stages.
	Emergency Shelter – Night-by-Night	The NbN emergency shelter type may be used by some high-volume shelters and shelters where a significant proportion of clients spend a night at the shelter as needed on an irregular basis. This project type relies on creating a separate record of each individual date on which a client is present in the shelter as a means for calculating length of stay and implies that the emergency shelter is generally unable to collect as much client data at project exit as an EE emergency shelter for tracking utilization. In NbN shelter: (1) entry information is collected the first time that a client stays at the shelter (2) the project records every discrete date (or series of dates) that the client resides in the shelter; (3) the HMIS maintains historical data on the nights a client is sheltered; (4) the client may be exited when shelter staff has information that indicates that the client is unlikely to return to the shelter or the system may be designed to automatically generate an exit (dating back to the day after the last bed night) after an extended absence; and (5) for reporting purposes, a client's length of stay in the project will be based on the actual number of bed nights and not on the period of time from entry to exit.
	Transitional Housing	A project that provides temporary lodging and is designed to facilitate the movement of individuals and families experiencing homelessness into permanent housing within a specified period of time, but no longer than 24 months. Requirements and limitations may vary by program and will be specified by the funder.
	PH – Permanent Supportive Housing (disability required for entry)	A project that offers permanent housing and supportive services to assist people experiencing homelessness with a disability (individuals with disabilities or families in which one adult or child has a disability) to live independently.
	Street Outreach	A project that offers services necessary to reach out to people experiencing unsheltered homelessness, connect them with emergency shelter, housing, or critical services, and provide urgent, non-facility-based care to those who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility. Only persons who are residing on streets or other places not meant for habitation should be entered into a street outreach project. Projects assisting persons other than unsheltered persons

		must have two separate projects to be set up in HMIS, one 'Street Outreach' and the other 'Services Only'.
	Services Only	A project that offers only Housing Project or Housing Structure Specific **or** Stand-Alone supportive services (other than Street Outreach or Coordinated Entry) to address the special needs of participants.
	Other	A project that offers services, but does not provide lodging, and cannot otherwise be categorized as another project type.
	Safe Haven	A project that offers supportive housing that (1) serves hard to reach people experiencing homelessness with severe mental illness who have been unsheltered and have been unwilling or unable to participate in supportive services; (2) provides 24-hour residence for eligible persons for an unspecified period; (3) has an overnight capacity limited to 25 or fewer persons; and (4) provides low demand services and referrals for the residents.
	PH – Housing Only	A project that offers permanent housing for people experiencing homelessness but does not make supportive services available as part of the project.
	PH - Housing with Services (no disability required for entry)	A project that offers permanent housing and supportive services to assist people experiencing homelessness to live independently but does not limit eligibility to individuals with disabilities or families in which one adult or child has a disability.
	Day Shelter	A project that offers daytime facilities and services (no lodging) for people experiencing homelessness.
	Homelessness Prevention	A project that offers services and/or financial assistance necessary to prevent a person from entering an emergency shelter or place not meant for human habitation.
	PH – Rapid Re-Housing	A permanent housing project that provides housing relocation and stabilization services and/or short- and/or medium-term rental assistance as necessary to help an individual or family experiencing homelessness move as quickly as possible into permanent housing and achieve stability in that housing.
	Coordinated Entry	A project that administers the CoCs centralized or coordinated process for assessment and referral of individuals and families seeking housing or services, including use of a comprehensive and standardized assessment tool.
If PH- Rapid Re-Housing, identify sub type	RRH: Services Only	A RRH project that provides services only and does not provide ongoing rental assistance or support any inventory for participants.

	RRH: Housing with or without services	A RRH project that offers ongoing rental assistance that may or may not be accompanied by financial or other supportive services to participants.
If Services Only for "Project Type" or RRH: Services Only subtype, Affiliated with a residential project	No	
	Yes	For all projects typed 'Services Only', or "RRH: Services Only" subtype, identify if the services that are being provided are in conjunction with a residential project which is a separate project in the HMIS (e.g., a service only project for case management that services one or more PH projects).
If Yes for "Affiliated with a residential project" Project ID(s) of residential project(s) affiliated with SSO or RRH: Services Only project	[List of HMIS Residential Project IDs]	Residential Project Types are: 0, 1, 2, 3, 8, 9, 10, 13 (subtype 2)
Housing Type *(applicable only to residential project types)*	Site-based - single site	All clients are housed in a single project facility.
	Site-based - clustered/ multiple sites	Clients are housed in more than one project facility in multiple locations, but more than one client is housed in each project facility. The facility locations are owned, operated, or sponsored by the project.
	Tenant-based - scattered site	Clients have leases or other occupancy agreements and are housed in residences that are not owned or managed by the project.
Target Population	DV: Survivors of Domestic Violence	At least 75% of persons served by the project must be survivors of domestic violence.
	HIV: Persons with HIV/AIDS	At least 75% of persons served by the project must be persons with HIV/AIDS.
	NA: Not applicable	Neither of the other response categories applies.
HOPWA-Funded Medically Assisted Living Facility	No	HOPWA-funded project is not a Medically Assisted Living Facility.
	Yes	HOPWA-funded project is a Medically Assisted Living Facility.
	NA - non-HOPWA Funded Project	Project is not HOPWA funded.

2.03 Continuum of Care Information

Rationale

To associate each project entering data into HMIS, as well as any residential continuum projects not participating in HMIS, with one or more Continuum of Care (CoC) for reporting and data exchange purposes.

Project Setup Instruction

Data Collected About	All Continuum Projects
Funder: Component - Program	All Programs - All Components
Project Type Applicability	All HMIS Project Types
Collection Point	Initial HMIS project set up, reviewed/updated no less than annually

'*Continuum Codes*' (or CoC Codes) are published annually by HUD in the CoC Program NOFO and are associated with specific geographic areas. Each project must be associated with the HUD-assigned code for each CoC in which the project operates (i.e., in which the project is funded to provide lodging and/or services) and for which the project will be entering data into the HMIS (if applicable).

Some projects are funded to provide lodging and/or services to clients in only one CoC (e.g., HUD: CoC – Transitional Housing); others are funded to provide lodging and/or services across a geographic area that includes more than one CoC (e.g., some VA-funded SSVF projects). For federally-funded projects operating in multiple CoCs but entering data into a single HMIS implementation, the '*Continuum Code'* selected for the project must be consistent with the area served by the project according to their grant agreement with the federal funder. For example, a VA SSVF project providing services to clients in both a Balance of State and an urban CoC must be associated with the 'Continuum Code' for both the Balance of State AND the urban CoC.

'*Geocode*', *'Project ZIP code'*, and *'Project Street Address'* fields must reflect the location of the project's principal lodging site or, for multiple site projects, the area in which most of the project's clients are housed. Tenant-based scattered site projects and VSPs are only required to complete the geocode and ZIP code fields and may use mailing or administrative address information if they wish to complete the remainder of the address fields. When there are multiple records of *Continuum of Care Information* because of a single project's association with different CoCs, the geocodes will differ. The geocode must be located within the CoC in the same record.

Response descriptions

Field Name	Response/Data Type	Description
Continuum Code	[Text] [6 characters: XX-XXX]	CoC Codes as published by HUD annually. The format of these CoC codes is 2 letters (state abbreviation), a dash, and 3 numbers, e.g., XX-999. The HMIS software may provide a drop-down list of valid CoC Codes or require manual entry.
Geocode	[6 digits]	The geocode associated with the geographic location of the project's principal site. HUD

		provides a list of geocodes as part of the annual CoC Program competition.
Project street address 1	[Text]	The street address of the project's principal site or, for scattered site projects, the address in which most of the project's clients are housed. For tenant-based scattered site projects or VSPs, the administrative address may be used.
Project street address 2	[Text]	
Project city	[Text]	The city in which the project's principal site is located, or for scattered site projects, the city in which most of the project's clients are housed. For tenant-based scattered site projects or VSPs, the administrative address may be used.
Project state	[2 letters]	Standard state or territory abbreviation
Project ZIP code	[5 digits]	The ZIP code of the project's principal site or, for scattered site projects, the ZIP code in which most of the project's clients are housed.
Geography Type	Urban Suburban Rural	HUD will release a regularly updated crosswalk of ZIP codes and a geography type for each. *'Geography type'* must correspond to the HUD crosswalk; geography types may not be locally defined.

2.06 Funding Sources

Rationale

To identify funding sources for each project entering data into HMIS, as well as any residential continuum projects not participating in HMIS, and associate projects with corresponding data collection requirements and reporting specifications.

Project Setup Instruction

Data Collected About	All Projects
Funder: Component - Program	All Programs - All Components
Project Type Applicability	All HMIS Project Types
Collection Point	Initial HMIS project set up, reviewed/updated no less than annually

The *Funding Sources* are the federal partner programs and their project components that have agreed either to participate in HMIS or are otherwise considered continuum projects. There are also response options for "Local or Other Funding Source" and "N/A".

All continuum projects that receive funding from any of the funding sources identified in this element must record:

- the name of the federal program and grant component
- a Grant Identifier
- Grant Start Date

- Grant End Date

Each project must include as many *Funding Source* records as is necessary to identify all the funding sources for the project that appear on the list. Identification of additional funding sources is not required.

The *'Grant Identifier'* must uniquely identify the grant; although, several projects may share the same grant identifier if they are funded under the same grant but split into separate projects in HMIS. This may happen, for example, when a grant has multiple sub-grantees and needs to be able to identify which clients were served by each of the subgrantees, or when a single grant funds services that fall under different project types.

Correctly identifying each funding source's *'Grant Start Date'* and *'Grant End Date'* allows for inclusion or exclusion of certain projects in grant- or system-level reporting. For example, this information is critical in determining which projects to include in the System Performance Measures.

The HMIS Lead/System Administrator must regularly collect and review funding source information, grant start, and grant end dates from all projects. The information is required to be reviewed and updated, if necessary, at least annually, but HUD and the federal partners strongly recommend reviewing the grant identifiers before any HUD or federal partner-required reporting or data transfers.

Additional information on federal partner programs and related project setup guidance can be found in the applicable HMIS federal partner Program Manuals on the HUD Exchange.

Note – there are funding sources listed within this data element for which there is no specific guidance for HMIS project setup (e.g., HUD: HOME). However, jurisdictions receiving these funding sources may require their projects to participate in HMIS. It is important to remember that the CoC Program Interim Rule gives CoCs authority over and responsibility for HMIS. As a result, questions such as how to set up project in HMIS for which there is no explicit project setup guidance should be addressed by the CoC through any HMIS governance, policies, and/or agreements in place between associated parties.

Multiple Funding Sources

When a project is funded by multiple grants and 100% of clients served by the project receive lodging and/or services under each of the grants, a single project may be set up in HMIS as long as it is configured such that data collection and reporting requirements for each funder are satisfied.

When a project is funded by multiple grants and different clients receive lodging and/or services under different grants, it must be possible to identify which clients were served by which grant (or grants) and any grant-level reporting must exclude clients not specifically served under the grant. In general, this is accomplished in one of two ways:

- There are separate projects set up in HMIS for each of the grants, and clients are entered into those projects based on the source of funding for particular services received, OR
- The HMIS has implemented additional data collection such that a client's enrollment and/or specific services may be associated with the appropriate grant.

It is important that projects are set up in the system so all data elements needed for all required reports are "visible" to the end users. For example, a youth shelter may be funded through HUD's Emergency

Solutions Grants Program (ESG) to support essential services and through HHS's Runaway and Homeless Youth (RHY) Program as a Basic Center Program. In this example, the project should be set up with a *'Project Type'* of "*Emergency Shelter – Entry Exit*''; it will show both ''*HUD: ESG – Emergency Shelter*" and "*HHS: RHY – Basic Center Program"* as the '*Federal Partner Program and Components*'. With the appropriate project type and correct identification of both funding sources, all elements required for both federal partner funding sources must be visible, and all data required for reporting to both funders can be collected. If the HMIS does not automatically configure data collection based on *Project Information* (2.02) and *Funding Sources (2.06)* the HMIS Lead/System Administrator should reference the HMIS Data Standards to appropriately set the element visibility for the project.

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

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

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

If a single project is created, the '*Project Type*' (from data element 2.02 *Project Information*) will be the appropriate residential project type (e.g., TH, PSH, etc.), and the '*Federal Partner Program and Components'* (from data element 2.06 *Funding Sources*) will identify both funding sources/component types for the project.

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

- The housing project will have a residential '*Project Type'* appropriate to the grant and must comply with all data collection requirements associated with that project type.
- The services project will have a '*Project Type'* of 'Services Only' or a '*subtype'* of 'RRH: Services Only'. For services only projects or subtypes, the '*Project Type'* data element includes a question asking if the services only project is affiliated with a residential project. In this case, the response would be "Yes", and the residential project would be identified so that data can be linked.

Response descriptions

Field Name	Response/Data Type	Description
Federal Partner	HUD: CoC – Homelessness Prevention (High Performing Communities Only)	

Program and Component	HUD: CoC – Permanent Supportive Housing
	HUD: CoC – Rapid Re-Housing
	HUD: CoC – Supportive Services Only
	HUD: CoC – Transitional Housing
	HUD: CoC – Safe Haven
	HUD: CoC – Single Room Occupancy (SRO)
	HUD: CoC – Youth Homeless Demonstration Program (YHDP)
	HUD: CoC – Joint Component TH/RRH
	HUD: ESG – Emergency Shelter (operating and/or essential services)
	HUD: ESG – Homelessness Prevention
	HUD: ESG – Rapid Re-Housing
	HUD: ESG – Street Outreach
	HUD: ESG-CV
	HUD: ESG-RUSH
	HUD: Unsheltered Special NOFO
	HUD: Rural Special NOFO
	HUD: Pay for Success
	HUD: HOPWA – Hotel/Motel Vouchers
	HUD: HOPWA – Housing Information
	HUD: HOPWA – Permanent Housing (facility based or TBRA)
	HUD: HOPWA – Permanent Housing Placement
	HUD: HOPWA – Short-Term Rent, Mortgage, Utility assistance
	HUD: HOPWA – Short-Term Supportive Facility
	HUD: HOPWA – Transitional Housing (facility based or TBRA)
	HUD: HOPWA-CV
	HUD: Public and Indian Housing (PIH) Programs
	HUD: HUD/VASH
	HUD: PIH (Emergency Housing Voucher)
	HUD: HOME
	HUD: HOME (ARP)
	HHS: PATH – Street Outreach & Supportive Services Only
	HHS: RHY – Basic Center Program (prevention and shelter)
	HHS: RHY – Maternity Group Home for Pregnant and Parenting Youth
	HHS: RHY – Transitional Living Program
	HHS: RHY – Street Outreach Project

	HHS: RHY – Demonstration Project	
	VA: CRS Contract Residential Services	
	VA: Grant Per Diem – Bridge Housing	
	VA: Grant Per Diem – Low Demand	
	VA: Grant Per Diem – Hospital to Housing	
	VA: Grant Per Diem – Clinical Treatment	
	VA: Grant Per Diem – Service Intensive Transitional Housing	
	VA: Grant Per Diem – Transition in Place	
	VA: Grant per Diem – Case Management/Housing Retention	
	VA: Community Contract Safe Haven Program	
	VA: Supportive Services for Veteran Families	
	N/A	
	Local or Other Funding Source (Please Specify)	
If local or other, please specify (dependent to response 46)	[Text]	
Grant Identifier	No specified format	The 'Grant Identifier' may be the grant number assigned by the federal partner or any other grant identification system used by the federal partner, grantee or the CoC, unless a specific grant identifier is required by the federal partner.
Grant Start Date	[Date]	The start date of the grant
Grant End Date	[Date]	The '*Grant End Date*' may remain empty until the term of the grant ends. If the exact same grant source and component is renewed (with the exception of projects funded by HHS: RHY), the grant end date is not required to be entered. The grant end date may remain empty until such time as the renewal(s) end.

2.07 Bed and Unit Inventory Information

Rationale

To record bed and unit inventory information for each residential project entering data into HMIS, as well as any residential continuum projects not participating in HMIS, for use in tracking utilization, data quality analysis, and reporting.

Project Setup Instruction

Data Collected About	All Residential Projects, except for PH – Rapid Re-Housing subtype: Services Only
Funder: Component - Program	All Programs - All Components
Project Type Applicability	Emergency Shelter – Entry Exit Emergency Shelter – Night-by-Night Transitional Housing PH – Permanent Supportive Housing Safe Haven PH – Housing Only PH – Housing with Services PH – Rapid Re-Housing (subtype: Housing with or without services)
Collection Point	Initial HMIS project set up, reviewed at least annually, and updated as needed to reflect changes.

At a minimum, an HMIS must have an accurate record of *Bed and Unit Inventory Information* for all continuum residential projects. Bed and unit inventory records must be created at initial HMIS project set up and reviewed/updated no less than annually. This data must be finalized and accurately entered by the time of the HIC. The '*Inventory Start Date'* for these records should reflect the date on which they first became available under the relevant project; if the precise date is not available, an estimate may be used.

A project may have multiple current records of inventory:

- Projects that serve more than one household type must have a separate inventory record for each *'Household Type'*.
- Emergency shelters with more than one bed '*Availability*' (year-round, seasonal, overflow) or '*Bed Type*' (facility-based, voucher, other) must have separate records for each *'Bed Type,*' and '*Availability*'.
- For example, a project serving single adults that has 100 beds, of which 20 are seasonal, would have two bed and unit inventory records. One record is for the 80 facility-based year-round beds for households without children and a second record is for the 20 facility-based seasonal beds for households without children.
- *'Bed Type*' also should be logically consistent with *'Housing Type'* at the project level.
- For example, if an Emergency Shelter has both facility-based beds ('*Housing Type*' = ''Site-based'') and hotel/motel vouchers ('*Housing Type*' = "Tenant-based"), then two HMIS projects would be set up for that Emergency Shelter.
- Projects that operate in more than one CoC must have separate *Bed and Unit Inventory Information* records for each *Continuum of Care Information* record.

Changes over time should be documented such that a historical record of inventory is retained. Minor day-to-day fluctuations need not be recorded, but differences due to significant changes in project operations should be recorded as they occur. For example, if a project spends its annual operating budget in six months instead of twelve months, this could be considered a significant change to the inventory. While what constitutes significant change is left to the community to define, a project's inventory should be reflective of the reality of residential project operations and data quality comparisons between the number of available beds, occupied beds, and persons enrolled in the projects.

While inventory counts should be accurately recorded within the last week of each of the months of January, April, July, and October (to satisfy APR and LSA inventory accuracy), the CoC should attempt to backdate the date associated with the revised inventory to the actual date that the significant inventory change occurred. More frequent updates for significant changes are encouraged, but not required. When the CoC updates the inventory records, they could enter several changes at once to accurately reflect the history of significant changes or a step-down of changes in inventory. Or, if a significant inventory change has occurred over a period of weeks, the CoC could pick a single date in the middle of the period to make the increase/decrease effective, so the average inventory and utilization comparison will be aligned. CoCs are not expected to update small variations in inventory that are temporary.

- When a project adds inventory that will continue to serve the same CoC and household type with the same *'Bed Type'* and '*Availability*' as existing inventory, a new record should be created reflecting the new total bed count. The *'Inventory Start Date'* should reflect the date the new inventory will be available. This date may be prior to the date the record is created or in the future in the case of under development beds (i.e., beds for which funding has been approved but are not yet available). The earlier record should be closed out by recording an *'Inventory End Date*' that is the day prior to the effective date of the increase.
- When a project reduces inventory but continues to serve the same household type with a smaller number of beds, a new record should be added. The *'Inventory Start Date*' should reflect the date the inventory will effectively be reduced. The earlier record should be closed out by recording an *'Inventory End Date*', that is the day prior to the effective date of the decrease.
- When a project is eliminating all inventory for a given household type, an '*Inventory End Date'* reflecting the last date on which beds were available should be entered for the existing record.
- Changes in the number of dedicated or non-dedicated beds should be documented by closing out the old record with an '*Inventory End Date'* that is the date before the effective date of the change. A new record should be created with an '*Inventory Start Date*' that is the effective date of the change.

There should only be one active inventory record per household type, bed type, and availability combination. At annual review, if there are separate records for beds of the same type and all *'Inventory Start Dates'* are more than one year prior to the most recent HIC, the individual records should be closed out by recording an '*Inventory End Date'* that is the day prior to the current date. A new record should be created to combine the total inventory of the individual records and the earliest *'Inventory Start Date'* from the individual records.

Dedicated Bed Inventory

All beds funded by HUD or another federal partner which are dedicated to one or more of the identified subpopulations must be recorded in the appropriate category. The number of beds for each subpopulation is a subset of the total bed inventory for a given project and must be equal to or less than the total bed inventory. Each category is expected to be mutually exclusive. A '**dedicated bed'** is a bed that must be filled by a person in the subpopulation category (or a member of their household) unless there are no persons from the subpopulation who qualify for the project located within the geographic area. DedicatedPLUS beds do not qualify as dedicated beds and should not be included in the dedicated bed inventory unless the project has a subset of the DedicatedPLUS beds that are dedicated per the descriptions below.

Determining Total Bed Inventory

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

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

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

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

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

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

Determining unit inventory

Projects that do not have a fixed number of units (e.g., a congregate shelter project) may record the bed inventory, the number of residential facilities operated by the project, or the number of rooms available as the unit inventory.

Response descriptions

Field Name	Response/Data Type	Description
Inventory start date	[Date]	The date on which the inventory became available, or, for inventory under development, the date on which it is expected to become available.

Inventory end date	[Date]	The last date that an inventory record is relevant: • For **current** records, '*Inventory End Date'* should be blank. • For records that are being **closed out because a change that requires a new record** has occurred, '*Inventory End Date'* will be the day before the effective date of the change. • For inventory that is **no longer available**, '*Inventory End Date*' will be the last date that beds were available.
CoC Code	[as identified in data element *2.03.1 Continuum Code*]	Projects that operate in more than one CoC must have separate *Bed and Unit Inventory* records for inventory associated with each CoC. From the CoC codes entered in data element 2.03, indicate the CoC code associated with the inventory record.
Household type	Households without children	Beds and units typically serving households with adults only. This includes households composed of unaccompanied adults and multiple adults.
	Households with at least one adult and one child	Beds and units typically serving households with at least one adult and one child.
	Households with only children	Beds and units typically serving households composed exclusively of persons under age 18, including one-child households, multi-child households or other household configurations composed only of children.
Bed Type (dependent to project Type = 0 and 1)	Facility-based beds	Beds (including cots or mats) located in a residential homeless assistance facility dedicated for use by persons who are experiencing homelessness.
	Voucher beds	Beds located in a hotel or motel and made available by the homeless assistance project through vouchers or other forms of payment.
	Other beds	Beds located in another facility not dedicated for use by persons who are experiencing homelessness (e.g., church).
Availability (dependent to project Type = 0 and 1)	Year-round	Year-round beds and units are available on a year-round basis.
	Seasonal	Seasonal beds are not available year-round, but instead are available on a planned basis, with set start and end dates, during an anticipated period of higher demand.
	Overflow	Overflow beds are available on an ad hoc or temporary basis during the year in response to demand that exceeds planned (year-round or seasonal) bed capacity.
Beds dedicated to chronically homeless (CH) Veterans	[Integer]	The number of beds that are dedicated to house Veterans experiencing chronic homelessness and their household members.

Beds dedicated to youth Veterans	[Integer]	The number of beds that are dedicated to house youth (persons up to age 24) Veterans experiencing homelessness and their household members.
Beds dedicated to any other Veterans	[Integer]	The number of beds that are dedicated to house Veterans who are not youth and not experiencing chronic homelessness and their household members.
Beds dedicated to chronically homeless youth	[Integer]	The number of beds that are dedicated to house youth (persons up to age 24) experiencing chronic homelessness and their household members.
Beds dedicated to any other youth	[Integer]	The number of beds that are dedicated to house youth (persons up to age 24) experiencing homelessness who are not Veterans and are not experiencing chronic homelessness, and their household members.
Beds dedicated to any other CH	[Integer]	Beds dedicated to non-youth, non-Veteran persons experiencing homelessness. The number of beds that are dedicated to house persons experiencing chronic homelessness and their household members.
Non-dedicated beds	[Integer]	All other (non-dedicated) beds not already accounted for in dedicated bed fields. The number of non-dedicated beds for persons experiencing chronic homelessness, youth or Veterans used to house persons experiencing homelessness and their household members.
Total bed inventory	[Integer]	The sum total of dedicated and non-dedicated bed inventories available for occupancy as of the '*Inventory Start Date*'.
Total unit inventory	[Integer]	The *'Total Unit Inventory*' is a count of the total number of units available for occupancy as of the '*Inventory Start Date*'.

