HMIS Data Standards

MANUAL

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Aligns with Version 1.3 of the HMIS Data Dictionary

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1. INTRODUCTION

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-administered data system used to record and analyze client, service, and housing data for individuals and families who are homeless or at risk of homelessness.

HMIS is administered by the U.S. Department of Housing and Urban Development (HUD) through the Office of Special Needs Assistance Programs (SNAPS) as its 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 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. The original standards served as the foundation for software developers in constructing HMIS applications. In March 2010, HUD updated the Data Standards (March 2010 HMIS Data Standards), primarily to reflect data collection requirements for the Homelessness Prevention and Rapid Rehousing Program (HPRP). HUD, in collaboration with its federal partners, updated the HMIS Data Standards again in 2014 with the release of the 2014 HMIS Data Standards Manual and Data Dictionary. Both documents superseded the previously released HMIS Data Standards. **Together, the 2017 HMIS Data Standards Dictionary and Manual are the documentation of requirements for the programming and use of all HMIS systems and comparable database systems,[1] effective October 1, 2017.**

This manual is designed for CoCs, HMIS Lead Agencies, HMIS System Administrators, and HMIS Users to help them understand the data elements that are required in an HMIS to meet participation and reporting requirements established by HUD and the federal partners. An HMIS software must be able to collect all the data elements defined within these HMIS Data Standards, support the system logic identified in the HMIS Data Dictionary, and ensure that the visibility of data elements is appropriate to the *Project Type* and *Federal Partner Funding Sources* for any given project.

There are many software products on the market that communities across the county have chosen to use as their HMIS. Each product has unique features and was built to meet the different data collection needs of each community. Each software vendor should provide the guidance, support, and documentation necessary for the CoC to understand the system they are using.

Communities may elect to add data elements or maintain historical data element collection beyond what is specified in the Data Standards as long as 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 needs.

Related Documents

There are a variety of documents that comprise the suite of HMIS Data Standard 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 specific materials provided by the software vendor.

[1] Comparable databases are required for use by providers of services for victims of domestic violence, as described in the VAWA.

HMIS Data Standard Documents

The 2017 HMIS Data Standards Dictionary and Manual together contain the foundation for the data contained within an HMIS, project set up instructions, and data collection instructions.

Document Name	Intended Audience	Contents
HMIS Data Standards Dictionary	HMIS Vendors & HMIS Lead Agencies	The Dictionary provides the detailed information required for system programming of each HMIS element and the responses required for an HMIS software. It delineates data collection requirements, system logic, and contains the XML and CSV tables and numbers. It also includes critical information about data collection stages, federal partner data collection required elements, and metadata data elements.
HMIS Data Standards Manual	HMIS Lead Agencies & HMIS Users	The manual provides data collection instructions for the Project Descriptor Data Elements, Universal Data Elements, and the common Program Specific Data Elements. It contains information on project setup, client-level data collection requirements, and detailed descriptions of each data element.

HMIS Federal Partner Program Manuals

These manuals contain specific and detailed information on project setup for each of the federal partners 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.

Links to each Manual will be made available on the 2017 HMIS Data Standards resource page as they are updated.

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

HMIS Data Standards Terms and Concepts

Continuum of Care (CoC) is used in multiple ways:

1. 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 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, and law enforcement, and organizations that serve homeless and formerly homeless persons to the extent that these groups are represented within the geographic area and are available to participate.
2. CoC Program refers to the federal funding source which provides housing and/or service grant dollars.
3. 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 the homeless and is identified by the Continuum as part of its service system. [Note: a project funded by the HUD's CoC Program may be referred to then as a "CoC Program-funded continuum project".]

HMIS User means the individual who uses or enters 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 the HMIS Proposed Rule[2] (24 CFR Part 580) 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: enrolling programs and managing appropriate use, supporting users through connection to, or direct provision of, user training, and overseeing system setup.

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

Data Element Structure

The key data elements required by HUD and most federal partner programs are included in this Manual. This Manual is intended to be read in conjunction with the HMIS Data Dictionary, providing the data collection guidance necessary for System Administrators and HMIS Users to use in local trainings. The following format is used to describe each data element:

Sample HMIS Data Element

Rationale and Reporting Utility provides a basic rationale for data collection for the element and describes how the data are used in national or local reporting.