2.08 HMIS Participation Status

Rationale

To identify the HMIS or comparable database participation status of all Continuum projects.

Project setup Instruction

Data Collected About	All Projects
Funder: Component - Program	All Programs - All Components
Project Type Applicability	All HMIS Project Types
Collection Point	Initial HMIS project set up, reviewed/updated no less than annually

Record the participation status of the HMIS project by selecting the appropriate response in the '*Participation Type'* field. "HMIS Participating" and "Comparable Database Participating" both mean that a project collects all required data elements according to funder requirements and local CoC Policies and Procedures. To be "HMIS Participating" means the data is collected within the CoC's designated HMIS, or that data is submitted to the CoC's designated HMIS at least once a year to cover the whole year of required client data collected by the project. To be “Comparable Database Participating” means these criteria are also met, but the data is collected within the VSP’s comparable database, not HMIS.

Projects participating in an HMIS implementation are subject to the policies and procedures of that HMIS implementation, regardless of whether participation is by entering data directly into the HMIS or by providing data exported from another source. Projects providing data from one HMIS implementation to another HMIS implementation are subject to the policies and procedures of both.

Record the date that the ‘*Participation Type’* status is applicable. For new projects, the ‘*Participation Status Start Date*’ should match the project’s ‘*Operating Start Date*’ in 2.02 Project Information. The ‘*Participation Status End Date*’ should remain blank for the record unless the project’s participation status changes or the project ceases operations.

If a project’s ‘*Participation Type’* changes, (i.e., a project goes from entering data into HMIS to not entering data in HMIS while remaining operational) a ‘*Participation Status End Date*’ must be added for that ‘*Participation Type’* to indicate the day that participation type ended. A new record must then be created for the new ‘*Participation Type’* with a ‘*Participation Status Start Date*’ to be the date immediately after the last ‘*Participation Status End Date*’ record. Date ranges must not overlap.

Instructions for handling client data when a project stops participating in HMIS:

- Exit all clients on or before the ‘*Participation Status End Date*’.
    - The exit destination must align with the actual location of the client (i.e., if shelter stops participating but the clients continue to reside in the shelter, their destination must be emergency shelter)
- Create a new HMIS participation Status record. Set the ‘*Participation Status Start Date*’ to be one day after the former HMIS participation record’s ‘*Participation Status End Date*’ . The HMIS participation status will be set to “No”
- Do not make any changes to the inventory record

If a project ceases operations, the ‘*Participation Status End Date*’ for the current record should be the same date as the project’s ‘*Operating End Date*’ in 2.02 Project Information.

Response Descriptions

Field Name	Response/Data Type	Description
Participation Type	Not Participating	This response indicates that <u>no persons</u> residing in or being served by this project have client data collected about them in the Universal Data Elements, Common Data Elements, and Federal Partner Program Specific Elements by this project in the CoC’s HMIS or by a VSP in a comparable database.
	HMIS Participating	This response indicates that <u>all persons</u> residing in or being served by this project have at least their Universal Data Elements recorded in the CoC's HMIS by this project. This includes projects whose data is imported into the HMIS

		implementation. For projects that began participating in HMIS prior to October 1, 2012, the start date may be estimated if it is not known.
	Comparable Database Participating	This response indicates that all persons residing in or being served in this project have at least their Universal Data Elements recorded by this project in a VSP comparable database. For projects that began participating in the comparable database prior to October 1, 2012, the start date may be estimated if it is not known.
Participation Status Start Date	[Date]	The date on which the participation type began.
Participation Status End Date	[Date]	The date on which the participation type ended.

2.09 Coordinated Entry Participation Status

Rationale

The *Coordinated Entry Participation Status* is designed to identify a project's type of engagement in the local Coordinated Entry System (CES). This element captures information about whether a project is an access point for the CES and if the project accepts referrals *from* the CES.

Project Setup Instruction

Data Collected About	All Projects
Funder: Component - Program	All Programs - All Components
Project Type Applicability	All HMIS Project types
Collection Point	Initial HMIS project setup reviewed at least annually and updated as needed to reflect changes.

As defined in Notice CPD-17-01: Notice Establishing Additional Requirements for a Continuum of Care Centralized or Coordinated Assessment System, "Access Points are the places–either virtual or physical–where an individual or family in need of assistance accesses the coordinated entry process". Indicate if a project is a Coordinated Entry Access Point by selecting "Yes" or "No".

If a project is identified as a CE Access Point, select all applicable activities completed by the project in the dependent '*Provided by CE Project*' field.

Indicate if a project receives referrals through the CES by selecting "Yes" or "No" to *'Project Receives CE Referrals'*. Project IDs from those projects identified in this element as receiving referrals will be used to generate an option list in 4.20 "Coordinated Entry Event" allowing the person adding the referral to specify the project receiving the referral.

Record the '*CE Participation Status Start Date*' as the first day on which all elements are accurate (i.e., if a shelter began accepting referrals on 1/1/22 and then began conducting housing assessments as well on 6/1/22, the record indicating they accept referrals and conduct assessments should start 6/1/22) The end date should remain blank for the record unless the project's CE participation status changes for any reason. Some examples of CE participation status changes are, the project ceasing to participate in the CoC's CES, the project adding assessment capabilities, or the project ceasing operations.

If a project's '*CE Participation Status*' changes from one type to another, a '*Participation Status End Date*' must be added for that record to indicate the day that participation status ended. A new record must then be created to indicate the new '*CE Participation Status*' with a '*Participation Status Start Date*' to be the date the new '*CE Participation Status*' begins.

If a project ceases operations, the '*Participation End Date*' for the current record(s) should be the same date as the project's '*Operating End Date*' in 2.02 Project Information. It is possible for a project to be both a CE access point and the recipient of CE referrals and also for these statuses to change over time. In these cases, the original *'CE Participation Status'* record must be updated to include an end date and a new record created reflecting the current status with a start date. Additionally, if the services provided by the CE Access Point changes, the original *'CE Participation Status'* record must be updated to include an end date and a new record created reflecting the current status with a start date.

CE Participation change example

	CE Access Point	Provided by CE Access Point Project	Receives Referrals	Start Date	End Date
Project A	N	—	Y	7/1/2022	12/31/2022
Project A	Y	Shelter assessments only	Y	1/1/2023	4/30/2023
Project A	Y	Both shelter and prevention assessments	Y	5/1/2023	

Response Descriptions

Field Name	Response/Data Type	Description
Project is a Coordinated Entry Access Point	No	
	Yes	This project conducts CE access activities.
Provided by CE Project	Homelessness Prevention Assessment, Screening, and/or Referral	CE access point conducts screenings, assessments, or referrals for households at risk of homelessness and seeking homelessness prevention assistance.
	Shelter Assessment, Screening, and/or Referral	CE access point conducts screenings, assessments, or referrals for households experiencing homelessness and in need of emergency shelter or other crisis resources.
	Housing Assessment, Screening, and/or Referral	CE access point conducts screenings, assessments, or referrals for households

		experiencing homelessness for placement into housing projects.
	Direct Services (search and/or placement support)	CE access point provides problem solving, diversion, or rapid resolution services to households at-risk or experiencing homelessness.
Project Receives CE Referrals	No	
	Yes	This project accepts referrals and placements from CE.
CE Participation Status Start Date	[date]	The date on which the participation status began.
CE Participation Status End Date	[date]	The date on which the participation status ended.

Universal Data Elements

HMIS Universal Data Elements are elements required to be collected by all projects participating in HMIS, regardless of funding source. Projects funded by any one or more of the federal partners must collect the Universal Data Elements (UDEs), as do projects that are not funded by any federal partner (e.g., missions) but have agreed to enter data as part of the CoC's HMIS implementation.

The UDEs are the basis for producing unduplicated estimates of the number of people experiencing homelessness accessing services from homeless assistance projects, basic demographic characteristics of people experiencing homelessness, and patterns of service use, including information on shelter stays and homelessness over time.

The UDEs are the foundation on which the Longitudinal System Analysis (LSA) is developed. The LSA informs the Annual Homeless Assessment Report (AHAR), which provides Congress with national estimates of the current state of homelessness across the United States and the use of homeless assistance programs. The AHAR is a critical resource for informing the U.S. Interagency Council on Homelessness and other federal partners on the nature of homelessness in the United States and provides a unique longitudinal lens to inform homelessness policy nationwide. The LSA is also used locally via the Stella tool to inform communities on how trends in their local homeless population change over time. UDEs also help local communities to better target resources and position programs to end homelessness in an equitable and just manner/process.

Universal Identifier Elements (One and Only One per Client Record)	Universal Project Stay Elements (One or More Value(s) Per Client, One Value Per Project Stay)
3.01 Name	3.08 Disabling Condition
3.02 Social Security Number	3.10 Project Start Date
3.03 Date of Birth	3.11 Project Exit Date
3.04 Race and Ethnicity	3.12 Destination
3.06 Gender	3.15 Relationship to Head of Household
3.07 Veteran Status	3.16 Enrollment CoC
	3.20 Housing Move-In Date

General Data Collection Guidance

UDEs are required to be collected by all projects participating in an HMIS, regardless of funding source. Data elements 3.01 through 3.07 are required to have one response per *client*, regardless of how many project enrollments that client has in the system. If at any point the data in these elements are observed to be incorrect or outdated, the data must be corrected in the client record. The remaining UDEs are to be collected at least once per *project enrollment*. The timing of when the data are to be collected and about whom is noted in each data element.

Uses and Disclosures of Client Data

Collecting UDEs can lead to questions about entering client information into HMIS and client rights to privacy. Staff must make data collection easy to understand by providing clients with a written copy of the CoC's Privacy Notice on request, describing the notice in plain language, and posting a public statement about data collection and uses. Assuring and maintaining privacy and confidentiality helps build trust in using HMIS. The client always has a right to privacy and can refuse to provide their information without being denied service.

Client consent is not needed to ask for the information or enter it into the HMIS. Projects are required by their funder to ask the client for specific information and to enter it into HMIS. Please note, however, that collecting the data and using or disclosing the data are two different things, and that uses and disclosures not listed in the CoC's privacy notice require the client's consent.

To learn more about this, consult with your CoC and HMIS Lead for more information on your local HMIS confidentiality and privacy practices as they relate to the [2004 Data and Technical Standards Notice] and Chapter 2 of the [Coordinated Entry Management and Data Guide].

3.01 Name

Rationale

To support the unique identification of each person served.

Data Collection Instruction

Data Collected About	All Clients
Funder: Component - Program	All Programs - All Components
Project Type Applicability	All HMIS Project Types
Collection Point	Record creation

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

HMIS records should use a client's full and accurate name whenever possible. If the client doesn't associate with their legal name, the name entered into HMIS should reflect the name the client identifies with, unless legal name is required by the funder (e.g., VA). Doing this as a standard practice makes it easier to find records when searching and avoids creating duplicate records. Generally, projects are not required to verify that the information provided matches legal documents, and HMIS records are not expected to include "dead names" or otherwise unused legal names. However, each project should be aware of the funders' record keeping requirements, and if maintaining copies of legal documents is a requirement, they should be collected, and pertinent information updated in HMIS accordingly.

Street Outreach and Coordinated Entry projects may record a project entry with limited information about the client and improve on the accuracy and completeness of client data over time by editing data in an HMIS as they engage the client. The initial entry may be as basic as the '*Project Start Date*' and a "code name" (e.g., "Redhat Tenthstreetbridge") response in the name field that would be identifiable for retrieval by the worker in the system. Over time, the data must be edited for accuracy (e.g., replacing "Redhat" with "Robert") as the worker learns more details, more information about the client is obtained.

Response descriptions

Field Name	**Response/Data Type**	**Description**
First	[Text]	Record the full first name used by the client. Preferred name is acceptable over legal name unless legal name is required by funder.
Middle	[Text]	
Last	[Text]	Record the full last name used by the client in the format the client prefers. (e.g., with hyphen or without hyphen).
Suffix	[Text]	Record "Jr.", "Sr.", etc. as applicable.
Name Data Quality	Full name reported	Select "Full name reported" for "Name Data Quality" if complete, full first and last names have been recorded as provided by the client.
	Partial, street name, or code name reported	Select "Partial, street name, or code name reported" if a name other than the full and accurate name is recorded. This may include a place holder name such as a street name or code name for street outreach clients or a name modification made for security reasons.
	Client doesn't know	Select "Client doesn't know" when the client does not know their name. Use "Client doesn't know" rather than "Partial, street name or code name reported" if a false name/made up name was entered to create a record in the system solely because the client did not know or was unable to provide their name.
	Client prefers not to answer	Select "Client prefers not to answer" when client chooses not to provide their name. Use "Client prefers not to answer", rather than "Partial, street name, or code name reported" if a false name/made up name was entered to create a record in the system solely because the client prefers not to answer or tell staff their name.
	Data not collected	Select "Data not collected" if the worker did not attempt to collect the client's name.

3.02 Social Security Number

Rationale

To support the unique identification of each person served.

Where data is shared across projects, the Social Security Number (SSN) greatly facilitates the process of identifying clients who have been served and allows projects to avoid creating duplicate records at Project Start.

Where data is not shared, CoCs rely on unique identifiers to produce an unduplicated count in the HMIS. Name and date of birth are useful unique identifiers, but the SSN is helpful for deduplicating clients where name and/or date of birth might be the same.

Also, an important objective for ending homelessness is to increase access and utilization of mainstream programs by persons who are experiencing homelessness or are at-risk of homelessness. Since SSN is a required data element for many mainstream programs, projects may need the SSN to help their clients access mainstream services.

Data Collection Instruction

Data Collected About	All Clients
Funder: Component - Program	All Programs - All Components
Project Type Applicability	All HMIS Project Types
Collection Point	Record creation

In separate fields, record the nine digit '*Social Security Number'* and appropriate '*SSN Data Quality*'. NOTE: PATH, CoC, and ESG Program-funded projects are only *required* to collect the last four digits of the SSN, though are *not prohibited* from collecting all nine digits. CoC and ESG-funded projects are not penalized for only collecting the last four digits of the SSN.

HMIS end users must have the ability to record all nine digits of the SSN. The software must allow for the entry of partial SSNs and should allow for the effective matching of partial SSNs. HMIS Leads/System Administrators should work with their vendor to ensure complete understanding of how SSNs are recorded in their HMIS.

When enrolling a client who already has a record in the HMIS, verify that the SSN in the system is accurate and correct it if it is not. Do not replace a 9-digit SSN with the 4-digit SSN on existing clients unless the client has requested this.

Some projects may serve clients that do not have an SSN. In these cases, select “Client doesn't know”. The federal statute at 5 U.S.C. Section 522a prohibits a government agency from denying shelter or services to clients who refused to provide their SSN or do not know their SSN, unless the requirement was in effect before 1975 or SSN is a statutory requirement for receiving services from the project. For example, to receive Homelessness Prevention or Rapid Re-Housing services through Supportive Services for Veteran Families (SSVF) grants, Veterans must provide their SSN to receive services because it's relevant to verifying their eligibility. The Veteran's household members, however, may decline to provide their SSN.

Response descriptions

Field Name	Response/Data Type	Description
Social Security Number	[9 digits]	
SSN Data Quality	Full SSN reported	A complete and valid SSN is provided.
	Approximate or partial SSN reported	Any SSN other than a complete and valid 9-digit SSN, regardless of the reason, is provided.
	Client doesn't know	A client does not know or does not have an SSN.
	Client prefers not to answer	A client prefers not to provide any part of their SSN, regardless of the reason.
	Data not collected	No attempt was made to collect an SSN for the client

3.03 Date of Birth

Rationale

To calculate the age of persons served at time of project start or at any point during project enrollment and to support the unique identification of each person served.

Data Collection Instruction

Data Collected About	All Clients
Funder: Component - Program	All Programs - All Components
Project Type Applicability	All HMIS Project Types
Collection Point	Record creation

Record the month, day, and year of birth for every person served. When enrolling a client who already has a record in the HMIS, verify that the '*Date of Birth*' is accurate and complete and correct it if it is not.

If the client cannot remember their birth year, it may be estimated by asking the person's age and calculating the approximate year of birth. If a client cannot remember the month or day of birth, record an approximate date of '01' for month and '01' for day. CoCs that already have a policy of entering another approximate date may continue to use their existing Date of Birth (DOB) policy. For '*DOB Data Quality*', select "Approximate or partial DOB reported"

If a client is not able to estimate their age within one year of their actual age, select "Client doesn't know". If the client can provide their birth year but declines to provide their day of birth and month, record an approximate date as indicated above and indicate that the response is "Approximate or partial DOB reported". Select "Client prefers not to answer'' when a client declines to provide their birth year. "Client doesn't know," "Client prefers not to answer," and "Data not collected" are explanations for missing DOB data. None of these three options are valid in conjunction with a valid or approximated date entered in '*Date of Birth*'.

Response descriptions

Field Name	Response/Data Type	Description
Date of Birth	[Date]	

Date of Birth Data Quality	Full DOB reported	The complete date of birth is provided by the client.
	Approximate or partial DOB reported	The client cannot provide their full or exact date of birth but is able to provide their age within one year.
	Client doesn't know	Use "Client doesn't know" rather than "Approximate or partial DOB reported" if the client did not know their date of birth within one year. "Client doesn't know" is an explanation for missing DOB data. This response is not valid in conjunction with a full or approximated date entered in '*Date of Birth*'.
	Client prefers not to answer	Use "Client prefers not to answer" if the Client prefers not to answer to provide their date of birth or their age for staff to approximate. "Client prefers not to answer", is an explanation for missing DOB data. This response is not valid in conjunction with a full or approximated date entered in *'Date of Birth'*.
	Data not collected	Use "Data not collected" when no attempt was made to collect DOB information from the client. ''Data not collected'' is an explanation for missing DOB data. This response is not valid in conjunction with a full or approximated date entered in *'Date of Birth'*.

3.04 Race and Ethnicity

Rationale

To indicate client's *self-identification* with one or more different racial and/or ethnic categories. This data supports system planning, and local and national understanding of who is experiencing homelessness.

Data Collection Instruction

Data Collected About	All Clients
Funder: Component - Program	All Programs - All Components
Project Type Applicability	All HMIS Project Types
Collection Point	Record creation

Record the self-identified race(s) and ethnicity, if applicable, of each client served. Help the client select as many race and/or ethnicity options that they identify with.

When enrolling a client who already has a record in the HMIS, verify that race and ethnicity information is complete and accurately reflects how the client identifies, and correct if it does not.

HMIS users and data entry staff should apply a Client-Centered Approach to Recognizing Race and Ethnicity Identities in Data Collection. Staff observations should never be used to collect information on race and ethnicity. While interactions between intake staff and individuals seeking services can be brief, there is an important opportunity to meet each person on a human level and with a person-centered approach. Traumatic events including but not limited to experience with law enforcement, mental health, substance abuse, domestic violence, and sex work may influence clients' comfort in answering questions. Stigmas surrounding the criminalization of homelessness, behavioral health concerns, drug use, and cultural sensitivity (i.e., cultural norms of withholding information due to shame and stigma) may also impact a client's willingness to provide demographic information.

Provide all options to every client. Even if staff believes they can guess a client's race and/or ethnicity, every client must be asked for their self-reported information. It is important to ask about all household members' race and ethnicity because it is impossible to tell just based on a person's appearance or name. Furthermore, HMIS may not provide a default answer. No documentation is required to verify a client's response.

This element also includes an open text box field for clients to report any additional race or ethnicity information they wish to share. For example, a person may identify as "Hispanic/Latina/e/o" based on the response options provided, but more specifically identifies as Puerto Rican. Enter this information in the text box field. This information may be used for local purposes in custom reporting or in case management activities and is reported to federal partners utilizing the HMIS CSV export for reporting.

If the client does not know their race or ethnicity, or prefers not to disclose it, use "Client doesn't know" or "Client prefers not to answer", rather than making an appearance or name-based assumption.

Response Descriptions

Field Name	Response/Data Type	Description
Race and Ethnicity	American Indian, Alaska Native, or Indigenous	A person who identifies with any of the original peoples of North, Central, and South America. Examples include, but are not limited to Navajo Nation, Blackfeet Tribe, Mayan, Aztec, Tlingit, etc.
	Asian or Asian American	A person who identifies with one or more nationalities or ethnic groups originating in East Asia, Southeast Asia, or the Indian subcontinent. Examples include, but are not limited to Chinese, Indian, Japanese, Korean, Pakistani, Vietnamese, or another representative nation/region.
	Black, African American, or African	A person who identifies with one or more nationalities or ethnic groups originating in any of the Black racial groups of Africa, including Afro-Caribbean. Examples include, but are not limited to, African American, Jamaican, Haitian, Nigerian, Ethiopian, and Somali.

	Hispanic/Latina/e/o	A person who identifies with one or more nationalities or ethnic groups originating in Mexico, Puerto Rico, Cuba, Central and South American, and other Spanish cultures. Examples include, but are not limited to, Mexican or Mexican American, Puerto Rican, Cuban, Salvadoran, Dominican, and Colombian.
	Middle Eastern or North African	A person who identifies with one or more nationalities or ethnic groups with origins in the Middle East and North Africa. Examples include, but are not limited to, Lebanese, Iranian, Egyptian, Syrian, Moroccan, and Israeli.
	Native Hawaiian or Pacific Islander	A person who identifies with one or more nationalities or ethnic groups originating in Hawaii, Guam, Samoa, or another Pacific Island.
	White	A person who identifies with one or more nationalities or ethnic groups originating in Europe. Examples include, but are not limited to German, Irish, Polish, English, French, and Norwegian.
	Client doesn't know	"Client doesn't know" should only be selected when a client does not know their race(s)/ethnicity from among the seven listed options. "Client doesn't know" should not be used in conjunction with any other response.
	Client prefers not to answer	"Client prefers not to answer" should only be selected when a client chooses not to identify their race(s)/ethnicity from among the seven listed options. "Client prefers not to answer" should not be used in conjunction with any other response.
	Data not collected	Use this response if the staff does not ask the client to provide their race/ethnicity.
Additional Race and Ethnicity Detail	[Text]	Provide additional specificity the client would like the share about their race or ethnicity.

3.06 Gender

Rationale

To indicate client's *self-identification* with one or more of the gender categories. Supports system planning, and local and national understanding of who is experiencing homelessness.

Data Collection Instruction

Data Collected About	All Clients
Funder: Component - Program	All Programs - All Components
Project Type Applicability	All HMIS Project Types
Collection Point	Record creation

Record the self-reported gender of each client served. When enrolling a client who already has a record in the HMIS, verify that gender information is complete and accurately reflects how the client identifies, and correct if it does not. Gender identity is a person's internal perception of themselves and may not match the sex they were assigned at birth. This element records one's gender identity and not sex assigned at birth.

HMIS users and data entry staff should apply a [Client-Centered Approach to Recognizing Gender Identities in Data Collection](). Staff observations should never be used to collect information on gender. Provide all options to every client. Even if staff think they can guess a client's gender, every client must be asked for their self-reported information. If they prefer not to provide it or say they don't know, do not select any response other than "Client doesn't know" or "Client prefers not to answer" on the client's behalf. *Gender* does not have to match legal documents and clients may not be asked about medical history or other information to try to determine the person's gender. Simply asking, "Which of these genders best describes how you identify?" is appropriate and focuses on the person's own internal knowledge of their gender.

If a client does not understand what a particular gender response means, the descriptions below can be provided. Clients may select as many of the seven responses to '*Gender*' as they would like to for their preferred identity, need, or situation. However, a response of "Client doesn't know" should not be used interchangeably with the response option "Questioning". "Questioning" is about exploring one's gender identity. "Client doesn't know" should only be selected when a client does not know their gender from the options available, including "Questioning". "Client doesn't know", "Client prefers not to answer", and "Data not collected" are not valid in conjunction with any other response.

If a client discloses being a culturally specific identity (e.g., Two-Spirit), transgender, non-binary, questioning, or a different identity, staff should ask if the client prefers to have the HMIS record reflect the client's gender identity. For example, the availability of these options is not intended to indicate that transgender individuals are expected to disclose their status; each response is provided as an option in case an option (or more than one option) is better suited to a client's identity, needs, or situation. For instance, if a client identifies as a transgender man but they do not want their transgender identity recorded in the HMIS, the staff person would select "Man (Boy, if child)" instead of both "Man (Boy, if child)" and "Transgender".

Clients may report different gender identities or present different gender expressions at different projects within the same CoC. This may be because their gender identity has changed or because they experience a different degree of safety at different projects. If staff are working with a client who reports a gender identity that differs from the existing HMIS record, staff should ensure that the client understands and is comfortable with their information being updated across all projects prior to making any changes. Clients decide to which projects they will disclose potentially sensitive information. Project staff should enter the self-reported information as directed by the client.

Response descriptions

Field Name	Response/Data Type	Description
Gender	Woman (Girl, if child)	Client identifies as a woman, or girl in the case of a child under the age of 18.
	Man (Boy, if child)	Client identifies as a man, or boy in the case of a child under the age of 18.
	Culturally Specific Identity (e.g., Two-Spirit)	Client identifies with an identity that is exclusive to a particular culture. For example, Two-Spirit refers to a Native North American gender identity.
	Transgender	Client identifies with a transgender history, experience, or identity.
	Non-Binary	Client does not identify exclusively as a man or a woman.
	Questioning	Clients who may be unsure, may be exploring, or may not relate to or identify with a gender identity at this time. Note that "Client doesn't Know" is different than "Questioning". "Questioning" is about exploring one's gender identity. "Client doesn't Know" should only be selected when a client does not know their gender from the options available.
	Different Identity	Client identifies with another identity that is not listed as a response. A text box is provided for additional detail.
	Client doesn't know	"Client doesn't know" should only be selected when a client does not know their gender from among the responses. "Client doesn't know" should not be used in conjunction with any other response.
	Client prefers not to answer	"Client prefers not to answer" should only be selected when a client chooses not to identify their gender from among the responses. "Client prefers not to answer" should not be used in conjunction with any other response.
	Data not collected	Use this response if the staff does not ask the client to provide their gender.
If Different Identity, please specify	[Text]	For all clients that selected "Different Identity", please specify the identity.

3.07 Veteran Status

Rationale

To indicate whether clients have ever spent time in the United States Armed Forces and may be eligible for VA Homeless Programs. Allows for an accurate count of how many Veterans experience homelessness. Useful for screening for possible housing and service interventions and for gaining understanding of Veterans' service needs.

Data Collection Instruction

Data Collected About	All Adults
Funder: Component - Program	All Programs - All Components
Project Type Applicability	All HMIS Project Types
Collection Point	Record creation

Record whether the client is a Veteran. An HMIS should only have one record of '*Veteran Status*' for each client, no matter how many enrollments they have.

When enrolling a client who already has a record in the HMIS, verify that the Veteran status recorded is accurate and correct it if it is not.

'Veteran Status' is not dependent on discharge status. A dishonorable discharge limits eligibility for certain VA benefits and programs, but it does not mean that the person is not a Veteran for HMIS and PIT purposes. Unless the project's funder has eligibility requirements for Veteran status, it is not necessary to obtain documentation for users to record a "Yes" response to this data element.

Asking additional questions may result in more accurate information as some clients may not be aware that they are considered Veterans. For example:

- "Have you ever been on active duty in the military?"
- "Were you disabled during a period of active-duty training?"
- "Were you ever called into active duty as a member of the National Guard or as a Reservist?"

This data element is only required for adult clients. There are options for addressing instances where clients turn 18 while enrolled:

- Collect the data at the time of enrollment for clients expected to turn 18 while enrolled; or
- Update the client record at the time the client turns 18.

Response descriptions

Field Name	Response/Data Type	Description
Veteran Status	No	Client has never spent any time in the United States Armed Forces. This includes individuals who attended training but were discharged before reporting to a duty station, and Reservists or National Guard who were never activated or deployed.
	Yes	Client has ever served in the Armed Forces of the United States, regardless of discharge status or length of service. Please see the VA Data Guide for additional specific information related to '*Veteran Status*' definition.
	Client doesn't know	"Client doesn't know" should only be selected when a client does not know their Veteran status.
	Client prefers not to answer	"Client prefers not to answer" should be selected when a client chooses not to identify their Veteran status.
	Data not collected	Use this response if the staff does not ask the client to provide their Veteran status.

3.08 Disabling Condition

Rationale

To indicate whether clients have a disabling condition as defined below. This data element is to be used with other information to identify whether a client meets the criteria for experiencing chronic homelessness.

Data Collection Instruction

Data Collected About	All Clients
Funder: Component - Program	All Programs - All Components
Project Type Applicability	All HMIS Project Types
Collection Point	Project Start (Edit as necessary to reflect new information)

Record whether the client has a '*Disabling Condition*' (at the time of each project start. A disabling condition is one or more of the following:

- A physical, mental, or emotional impairment, including an impairment caused by alcohol or drug abuse, post-traumatic stress disorder, or brain injury that:
  1. Is expected to be long-continuing or of indefinite duration;
  2. Substantially impedes the individual's ability to live independently; AND
  3. Could be improved by the provision of more suitable housing conditions.
- A developmental disability, as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (42 U.S.C. 15002); or
- The disease of acquired immunodeficiency syndrome (AIDS) or any condition arising from the etiologic agency for acquired immunodeficiency syndrome (HIV).

For any given enrollment, there should be one and only one '*Disabling Condition'* response to choose from for reporting purposes and the answer should always be reflective of the most current disabling condition available (even if the disabling condition onset was after the '*Project Start Date'* for the enrollment). If the status changes over the course of the project stay, or the information was recorded incorrectly at the time of the project start, correct the record. **The value should always reflect the current known status of a client's disabling condition.**

It is not necessary to provide documentation to complete this data element. If a screening or assessment indicates that a client has a disabling condition, enter "Yes" Only projects that receive funding with eligibility criteria that require documentation of the disabling condition should require documentation for enrollment, consistent with those funding requirements.

If a Veteran client has a disabling condition as the result of an injury or illness incurred or aggravated during active military service and whose disability meets the disability definition defined in Section 223 of the Social Security Act, they should be identified as having a disabling condition.

A client indicating the following '*Income and Sources'* can be considered to have a disabling condition: 'Social Security Disability Insurance (SSDI)', 'VA Service-Connected Disability Compensation', or 'VA Non-Service-Connected Disability Pension'. Additionally, recipients of 'Supplemental Security Income (SSI)' may be considered to have a disabling condition if their reason for receiving SSI is not solely based on their age being 65 or older and the benefit is not for a dependent.

For residential homeless assistance programs, client enrollment as part of the program admission process must be separated from the collection of disability information to comply with Fair Housing laws and practices, unless this information is required to determine program eligibility or is needed to determine whether applicants need units with special features or if they have special needs related to communication.

Response descriptions

Field Name	**Response/Data Type**	**Description**

Disabling Condition	No	"No" should be selected when the client knows that they do not have a disabling condition

	Yes	One or more of the following:
		• A physical, mental, or emotional impairment, including an impairment caused by alcohol or drug abuse, post-traumatic stress disorder, or brain injury that:
		    • Is expected to be long-continuing or of indefinite duration;
		    • Substantially impedes the individual's ability to live independently; and
		    • Could be improved by the provision of more suitable housing conditions.
		• A developmental disability, as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (42 U.S.C. 15002).
		• The disease of acquired immunodeficiency syndrome (AIDS) or any condition arising from the etiologic agency for acquired immunodeficiency syndrome (HIV).
		• A veteran who is disabled by an injury or illness that was incurred or aggravated during active military service and whose disability meets the disability definition defined in Section 223 of the Social Security Act.

	Client doesn't know	"Client doesn't know" should only be selected when a client does not know if they have a disabling condition.
	Client prefers not to answer	"Client prefers not to answer" should be selected when a client chooses not to identify if they have a disabling condition.
	Data not collected	Use this response if the staff does not ask the client to provide their disabling condition status.

3.10 Project Start Date

Rationale

To determine the start of each client's period of participation with a project. All projects need this data element for reporting time spent participating in the project by a given client. Paired with *3.20 'Housing Move-In Date',* it becomes possible to determine the length of time from project start to housing placement for all clients accessing permanent housing.

Data Collection Instruction

Data Collected About	All Clients
Funder: Component - Program	All Programs - All Components
Project Type Applicability	All HMIS Project Types
Collection Point	Project Start

Record the month, day, and year of each client's project start. The '*Project Start Date'* indicates a client is now being assisted by the project as defined by project type below.

For each client's enrollment in a project, there must only be one '*Project Start Date'*. Any errors in entering the date should be corrected as soon as they are noticed.

Different project types use '*Project Start Date'* differently, to address the difference in meaning associated with "starting" residential, service, and permanent housing projects. See descriptions below for more information.

Each individual client in a household will have their own '*Project Start Date*'. If a new client is added to a household after the original household members' start dates, the new client's start date should reflect the actual day that client started the project. If this client is a newborn baby, the '*Project Start Date*' would reflect the date the project started providing housing or services to the newborn, consistent with the responses for project types identified below, which may be any date on or after the baby's date of birth.

Response descriptions

Field Name	Response /Data Type	Description
Project Start Date	[Date]	**Street Outreach**: Date of first contact with the client. **Emergency Shelter**: Night the client first stayed in the shelter. NbN shelters will have a '*Project Start Date*' and will allow clients to re-enter as necessary without "exiting" and "restarting" for each stay for a specified period. **Safe Haven** and **Transitional Housing**: Date the client moves into the residential project (i.e., first night in residence). **Permanent Housing**, including **Rapid Re-Housing**: Date the client was admitted into the project. To be admitted indicates the following factors have been met: 1) Information provided by the client or from the referral indicates they meet the criteria for admission; 2) The client has indicated they want to be housed in this project; and 3) The client is able to access services and housing through the project. The expectation is the project has a housing opening (on-site, site-based, or scattered-site subsidy) or expects to have one in a reasonably short amount of time. **Other Service Projects** (including but not limited to: Services Only, Day Shelter, Homelessness Prevention, Coordinated Entry): Date the client first began working with the project and generally received the first provision of service.

3.11 Project Exit Date

Rationale

To determine the end of a client's period of participation with a project. All projects need this data element for reporting time spent participating in the project.

Data Collection Instruction

Data Collected About	All Clients
Funder: Component - Program	All Programs - All Components
Project Type Applicability	All HMIS Project Types
Collection Point	Project Exit

Record the month, day, and year of the last day of occupancy or service. For each client's enrollment in a project, there should only be one '*Project Exit Date'*. Any errors in entering the date should be corrected as soon as they are noticed.

Each individual client in a household will have their own '*Project Exit Date'*. If one member of a household leaves the project before the rest of the household, the leaver's exit date should reflect the actual day that client left the project.

Different project types use '*Project Exit Date'* differently, to address the difference in meaning associated with "ending" residential and service projects.

- For site-based residential projects and Entry-Exit emergency shelters, this date represents the last day of a continuous stay in the project before the client transfers to another residential project or otherwise stops residing in the project. For example, if a person checked into an overnight shelter on January 30, 2023, stayed overnight and left in the morning, the exit date for that shelter stay would be January 31, 2023.
    - Clients in RRH projects are to be exited after the last RRH service is provided. If eligible RRH case management services are provided past the final date of receiving rental assistance, for example, the client must not be exited until those services cease.
- For Night-by-Night emergency shelters, the exit date should be the day after the last recorded bed night.
- For non-residential projects, the exit date must represent the last day a contact was made, or a service was provided. The exit date should coincide with the date the client is no longer considered a participant in the project. Projects must have a clear and consistently applied procedure for determining when a client who is receiving supportive services is no longer considered to be participating in the project. For example, if a person has been receiving weekly counseling as part of an ongoing treatment project and either formally terminates their involvement or fails to return for counseling, the last date of service is the date of the last counseling session. If a client uses a service for just one day (i.e., starts and stops before midnight of same day), then the '*Project Exit Date*' may be the same as the '*Project Start Date*'.
    - In a street outreach project, clients may be exited when the outreach staff has been unable to locate the client for an extended period of time and there are no recorded contacts. The CoC must be involved in the determination of what constitutes an "extended length of time", and to which projects the solution is to be applied.
    - In addition, the client may be exited upon entering another project type, finding housing, engaging with another outreach project, or passing away. In those cases, the

client would be exited as of the date of the last contact recorded in 4.12 '*Current Living Situation*'.

Auto-exits

Auto-exit functionality is not a required feature of HMIS. However, if it is a feature offered, it must meet certain requirements:

- The CoC must be involved in the determination of what constitutes an "extended length of time" that has elapsed to trigger auto-exit functionality and must establish a standard to "automatically exit" a client after a given length of absence from a project. (e.g., 90 days from last bed night).
- For residential projects, the client's '*Project Exit Date'* would be recorded as the last day the client appeared at the residential project (in the case of Night-by-Night emergency shelter, the day after the last *4.14 'Bed Night Date'* and the *3.12 'Destination'* would be marked as "No exit interview completed".

The "Post Exit" Data Collection Stage is relevant for project types that provide aftercare/follow-up services but does not extend the length of the client's enrollment in a project. Services provided "post exit" will fall after the client's '*Project Exit Date'*. In residential projects that require use of this Data Collection Stage, the client is still to be exited as of the date described above, appropriate to the project type.

Response descriptions

Field Name	**Response/Data Type**	**Description**
Project Exit Date	[Date]	*Site-based residential projects and Entry-Exit emergency shelters:* The last day of continuous stay in the project before the client transfers to another residential project or otherwise stops residing in the project. *Night-by-Night Emergency Shelters:* The day after the last bed night recorded. *Tenant-based permanent housing projects:* The last day the client receives rental assistance or supportive services (RRH) or is provided rental assistance (tenant-based PSH, transition-in-place, or other permanent housing). *Non-residential projects:* The last day a service was provided or the last date of a period of ongoing service.

3.12 Destination

Rationale

To identify where a client will stay just after exiting a project for purposes of tracking and outcome measurement.

Data Collection Instruction

Data Collected About	All Clients

Funder: Component - Program	All Programs - All Components
Project Type Applicability	All HMIS Project Types
Collection Point	Project Exit

Record where the client is expected to stay after they complete or stop participating in project activities.

Select the '*Destination'* that *most closely matches* where the client will be staying after exiting the project.

If project staff receive corrected information about a client's exit destination from the client (because the original entry was incorrect), destination responses may be corrected in HMIS.

3.917 Prior Living *Situation* data should not be used as the source for *Destination*. Additionally, *Destination* should not be pre-filled at project start and unconfirmed, word-of-mouth information from anyone other than the client should not be used as a source for *Destination* responses in HMIS.

For residential projects that expect a client to move out upon exit (Emergency Shelter, Transitional Housing, Safe Haven, project-based Permanent Supportive Housing), record where the client is expected to move immediately after leaving. For projects where a client is not expected to relocate upon exit (Homelessness Prevention, Rapid Re-Housing, Transition in Place, or Supportive Services projects), record where the client is expected to stay after they complete or stop participation in project activities. This may be the same place that they were staying during their project enrollment or prior to starting in the project.

If a client moves into rental housing with a subsidy to help them maintain the housing, select "Rental by client, with ongoing subsidy" which will then allow for a dependent field to provide additional detail about the type of subsidized housing situation the client is living in. A housing subsidy may be tenant-, project-, or sponsor-based and provides ongoing assistance to reduce rent burden. This includes housing subsidies provided through HUD-funded subsidies (e.g., public housing, Housing Choice Voucher or "Section 8") or other housing subsidies (e.g., state rental assistance voucher).

If a client moves into the housing of family or friends, select the response that includes the expected tenure of the destination (permanent or temporary). There is no specific timeframe used to differentiate between 'permanent' or 'temporary'. Rather, the determination should be made based on whether the situation reflects family reunification or whether the family member or friend has placed any limitation that indicates the stay is intended to be temporary (e.g., a specific time limit).

'*Other*' should be used only as a last resort if the client's destination truly cannot be even loosely described by any of the available options. Any response of '*Other*' will not count in any HMIS-based reporting as a positive outcome. If a client is moving into a situation that cannot be accounted for by the guidance provided, please submit an HMIS AAQ with the specific circumstances on the HUD Exchange to receive assistance with appropriate categorization.

Note that the client's '*Destination'* is about where they are staying, not necessarily about why they are staying there. The destination will depend on the specifics of the situation, but it is important to select a destination response that reflects the true nature of the situation. For example, clients who are exiting to attend school, to join the military, or to certain employment opportunities may have different responses for *Destination* depending on the specifics. If the client is moving into a dorm or military-supplied housing, "Rental by Client, with other ongoing housing subsidy" can be selected, consistent with the notion that these units are not owned by client, have conditions of tenancy, and have a value ascribed to them. If the client is moving into housing with a relative during schooling, Living with Family, Permanent Tenure can be selected, consistent with the notion that the client may stay with the family member for as long as needed to complete school.

Another common example is a situation in which a client is exited from a project and is “squatting” or occupying an abandoned or unoccupied area or land and/or building that the client does not own, rent or otherwise have lawful permission to use, “Place not meant for habitation” as the exit destination.

NbN shelters may have high rates of missing *Destination* data. Often, in this type of shelter, a client is exited after a period of not coming into the shelter, at which point the opportunity to ask clients where they are going is lost. HUD and other federal partners strongly encourage shelters, even large-scale shelters, to consider themselves to be a part of the community's system working to end homelessness. Any steps these projects can take to establish relationships with clients, focus on moving clients into more permanent housing situations, or collaborate with service projects that do so, will improve a system's functioning, data quality, and client outcomes.

Response descriptions

Field Name	Response/Data Type	Description
Destination		See Appendix A - Living Situation Option List for a complete list of Living Situation Responses and Destinations
Rental Subsidy Type		If a response of “‘Rental by client, with ongoing housing” is selected, identify the specific subsidy.
If Other for “Type of Residence”	[Text]	Record in the description of ‘*Other*’ residence type.

3.15 Relationship to Head of Household

Rationale

To identify one person to whom all other household members can be linked to at the time they enter a project. This facilitates the identification and enumeration of households. In addition, specifying the relationship of household members to the Head of Household facilitates reporting on household composition.

Data Collection Instruction

Data Collected About	All Clients
Funder: Component - Program	All Programs - All Components
Project Type Applicability	All HMIS Project Types
Collection Point	Project Start

Identify one member of a household to whom all other household members can be associated. A household is a single individual or a group of persons who apply together to a continuum project for assistance and who live together in one dwelling unit, or, for persons who are not housed, who would live together in one dwelling unit if they were housed.

There must be one Head of Household for each enrollment and there cannot be more than one Head of Household for any given enrollment.

If the Head of Household leaves the project while other household members remain, another member of the household currently participating in the project must be designated as the Head of Household (retroactively to the beginning of the household's enrollment). The other members' relationship to Head of Household should be edited to reflect each individual's relationship to the newly designated Head of Household (including the individual exiting the program) in the event that it differs from the relationship to whoever was previously identified as the Head of Household. Records of such changes are not necessary to retain in HMIS over the course of a project stay; the Head of Household is simply swapped out, backdating to the start of the household's enrollment.

In a household of a single individual, that person must be identified as the head of the household. In multi-person households, the term “Head of Household” is not intended to mean the "leader" of the house. When a group of persons present together as a household or family unit, no matter the configuration or whether a minor is among the members, one of those persons must be designated as the Head of Household and the rest must have their relationship to the Head of Household recorded.

If the group of people is composed of adults and children, an adult must be indicated as the Head of Household. Other than this restriction, each CoC must develop guidelines for defining and designating a household member as the Head of Household and seek to ensure that those guidelines are applied consistently across participating continuum projects. A particular funder may provide instructions for determining which household member should be designated as the Head of Household in projects that they fund; if the funder's instructions conflict with CoC guidance, the requirements of the funder should supersede CoC guidance for the relevant projects.

Where two or more people under the age of 18 present at a project together and one of the people presenting is not the child of the other (e.g., brother and sister), each person should be entered as their own record in their own household. It is important to create separate records for people under 18 who present together to better understand homelessness among youth. Entering them separately is not permitted to be a barrier to or impact the receipt of future interventions. If two minors present together with a child, the two minors should be recorded in separate households. The child should be added to the household of the parent that the child would live with should the parents be separated for any reason.

Response descriptions

Field Name	Response/Data Type	Description
Relationship to Head of Household	Self (Head of Household)	Head of household may be alternatively thought of as the “primary client”, the “eligible individual” etc., rather than as a fixed designation.
	Head of Household's child	Children, including step-, adopted, and foster children of the Head of Household, regardless of their age.
	Head of Household's spouse or partner	Significant other of the Head of Household, whether in a marital or de facto relationship.

	Head of Household's other relation member (other relation to Head of Household)	Grandchildren, nieces, nephews, cousins, or other relatives, regardless of their age.
	Other: non-relation member	Groups of people may self-define their households or families, which may include other non-relations. However, if the group of persons are all children and youth (where none of the youth presenting are the child of another youth being served by a project), each youth should be entered as their own record in their own household.

3.16 Enrollment CoC

Rationale

To link client household data to the relevant CoC in which the assisting project operates. Necessary for projects that operate across multiple CoCs for data export purposes and to ensure accurate counts of persons who are served within a CoC. For more information about setting up projects that operate in multiple CoCs, please refer to Introduction to Project Descriptor Data Elements.

Data Collection Instruction

Data Collected About	Head of Household
Funder: Component - Program	All Programs - All Components
Project Type Applicability	All HMIS Project Types
Collection Point	Project Start

Select or enter the CoC code assigned to the geographic area for where the project is funded to operate.

If *Enrollment CoC* information was recorded incorrectly at project start, correct the existing record.

It must be possible to associate all project stays with the relevant CoC code. This data element must be user-entered for all projects with more than one *'Continuum Code'* identified in 2.03 *Continuum of Care Information*. It may be auto-populated for projects that operate in a single CoC. Systems may set up defaults to the CoC code of the HMIS implementation but must be able to accept any other *'Continuum Code'* identified in 2.03 *Continuum of Care Information*. For data quality purposes, the CoC codes for this data element should be limited to the same *'Continuum Code(s)'* used for element 2.03 *Continuum of Care Information*.

To allow projects operating in multiple CoCs to enter data into a single “host’’ HMIS and provide data to each of the CoCs in which they are serving clients, a CoC must be identified for each *‘Project Start Date’*. The 'CoC Code' will be used in reporting in the host HMIS to exclude irrelevant data; it will also be used as a parameter for data export to provide relevant data to other CoCs.

Household members' location data must match the *‘Enrollment CoC’* identified for the Head of household.

Response Descriptions

Field Name	Response/Data Type	Description
HUD assigned CoC code for the client's location at project start	[Text] [6 characters: XX-XXX]	HUD assigned CoC code for the project location at enrollment.

3.20 Housing Move in Date

Rationale

To document the date that a household admitted into a permanent housing project moves into housing. This date is critical to Housing Inventory Count (HIC) and Point-in-Time (PIT) counts as it differentiates households which have already moved into permanent housing from households which are enrolled in a Permanent Housing project but are still experiencing literal homelessness (in Emergency Shelter, Safe Haven, Transitional Housing, or on the street) as they prepare to move into an available unit.

Data Collection Instruction

Data Collected About	Head of Household
Funder: Component - Program	All Programs - All Permanent Housing Components
Project Type Applicability	PH - Permanent Supportive Housing PH - Housing Only PH - Housing with Services (no disability required for entry) PH - Rapid Re-Housing
Collection Point	Occurrence Point: At move-in

For clients with a '*Project Start Date'* in a permanent housing project of any kind (see criteria for recording a '*Project Start Date'* under data element 3.10), record the date a client or household moves into a permanent living situation. "Move-in" means a lease arrangement has been made, the client has a key or entry ability to the unit, and that the client has physically slept in the unit. This date may or may not align with the lease date. If communities need to collect lease dates for local reasons, they should use a custom data element.

A '*Housing Move-In Date'* must be recorded at the point the household moves into a permanent living situation, whether subsidized by the currently enrolled PH project, a different PH project or subsidy, or without any subsidy at all. This may or may not be the same date as '*Project Exit Date'* depending on the provision of additional services after the client is housed. Refer *to 3.11 Project Exit Date* guidance for instructions on '*Project Exit Date'*.

For purposes of the HIC and other point-in-time reporting, households with a '*Project Start Date'* which do not have a '*Housing Move-In Date'* at the point in time of the report must be excluded from counts of persons in permanent housing.

If the client vacates a housing situation and the project stops paying rental assistance, staff should exit the client from the project with an accurate '*Project Exit Date'* and '*Destination'* and create a new '*Project Start Date'* in a second enrollment for the client on the same or following day. The '*Prior Living Situation*' in the new enrollment must reflect the location where the client slept the night before the new '*Project Start Date.'* The project should continue working with the client until a new unit is found, at which point a new '*Housing Move-In Date'* would be recorded on the second project record. This will ensure that the client's history of housing is preserved.

If the client moves directly from one unit into another unit, with no days of homelessness in between, it is not necessary to exit and re-enter them because their '*Housing Move-In Date'* would still accurately reflect the day they entered permanent housing within that enrollment record.

If a client is transferred into a PSH, RRH, or other permanent housing project having already moved into a permanent housing unit, the client's '*Project Start Date'* and '*Housing Move-in Date'* will be the same date. It is not appropriate to have the '*Housing Move-in Date'* reflect the original move-in, since the purpose of the data element is to distinguish between housed and homeless statuses during a single enrollment.

'Housing Move-in Date' must be a date occurring on or between the '*Project Start Date'* and '*Project Exit Date'*. There can be only one '*Housing Move-in Date'* per enrollment. Once a '*Housing Move-In Date'* has been recorded for an enrollment, it must not be removed from the client's record, even if they subsequently lose that housing situation. Users must be able to edit data to correct errors. HMIS software must NOT auto-populate '*Housing Move-In Date'* from one enrollment record ('*Enrollment Identifier*',) to another.

Response Descriptions

Field Name	Response/Data Type	Description
Housing Move-in Date	[Date]	The date the client moved into permanent housing. Must be entered if/when a household moves into any type of permanent housing, regardless of funding source or whether the project is providing the rental assistance, to differentiate between clients who are housed and those who are experiencing homelessness at different points during their enrollment.

3.917 Prior Living Situation

Rationale

To identify the type of living situation and length of stay in that situation immediately prior to project start for all adults and the Head of Household. This data element is used with other information to identify whether a client appears to meet the criteria for experiencing chronic homelessness at various points of enrollment (i.e., at the point of project entry, at a point during a project enrollment, or at any point over the course of a specified reporting period).

Data Collection Instruction

Data Collected About	Head of Household and Adult(s)
Funder: Component - Program	All Programs - All Components
Project Type Applicability	All HMIS Project Types*
Collection Point	Project Start

The element has been constructed to avoid collecting information which is irrelevant or inappropriate for the client population being served in a particular situation by splitting the element into 3.917A and 3.917B.

*3.917A is applicable only to Emergency Shelter, Street Outreach, and Safe Haven project types. 3.917B is applicable to all other HMIS project types. For example, eligibility for Homelessness Prevention requires that a client be in housing. By definition, a person in housing is not experiencing chronic homelessness at that point in time, so some of the fields in this data element used to determine whether a person is experiencing chronic homelessness are not applicable in that situation.

Intake staff should ask clients about their history of experiencing homelessness, including specific instances the client spent “on the street”, in an emergency shelter, or in a Safe Haven project. This may require defining or explaining each field to the client. Note, the phrases “on the street” or "the streets" are used as shorthand for any place that meets the statutory definition of “place not meant for human habitation” and means a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground.

Although documentation is required by some funders for programs targeting people experiencing chronic homelessness, completing the data fields in HMIS does not require documentation – a client's responses are all that is required. Different project types have different realities they are working in when it comes to interviewing clients. Some high -volume shelters may simply ask people to quickly “ballpark’’ their responses to the required fields. Other project types can have more complex enrollment processes that allow staff to sit with the client and get a clearer picture of the client's housing history and their official ‘’breaks’’ in experiencing homelessness, according to the definition of chronic homelessness. PSH projects with documentation requirements are going to be spending time with clients' HMIS records and files to get information for documentation purposes, which they can use to improve data quality in this field. All these strategies are acceptable, and HUD anticipates that the data quality will vary from project type to project type. This data element is intended to provide a consistent way to capture information about individuals who are likely experiencing chronic homelessness in HMIS for HUD and CoCs to use for planning purposes.

Note that this data element does not constitute third-party documentation of chronic homelessness for projects that require such documentation (HMIS reports of actual enrollments in ES, SH, or SO projects may be used to meet third-party documentation requirements).

The responses are intended to reflect the client's last living situation *immediately* prior to the ‘*Project Start Date’*. For projects that do not provide lodging, the 'prior' living situation may be the same as the client's current living situation.

1. Select the *'Type of Residence'* from the Living Situation Option List that *most closely matches* where the client was living prior to project start. Adult members of the same household may have different prior living situations.
2. Record the length of time the client was residing in their previous place of stay.
    a. (3.917B) If the client is entering Transitional Housing, any form of Permanent Housing including Permanent Supportive Housing and Rapid Re-Housing, Services

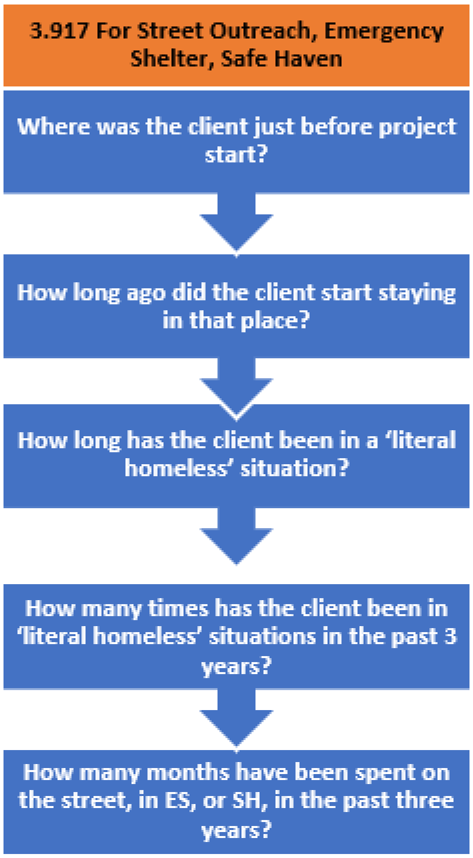
Only, Other, Day Shelter, Homelessness Prevention, and Coordinated Entry from an institutional setting:

   i. Indicate if the client was in the institution for less than 90 days and if so, indicate if the client's living situation immediately prior to entering the institution was on the streets, in an emergency shelter, or a Safe Haven.
   ii. If "**Yes"** to both, proceed to step 3. If "**No"** to either, stop collecting data for this element.

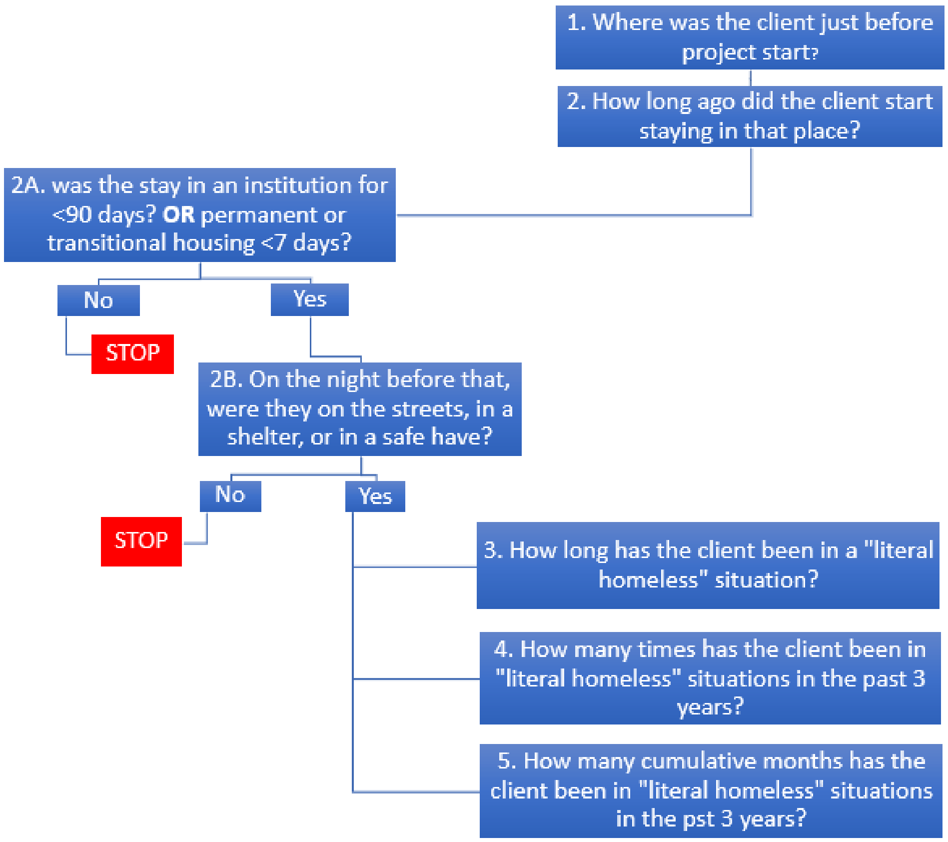
b. (3.917B) If the client is entering Transitional Housing, any form of Permanent Housing including Permanent Supportive Housing and Rapid Re-Housing, Services Only, Other, Day Shelter, Homelessness Prevention, and Coordinated Entry from any type of temporary, permanent, or other situation:
   i. Indicate if the client was in the temporary, permanent, or other situation for less than 7 nights and if so, indicate if their living situation immediately prior to entering the temporary, permanent, or other situation was on the streets, in an emergency shelter, or a Safe Haven.
   ii. If **"Yes"** to both, proceed to step 3. If **"No"** to either, stop.
c. If the client is entering Emergency Shelter, Safe Haven, or Street Outreach, proceed to step 3.

3. Record the actual or approximate date ***this episode*** of homelessness began (i.e., the beginning of the continuous period of homelessness on the streets, in emergency shelters, in Safe Havens, or moving back and forth between those places).
4. Record the number of times the client has been on the streets, in emergency shelters, or in Safe Havens in the past three years, including this time.
5. Record the cumulative total number of months the client has experienced homelessness on the streets, in emergency shelters, or in Safe Havens in the past three years.

Users must be able to edit data to correct errors or to enter a response for a client who has turned 18. Responses to this element must always reflect living situation and circumstances as of the '*Project Start Date*' and not at the time of collection. If dependencies are required as defined below, HMIS must be able to create them and the data for the fields of this data element should be logically consistent. It is strongly recommended that HMIS is programmed to enforce these rules or to notify users when inconsistent data has been entered. For example, if there is a "Yes" response then the next response elements must be available for data entry. If there is any other response besides "Yes" then the next response element must either be hidden or formatted or in some other way identified as not to be completed.


3.917 For Street Outreach, Emergency Shelter, Safe Haven
Where was the client just before project start?
How long ago did the client start staying in that place?
How long has the client been in a 'literal homeless' situation?
How many times has the client been in 'literal homeless' situations in the past 3 years?
How many months have been spent on the street, in ES, or SH, in the past three years?

3.917 For All Other Project Types



Response Descriptions

Field Name	Response/Data Type	Description
Type of Residence	See [Appendix A - Living Situation Option List]()	
Rental Subsidy Type	See Appendix A	Rental Subsidy Type
Length of stay in prior living situation	One night or less	The length of time the client was residing in the living situation. If the client moved around, but was in the same *type* of situation, include the total time in that type of situation. If the client moved around from one situation to another, only include the time in selected situation.
	Two to six nights	
	One week or more, but less than one month	
	One month or more, but less than 90 days	
	90 days or more, but less than one year	
	One year or longer	
	Client doesn't know	
	Client prefers not to answer	
	Data not collected	
Approximate date *this episode* of homelessness started	[Date]	Have the client look back to the date of the last time the client had a place to sleep that was not on the streets, ES, or SH. Including the situation the client was in right before entering, plus any continuous time moving around between the streets, an emergency shelter, or a Safe Haven, determine the date this period of the client's experience of ''literal'' homelessness began. The look back time would not be broken by a stay of less than 7 consecutive nights in any permanent or temporary housing situation nor would it be broken by an institutional stay of less than 90 days (i.e., jail, substance abuse or mental health treatment facility, hospital, or other similar facility). Approximations are permitted.

(Regardless of where they stayed last night), number of times the client has been on the streets, in ES, or SH in the past three years including today	One time	Including today, count all the different times the client was on the streets, in an emergency shelter, or in a Safe Haven in the last 3 years where there are full breaks in between (i.e., breaks that are 90 days or more in an institution or 7 nights or more in permanent or transitional housing).
	Two times	
	Three times	
	Four or more times	
	Client doesn't know	
	Client prefers not to answer	
	Data not collected	
Total number of months homeless on the street, in ES, or SH in the past three years	One month (this time is the first month)	Count the cumulative number of months in which a person was on the streets, in an ES, or SH in the last 3 years, including stays in an institution less than 90 days or in permanent or transitional housing less than 7 days. The current month, even if a partial month, should be counted as a full month.
	[Integers 2 through 12]	
	More than 12 months	
	Client doesn't know	
	Client prefers not to answer	
	Data not collected	

Program Specific Data Elements

Common Program Specific Data Elements

4.02 Income and Sources

Rationale

To determine whether households are accessing all income sources for which they are eligible at the time of project start and to allow for analyzing changes in income between project start, annual assessment, and exit.

Increase in income is a key performance measure of most federal partner programs. Collecting income information throughout a project stay supports plans to link clients with all income sources and benefits for which they are eligible and helps CoCs improve system design and partnerships by analyzing cross-systems connections to ensure access to additional income sources.

Data Collection Instruction

Data Collected About	Head of Household and Adults
Funder: Component - Program	HUD: CoC – Collection required for all components except SSO Coordinated Entry HUD: ESG – Collection required for all components except ES-NbN

	HUD: ESG RUSH – Collection required for all components except Emergency Shelter or Street Outreach HUD: HOPWA – Collection required for all components HUD: Unsheltered NOFO – Collection required for all components except SSO Coordinated Entry HUD: Rural Special NOFO – Collection required for all components except SSO Coordinated Entry HUD: HUD-VASH – Collection required for HUD VASH Collaborative Case Management HUD: PFS – Collection required for all permanent housing projects HHS: PATH – Collection required for all components HHS: RHY – Collection only required for MGH, TLP, and Demo VA: SSVF – Collection required for RRH and Homelessness Prevention VA: GPD – Collection required for all components VA: Community Contract Safe Haven VA: CRS Contract Residential Services
Project Type Applicability	All HMIS Project Types

Indicate whether each head of each household served (including minor heads of their own household) and each adult household member have income and the sources of that income.

Income data should be entered into HMIS consistent with guidelines for calculating household income provided by a project funder if such guidelines exist. For example, for eligibility purposes, both CoC and ESG-funded projects are instructed to exclude income from the employment of a minor child from calculations of household income. The same is true for SSVF. However, recording income in an HMIS is not the same as performing an income evaluation for purposes of project eligibility determination or a rent calculation for the purpose of determining rental subsidy (24 CFR 5.609 and 24 CFR 5.611(a)). Data recorded in HMIS also does not replace required income verification documentation that may be required by a funder.

In the absence of income calculation guidelines provided by the funder, generally, any income associated with a minor used for household expenses and support should be included in the Head of Household's *Income and Sources* record. Where the income is not relevant for household expenses, it could be excluded from entry. Projects may choose to collect income information for all household members including minor children within households, if this does not interfere with accurate reporting per funder requirements.

Income and Sources collected at project start and project exit are to reflect the information as of the date of project start and the date of project exit. '*Information Date*' for those records must reflect the date of project start and the date of project exit, respectively.

An *Income and Sources* record must be created at any time during a project stay if income or sources change. This would include the situation when a minor child enters or leaves the household and the income received by the household changes as a result. In that case, a new *Income and Sources* record must be created for the Head of Household, reflecting the additional (or lost) income. This would also include the situation when a minor child in a household turns 18. In that case, a new *Income and Sources* record must be created for the 18-year-old client reflecting any income associated with that client. If some existing income transfers to the 18-year-old's new record, an additional update record would need to be created for the Head of Household, reflecting the removal of that income from their record. 'Information Date' for those records must reflect the date of the data collection.

An ‘*Income and Sources’* record must be created as part of an annual assessment for clients participating in a project for one year or more, even if there is no change in either the income or sources. The ‘*Information Date*' for those records must reflect the date of the data collection, which must be no more than 30 days before or after the anniversary of the Head of Household's ‘*Project Start Date’*. Annual assessments are based solely on the Head of Household's anniversary date. The annual assessment must include updating both the Head of Household's record and any other family members at the same time.

If a client's income information was recorded incorrectly at project start, update, assessment, or exit, correct the existing record, rather than adding an “update” record.

To collect income information, projects are expected to ask clients whether they receive income from each of the sources listed (either on paper or through client interview) rather than asking them to state the sources of income they receive. Unless the project funder requires documentation for record keeping purposes, clients are not required to provide documentation of income or benefits. Requiring documentation of income and benefits when it is not a funder's requirement unnecessarily slows down the process for assisting people to exit homelessness.

Income data should be recorded only for sources of income that are current as of the '*Information Date*' (i.e., have not been terminated). Clients may identify multiple sources of income.

- Example: a client's employment has been terminated and the client has not yet secured additional employment. Record the response for Earned income as "No".
- Example: a client's most recent paycheck was 2 weeks ago from a job in which the client was working full time for $15.00/hour, but the client is currently working 20 hours per week for $12.00 an hour. Record the income from the job the client has at the time data are collected (i.e., 20 hours at $12.00 an hour).

When a client has income, but does not know the exact amount, a “Yes” response should be recorded for both the overall income question and the specific source, and the income amount should be estimated. *Income and Sources* is intended to identify regular, recurrent earned income and cash benefits. Services and/or gifts such as phone cards and vouchers that are provided by a project to clients during enrollment are fundamentally different and are not considered income.

Student financial aid is not to be considered income unless the financial aid includes a cash stipend. The source for such income would be considered ‘*Other*’, and the source can be described in a text field. However, be sure to check your funder's requirements. For example, SSVF does not allow grantees to include any student financial aid, including GI Bill Student Financial Aid.

Lump sum amounts received by a family, such as inheritances, insurance settlements, or proceeds from sale of property, or back pay from Social Security are considered assets, not income, and are not recorded in HMIS.

Response Descriptions

Field Name	Response/Data Type	Description
Information Date	[Date]	The date the information was collected
Income from Any Source	No	
	Yes	
	Client doesn't know	
	Client prefers not to answer	
	Data not collected	
Earned Income (i.e., employment income)	No	
	Yes	Earned income means any income that is earned by the client, even if not supported by official documentation of that income (e.g., collecting recycling, cash jobs such as babysitting).
Monthly amount	[Currency/decimal]	
Unemployment Insurance	No	
	Yes	Unemployment compensation includes payments the respondent received from government unemployment agencies or private companies during periods of unemployment and any strike benefits the respondent received from union funds.
Monthly amount	[Currency/decimal]	
Supplemental Security Income (SSI)	No	
	Yes	Monthly cash benefits paid to people with limited income and resources who are disabled, blind, or age 65 or older. Blind or disabled children may also get SSI.
Monthly amount	[Currency/decimal]	
Social Security Disability Insurance (SSDI)	No	
	Yes	Cash benefits for disabled person and certain family members who meet “insured” requirements. This means the person worked long enough – and recently enough – and paid Social Security taxes on earnings.
Monthly Amount	[Currency/decimal]	
VA Service-Connected Disability Compensation	No	

	Yes	A monetary benefit paid to Veterans who are determined by VA to be disabled by an injury or illness that was incurred or aggravated during active military service.
Monthly Amount	[Currency/decimal]	
VA Non-Service-Connected Disability Pension	No	
	Yes	A monetary benefit paid to wartime Veterans with limited income who are no longer able to work.
Monthly Amount	[Currency/decimal]	
Private disability insurance	No	
	Yes	Disability benefits include payments people receive as a result of a health problem or disability (other than those from social security).
Monthly Amount	[Currency/decimal]	
Worker's Compensation	No	
	Yes	Worker's compensation includes payments people receive periodically from public or private insurance companies for injuries received at work.
Monthly Amount	[Currency/decimal]	
Temporary Assistance for Needy Families (TANF) [or use local name]	No	
	Yes	Cash public assistance payments low-income people.
Monthly Amount	[Currency/decimal]	
General Assistance (GA) [or use local name]	No	
	Yes	Cash public assistance payments for low-income people.
Monthly Amount	[Currency/decimal]	
Retirement Income from Social Security	No	
	Yes	A monthly cash benefit that replaces income when one reduces their working hours or stops working altogether.
Monthly Amount	[Currency/decimal]	
Pension or retirement income from a former job	No	
	Yes	Pension or retirement income includes payments from the following sources: companies or unions; federal government (Civil Service);

		military; state or local governments; railroad retirement; annuities or paid-up insurance policies; individual retirement accounts (IRAs), Keogh, or 401(k) payments; or other retirement income.
Monthly Amount	[Currency/decimal]	
Child support	No	
	Yes	Child support includes all periodic payments a parent receives from an absent parent for the support of children, even if these payments are made through a state or local government office.
Monthly Amount	[Currency/decimal]	
Alimony and other spousal support	No	
	Yes	Alimony includes all periodic payments people receive from ex-spouses. Alimony excludes one-time property settlements.
Monthly Amount	[Currency/decimal]	
Other Source	No	
	Yes	Any other cash income source not named above.
Monthly Amount	[Currency/decimal]	
Specify Source	[text]	Name of other cash income source.
Total Monthly Income	[Currency/decimal]	Sum of all monthly income.

4.03 Non-Cash Benefits

Rationale

To determine whether households are accessing all mainstream program benefits for which they are eligible at the time of project start and to allow for analyzing changes in the composition of non-cash benefits between project start and exit.

Data Collection Instruction

Data Collected About	Head of Household and Adult(s)
Funder: Component - Program	HUD: CoC – Collection required for all components except SSO Coordinated Entry HUD: ESG – Collection required for all components except ES-NbN HUD: ESG RUSH – Collection required for all components except Emergency Shelter or Street Outreach HUD: HOPWA – Collection required for all components HUD: Unsheltered Special NOFO – Collection required for all components except SSO Coordinated Entry HUD: Rural Special NOFO – Collection required for all components except SSO Coordinated Entry HUD: HUD-VASH – Collection required for HUD VASH Collaborative Case Management HUD: PFS – Collection required for all permanent housing projects HHS: PATH – Collection required for all components

	HHS: RHY – Collection only required for BCP (HP and ES), MGH, TLP, and Demo VA: SSVF – Collection required for RRH and Homelessness Prevention VA: GPD – Collection required for all components VA: Community Contract Safe Haven VA: CRS Contract Residential Services
Project Type Applicability	All HMIS Project Types

Indicate whether each head of each household served (including minor heads of their own household) and each adult household member are receiving any of the listed benefits.

Non-cash benefits data should be entered in HMIS consistent with guidelines provided by a project funder, if such guidelines exist. In the absence of guidelines provided by a funder, generally, any benefits received by or on behalf of a minor household member or on behalf of the household as a whole (such as SNAP) should be included in the Head of Household's *Non-Cash Benefits* record. Projects may choose to collect non-cash benefits information for all household members including minor children within households, if this does not interfere with accurate reporting per funder requirements.

Non-Cash Benefits collected at project start and project exit are to reflect the information as of the date of project start and the date of project exit. '*Information Date*' for those records must reflect the date of project start and the date of project exit, respectively.

A *Non-Cash Benefits* record must be created at any time during a project stay if non-cash benefits change. This would include the situation when a minor child enters or leaves the household and the non-cash benefits received by the household change as a result. In that case, a new *Non-Cash Benefits* record must be created for the Head of Household, reflecting the additional (or lost) benefit. This would also include the situation when a minor child in a household turns 18. In that case, a new *Non-Cash Benefits* record must be created for the 18-year-old client reflecting any benefits associated with that client. If an existing benefit transfers to the 18-year-old's new record, an additional update record would need to be created for the Head of Household, reflecting the removal of that benefit from their record. '*Information Date*' for those records must reflect the date of the data collection.

A *Non-Cash Benefits* record must be created as part of an annual assessment for clients participating in a project one year or more, even if there is no change in benefits. The '*Information Date*' for those records must reflect the date of the data collection, which must be no more than 30 days before or after the anniversary of the Head of Household's '*Project Start Date*'. Annual assessments are based solely on the Head of Household's anniversary date. The annual assessment must include updating both the Head of Household's record and any other family members at the same time.

If a client's benefits information was recorded incorrectly at project start, update, assessment, or exit, correct the existing record.

To collect benefits information, projects are expected to ask clients whether they receive benefits from each of the sources listed (either on paper or through client interview) rather than asking them to state the sources of non-cash benefits they receive. Clients are not required to provide documentation of benefits. Requiring documentation of benefits when it is not a funder's requirement unnecessarily slows down the process for assisting people to exit homelessness.

Benefits data should be recorded only for benefits that are current as of the '*Information Date*' (i.e., have not been terminated). Clients may identify multiple sources of non-cash benefits.

- Example: a client received food stamps on the first of the month and expects to receive food stamps again on the first of the next month. Record the response for Supplemental Nutritional Assistance Program (SNAP) as "Yes".
- Example: a client received food stamps on the first of the month but is not eligible to receive food stamps on the first of next month. Record the response for Supplemental Nutritional Assistance Program (SNAP) as "No".

Non-Cash Benefits is intended to identify regular, recurrent benefits. Services and/or gifts such as phone cards and vouchers that are provided by a project to clients during enrollment are fundamentally different and are not considered benefits.

Response Descriptions

Field Name	Response/Data Type	Description
Information Date	[Date]	The date the information was collected
Non-Cash Benefit from Any Source	No	
	Yes	
	Client doesn't know	
	Client prefers not to answer	
	Data not collected	
Supplemental Nutrition Assistance Program (SNAP) (Previously known as Food Stamps)	No	Previously known as Food Stamps
	Yes	
Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	No	
	Yes	Assistance for low-income pregnant, breastfeeding, and non-breastfeeding postpartum women, infants, and children up to age 5 who are found to be at nutritional risk.
TANF Child Care services (or use local name)	No	
	Yes	
TANF transportation services (or use local name)	No	
	Yes	
Other TANF-funded services	No	
	Yes	
Other source	No	
	Yes	
Specify Source	[Text]	

4.04 Health Insurance

Rationale

To determine whether clients are accessing all mainstream medical assistance benefits for which they may be eligible, and to ascertain a more complete picture of changes to economic circumstances between project start and exit.

Data Collection Instruction

Data Collected About	All Clients
Funder: Component - Program	HUD: CoC – Collection required for all components except SSO Coordinated Entry HUD: ESG – Collection required for all components except ES-NbN HUD: ESG RUSH – Collection required for all components except Emergency Shelter or Street Outreach HUD: HOPWA – Collection required for all components HUD: Unsheltered Special NOFO – Collection required for all components except SSO Coordinated Entry HUD: Rural Special NOFO – Collection required for all components except SSO Coordinated Entry HUD: HUD-VASH – Collection required for HUD VASH Collaborative Case Management HUD: PFS – Collection required for all permanent housing projects HHS: PATH – Collection required for all components HHS: RHY – Collection required for all components VA: SSVF – Collection required for RRH and Homelessness Prevention VA: GPD – Collection required for all components VA: Community Contract Safe Haven VA: CRS Contract Residential Services
Project Type Applicability	All HMIS Project Types

In separate fields, indicate whether clients are receiving health insurance from any of the listed sources.

Health Insurance data collected at project start and project exit are to reflect the information as of the date of project start and the date of project exit. '*Information Date*' for those records must reflect the date of project start and the date of project exit, respectively.

A *Health Insurance* record must be created at any time during a project stay if health insurance coverage information changes. '*Information Date*' for those records must reflect the date of the data collection. A *Health Insurance* record must be created as part of an annual assessment for all clients residing in a project one year or more, even if there is no change in coverage. '*Information Date*' for those records must reflect the date of the data collection, which must be no more than 30 days before or after the anniversary of the Head of Household's '*Project Start Date*.' The annual assessment must include updating both the Head of Household's record and any other family members at the same time.

If a client's health insurance information was recorded incorrectly at project start, update, assessment, or exit, correct the existing record.

If the response to '*Covered by Health Insurance*' is "No," no further data collection is required. If the response is "Yes," record whether the client is covered by each of the listed insurance types. If required by the funder, enter the reason why such insurance is not being received for each health insurance source.

Applying for coverage through a healthcare exchange could result in a person receiving subsidized private health insurance or it could result in the person receiving Medicaid. If the client's health coverage is through a private provider (even if it is heavily subsidized), record it as Private Pay Health Insurance. If the client's health coverage is through Medicaid (even if it was accessed through a healthcare exchange website), record it as Medicaid.

Health Insurance is intended to identify actual health insurance sources. Indigent or Charity Care funding received by a medical provider or hospital to cover healthcare costs does not constitute health insurance coverage and should not be recorded in HMIS.

Medical and dental health coverage provided through Ryan White funding is not considered health insurance. If this is the only health coverage a client has, record "No" in the field '*Covered by Health Insurance*'. Housing Opportunities for Persons With AIDS (HOPWA) providers record Ryan White health services in data element W3 Medical Assistance (see HOPWA Program HMIS Manual).

Response Descriptions

Field Name	Response/Data Type	Description
Information Date	[Date]	The date the information was collected.
Covered by Health Insurance	No	
	Yes	
	Client doesn't know	
	Client prefers not to answer	
	Data not collected	
Medicaid	No	
	Yes	Medicaid is a partnership between federal and state funds. It should always be listed as Medicaid, not State Health Insurance.
Medicare	No	
	Yes	
State Children's Health Insurance Program (or use local name)	No	
	Yes	
Veteran's Health Administration (VHA)	No	
	Yes	
Employer-Provided Health Insurance	No	
	Yes	Including TRICARE available to Veterans based on military service.

Health Insurance obtained through COBRA	No	
	Yes	
Private Pay Health Insurance	No	
	Yes	
State Health Insurance for Adults (or use local name)	No	
	Yes	
Indian Health Services Program	No	
	Yes	
Other	No	
	Yes	A health insurance other than the ones identified in this list.
Specify Source	[Text]	
If "No" for each of the health insurance sources "no" Reason (HOPWA ONLY)	Applied; decision pending	
	Applied; client not eligible	
	Client did not apply	
	Insurance type N/A for this client	
	Client doesn't know	
	Client prefers not to answer	
	Data not collected	

4.05 Physical Disability

Rationale

To indicate whether clients have a physical disability which contribute to their experience of homelessness or may be a factor in housing.

Data Collection Instruction

Data Collected About	All Clients
Funder: Component - Program	HUD: CoC – Collection required for all components except SSO Coordinated Entry HUD: ESG – Collection required for all components HUD: ESG RUSH – Collection required for all components except Emergency Shelter or Street Outreach HUD: HOPWA – Collection required for all components

	HUD: Unsheltered Special NOFO – Collection required for all components except SSO Coordinated Entry HUD: Rural Special NOFO – Collection required for all components except SSO Coordinated Entry HUD: HUD-VASH – Collection required for HUD VASH Collaborative Case Management HUD: PFS – Collection required for all permanent housing projects HHS: PATH – Collection required for all components HHS: RHY – Collection required for all components VA: GPD – Collection required for all components VA: Community Contract Safe Haven VA: CRS Contract Residential Services
Project Type Applicability	All HMIS Project Types
Collection Point	Project Start, Update, Project Exit

In separate fields, indicate:

1. If each client has a physical disability; and
2. If there is indication that the physical disability is expected to be of long-continued and indefinite duration and substantially impair the client's ability to live independently.

Individual *Physical Disability* records created at project start, update, and project exit are to reflect the information as of the date of each phase of data collection. '*Physical Disability'* update records should be created at any time during a project stay if a client's disability status changes. '*Information Date*' for those records must reflect the date of project start, update, and the date of project exit, respectively. If a client's disability status was recorded incorrectly at entry, update, or exit, correct the existing record rather than creating a new update record.

Unless the project funder requires documentation for record keeping purposes, clients are not required to provide documentation of the disability, nor does entering the information in the HMIS constitute a "diagnosis" by the staff who did the data collection or recording.

If the disability is present and is expected to be of long-continued and indefinite duration, the corresponding element 3.08 Disabling Condition should also be "Yes" whether by manual data entry, or in some systems, automatic population. It is acceptable for a client to answer "Yes" to having a disability, and also answer "No," that the disability is not expected to be of long-continued, and indefinite duration and substantially impair ability to live independently, although a disability of such type may not qualify clients for programs meant for people with severe disabilities and may not indicate a "disabling condition" according to data element 3.08.

For residential homeless assistance programs, client intake as part of the program admission process must be separated from the collection of disability information in order to comply with Fair Housing laws and practices, unless this information is required to determine program eligibility or is needed to determine whether applicants need units with special features or if they have special needs related to communication. Projects should be especially sensitive to the collection of disability information from clients under the age of 18. In households with children accompanied by an adult, children's disabilities should be determined based on an interview with the adult in the household.

The system must record the appropriate Data Collection Stage for each record of this data element. Systems must allow users to create 'update' records to document changes between required collection points. Allow corrections for data entry errors at all stages.

Response Descriptions

Field Name	**Response Category/ Data Type**	**Descriptions**
Information Date	[Date]	The date the information was collected.
Physical Disability	No	
	Yes	For the purposes of these Data Standards, a physical disability means a physical impairment.
	Client doesn't know	
	Client prefers not to answer	
	Data not collected	
If Yes for "Physical Disability" **Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently**	No	
	Yes	1) Expected to be of long-continued and indefinite duration, (2) substantially impedes an individual's ability to live independently, and (3) of such a nature that such ability could be improved by more suitable housing conditions.
	Client doesn't know	
	Client prefers not to answer	
	Data not collected	

4.06 Developmental Disability

Rationale

To indicate whether clients have a developmental disability which contributes to their experience of homelessness or may be a factor in housing.

Data Collection Instruction

Data Collected About	All Clients
Funder: Component - Program	HUD: CoC – Collection required for all components except SSO Coordinated Entry HUD: ESG – Collection required for all components HUD: ESG RUSH – Collection required for all components except Emergency Shelter or Street Outreach HUD: HOPWA – Collection required for all components HUD: Unsheltered Special NOFO – Collection required for all components except SSO Coordinated Entry HUD: Rural Special NOFO – Collection required for all components except SSO Coordinated Entry HUD: HUD-VASH – Collection required for HUD VASH Collaborative Case Management HUD: PFS – Collection required for all permanent housing projects HHS: PATH – Collection required for all components HHS: RHY – Collection required for all components VA: GPD – Collection required for all components VA: Community Contract Safe Haven VA: CRS Contract Residential Services
Project Type Applicability	All HMIS Project Types
Collection Point	Project Start, Update, Project Exit

Indicate if each client has a developmental disability.

Individual *Developmental Disability'* records created at project start, update, and project exit are to reflect the information as of the date of each phase of data collection. '*Developmental Disability'* update records should be created at any time during a project stay if a client's disability status changes. '*Information Date*' for those records must reflect the date of project start, update, and the date of project exit, respectively. If a client's disability status was recorded incorrectly at entry, update, or exit, correct the existing record rather than creating a new update record.

Unless the project funder requires documentation for record keeping purposes, clients are not required to provide documentation of the disability, nor does entering the information in the HMIS constitute a "diagnosis" by the staff who did the data collection or recording.

If the disability is present, the corresponding element 3.08 *Disabling Condition* should also be "Yes" whether by manual data entry, or in some systems, automatic population.

For residential homeless assistance programs, client intake as part of the program admission process must be separated from the collection of disability information to comply with Fair Housing laws and practices, unless this information is required to determine program eligibility or is needed to determine whether applicants need units with special features or if they have special needs related to communication. Projects should be especially sensitive to the collection of disability information from clients under the age of 18. In households with children accompanied by an adult, children's disabilities should be determined based on an interview with an adult in the household.

The system must record the appropriate Data Collection Stage for each record of this data element. Systems must allow users to create 'update' records to document changes between required collection points. Allow corrections for data entry errors at all stages.

Response Description

Field Name	Response Category/ Data Type	Descriptions
Information Date	[Date]	The date the information was collected.
Developmental Disability	No	
	Yes	For the purposes of these Data Standards, a developmental disability means a severe, chronic disability that is attributed to a mental or physical impairment (or combination of physical and mental impairments) that occurs before 22 years of age and limits the capacity for independent living and economic self-sufficiency.
	Client doesn't know	
	Client prefers not to answer	
	Data not collected	

4.07 Chronic Health Condition

Rationale

To indicate whether clients have any disabling special needs which contribute to their experience of homelessness or may be a factor in housing.

Data Collection Instruction

Data Collected About	All Clients
Funder: Component - Program	HUD: CoC – Collection required for all components except SSO Coordinated Entry HUD: ESG – Collection required for all components HUD: ESG RUSH – Collection required for all components except Emergency Shelter or Street Outreach HUD: HOPWA – Collection required for all components HUD: Unsheltered Special NOFO – Collection required for all components except SSO Coordinated Entry HUD: Rural Special NOFO – Collection required for all components except SSO Coordinated Entry HUD: HUD-VASH – Collection required for HUD VASH Collaborative Case Management HUD: PFS – Collection required for all permanent housing projects

	HHS: PATH – Collection required for all components HHS: RHY – Collection required for all components VA: GPD – Collection required for all components VA: Community Contract Safe Haven VA: CRS Contract Residential Services
Project Type Applicability	All HMIS Project Types
Collection Point	Project Start, Update, Project Exit

In separate fields, record:

1. If the client has a chronic health condition; and
2. If there is indication that the disability is expected to be of long-continued and indefinite duration and substantially impair the client's ability to live independently.

Individual *Chronic Health Condition* records created at project start, update, and project exit are to reflect the information as of the date of each phase of data collection. *'Chronic Health Condition'* update records should be created at any time during a project stay if a client's disability status changes. '*Information Date*' for those records must reflect the date of project start, update, and the date of project exit, respectively. If a client's disability status was recorded incorrectly at entry, update, or exit, correct the existing record rather than creating a new update record.

Unless the project funder requires documentation for record keeping purposes, clients are not required to provide documentation of the disability, nor does entering the information in the HMIS constitute a "diagnosis" by the staff who did the data collection or recording.

If the disability is present and is expected to be of long-continued and indefinite duration, the corresponding element 3.08 *Disabling Condition* should also be "Yes" whether by manual data entry, or in some systems, automatic population. It is acceptable for a client to answer "Yes" to having a disability, and also answer "No," that the disability is not expected to be of long-continued, and indefinite duration and substantially impair ability to live independently, although a disability of such type may not qualify clients for programs meant for people with severe disabilities and may not indicate a "disabling condition" according to the universal data element 3.08.

For residential homeless assistance programs, client intake as part of the program admission process must be separated from the collection of disability information to comply with Fair Housing laws and practices, unless this information is required to determine program eligibility or is needed to determine whether applicants need units with special features or if they have special needs related to communication. Projects should be especially sensitive to the collection of disability information from clients under the age of 18. In households with children accompanied by an adult, children's disabilities should be determined based on an interview with an adult in the household.

Response Descriptions

Field Name	Response Category/ Data Type	Descriptions

Information Date	[Date]	The date the information was collected.
Chronic Health Condition	No	
	Yes	For the purposes of these Data Standards, a chronic health condition means a diagnosed condition that is more than three (3) months in duration and is either not curable or has residual effects that limit daily living and required adaptation in function or special assistance. Examples of chronic health conditions include, but are not limited to: heart disease (including coronary heart disease, angina, heart attack and any other kind of heart condition or disease); severe asthma; diabetes; arthritis-related conditions (including arthritis, rheumatoid arthritis, gout, lupus, or fibromyalgia); adult onset cognitive impairments (including traumatic brain injury, post-traumatic stress syndrome, dementia, and other cognitive related conditions); severe headache/migraine; cancer; chronic bronchitis; liver condition; stroke; or emphysema.
	Client doesn't know	
	Client prefers not to answer	
	Data not collected	
If Yes for "Chronic Health Condition" Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently	No	
	Yes	1) Expected to be of long-continued and indefinite duration, (2) substantially impedes an individual's ability to live independently, and (3) of such a nature that such ability could be improved by more suitable housing conditions.
	Client doesn't know	
	Client prefers not to answer	
	Data not collected	

4.08 HIV/AIDS

Rationale

To indicate whether clients have HIV/AIDS which contributes to their experience of homelessness or may be a factor in housing.

Data Collection Instruction

Data Collected About	All Clients
Funder: Component - Program	HUD: CoC – Collection required for all components except SSO Coordinated Entry HUD: ESG – Collection required for all components HUD: ESG RUSH – Collection required for all components except Emergency Shelter or Street Outreach HUD: HOPWA – Collection required for all components HUD: Unsheltered Special NOFO – Collection required for all components except SSO Coordinated Entry HUD: Rural Special NOFO – Collection required for all components except SSO Coordinated Entry HUD: HUD-VASH – Collection required for HUD VASH Collaborative Case Management HUD: PFS – Collection required for all permanent housing projects VA: GPD – Collection required for all components VA: Community Contract Safe Haven VA: CRS Contract Residential Services
Project Type Applicability	All HMIS Project Types
Collection Point	Project Start, Update, Project Exit

Indicate if the client has HIV/AIDS.

HIV-related information is sensitive and may be protected by federal, state, and local privacy protections. The client's HIV/AIDS information should be recorded only when a project has data confidentiality protections that conform to the CoC Privacy Notice and these legal requirements.

Individual *HIV/AIDS* records created at project start, update, and project exit are to reflect the information as of the date of each phase of data collection. '*HIV/AIDS*' update records should be created at any time during a project stay if a client's disability status changes. '*Information Date*' for those records must reflect the date of project start, update, and the date of project exit, respectively. If a client's disability status was recorded incorrectly at entry, update, or exit, correct the existing record rather than creating a new update record.

Unless the project funder requires documentation for record keeping purposes, clients are not required to provide documentation of the disability, nor does entering the information in the HMIS constitute a "diagnosis" by the staff who did the data collection or recording.

If the disability is present, the corresponding element 3.08 *Disabling Condition* should also be "Yes" whether by manual data entry, or in some systems, automatic population.

For residential homeless assistance programs, client intake as part of the program admission process must be separated from the collection of disability information in order to comply with Fair Housing laws and practices, unless this information is required to determine program eligibility or is needed to determine whether applicants need units with special features or if they have special needs related to communication. Projects should be especially sensitive to the collection of disability information from clients under the age of 18. In households with children accompanied by an adult, children's disabilities should be determined based on an interview with an adult in the household.

Response Descriptions

Field Name	Response Category/ Data Type	Descriptions
Information Date	[Date]	The date the information was collected.
HIV/AIDS	No	
	Yes	
	Client doesn't know	
	Client prefers not to answer	
	Data not collected	

4.09 Mental Health Disorder

Rationale

To indicate whether clients have any mental health disorders which contribute to their experience of homelessness or may be a factor in housing.

Data Collection Instruction

Data Collected About	All Clients
Funder: Component - Program	HUD: CoC – Collection required for all components except SSO Coordinated Entry HUD: ESG – Collection required for all components HUD: ESG RUSH – Collection required for all components except Emergency Shelter or Street Outreach HUD: HOPWA – Collection required for all components HUD: Unsheltered Special NOFO – Collection required for all components except SSO Coordinated Entry HUD: Rural Special NOFO – Collection required for all components except SSO Coordinated Entry HUD: HUD-VASH – Collection required for HUD VASH Collaborative Case Management HUD: PFS – Collection required for all permanent housing projects HHS: PATH – Collection required for all components HHS: RHY – Collection required for all components VA: GPD – Collection required for all components VA: Community Contract Safe Haven VA: CRS Contract Residential Services
Project Type Applicability	All HMIS Project Types
Collection Point	Project Start, Update, Project Exit

In separate fields, indicate:

1. If each client has a mental health disorder; and
2. If there is indication that the disability is expected to be of long-continued and indefinite duration and substantially impair the client's ability to live independently.

Individual *Mental Health Disorder* records created at project start, update, and project exit are to reflect the information as of the date of each phase of data collection. '*Mental Health Disorder'* update records should be created at any time during a project stay if a client's disability status changes. '*Information Date*' for those records must reflect the date of project start, update, and the date of project exit, respectively. If a client's '*Mental Health Disorder'* status was recorded incorrectly at entry, update, or exit, correct the existing record rather than creating a new update record.

Unless the project funder requires documentation for record keeping purposes, clients are not required to provide documentation of the disability, nor does entering the information in the HMIS constitute a "diagnosis" by the staff who did the data collection or recording.

If the '*Mental Health Disorder'* is present and is expected to be of long-continued and indefinite duration, the corresponding element 3.08 *Disabling Condition* should also be "Yes" whether by manual data entry, or in some systems, automatic population. It is acceptable for a client to answer "Yes" to having a disability, and also answer "No", that the disability is not expected to be of long-continued and indefinite duration and substantially impair ability to live independently, although a disability of such type may not qualify clients for programs meant for people with severe disabilities and may not indicate a "disabling condition" according to the universal data element 3.08.

For residential homeless assistance programs, client intake as part of the program admission process must be separated from the collection of disability information to comply with Fair Housing laws and practices, unless this information is required to determine program eligibility or is needed to determine whether applicants need units with special features or if they have special needs related to communication. Projects should be especially sensitive to the collection of disability information from clients under the age of 18. In households with children accompanied by an adult, children's disabilities should be determined based on an interview with an adult in the household.

Response Descriptions

Field Name	Response Category/ Data Type	Descriptions
Information Date	[Date]	The date the information was collected.
	No	

Mental Health Disorder	Yes	For the purposes of these Data Standards, a mental health disorder may range from situational depression to serious mental illnesses. The dependent field is designed to gauge the severity of the mental health disorder.
	Client doesn't know	
	Client prefers not to answer	
	Data not collected	
If Yes for "Mental Health Disorder" Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently	No	
	Yes	1) Expected to be of long-continued and indefinite duration, (2) substantially impedes an individual's ability to live independently, and (3) of such a nature that such ability could be improved by more suitable housing conditions.
	Client doesn't know	
	Client prefers not to answer	
	Data not collected	

4.10 Substance Use Disorder

Rationale

To indicate whether clients have a substance use disorder which contributes to their experience of homelessness or may be a factor in housing.

Data Collection Instruction

Data Collected About	All Clients
Funder: Component - Program	HUD: CoC – Collection required for all components except SSO Coordinated Entry HUD: ESG – Collection required for all components HUD: ESG RUSH – Collection required for all components except Emergency Shelter or Street Outreach HUD: HOPWA – Collection required for all components HUD: Unsheltered Special NOFO – Collection required for all components except SSO Coordinated Entry HUD: Rural Special NOFO – Collection required for all components except SSO Coordinated Entry HUD: HUD-VASH – Collection required for HUD VASH Collaborative Case Management HUD: PFS – Collection required for all permanent housing projects HHS: PATH – Collection required for all components HHS: RHY – Collection required for all components VA: GPD – Collection required for all components VA: Community Contract Safe Haven VA: CRS Contract Residential Services
Project Type Applicability	All HMIS Project Types
Collection Point	Project Start, Update, Project Exit

In separate fields, indicate:

1. If each client has the indicated disability; and
2. If there is indication that the disability is expected to be of long-continued and indefinite duration and substantially impair the client's ability to live independently.

Individual *Substance Use Disorder* records created at project start, update, and project exit are to reflect the information as of the date of each phase of data collection. '*Substance Use Disorder*' update records should be created at any time during a project stay if a client's disability status changes. '*Information Date*' for those records must reflect the date of project start, update, and the date of project exit, respectively. If a client's disability status was recorded incorrectly at entry, update, or exit, correct the existing record rather than creating a new update record.

Unless the project funder requires documentation for record keeping purposes, clients are not required to provide documentation of the '*Substance Use Disorder*', nor does entering the information in the HMIS constitute a "diagnosis" by the staff who did the data collection or recording.

If the disability is present and is expected to be of long-continued and indefinite duration, the corresponding element 3.08 *Disabling Condition* should also be “Yes” whether by manual data entry, or in some systems, automatic population. It is acceptable for a client to answer "Yes" to having a disability, and also answer "No," that the disability is not expected to be of long-continued and indefinite duration and substantially impair ability to live independently, although a disability of such type may not qualify clients for programs meant for people with severe disabilities and may not indicate a “disabling condition” according to the universal data element 3.08.

For residential homeless assistance programs, client intake as part of the program admission process must be separated from the collection of disability information to comply with Fair Housing laws and practices, unless this information is required to determine program eligibility or is needed to determine whether applicants need units with special features or if they have special needs related to communication. Projects should be especially sensitive to the collection of disability information from clients under the age of 18. In households with children accompanied by an adult, children's disabilities should be determined based on an interview with an adult in the household.

Response Descriptions

Field Name	Response Category/ Data Type	Descriptions
Information Date	[Date]	The date the information was collected.
Substance Use Disorder	No	
	Alcohol use disorder	Alcohol use disorder, without drug use disorder
	Drug use disorder	Drug use disorder, without alcohol use disorder
	Both alcohol and drug use disorders	
	Client doesn’t know	
	Client prefers not to answer	
	Data not collected	
If Alcohol use disorder, Drug use disorder, or Both alcohol and drug use disorders for “Substance Use Disorder” Expected to be of long-continued and indefinite duration and substantially	No	
	Yes	1) Expected to be of long- continued and indefinite duration, (2) substantially impedes an individual's ability to live independently, and (3) of such a nature that such ability could be improved by more suitable housing conditions.
	Client doesn't know	

impairs ability to live independently	Client prefers not to answer
	Data not collected

4.11 Domestic Violence

Rationale

To indicate whether the Head of Household and other adults served are survivors of domestic violence. Ascertaining whether a person is a survivor of or fleeing from domestic violence is necessary to provide the person with the appropriate services to prevent further abuse and to treat the physical and psychological injuries from prior abuse. Also, ascertaining that a person may be experiencing domestic violence may be important for the safety of project staff and other clients. At the aggregate level, knowing the size of the population of persons experiencing homelessness who have also experienced domestic violence is critical for determining the resources needed to address the problem.

Data Collection Instruction

Data Collected About	Head of Household and Adult(s)
Funder: Component - Program	HUD: CoC – Collection required for all components except SSO Coordinated Entry HUD: ESG – Collection required for all components HUD: ESG RUSH – Collection required for all components except Emergency Shelter or Street Outreach HUD: HOPWA – Collection required for all components HUD: Unsheltered Special NOFO – Collection required for all components except SSO Coordinated Entry HUD: Rural Special NOFO – Collection required for all components except SSO Coordinated Entry HUD: HUD-VASH – Collection required for HUD VASH Collaborative Case Management HUD: PFS – Collection required for all permanent housing projects HHS: PATH – Collection required for all components VA: SSVF – Collection required for RRH and Homelessness Prevention VA: GPD – Collection required for all components VA: Community Contract Safe Haven VA: CRS Contract Residential Services
Project Type Applicability	All HMIS Project Types
Collection Point	Project Start, Update

In separate fields, indicate (1) if the client is a survivor of domestic violence, (2) when the experience occurred, and (3) if the client is currently fleeing domestic violence. Verification of domestic violence experience is not required.

Domestic Violence records created at project start are to reflect the information as of the date of project start. '*Information Date*' for those records must reflect the date of project start.

A *Domestic Violence* record must be created at any time during a project stay if a client's domestic violence status changes. '*Information Date*' for those records must reflect the date of the data collection.

If a client's domestic violence status was recorded incorrectly at project start, correct the existing record.

Projects should be especially sensitive to the collection of domestic violence information from clients and should implement appropriate interview protocols to protect client privacy and safety such as:

- Asking this question in a private location and not in the presence of a romantic partner;
- Delaying all entry of data about clients identified with a recent history of domestic violence; or
- Choosing not to disclose data about clients with a history of domestic violence to other homeless projects.

Projects are encouraged to consult with specialized staff with training in trauma-informed care, safety needs, or other population-specific considerations.

If clients are providing inconsistent information (e.g., indicating that they are currently fleeing an abusive situation but their response to '*When experience occurred*' is "One year ago or more"), clarification should be facilitated by staff. Staff can help clients understand that the HEARTH Act definition of a DV includes "when a person is experiencing trauma or lack of safety related to, or fleeing to attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous, traumatic, or life threatening conditions related to the violence against the in the individual's or family's current housing situation, including where the health and safety of children are jeopardized" which is broader than a specific violent episode. The definition also includes people who have no safe residence and lack the resources to obtain other safe permanent housing. There are situations where the act of fleeing takes place weeks or months after a particular violent episode, but the conditions within the home remain dangerous. With this clarification, the staff and client together can determine the best response for 'When experience occurred.'

Response Descriptions

Field Name	**Response Category/ Data Type**	**Descriptions**
Information Date	[Date]	The date the information was collected.
Survivor of Domestic Violence	No	
	Yes	
	Client doesn't know	
	Client prefers not to answer	
	Data not collected	

If Yes for "Survivor of Domestic Violence" When experience occurred	Within the past three months	
	Three to six months ago (excluding six months exactly)	
	Six months to one year ago (excluding one year exactly)	
	One year ago, or more	
	Client doesn't know	
	Client prefers not to answer	
	Data not collected	
If Yes for "Survivor of Domestic Violence" Are you currently fleeing?	No	
	Yes	Currently fleeing should be indicated as "Yes" if the person is fleeing, or is attempting to flee, the domestic violence situation or is afraid to return to their primary nighttime residence.
	Client doesn't know	
	Client prefers not to answer	
	Data not collected	

4.12 Current Living Situation

Rationale

To record each contact with people experiencing homelessness by street outreach and other projects. This element provides information on the number of contacts required to engage the client as well as to document a current living situation each time the client is contacted.

Data Collection Instruction

Data Collected About	Head of Household and Adult(s)
Funder: Component - Program	HUD: CoC – Collection required for SSO – Street Outreach, SSO – Coordinated Entry, and any YHDP funded project type serving clients who meet Category 2 or 3 of the homeless definition HUD: ESG – Collection only required for Street Outreach, and NbN shelter HUD: ESG RUSH – Collection required for Street Outreach, Coordinated Entry, and ES – NbN HUD: Unsheltered Special NOFO – Collection required for SSO – Street Outreach, SSO – Coordinated Entry

	HUD: Rural Special NOFO – Collection required for SSO – Street Outreach, SSO – Coordinated Entry HHS: PATH – Collection required for all components HHS: RHY – Collection only required for Street Outreach
Project Type Applicability	1: Emergency Shelter – Night-by-Night 4: Street Outreach 6: Services Only 14: Coordinated Entry (or other depending on CoC design of Coordinated Entry system)
Collection Point	Occurrence Point (At the Time of Contact)

Record the date and location of each interaction with a client by recording their *Current Living Situation*. The first *Current Living Situation* with the client will occur at the same point as '*Project Start Date' (and recording of client's Prior Living Situation)* and therefore requires a client record and project enrollment in the HMIS for the client. Refer to guidance in HMIS Program Manuals (PATH, CoC, ESG, VA or RHY) for more details.

If the client's *Current Living Situation* is in a temporary or permanent situation from the Living Situation Options List of headers (See Appendix A), record additional housing status information to calculate imminent and at-risk of homelessness housing statuses based on HUD's definition of homelessness.

Street outreach projects are expected to record every contact made with each client by recording their *Current Living Situation*, including when the '*Project Start Date',* or '*Date of Engagement'* is recorded on the same day. There may or may not be a contact made at project exit.

If a client meets CoC requirements for an automatic exit, their '*Project Exit Date'* would be backdated to the date of their most recent contact date, according to their *Current Living Situation* record.

Contacts that require the collection of *Current Living Situation* include activities such as a conversation between a street outreach staff and client about the client's well-being or needs, an office visit to discuss their housing plan, or a referral to another community service where a conversation with the client occurred as the referral was being made.

For Coordinated Entry projects, record a *Current Living Situation* anytime any of the following occurs:

1. A Project Start associated with Coordinated Entry; or
2. A Coordinated Entry Activity is recorded; or
3. The client's living situation changes; or
4. If a Current Living Situation hasn't been recorded for longer than a community-defined length of time (i.e., longer than 90 days). The CoC **must** be involved in the determination of "community-defined length of time".

Night-by-Night shelters should only record a *Current Living Situation* if the interaction between the shelter personnel and client goes beyond a basic provision of shelter services. A *Current Living Situation* for emergency shelter does not include activities of daily sheltering (e.g., bed registration, request for personal care items, dinner sign-up, meals, etc.), nor should it be redundant with data element 4.14 *Bed-Night Date*.

PATH-specific data collection instruction

Data Collection requirements for PATH-funded components are limited to the following fields from the Living Situation Options List:

- Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside) (116)
- Emergency shelter, including hotel or motel paid for with emergency shelter voucher, or Host Home shelter (101)
- Safe Haven (118)
- Other (17)
- Worker unable to determine (37)

Mobile HMIS data entry can be helpful when working in the field. If mobile data entry is not possible, then client's data will need to be securely recorded and transported for entry at an office or it can be provided to a colleague by phone from a private setting for entry into HMIS.

Response Descriptions

Field Name	Response Category/ Data Type	Descriptions
Information Date	[Date]	The date the information was collected.
Current Living Situation	See Appendix A - Living Situation Option List for a complete list of Living Situation Responses and Destinations	
Rental Subsidy Type	See Appendix A	
Living Situation verified by		This field and subsequent dependencies are applicable only to CE projects.
Is client going to have to leave their current living situation within 14 days?	No	
	Yes	
	Client doesn't know	
	Client prefers not to answer	
	Data not collected	
Has a subsequent residence been identified?	No	
	Yes	
	Client doesn't know	

	Client prefers not to answer
	Data not collected
Does individual or family have resources or support networks to obtain other permanent housing?	No
	Yes
	Client doesn't know
	Client prefers not to answer
	Data not collected
Has the client had a lease or ownership interest in a permanent housing unit in the last 60 days?	No
	Yes
	Client doesn't know
	Client prefers not to answer
	Data not collected
Has the client moved 2 or more times in the last 60 days?	No
	Yes
	Client doesn't know
	Client prefers not to answer
	Data not collected
Location details	[text]

4.13 Date of Engagement

Rationale

To record the date the client became 'engaged' in project services after one or more contacts with a street outreach project or night-by-night shelter.

Data Collection Instruction

Data Collected About	Head of Household and Adults
Funder: Component - Program	HUD: CoC – Collection only required for Street Outreach HUD: ESG – Collection only required for Street Outreach and ES – NbN HUD: Unsheltered Special NOFO – Collection required for Street Outreach HUD: Rural Special NOFO – Collection required for Street Outreach HHS: PATH – Collection required for all components HHS: RHY – Collection only required for Street Outreach
Project Type Applicability	Emergency Shelter – Night-by-Night Street Outreach Services Only

Collection Point	Occurrence Point (At the Point of Engagement)

Record the date a client became engaged by a street outreach project or night-by-night emergency shelter in the development of a plan to address their situation. Only one date of engagement is allowed between project start and project exit.

This date may be on or after the '*Project Start Date'* and if the client becomes engaged, must be on or prior to the '*Project Exit Date'.* If the project has not developed this intensive relationship with the client before exit, '*Date of Engagement'* should be left blank.

If the client returns after a project exit, a new '*Project Start Date'* and a new '*Date of Engagement'* is to be established once the criteria for "engagement" has been met.

Reporting on data quality for street outreach projects is limited to clients with a *Date of Engagement*. All Universal Data Elements and applicable Program Specific Data Elements should be reviewed for completeness and accuracy on the *Date of Engagement*.

Refer to guidance in Federal partner HMIS Program Manuals (PATH, CoC, ESG, and RHY) for more details.

Response Descriptions

Field Name	Response Category/ Data Type	Descriptions
Date of Engagement	[Date]	The date an interactive client relationship results in a deliberate client assessment or beginning of a case plan.

4.14 Bed-Night Date

Rationale

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

Data Collection Instruction

Data Collected About	All Clients
Funder: Component - Program	HUD: ESG - Collection required for ES – NbN HUD: ESG RUSH – Collection required for ES - NbN
Project Type Applicability	Emergency Shelter – Night-by-Night (Applicability extends to all NbN type emergency shelters that participate in HMIS, regardless of funding source)
Collection Point	Occurrence Point (as Provided)

A *Bed-Night Date* record indicates that the client has utilized a bed in a night-by-night (NbN) shelter on that date. CoCs are reminded that all household members should have a bed night recorded, not just the Head of Household as the "Data Collected About" specification requires.

Use the methodology built into the HMIS software to record the date of each night a client stays in a bed. This may be a manual data entry, scan card system, check off, etc. Collect once for each bed night utilized.

There must be a record of a bed night on the '*Project Start Date'* into a night-by-night shelter; any additional bed night dates must be after the '*Project Start Date'* and before the '*Project Exit Date*'.

4.14 Bed Night is critical for auto-exit policies for NbN shelters, and guidance in *3.11 Project Exit Date* and data collection guidance by project type for NbN shelters should be strictly enforced.

A bed night date indicates that the client has utilized a bed in a night-by-night shelter on that date. The HMIS must be able to store a theoretically unlimited number of bed night dates for any Enrollment ID associated with a night-by-night shelter.

Response Descriptions

Field Name	Response Category/ Data Type	Descriptions
Bed-Night Date	[Date]	A date on which the client has utilized a bed in a night-by-night shelter.

4.19 Coordinated Entry Assessment

Rationale

The CE Assessment element is a flexible data element that collects an assessment date, location, and result. It allows CoCs to define their own assessment questions and responses and categorizes each assessment into different types: Crisis Needs or Housing Needs. This data element is intended to standardize data collection on core components of Coordinated Entry like access, assessment, referral, and prioritization.

Data Collection Instruction

Funder: Program-Component	HUD: CoC – Collection required for all components providing Coordinated Entry HUD: ESG – Collection required for all components providing Coordinated Entry
Project Type Applicability	Coordinated Entry (or other depending on CoC design of Coordinated Entry system)
Data Collected About	Head of Household
Collection Point	At occurrence

Indicate the 'Date of Assessment', 'Assessment Location', 'Assessment Type', 'Assessment Level', assessment questions and results, and the 'Prioritization Status' of the coordinated entry assessment.

CoCs may set up as many versions of assessments as is necessary for the Coordinated Entry structure they operate (e.g., different sets of questions for families than individuals), as long as each assessment is indicated as being either a Crisis Needs Assessment or a Housing Needs Assessment.

The Coordinated Entry Assessment element is only used in projects that are doing coordinated assessments as part of a CoC's coordinated entry system to capture information and efforts made to house the client for planning purposes. This includes Coordinated Entry activities that are conducted at a specified, centralized location within a CoC and those activities that are conducted as a formal part of the Coordinated Entry system on site in organizations that also operate other project types (e.g., Homelessness Prevention, Services Only, or others), depending on the particular setup in each CoC.

Response Descriptions

Field Name	Response Category/Data Type	Description
Date of Assessment	[Date]	The date the assessment occurred.
Assessment Location	Administrator-managed list of locations	Community defined values; Could derive from HMIS Project List.
Assessment Type	Phone	Assessment was conducted by phone.
	Virtual	Assessment was conducted virtually, not face-to-face (i.e., website or app).
	In Person	Assessment was conducted in person (face-to-face).
Assessment Level	Crisis Needs Assessment	Assessment conducted for immediate, crisis-based needs; initial, short, focused assessment to help case workers identify immediate resolutions to address emergency needs, including shelter.
	Housing Needs Assessment	Assessment conducted for housing needs; more in-depth, housing focused assessment to help case workers direct clients to resources for stabilization of their housing situation.
Assessment Questions	Locally determined fields	Assessment Questions and Assessment Answers are a list of key-value (question and response) pairs for every question in the assessment, e.g. "Where did you sleep last night"/ "On the streets".
Assessment Answers	Locally determined fields	Responses to Questions asked in "Assessment Questions" field.
Assessment Result Type	Locally determined fields	Results structured as defined by the community
Assessment Result	Locally determined fields	Results for each result type defined in "Assessment Result Type"
Prioritization Status	Placed on prioritization list	The result of the assessment is the client was placed on the community's prioritization list for housing resources.
	Not placed on prioritization list	The result of the assessment is the client was not placed on the community's prioritization list for housing resources.

4.20 Coordinated Entry Event

Rationale

The Coordinated Entry Event element is designed to capture key referral and placement events, as well as the results of those events. It will help communities understand the events that go into achieving desired (and undesired) results through the Coordinated Entry system. This data element is intended to standardize data collection on core components of Coordinated Entry like access, assessment, referral, and prioritization.

Data Collection Instruction

Funder: Program-Component	HUD: CoC – Collection required for all components providing Coordinated Entry HUD: ESG – Collection required for all components providing Coordinated Entry
Project Type Applicability	Coordinated Entry (or other depending on CoC design of Coordinated Entry system)
Data Collected About	Head of Household
Collection Point	At occurrence

In separate fields, record the 'Date' and relevant 'Event'. When known, return to the record and record the appropriate result for each 'Event' recorded. Record, in separate Event records, as many 'Events' as is necessary for each client for the duration of their enrollment in the Coordinated Entry project. Coordinated Entry Events may be recorded at the same time as a Coordinated Entry Assessment, or they may be independent of any Coordinated Entry Assessment that has occurred.

Recording any event in Field 2, Responses 10 through 15, 17 and 18 indicates there is an opening for the client to be housed by the project.

Response Descriptions

Field Name	Response Category/Data Type	Description
Date of Event	[Date]	The date the event occurred.
Event	Header: Access Events	[Not a response option]
	Referral to a Prevention Assistance project	The client received a referral to a homelessness prevention assistance project; or other local equivalent project.
	Problem Solving/ Diversion/ Rapid Resolution intervention or service	The client participated in a diversion or rapid resolution problem –solving conversation and received assistance; or other local equivalent.
	Referral to a scheduled Coordinated Entry Crisis Needs Assessment	The client received a referral to a Coordinated Entry Crisis Needs Assessment; or other local equivalent assessment. For a description of Crisis Needs Assessment, please see Data Element 4.19 *CE Assessment*.
	Referral to a scheduled Coordinated Entry Housing Needs Assessment	The client received a referral to a Coordinated Entry Housing Needs Assessment; or other local equivalent assessment. For a description of Housing Needs Assessment, please see Data Element 4.19 *CE Assessment*.
	Header: Referral Events	[Not a response option]

Referral to post-placement/ follow-up case management	The client received a referral to a post-placement service or follow-up case management; or other local equivalent. Post-placement/follow-up case management services are services provided to clients after they have exited a residential project. These types of services are not limited to any particular project type.
Referral to a Street Outreach project or services	The client received a referral to a Street Outreach project or services, or other local equivalent referral. See 2.02 *Project Information* for the definition of a Street Outreach project.
Referral to a Housing Navigation project or services	The client received a referral to an SSO or other service only project or service for the purpose of receiving Housing Navigation services, or other local equivalent referral because a specific bed or unit in another project is not immediately available. Housing navigation services include assistance with identifying, preparing documentation for, or applying for appropriate housing, including subsidized and non-subsidized housing.
Referral to Non-continuum services: Ineligible for continuum services	The client received a referral to non-continuum services because they were ineligible for continuum services, or other local equivalent referral. Non-continuum services may include emergency assistance projects for those not at-risk of or experiencing homelessness.
Referral to Non-continuum services: No availability in continuum services	Eligible clients who could not be referred to continuum services because there is no availability in continuum services, or because client was eligible but was not prioritized for continuum services or other local equivalent referral.
Referral to Emergency Shelter bed opening	The client was provided with information regarding how to access an emergency shelter bed or opening. A "referral" indicates there is an opening for the client to be housed by this project (or local equivalent).
Referral to Transitional Housing bed/unit opening	The client was provided with information regarding how to access a TH bed/unit opening. A "referral" indicates there is an opening for the client to be housed by this project (or local equivalent).
Referral to Joint TH-RRH	The client was provided with information regarding how to access a joint component

	project/unit/resource opening	project bed/unit opening. A “referral” indicates there is an opening for the client to be housed by this project (or local equivalent).
	Referral to RRH project resource opening	The client was provided with information regarding how to access a RRH bed/unit opening. A “referral” indicates there is an opening for the client to be housed by this project (or local equivalent).
	Referral to PSH project resource opening	The client was provided with information regarding how to access a PSH bed/unit opening. A “referral” indicates there is an opening for the client to be housed by this project (or local equivalent).
	Referral to Other PH project/unit/resource opening	The client was provided with information regarding how to access an “other PH” bed/unit opening. A “referral” indicates there is an opening for the client to be housed by this project (or local equivalent).
	Referral to emergency assistance/flex fund/furniture assistance	The client was referred to a one-time, nominal financial assistance service to assist in securing or maintaining housing.
	Referral to a Housing Stability Voucher	The client was referred to a Housing Stability Voucher that is targeted to people experiencing homelessness funded through public housing agencies. A “referral” indicates there is an opening for the client to be housed by this project (or local equivalent).
Problem Solving/Diversion/Rapid Resolution intervention or service result - Client housed/re-housed in a safe alternative	No	The result of the diversion or rapid resolution problem –solving conversation and assistance or other local equivalent was that the client did not get housed/rehoused in a safe alternative and requires additional assistance.
	Yes	The result of the diversion or rapid resolution problem –solving conversation and assistance, or other local equivalent was that the client was housed/rehoused in a safe alternative. The client should be exited from the CE project at this point.
Referral to post-placement/follow-up case management result - Enrolled in Aftercare project	No	If the client received a referral to a post-placement service or follow-up case management, or other local equivalent referral, subsequent follow up with the client or project indicates the client did not enroll into the referred project.

	Yes	If the client received a referral to a post-placement service or follow-up case management, or other local equivalent referral, subsequent follow up with the client or project indicates the client did enroll into the referred project. .
Location of Crisis Housing or Permanent Housing Referral [Project name and/or Project ID]	System-generated list of project IDs accepting referrals from CE	If a client was referred to an opening in a continuum crisis housing or permanent housing project, select the Project Name and HMIS Project ID of the referred project.
Referral Result	Successful referral: client accepted	If a client was referred to an opening in a continuum crisis housing or permanent housing project, subsequent follow up with the client or provider indicates the client was accepted into the project opening.
	Unsuccessful referral: client rejected	If a client was referred to an opening in a continuum crisis housing or permanent housing project, subsequent follow up with the client or provider indicates the client decided to reject the referral to the project.
	Unsuccessful referral: provider rejected	If a client was referred to an opening in a continuum crisis housing or permanent housing project, subsequent follow up with the client or provider indicates the client referral was rejected by the provider. A provider may determine, after meeting with the client and reviewing eligibility documentation, that a client is not eligible for a project and reject the referral. Or a provider may reject a client referral if the client failed to respond to the provider requests for eligibility information or otherwise failed to follow through with the requirements of the referral.
Date of Result	[Date]	The date the client or project indicates the referral was successful or unsuccessful.

Federal Partner Program Specific Data Elements

Additional guidance about data collection rationale and specific project setup and data collection instructions can be found in the federal partner program HMIS Manuals available on the HUD Exchange. This manual contains only general information about the element and basic minimum data collection instructions.

CoC

Please see the CoC Program HMIS Manual for additional guidance on the rationale and data collection instructions for *C2 Moving on Assistance Provided* and *C4 Translation Assistance Needed*. Additional instructions for *C3 Youth Education Status* can be found in the YHDP HMIS Manual.

C2 Moving On Assistance Provided

Rationale

To understand the type of moving on assistance provided to PSH participants.

Data Collection Instruction

Funder: Component - Program	HUD: CoC – Collection required for Permanent Supportive Housing HUD: Unsheltered Special NOFO – Collection required for Permanent Supportive Housing HUD: Rural Special NOFO – Collection required for Permanent Supportive Housing
Project Type Applicability	PH-Permanent Supportive Housing (disability required for entry)
Data Collected About	Head of Household
Collection Point	Occurrence Point (as provided)

Response

Field Name	Response Category/ Data Type
Date of Moving On Assistance	[Date]
Moving On Assistance	Subsidized housing application assistance
	Financial assistance for Moving On (e.g., security deposit, moving expenses)
	Non-financial assistance for Moving On (e.g., housing navigation, transition support)
	Housing referral/placement
	Other (please specify)
Other (please specific)	[text]

C3 Youth Education Status

Rationale

To determine whether youth heads of household are accessing educational programs at the time of project start and exit, and to allow for analyzing changes in education status of youth between project start and exit.

Data Collection Instruction

Funder: Component - Program	HUD: CoC – Youth Homeless Demonstration Program (YHDP)
Project Type Applicability	Transitional Housing PH – Permanent Supportive Housing (disability required for entry) Services Only Other PH: Rapid Re-Housing
Data Collected About	Head of Household
Collection Point	Project Start, Project Exit

Response

Field Name	**Response Category/ Data Type**
Information Date	[Date]
Current school enrollment and attendance	Not currently enrolled in any school or educational course
	Currently enrolled but NOT attending regularly (when school or the course is in session)
	Currently enrolled and attending regularly (when school or the course is in session)
	Client doesn't know
	Client prefers not to answer
	Data not collected
Most recent Educational Status	K12: Graduated from high school
	K12: Obtained GED
	K12: Dropped out
	K12: Suspended
	K12: Expelled
	Higher Education: Pursuing a credential but not currently attending
	Higher Education: Dropped out
	Higher education: Obtained a credential/degree
	Client doesn't know
	Client prefers not to answer
	Data not collected
Current educational status	Pursuing a high school diploma or GED

	Pursuing Associate's Degree
	Pursuing Bachelor's Degree
	Pursuing Graduate Degree
	Pursuing other post-secondary credential
	Client doesn't know
	Client prefers not to answer
	Data not collected

C4 Translation Assistance Needed

Rationale

This data element is used to understand how many clients need access to translation services, and if so, which languages are most often cited as needing translation.

Data Collection Instruction

Funder: Component - Program	HUD: CoC – Collection required for all components HUD: ESG – Collection required for all components HUD: ESG RUSH – Collection required for all components except Emergency Shelter and Street Outreach HUD: Unsheltered Special NOFO – Collection required for all components HUD: Rural Special NOFO – Collection required for all components HUD: HOPWA – Collection required for all components
Project Type Applicability	All Project Types
Data Collected About	Head of Household
Collection Point	Project Start

Response

Field Name	**Response Category/ Data Type**
Translation Assistance Needed	No
	Yes
	Client doesn’t know
	Client prefers not to answer
	Data not collected
Preferred Language	[up to twenty languages selected by the HMIS Lead]
	Different Preferred Language
	Client Doesn’t Know
	Client prefers not to answer
	Data not collected
If Different Preferred Language, please specify	*[Text]*

HOPWA

Please see the HOPWA Program HMS Manual for additional guidance on the rationale, data collection instructions, and response descriptions for all HOPWA data elements.

W1 Services Provided – HOPWA

Rationale

To determine the services provided to clients during project participation.

Data Collection Instruction

Funder: Program-Component	HUD: HOPWA – Collection required for all components
Project Type Applicability	Emergency Shelter - Entry Exit Transitional Housing PH – Permanent Supportive Housing (disability required for entry) Services Only Homelessness Prevention
Data Collected About	All clients receiving services
Collection Point	Occurrence Point (As Provided)

Field Name	**Response Category/ Data Type**
Date of Service	[Date]
Type of Service	Adult day care and personal assistance
	Case management
	Child care
	Criminal justice/legal services
	Education
	Employment and training services
	Food/meals/nutritional services
	Health/medical care
	Life skills training
	Mental health care/counseling
	Outreach and/or engagement
	Substance use services/treatment
	Transportation
	Other HOPWA funded service

W2 Financial Assistance – HOPWA

Rationale

To track HOPWA financial assistance provided to clients in Permanent Housing Placement, Tenant-Based Rental Assistance (TBRA) or Short-Term Rent, Mortgage, and Utilities (STRMU) during project participation.

Data Collection Instruction

Funder: Program-Component	HUD: HOPWA – Collection required for PHP and STRMU only as indicated above
Project Type Applicability	Services Only Homelessness Prevention
Data Collected About	Head of Household
Collection Point	Occurrence Point (As Provided)

Field Name	**Response Category/ Data Type**
Date of Financial Assistance	[Date]
Financial Assistance Type	Rental assistance
	Security deposits
	Utility deposits
	Utility payments
	Mortgage assistance
Financial Assistance Amount	[Currency/Decimal]

W3 Medical Assistance

Rationale

Medical assistance information is important to determine whether HIV positive clients in households served by all HOPWA component types are accessing medical assistance benefits for which they may be eligible. *Medical Assistance* (W3) is designed to collect information on assistance provided to clients with HIV/AIDS.

Data Collection Instruction

Funder: Program-Component	HUD: HOPWA – Collection required for all components
Project Type Applicability	Emergency Shelter – Entry Exit Transitional Housing PH – Permanent Supportive Housing (disability required for entry) Services Only Homelessness Prevention

Data Collected About	All Household Members with HIV/AIDS
Collection Point	Project Start, Update, Project Exit

Field Name	**Response Category/ Data Type**
Information Date	[Date]
Receiving AIDS Drug Assistance Program (ADAP)	No
	Yes
	Client doesn't know
	Client prefers not to answer
	Data not collected
If No for “Receiving AIDS Drug Assistance Program (ADAP)” **Reason**	Applied; decision pending
	Applied; client not eligible
	Client did not apply
	Insurance type N/A for this client
	Client doesn't know
	Client prefers not to answer
	Data not collected
Receiving Ryan White-funded Medical or Dental Assistance	No
	Yes
	Client doesn't know
	Client prefers not to answer
	Data not collected
If No for “Receiving Ryan White-funded Medical or Dental Assistance” **Reason**	Applied; decision pending
	Applied; client not eligible
	Client did not apply
	Insurance type N/A for this client
	Client doesn't know
	Client prefers not to answer
	Data not collected

W4 T-cell (CD4) and Viral Load

Rationale

To measure the extent to which housing impacts the health of persons with HIV/AIDS in households served by all HOPWA component types.

Data Collection Instruction

Funder: Program-Component	HUD: HOPWA – Collection required for all components
Project Type Applicability	Emergency Shelter – Entry Exit Transitional Housing PH – Permanent Supportive Housing (disability required for entry) Services Only Homelessness Prevention
Data Collected About	All Household Members with HIV/AIDS
Collection Point	Project Start, Update, Annual Assessment, Project Exit

Field Name	**Response Category/ Data Type**
Information Date	[Date]
T-Cell (CD4) Count Available	No
	Yes
	Client doesn't know
	Client prefers not to answer
	Data not collected
If a yes to "T-Cell (CD4) Count Available" then **T-cell Count (integer between 0 – 1500)**	[Integer between 0-1500]
If a number is entered in the T-Cell (CD4) count, then **How was the information obtained**	Medical Report
	Client Report
	Other
Viral Load Information Available	Not Available
	Available
	Undetectable
	Client doesn't know
	Client prefers not to answer

	Data not collected
If "Viral Load Information Available" then **Count (integer between 0 – 999999)**	[Integer between 0-999999]
If a number is entered in the Viral Load count, then **How was the information obtained**	Medical report Client report Other

W5 Housing Assessment at Exit

Rationale

To determine whether clients exiting all HOPWA component types have remained stably housed.

Data Collection Instruction

Funder: Program-Component	HUD: CoC – Collection required only for Homelessness Prevention component HUD: ESG – Collection required only for Homelessness Prevention component HUD: ESG-RUSH – Collection required for Homelessness Prevention component HUD: HOPWA – Collection required for all components
Project Type Applicability	Emergency Shelter – Entry Exit Transitional Housing PH – Permanent Supportive Housing (disability required for entry) Services Only Homelessness Prevention
Data Collected About	All Clients
Collection Point	Project Exit

Field Name	Response Category/ Data Type
Housing Assessment at Exit	Able to maintain the housing they had at project entry
	Moved to new housing unit
	Moved in with family/friends on a temporary basis
	Moved in with family/friends on a permanent basis
	Moved to a transitional or temporary housing facility or program
	Client became homeless – moving to a shelter or other place unfit for human habitation
	Jail/prison

	Deceased
	Client doesn't know
	Client prefers not to answer
	Data not collected
If Able to maintain the housing they had at project entry for "Housing Assessment at Exit" **Subsidy information**	Without a subsidy
	With the subsidy they had at project entry
	With an on-going subsidy acquired since project entry
	Only with financial assistance other than a subsidy
If Moved to new housing unit for "Housing Assessment at Exit" **Subsidy information**	With on-going subsidy
	Without an on-going subsidy

W6 Prescribed Anti-Retroviral

Rationale

To measure the extent to which housing impacts participation in care for persons with HIV/AIDS in households served by all HOPWA component types.

Data Collection Instruction

Funder: Program-Component	HUD: HOPWA – collection required for all components
Project Type Applicability	Emergency Shelter – Entry Exit Transitional Housing PH – Permanent Supportive Housing (disability required for entry) Services Only Homeless Prevention
Data Collected About	All Household Members with HIV/AIDS
Collection Point	Project Start, Update, Project Exit

Field Name	Response Category/ Data Type
Information Date	[date]
Has the participant been prescribed anti-retroviral drugs?	No
	Yes
	Client doesn't know
	Client prefers not to answer
	Data Not Collected

PATH

Please see the PATH Program HMIS Manual for additional guidance on the rationale, data collection instructions, and response descriptions for all PATH data elements.

P1 Services Provided – PATH Funded

Rationale

To determine the PATH-funded services that are provided to a client during and throughout project enrollment and prior to project exit.

Data Collection Instruction

Funder: Program-Component	HHS: PATH – Collection required for all components
Project Type Applicability	Street Outreach Services Only
Data Collected About	Head of Household and Adults
Collection Point	Occurrence Point (As Provided)

Field Name	**Response Category/ Data Type**
Date of Service	[Date]
Type of PATH FUNDED Service Provided	Re-engagement
	Screening
	Clinical assessment
	Habilitation/rehabilitation
	Community Mental Health
	Substance use treatment
	Case management
	Residential supportive services
	Housing minor renovation
	Housing moving assistance
	Housing eligibility determination
	Security deposits
	One-time rent for eviction prevention

P2 Referrals Provided – PATH

Rationale

To determine the referrals that are made on behalf of a client during project enrollment.

Data Collection Instruction

Funder: Program-Component	HHS: PATH – Collection required for all components
Project Type Applicability	Street Outreach Services Only
Data Collected About	Head of Household and Adults
Collection Point	Occurrence Point (As Provided)

Response

Field Name	Response Category/ Data Type
Date of Referral	[Date]
Type of Referral	Community Mental Health
	Substance Use Treatment
	Primary Health/ Dental Care
	Job Training
	Educational Services
	Housing Services
	Temporary Housing
	Permanent Housing
	Income Assistance
	Employment Assistance
	Medical Insurance
If any "Type of Referral" made	Attained
Select Outcome for each	Not Attained
	Unknown

P3 PATH Status

Rationale

To determine whether a client is eligible for the PATH program.

Data Collection Instruction

Funder: Program-Component	HHS: PATH – Collection required for all components
Project Type Applicability	Street Outreach Services Only
Data Collected About	Head of Household and Adults
Collection Point	Occurrence Point (At Determination; collect once, at or before exit, when the status is determined)

Response

Field Name	**Response Category/ Data Type**
Date of Status Determination	[Date]
Client Became Enrolled in PATH	No
	Yes
If No for "Client Became Enrolled in PATH" Reason not enrolled	Client was found ineligible for PATH
	Client was not enrolled for other reason(s)
	Unable to locate client

P4 Connection with SOAR

Rationale

Connection with SOAR is intended to determine if the client has been connected to the SSI/SSDI Outreach, Access, and Recovery (SOAR) program, regardless of whether that connection was established by the PATH provider or not.

Data Collection Instruction

Funder: Program-Component	HHS: PATH – Collection required for all components VA: SSVF – Collection required for RRH and Homelessness Prevention
Project Type Applicability	Street Outreach Services Only
	12: Homelessness Prevention 13: PH – Rapid Re-Housing
Data Collected About	Head of Household and Adults
Collection Point	Project Start, Update, Annual Assessment, and Exit

Response

Field Name	Response Category/ Data Type
Connection with SOAR	No
	Yes
	Client doesn't know
	Client prefers not to answer
	Data not collected

RHY

The RHY Program HMIS Manual contains HMIS data collection instructions and the RHY Data Collection User Guide contains all RHY data element rationale and response description information.

R1 Referral Source

Rationale

Referral sources indicate the person, place or organization that referred the youth to the project they are entering.

Data Collection Instruction

Funder: Program-Component	HHS: RHY – Collection required for all components except for Street Outreach
Project Type Applicability	Emergency Shelter –- Entry Exit Transitional Housing Homelessness Prevention
Data Collected About	Head of Household and Adults
Collection Point	Project Start

Response

Field Name	**Response Category/ Data Type**
Referral Source	Self-Referral
	Individual: Parent/Guardian/Relative/ Friend/Foster Parent/ Other Individual
	Outreach Project
	Temporary Shelter
	Residential Project
	Hotline
	Child Welfare/ CPS
	Juvenile Justice

	Law Enforcement / Police
	Mental Hospital
	School
	Other Organization
	Client doesn't know
	Client prefers not to answer
	Data not collected
If Outreach Project: FYSB for "Referral Source" is selected, number of times approached by outreach prior to entering the project	[Integer]

R2 RHY – BCP Status

Rationale

This element serves a three-fold purpose:

A. Enables a BCP emergency shelter to record a youth that is not eligible under the FYSB-RHY program and collect information about them. Upon reporting to RHY for the federal transfer, RHY is then able to remove these youth from their program and congressional reports.
B. Facilitates the local CoC and HMIS to utilize participation in BCP as part of their point-in-time and other counts and measures.
C. Identifies the number of runaway youth.

Data Collection Instruction

Funder: Program-Component	HHS: RHY – Collection required for BCP Only
Project Type Applicability	Emergency Shelter – Entry Exit Homelessness Prevention
Data Collected About	All clients
Collection Point	Project Start

Response

Field Name	**Response Category/ Data Type**
Date of Status Determination	[Date]
Youth Eligible for RHY Services	No
	Yes
If No for "Youth Eligible for RHY Services"	Out of age range
	Ward of the State – Immediate Reunification

Reason why services are not funded by BCP grant	Ward of the Criminal Justice System - Immediate Reunification
	Other
If Yes for "Youth Eligible for RHY Services" **Runaway youth**	No
	Yes
	Client doesn't know
	Client prefers not to answer
	Data not collected

R3 Sexual Orientation

Rationale

The purpose is to identify the sexual orientation of all heads of household and adults served in RHY programs.

Data Collection Instruction

Funder: Program-Component	HHS: RHY – Collection required for all components HUD: CoC – Youth Homeless Demonstration Program (YHDP) – collection required for all components HUD: CoC – Permanent Supportive Housing HUD: Unsheltered Special NOFO – Collection required for Permanent Supportive Housing HUD: Rural Special NOFO – Collection required for all Permanent Supportive Housing
Project Type Applicability	Emergency Shelter - Entry Exit Transitional Housing PH – Permanent Supportive Housing (disability required for entry) Street Outreach PH – Housing Only PH – Housing with Services (no disability required for entry) Homelessness Prevention PH – Rapid Re-Housing
Data Collected About	Head of Household and Adults
Collection Point	Project Start

Response

Field Name	**Response Category/ Data Type**
Sexual Orientation	Heterosexual
	Gay
	Lesbian
	Bisexual

	Questioning/Unsure
	Other
	Client doesn't know
	Client prefers not to answer
	Data not collected
If other, please describe	[Text]

R4 Last Grade Completed

Rationale

The purpose is to identify the educational attainment of youth served in RHY projects as well as, when appropriate, measure a change in education from project start to project exit for all Head of Households and youth.

Data Collection Instruction

Funder: Program-Component	HUD: HUD-VASH – Collection required for HUD/VASH-Continuum HHS: RHY – Collection required for all components except for Street Outreach VA: SSVF – Collection required for RRH and Homelessness Prevention
Project Type Applicability	Emergency Shelter - Entry Exit Transitional Housing PH – Permanent Supportive Housing (disability required for entry) Homelessness Prevention PH – Rapid Re-Housing
Data Collected About	Head of Household and Adults
Collection Point	Project Start, Project Exit

Response

Field Name	**Response Category/ Data Type**
Last Grade Completed	Less than Grade 5
	Grades 5-6
	Grades 7-8
	Grades 9-11
	Grade 12/High school diploma

	School program does not have grade levels
	GED
	Some college
	Associate's degree
	Bachelor's degree
	Graduate degree
	Vocational Certification
	Client doesn't know
	Client prefers not to answer
	Data not collected

R5 School Status

Rationale

The purpose is to identify the educational status of youth served in RHY projects as well as, when appropriate, measure a change in school status from project start to project exit for all Head of Households and youth.

Data Collection Instruction

Funder: Program-Component	HHS: RHY – Collection required for all components except for Street Outreach
Project Type Applicability	Emergency Shelter - Entry Exit Transitional Housing Homelessness Prevention
Data Collected About	Head of Household and Adults
Collection Point	Project Start, Project Exit

Response

Field Name	**Response Category/ Data Type**
School Status	Attending school regularly
	Attending school irregularly
	Graduated from high school
	Obtained GED
	Dropped out
	Suspended
	Expelled
	Client doesn't know

	Client prefers not to answer
	Data not collected

R6 Employment Status

Rationale

The purpose is to assess a client's employment status and need for employment services as well as, when appropriate, measure a change in employment from project start to project exit for all Head of Households and adults.

Data Collection Instruction

Funder: Program-Component	HUD: HUD-VASH – Collection required for HUD/VASH-Continuum HHS: RHY – Collection required for all components except for Street Outreach VA: SSVF – Collection required for RRH and Homelessness Prevention VA: GPD – collection required for all components
Project Type Applicability	Emergency Shelter - Entry Exit Transitional Housing PH – Permanent Supportive Housing (disability required for entry) Safe Haven PH – Housing Only Homelessness Prevention PH – Rapid Re-Housing
Data Collected About	Head of Household and Adults
Collection Point	Project Start, Project Exit

Response

Field Name	**Response Category/ Data Type**
Information Date	[Date]
Employed	No
	Yes
	Client doesn't know
	Client prefers not to answer
	Data not collected
If Yes for "Employed" **Type of Employment**	Full-time
	Part-time
	Seasonal / Sporadic (including day labor)
If No for "Employed" **Why Not Employed**	Looking for work
	Unable to work
	Not looking for work

R7 General Health Status

Rationale

Information on health status (general health, dental health, and mental health) is a first step to identifying what types of health services a client may need. This element permits comparison between homeless youth to other youth their age as well as measure a change in status from project start to project exit for all heads of household and adults.

Data Collection Instruction

Funder: Program-Component	HUD: HUD-VASH – Collection required for HUD/VASH-Collaborative Case Management HHS: RHY – Collection required for all components except for Street Outreach
Project Type Applicability	Emergency Shelter - Entry Exit Transitional Housing PH - Permanent Supportive Housing (disability required for entry) Homelessness Prevention
Data Collected About	Head of Household and Adults
Collection Point	Project Start, Project Exit

Response

Field Name	**Response Category/ Data Type**
General Health Status	Excellent
	Very Good
	Good
	Fair
	Poor
	Client doesn't know
	Client prefers not to answer
	Data not collected

R8 Dental Health Status

Rationale

Information on health status (general health, dental health, and mental health) is a first step to identifying what types of health services a client may need. This element permits comparison between homeless youth to other youth their age as well as measure a change in status from project start to project exit for all heads of household and adults.

Data Collection Instruction

Funder: Program-Component	HHS: RHY – Collection required for all components except for Street Outreach
Project Type Applicability	Emergency Shelter - Entry Exit Transitional Housing Homelessness Prevention
Data Collected About	Head of Household and Adults

Collection Point	Project Start, Project Exit

Response

Field Name	**Response Category/ Data Type**
Dental Health Status	Excellent
	Very Good
	Good
	Fair
	Poor
	Client doesn't know
	Client prefers not to answer
	Data not collected

R9 Mental Health Status

Rationale

Information on health status (general health, dental health, and mental health) is a first step to identifying what types of health services a client may need. This element permits comparison between homeless youth to other youth their age as well as measure a change in status from project start to project exit for all heads of household and adults.

Data Collection Instruction

Funder: Program-Component	HHS: RHY – Collection required for all components except for Street Outreach
Project Type Applicability	Emergency Shelter - Entry Exit Transitional Housing Homelessness Prevention
Data Collected About	Head of Household and Adults
Collection Point	Project Start, Project Exit

Response

Field Name	**Response Category/ Data Type**
Mental Health Status	Excellent
	Very Good
	Good
	Fair
	Poor
	Client doesn't know
	Client prefers not to answer

Data not collected

R10 Pregnancy Status

Rationale

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

Data Collection Instruction

Funder: Program-Component	HHS: RHY – Collection required for all components
Project Type Applicability	Emergency Shelter - Entry Exit Transitional Housing Street Outreach Homelessness Prevention
Data Collected About	Head of Household and Adults
Collection Point	Project Start, Update

Response

Field Name	**Response Category/ Data Type**
Pregnancy Status	No
	Yes
	Client doesn't know
	Client prefers not to answer
	Data not collected
If Yes for "Pregnancy Status" **Due Date (date) [date field]**	[Date]

R11 Formerly a Ward of Child Welfare/Foster Care Agency

Rationale

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

Data Collection Instruction

Funder: Program-Component	HHS: RHY – Collection required for all components except for Street Outreach
Project Type Applicability	Emergency Shelter - Entry Exit Transitional Housing Homelessness Prevention
Data Collected About	Head of Household and Adults
Collection Point	Project Start

Response

Field Name	Response Category/ Data Type
Formerly a Ward of Child Welfare/Foster Care Agency	No
	Yes
	Client doesn't know
	Client prefers not to answer
	Data not collected
If Yes for "Formerly a Ward of Child Welfare/Foster Care Agency" **Number of Years**	Less than one year
	1 to 2 years
	3 to 5 years
If Less than one year for "Number of Years" **Number of Months (1-11)**	[Integer 1-11]

R12 Formerly a Ward of Juvenile Justice System

Rationale

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

Data Collection Instruction

Funder: Program-Component	HHS: RHY – Collection required for all components except for Street Outreach
Project Type Applicability	Emergency Shelter - Entry Exit Transitional Housing Homelessness Prevention
Data Collected About	Head of Household and Adults
Collection Point	Project Start

Response

Field Name	**Response Category/ Data Type**
Formerly a Ward of Juvenile Justice System	No
	Yes
	Client doesn't know
	Client prefers not to answer
	Data not collected
If Yes for "Formerly a Ward of Juvenile Justice System" Number of Years	Less than one year
	1 to 2 years
	3 to 5 years

If Less than one year for "Number of Years" Number of Months (1-11)	[Integer 1-11]

R13 Family Critical Issues

Rationale

The purpose is to identify specific family issues faced by youth in RHY programs that may have contributed to the youth's homelessness or is a factor in family reunification.

Data Collection Instruction

Funder: Program-Component	HHS: RHY – Collection required for all components except for Street Outreach
Project Type Applicability	Emergency Shelter - Entry Exit Transitional Housing Homelessness Prevention
Data Collected About	Head of Household and Adults
Collection Point	Project Start

Response

Field Name	**Response Category/ Data Type**
Unemployment – Family member	No
	Yes
Mental Health Disorder – Family member	No
	Yes
Physical Disability – Family member	No
	Yes
Alcohol or Substance Use Disorder – Family member	No
	Yes
Insufficient Income to Support Youth – Family member	No
	Yes
Incarcerated Parent of Youth	No
	Yes

R14 RHY Service Connections

Rationale

The RHY service connections enable projects to report on the services that they either directly provided youth through their project or at their organization or which they facilitated being provided by another provider during the project stay for all heads of household and adults.

Data Collection Instruction

Funder: Program - Component	HHS: RHY – Collection required for components – as outlined below
Project Type Applicability	Emergency Shelter - Entry Exit Transitional Housing Services Only Homelessness Prevention
Data Collected About	Head of Household and Adults
Collection Point	Occurrence Point (At First Service)

Response

Field Name	Response Category/ Data Type	BCP-p	BCP-es	TLP & MGH	DEMO
Date of Service	[Date]	x	x	x	x
Type of RHY Service	Community service/service learning (CSL)			x	x
	Criminal justice /legal services	x	x	x	x
	Education	x	x	x	x
	Employment and/or training services			x	x
	Health/medical care	x	x	x	x
	Home-based services	x			
	Life skills training	x	x	x	x
	Parenting education for youth with children	x	x	x	x
	Post-natal newborn care (wellness exams; immunizations)			x	x
	Post-natal care for client (person who gave birth)			x	x
	Pre-natal care			x	x
	STD Testing	x	x		

	Street-based services	x			
	Substance use disorder treatment	x	x	x	x
	Substance use disorder Ed/Prevention services	x	x	x	x

R15 Commercial Sexual Exploitation/Sex Trafficking

Rationale

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

Data Collection Instruction

Funder: Program-Component	HHS: RHY – Collection required for all components
Project Type Applicability	Emergency Shelter - Entry Exit Transitional Housing Street Outreach Homelessness Prevention
Data Collected About	Head of Household and Adults
Collection Point	Project Exit

Response

Field Name	**Response Category/ Data Type**
Ever received anything in exchange for sex (e.g., money, food, drugs, shelter)?	No
	Yes
	Client doesn't know
	Client prefers not to answer
	Data not collected
If Yes for "Ever received anything in exchange for sex" In the last three months	No
	Yes
	Client doesn't know
	Client prefers not to answer
	Data not collected
If Yes for "Ever received anything in exchange for sex" How many times	1-3
	4-7
	8-11
	12 or more
	Client doesn't know
	Client prefers not to answer
	Data not collected
If Yes for "Ever received anything in exchange for sex" Ever made/persuaded/forced to	No
	Yes
	Client doesn't know
	Client prefers not to answer
	Data not collected

have sex in exchange for something	
If Yes for "Ever made/persuaded/forced to have sex in exchange for something?" In the last three months?	No
	Yes
	Client doesn't know
	Client prefers not to answer
	Data not collected

R16 Labor Exploitation/Trafficking

Rationale

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

Data Collection Instruction

Funder: Program-Component	HHS: RHY – Collection required for all components
Project Type Applicability	Emergency Shelter - Entry Exit Transitional Housing Street Outreach Homelessness Prevention
Data Collected About	Head of Household and Adults
Collection Point	Project Exit

Response

Field Name	Response Category/ Data Type
Ever afraid to quit/leave work due to threats of violence to yourself, family or friends?	No
	Yes
	Client doesn't know
	Client prefers not to answer
	Data not collected
Ever promised work where work or payment was different than you expected?	No
	Yes
	Client doesn't know
	Client prefers not to answer
	Data not collected
If Yes for either "Workplace violence threats" OR "Workplace promise difference" – Felt forced, coerced, pressured, or tricked into continuing the job	No
	Yes
	Client doesn't know
	Client prefers not to answer
	Data not collected
If Yes for either "Workplace violence threats" OR "Workplace promise actual difference" – In the last 3 months	No
	Yes
	Client doesn't know
	Client prefers not to answer
	Data not collected

R17 Project Completion Status

Rationale

The purpose is to identify whether the youth completed the project or exited without completion. This data is only collected on heads of household and adults at project exit.

Data Collection Instruction

Funder: Program-Component	HHS: RHY – Collection required for all components except for Street Outreach and BCP-Prevention
Project Type Applicability	Emergency Shelter - Entry Exit Transitional Housing
Data Collected About	Head of Household and Adults
Collection Point	Project Exit

Response

Field Name	**Response Category/ Data Type**
Project Completion Status	Completed project
	Client voluntarily left early
	Client was expelled or otherwise involuntarily discharged from project
If Client was expelled or otherwise involuntarily discharged from project for "Project Completion Status" Select the major reason	Criminal activity/destruction of property/violence
	Non-compliance with project rules
	Non-payment of rent/occupancy charge
	Reached maximum time allowed by project
	Project terminated
	Unknown/disappeared

R18 Counseling

Rationale

The purpose of this element is to identify the type and amount of counseling received by adults and heads of households enrolled in RHY projects.

Data Collection Instruction

Funder: Program-Component	HHS: RHY – Collection required for all components except for Street Outreach
Project Type Applicability	Emergency Shelter - Entry Exit
	Transitional Housing
	Homelessness Prevention
Data Collected About	Head of Household and Adults
Collection Point	Project Exit

Response

Field Name	**Response Category/ Data Type**
Client received counseling	No

	Yes
If Yes Identify the type(s) of counseling received	Individual
	Family
	Group - including peer counseling
If yes, Identify the number of sessions received by exit	[Integer 1-48+]
Total number of sessions planned in client's treatment or service plan	[Integer 1-48+]
A plan is in place to start or continue counseling after exit	No
	Yes

R19 Safe and Appropriate Exit

Rationale

The purpose of this element is to determine the number of youth who exited to safe and appropriate destinations as determined by the youth (Head of Household and adult) themselves and as determined by the project/caseworker.

Data Collection Instruction

Funder: Program-Component	HHS: RHY – Collection required for all components except for Street Outreach and Homelessness Prevention
Project Type Applicability	Emergency Shelter - Entry Exit
	Transitional Housing
Data Collected About	Head of Household and Adults
Collection Point	Project Exit

Response

Field Name	Response Category/ Data Type
Exit destination safe - as determined by the client	No
	Yes
	Client doesn't know
	Client prefers not to answer
	Data not collected
Exit destination safe - as determined by the project/caseworker	No
	Yes
	Worker does not know

Client has permanent positive adult connections outside of project	No
	Yes
	Worker does not know
Client has permanent positive peer connections outside of project	No
	Yes
	Worker does not know
Client has permanent positive community connections outside of project	No
	Yes
	Worker does not know

R20 Aftercare Plans

Rationale

The purpose is to identify the extent of aftercare plans which were executed post-exit from the project.

Data Collection Instruction

Funder: Program-Component	HHS: RHY – Collection required for all components except for Street Outreach
Project Type Applicability	Emergency Shelter - Entry Exit Transitional Housing Homelessness Prevention
Data Collected About	Head of Household and Adults
Collection Point	Post Exit

Response

Field Name	**Response Category/ Data Type**
Information Date	[Date]
Aftercare was provided	No
	Yes
	Client prefers not to answer
If yes – Identify the primary way it was provided	Via email/social media
	Via telephone
	In person: one-on-one
	In person: group

VA

The VA Programs HMIS Manual contains HMIS data collection instructions and the VA Provider Data Guide contains all VA data element rationale and response description information. HUD-VASH Project setup information can also be found in the HUD-VASH Program HMIS Manual.

V1 Veteran's Information

Data Collection Instruction

Funder: Program-Component	HUD: HUD-VASH – Collection required for all components VA: SSVF – Collection required for RRH and Homelessness Prevention VA: GPD – Collection required for all components VA: Community Contract Safe Haven VA: CRS Contract Residential Services
Project Type Applicability	Emergency Shelter - Entry Exit Transitional Housing PH – Permanent Supportive Housing (disability required for entry) Supportive Services Only Safe Haven PH – Housing Only Homelessness Prevention PH – Rapid Re-Housing
Data Collected About	All Veterans
Collection Point	Record Creation

Response

Field Name	**Response Category/ Data Type**
Year Entered Military Service	[Integer YYYY]
Year Separated from Military Service	[Integer YYYY]
Theater of Operations: World War II	No
	Yes
	Client doesn't know
	Client prefers not to answer
	Data not collected
Theater of Operations: Korean War	No
	Yes

	Client doesn't know
	Client prefers not to answer
	Data not collected
Theater of Operations: Vietnam War	No
	Yes
	Client doesn't know
	Client prefers not to answer
	Data not collected
Theater of Operations: Persian Gulf War (Operation Desert Storm)	No
	Yes
	Client doesn't know
	Client prefers not to answer
	Data not collected
Theater of Operations: Afghanistan (Operation Enduring Freedom)	No
	Yes
	Client doesn't know
	Client prefers not to answer
	Data not collected
Theater of Operations: Iraq (Operation Iraqi Freedom)	No
	Yes
	Client doesn't know
	Client prefers not to answer
	Data not collected
Theater of Operations: Iraq (Operation New Dawn)	No
	Yes
	Client doesn't know
	Client prefers not to answer
	Data not collected

Theater of Operations: Other Peace-keeping Operations or Military Interventions (such as Lebanon, Panama, Somalia, Bosnia, Kosovo)	No
	Yes
	Client doesn't know
	Client prefers not to answer
	Data not collected
Branch of the Military	Army
	Air Force
	Navy
	Marines
	Coast Guard
	Space Force
	Client doesn't know
	Client prefers not to answer
	Data not collected
Discharge Status	Honorable
	General under honorable conditions
	Under other than honorable conditions (OTH)
	Bad conduct
	Dishonorable
	Uncharacterized
	Client doesn't know
	Client prefers not to answer
	Data not collected

V2 Services Provided – SSVF

Data Collection Instruction

Funder: Program-Component	VA: SSVF – Collection required for RRH and Homelessness Prevention
Project Type Applicability	Homelessness Prevention PH – Rapid Re-Housing

Data Collected About	All Clients receiving services
Collection Point	Occurrence Point (As Provided)

Response

Field Name	Response Category/ Data Type
Date of Service	[Date]
Type of Service	Outreach services
	Case management services
	Assistance obtaining VA benefits
	Assistance obtaining/coordinating other public benefits
	Direct provision of other public benefits
	Other (non TFA) supportive service approved by VA
	Shallow Subsidy
	Returning Home
	Rapid Resolution
If "Assistance obtaining VA Benefits"	VA vocational and rehabilitation counseling
	Employment and training services
	Educational assistance
	Health care services
If "Assistance obtaining/coordinating other public benefits"	Health care services
	Daily living services
	Personal financial planning services
	Transportation services
	Income support services
	Fiduciary and representative payee services
	Legal services – child support
	Legal services – eviction prevention
	Legal services – outstanding fines and penalties
	Legal services – restore/acquire driver's license
	Legal services – other
	Child care

	Housing counseling
If "Direct provision of other public benefits"	Personal financial planning services
	Transportation services
	Income support services
	Fiduciary and representative payee services
	Legal services – child support
	Legal services – eviction prevention
	Legal services – outstanding fines and penalties
	Legal services – restore/acquire driver's license
	Legal services – other
	Child care
	Housing counseling
If "Other (Non-TFA) Supportive Service approved by VA"	[Text]

V3 Financial Assistance – SSVF

Data Collection Instruction

Funder-Program Component	VA: SSVF – Collection required for RRH and Homelessness Prevention
Project Type Applicability	Homelessness Prevention PH – Rapid Re-Housing
Data Collected About	All Clients receiving financial assistance
Collection Point	Occurrence Point (As Provided)

Response

Field Name	Response Category/ Data Type
Start Date of Financial Assistance	[Date]
Financial Assistance Amount	[Amount]
Financial Assistance Type	Rental assistance
	Utility fee payment assistance
	Security deposit
	Utility deposit
	Moving costs
	Transportation services: token/vouchers

	Transportation services: vehicle repair/maintenance
	Child care
	General housing stability assistance
	Emergency housing assistance
	Shallow subsidy financial assistance
	Food assistance
	Landlord incentive
	Tenant incentive
End Date of Financial Assistance	[Date]

V4 Percent of AMI (SSVF Eligibility)

Data Collection Instruction

Funder: Program-Component	VA: SSVF – Collection required for RRH and Homelessness
Project Type Applicability	Homelessness Prevention PH – Rapid Re-Housing
Data Collected About	Head of Household
Collection Point	Project Start

Response

Field Name	**Response Category/ Data Type**
Household Income as a percentage of AMI	30% or less
	31% to 50%
	51% to 80%
	81% or greater

V6 VAMC Station Number

Data Collection Instruction

Funder: Program-Component	HUD: HUD-VASH – Collection required for all components
	VA: SSVF – Collection required for RRH and Homelessness Prevention
	VA: GPD – Collection required for all components
	VA: CRS Contract Residential Services
	VA: Community Contract Safe Haven Program
Project Type Applicability	Emergency Shelter - Entry Exit Transitional Housing PH – Permanent Supportive Housing (disability required for entry)

	Services Only Safe Haven PH – Housing Only Homelessness Prevention PH – Rapid Re-Housing
Data Collected About	Head of Household
Collection Point	Project Start

Response

Field Name	**Response Category/ Data Type**
VAMC Station Number	VAMC Station Codes and Names can be found in the CSV Specification Document

V7 HP Targeting Criteria

Data Collection Instruction

Funder: Program-Component	VA: SSVF – Collection required for Homelessness Prevention
Project Type Applicability	Homelessness Prevention
Data Collected About	Head of Household
Collection Point	Project Start

Response

Field Name	**Response Category/Data Type**
Is Homelessness Prevention targeting screener required?	No
	Yes
Housing loss expected within...	1-6 days
	7-13 days
	14-21 days
	More than 21 days
Current household income	$0 (i.e., not employed, not receiving cash benefits, no other current income)
	1-14% of Area Median Income (AMI) for household size
	15-30% of AMI for household size

	More than 30% of AMI for household size
Past experience of Homelessness (street/shelter/transitional housing) (any adult)	Most recent episode occurred within the last year
	Most recent episode occurred more than one year ago
	None
Head of household is not a current leaseholder/renter of unit.	No
	Yes
Head of Household has never been a leaseholder/renter of unit.	No
	Yes
Currently at risk of losing a tenant-based housing subsidy or housing in a subsidized building or unit (household)	No
	Yes
Rental Evictions within the past 7 years (any adult)	No prior rental evictions
	1 prior rental eviction
	2 or more prior rental evictions
Criminal record for arson, drug dealing or manufacture, or felony offense against persons or property (any adult)	No
	Yes
Incarcerated as adult (any adult in household)	Not incarcerated
	Incarcerated once
	Incarcerated two or more times
Discharged from jail or prison within last six months after incarceration of 90 days or more (adults)	No
	Yes
Registered sex offender (any household members)	No
	Yes
Head of Household with disabling condition (physical health, mental health, substance use) that directly	No
	Yes

affects ability to secure/maintain housing	
Currently pregnant (any household member)	No
	Yes
Single parent/guardian household with minor child(ren)	No
	Yes
Household includes one or more young children (age six or under), or a child who requires significant care	No
	Youngest child is under 1 year old
	Youngest child is 1 to 6 years old and/or one or more children (any age) require significant care
Household size of 5 or more requiring at least 3 bedrooms (due to age/gender mix)	No
	Yes
Household includes one or more members of an overrepresented population in the homelessness system when compared to the general population	No
	Yes
HP applicant total points	[Integer]
Grantee targeting threshold score	[Integer]

V8 HUD-VASH Voucher Tracking

Data Collection Instruction

Funder: Program-Component	HUD: HUD-VASH – Collection required for HUD/VASH Collaborative Case Management
Project Type Applicability	PH – Permanent Supportive Housing (disability required for entry)
Data Collected About	Head of Household/Veteran
Collection Point	Occurrence Point (as provided)

Response

Field Name	**Response Category/ Data Type**
Information date	[Date]

Voucher change	Referral package forwarded to PHA
	Voucher denied by PHA
	Voucher issued by PHA
	Voucher revoked or expired
	Voucher in use – veteran moved into housing
	Voucher was ported locally
	Voucher was administratively absorbed by new PHA
	Voucher was converted to Housing Choice Voucher
	Veteran exited – voucher was returned
	Veteran exited – family maintained the voucher
	Veteran exited – prior to ever receiving a voucher
	Other
If other, please specify	[Text]

V9 HUD-VASH Exit Information

Data Collection Instruction

Funder: Program-Component	HUD: HUD-VASH – Collection required for HUD/VASH Collaborative Case Management
Project Type Applicability	PH – Permanent Supportive Housing (disability required for entry)
Data Collected About	Head of Household/Veteran
Collection Point	Project Exit

Response

Field Name	**Response Category/ Data Type**
Case Management Exit Reason	Accomplished goals and /or obtained services and no longer needs CM
	Transferred to another HUD-VASH program site
	Found/chose other housing
	Did not comply with HUD-VASH CM
	Eviction and/or other housing related issues
	Unhappy with HUD-VASH housing

	No longer financially eligible for HUD-VASH voucher
	No longer interested in participating in this program
	Veteran cannot be located
	Veteran too ill to participate at this time
	Veteran is incarcerated
	Veteran is deceased
	Other
If other - please specify	[Text]

Metadata Elements

5.01 Date Created

Field Name	**Response Category/ Data Type**
Date Created	[Date]

5.02 Date Updated

Field Name	**Response Category/ Data Type**
Date Updated	[Date]

5.03 Data Collection Stage

Field Name	**Response Category/ Data Type**	**Descriptions**
Data Collection Stage	Project Start	Indicates the element is required to be collected at every project start. Elements collected at project start must have an '*Information Date*' that matches the client's '*Project Start Date*.' Information must be accurate as of the '*Project Start Date*.' When a data element with multiple collection points is collected at project start, it must be stored with a Data Collection Stage of 'project start.' There should be one and only one record with a Data Collection Stage of 'project start' for each relevant data element for any given project start. Data may be edited by users associated with the project to correct errors or omissions; such edits will not change the Data Collection Stage associated with the record.

Project Update	Indicates the element may be collected and entered at any point during a project stay to track changes over time or document the occurrence of events (e.g., a service is provided). These types of records must be able to be entered at any point during the project stay. Some data elements are collected once per project stay. For others, the system must be able to support a theoretically unlimited number of records per project stay, each with a distinct '*Information Date*.' The '*Information Date'* should reflect the date on which the information is collected and/or the date for which the information is relevant for reporting purposes. Information must be accurate as of the '*Information Date*,' regardless of when it is collected or entered into the HMIS. Data may be edited by users associated with the project to correct errors or omissions; such edits will change neither the Data Collection Stage nor the information date unless it is explicitly altered by the user.
Project Annual Assessment	Data elements required for collection at annual assessment must be entered with an Information Date of no more than 30 days before or after the anniversary of the Head of Household's '*Project Start Date*,' regardless of the date of the most recent 'update' or any other 'annual assessment'. Information must be accurate as of the '*Information Date*.' The Data Collection Stage may not be inferred from the '*Information Date*,' although the field must have an '*Information Date'* recorded with it. To be considered reportable to HUD as an annual assessment, data must be stored with a Data Collection Stage of 'annual assessment'. The Annual Assessment must include updating both the Head of Household's record and any other family members at the same time. There should be one and only one record for each data element annually with a Data Collection Stage recorded as 'annual assessment' associated with any given client and Enrollment ID within the 60-day period surrounding the anniversary of the Head of Household's Project Start Date. Regardless of whether the responses have changed since project start or the previous annual assessment, a new record must be created for each subsequent annual assessment such that it is possible to view a history, by date, of the values for each data element. Data may be edited by users associated with the project to correct errors or omissions; such edits will change neither the Data

		Collection Stage nor the information date unless they are explicitly altered by the user.
	Project Exit	Indicates the element is required to be collected at every project exit. Elements collected at project exit must have an '*Information Date'* that matches the client's '*Project Exit Date*.' Information must be accurate as of the '*Project Exit Date*.' When a data element with multiple collection points is collected at project exit, it must be stored with a Data Collection Stage of 'project exit.' There should be one and only one record with a Data Collection Stage of 'project exit' for each relevant data element for any given project exit. Data may be edited by users associated with the project to correct errors or omissions; such edits will not change the Data Collection Stage or the information.
	Post Exit	Indicates the element may be collected after project exit for a period of no longer than 180 days.

5.04 Information Date

Field Name	Response Category/ Data Type	Descriptions
Information Date	[Date]	

5.05 Project Identifier

Field Name	Response Category/ Data Type	Descriptions
Project Identifier	[Integer]	*Project Identifier* (2.02) of the project that entered or edited the data

5.06 Enrollment Identifier

Field Name	Response Category/ Data Type	Descriptions
Enrollment Identifier	[Integer]	A unique project start identifier used to associate data with a particular period of service.

5.07 User Identifier

Field Name	Response Category/ Data Type	Descriptions
User Identifier	[Integer]	A unique ID used to associate data with the user who entered and/or edited it

5.08 Personal Identifier

Field Name	Response Category/ Data Type	Descriptions
Personal Identifier	[Integer]	A *Personal Identifier* is an automatically generated identifier created by the HMIS software. A Personal ID must be static and unique to a single individual within an HMIS implementation, regardless of how many client records exist for the individual

5.09 Household Identifier

Field Name	Response Category/ Data Type	Description
Household Identifier	[Integer]	A *Household Identifier* is an automatically generated identifier created by the HMIS software. A *Household Identifier* must be permanent and unique to a single household at each project start within an HMIS.

5.10 Implementation Identifier

Field Name	Response	Description
Implementation Identifier	Implementation ID (Vendor Generated)	The *Implementation ID* is a unique identifier used to identify data affiliated with a given HMIS implementation.

Appendix A – Living Situation Response Categories and Descriptions

Response	Description	Prior Living Situation (3.917)	Current Living Situation (4.12)	Destination (3.12)
Homeless Situations (100-199)				
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)		X	X	X
Emergency shelter, including hotel or motel paid for with emergency shelter voucher, Host Home shelter	A facility, the primary purpose of which is to provide temporary shelter for individuals and families experiencing homelessness.	X	X	X
Safe Haven	A form of supportive housing that serves hard-to-reach persons experiencing homelessness with severe mental illness and/or substance use disorders who are on the street and have been unable or unwilling to participate in supportive services.	X	X	X
Institutional Situations (200-299)				
Foster care home or foster care group home		X	X	X
Hospital or other residential non-psychiatric medical facility		X	X	X
Jail, prison, or juvenile detention facility		X	X	X
Long-term care facility or nursing home		X	X	X
Psychiatric hospital or other psychiatric facility		X	X	X
Substance abuse treatment facility or detox center		X	X	X
Temporary Housing Situations (300-399)				
Transitional housing for homeless persons (including homeless youth)		X	X	X
Residential project or halfway house with no homeless criteria	A sober living or other residential project with no lease or rights of tenancy, with or without time limits.	X	X	X
Hotel or motel paid for without emergency shelter voucher		X	X	X
Host Home (non-crisis)		X	X	X
Staying or living with family, temporary tenure (e.g., room, apartment, or house)				X

Staying or living with friends, temporary tenure (e.g., room, apartment, or house)				X
Moved from one HOPWA funded project to HOPWA TH	Limited to use by HOPWA-funded projects			X
Staying or living in a friend's room, apartment, or house		X	X	
Staying or living in a family member's room, apartment, or house		X	X	
Permanent Housing situation (400-499)				
Staying or living with family, permanent tenure				X
Staying or living with friends, permanent tenure				X
Moved from one HOPWA funded project to HOPWA PH	Limited to use by HOPWA-funded projects			X
Rental by client, no ongoing housing subsidy	A rental that the client will pay for on their own (without a subsidy of any kind)	X	X	X
Rental by client, with ongoing housing subsidy	Any subsidized rental housing.	X	X	X
Owned by client, with ongoing housing subsidy		X	X	X
Owned by client, no ongoing housing subsidy		X	X	X
Other (1-99)				
No exit interview completed	This will be considered "missing data" for data quality and reporting purposes. This response should not be used in place of a valid Living Situation response			X
Other	Any response of "Other" in Destination will not count in any HMIS-based reporting as a positive outcome.		X	X
Deceased				X
Worker unable to determine			X	
Client doesn't know		X	X	X
Client prefers not to answer		X	X	X
Data not collected		X	X	X

Subsidy Types – Dependent Field, relies on Living Situation = 435

Response	Description
GPD TIP housing subsidy	
VASH housing subsidy	
RRH or equivalent subsidy	

HCV voucher (tenant or project based) (not dedicated)	Includes HCV with no paired services.
Public housing unit	
Rental by client, with other ongoing housing subsidy	
Housing Stability Voucher	
Family Unification Program Voucher (FUP)	
Foster Youth to Independence Initiative (FYI)	
Permanent Supportive Housing	
Other permanent housing dedicated for formerly homeless persons	

Appendix B Acronyms

AHAR	Annual Homeless Assessment Report
AIDS	Acquired Immune Deficiency Syndrome
AMI	Area Median Income
APR	Annual Performance Report
ARP	American Rescue Plan
BCP	Basic Center Program
CAPER	Consolidated Annual Performance Evaluation Report
CE	Coordinated Entry
CES	Coordinated Entry System
CH	Chronically Homeless
CM	Case Management
COBRA	Consolidated Omnibus Budget Reconciliation Act (Continuation of health coverage)
CoC	Continuum of Care
CPS	Child Protective Services
CRS	Contract Residential Services
CSL	Community Service Learning
CSV	Comma-Separated Values
DOB	Date of Birth
DOJ	Department of Justice
DV	Domestic Violence
E/E	Entry/Exit Shelter
EBT	Electronic Benefits Transfer
EHV	Emergency Housing Voucher
ES	Emergency Shelter
ESG	Emergency Solutions Grant
ESG – RUSH	Emergency Solutions Grant – Rapid Unsheltered Survivor Housing
ESG – CV	Emergency Solutions Grant – CARES Act
FY	Fiscal Year
GA	General Assistance
GED	General Educational Development Test
GPD	Grant Per Diem
HCHV	Health Care for Homeless Veterans
HCV	Housing Choice Voucher
HEARTH	Homeless Emergency Assistance and Rapid Transition to Housing Act
HHS	Department of Health and Human Services
HIC	Housing Inventory Count
HIV	Human Immunodeficiency Virus
HMIS	Homeless Management Information System
HoH	Head of Household
HOPWA	Housing Opportunities for Persons with AIDS

HP	Homelessness Prevention
HSV	Housing Stability Voucher
HUD	Department of Housing and Urban Development
LSA	Longitudinal Systems Analysis
MGH	Maternity Group Homes for Parenting Youth
NbN	Night by Night Shelter
NOFO	Notice of Funding Opportunity
OMB	Office of Management Budget
OTH	Other Than Honorable Discharge Conditions
PATH	Projects for Assistance in Transition from Homelessness
PDDE	Project Descriptor Data Elements
PH	Permanent Housing
PHA	Public Housing Agency
PIH	Public and Indian Housing
PIT	Point-in-Time
PSH	Permanent Supportive Housing
RHY	Runaway and Homeless Youth Program
RRH	Rapid Re-Housing
SAMHSA	Substance Abuse and Mental Health Administration
SH	Safe Haven
SNAP	Supplemental Nutrition Assistance Program
SNAPS	Office of Special Needs Assistance Programs
SO	Street Outreach
SOAR	SSI/SSDI Outreach, Access, and Recovery
SPM	System Performance Measures
SRO	Single Room Occupancy
SSDI	Social Security Disability Insurance
SSI	Supplemental Security Income
SSN	Social Security Number
SSO	Supportive Services Only
SSVF	Supportive Services for Veteran Families
STD	Sexually Transmitted Disease
STI	Sexually Transmitted Infection
STRMU	Short-Term Rent, Mortgage and Utility
TANF	Temporary Assistance for Needy Families
TBRA	Tenant Based Rental Assistance
TFA	Temporary Financial Assistance
TH	Transitional Housing
TIP	Transition in Place
TLP	Transitional Living Program
VA	Department of Veterans Affairs

VAMC	Department of Veterans Affairs Medical Center
VASH	Veterans Affairs Supportive Housing
VAWA	Violence Against Women Act
VSP	Victim Service Provider
WIC	Special Supplemental Nutrition Program for Women, Infants, and Children
XML	Extensible Markup Language
YHDP	Youth Homeless Demonstration Program

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