Data Collection Instruction (client-level data elements only) or Project Setup Instruction (project descriptor data elements only) provides overall instructions for data collection and entry. Project setup and data collection instructions specific to an HMIS federal partner program can be found in the HMIS Federal Partner Program Manuals.

[2] As of June, 2017 the HMIS Rule is not in effect. When HUD publishing the final HMIS Rule communities will be given time to come into compliance with the rule.

Most data elements include a 'Client doesn't know' or 'Client refused' response category. It is not the intention of the federal partners that clients be denied assistance if they refuse or are unable to supply the information. However, some information may be required by projects or public or private funders to determine eligibility for housing or services, or to assess needed services.

The 'Client doesn't know' or 'Client refused' responses should not be used to indicate that the case manager or data entry person does not know the client's response. 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. At a national level, in every project type, a majority of clients are willing to provide identifying information. If a project is experiencing a high rate of client refusals as compared to similar projects, CoCs may wish to consider implementing trainings 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.

The HMIS Data Standards assume that fields for which data are not collected will be left blank (i.e., 'missing'). In situations where a system requires a response to all data fields before saving a record, the system must use a specific response category to indicate that data were not collected. In such cases, that response category must be treated as missing data for reporting purposes.

Data Element Fields and Responses

Field	Dependency	Response Category/ Data Type	Descriptions
# Field Name	Dependent Fields and the Field/ Response option to which they are dependent. The dependencies outlined in the Data Dictionary are expected to be visible to users on-screen. The methods vendors use to make dependencies visible will vary by software provider.	# All response options associated with the field, and their data type, if specified.	General definitions and descriptions of fields and responses. More detailed, program-specific descriptions can be found in the HMIS Federal Partner Program Manuals, as applicable.

Reference Tables

Additional information about each client-level data element can be found in the Appendices.

- Appendix A identifies all HMIS Federal Partner programs and components that may use the HMIS, the Program and Component/Activity abbreviations used throughout the Manual, and associates each Component/Activity with an HMIS *Project Type* and *Federal Partner Funding Source*.
- Appendix B summarizes the client universe for each data element contained in this manual and when it is collected.

Metadata and Data Element Relationships

The term *metadata* is often defined as "data about data." Instead of capturing information about a project or a client, Metadata Elements capture information about the data itself; when it was collected, when it was entered into HMIS, who entered it, and which project is responsible for it. The Metadata Elements are intended to facilitate reporting from HMIS, to simplify the writing of programming specifications, and to provide an audit trail.

A complete list of metadata elements and logic for those elements can be found in the HMIS Data Dictionary. These elements do not represent an attempt to standardize the way that HMIS solutions store data. As long as an HMIS solution is able to accomplish the purposes identified in the rationale for the Metadata Elements, the solution is not required to use the exact metadata elements. Programming specifications for reports reference the Metadata Elements.

2. PROJECT DESCRIPTOR DATA ELEMENTS

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

They enable the HMIS to:

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

This section describes the data to be recorded in HMIS for each project descriptor data element and its relation to each project entering data. Correct use of the 2.4 *Project Type* and 2.6 *Funding Sources* data elements will help assure that projects are identified for correct visibility and are able to generate reports required for each of the federal partners as reporting parameters will be based off of one or both of these elements.

Project descriptor data are generally entered and managed in an HMIS by the HMIS Lead, not a project end user. They are created at initial project setup within the HMIS and should be reviewed at least once annually and 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 project descriptor data is entered or updated by project end users, the HMIS Lead Agency must have oversight and data entry/edit ability along with strong review procedures to assure timely, accurate and complete data.

At a minimum, the HMIS Lead Agency must ensure that the HMIS includes project descriptor information for all continuum projects participating in HMIS and all residential continuum projects, regardless of their participation in HMIS. If the HMIS database includes client and service data entered by non-continuum projects, the continuum must identify them as such using the PDDEs to ensure that data are excluded from required reporting on continuum projects.

HUD requires that the CoC must collect program information in the HMIS on all continuum projects within its jurisdiction participating in HMIS and all residential continuum projects, regardless of their participation in HMIS **(last required in the 2010 data standards). This is to facilitate AHAR participation.**

The following Project Descriptor Data Elements are required for project setup in HMIS:

2.1 Organization Identifiers
2.2 Project Identifiers
2.3 Continuum of Care Code
2.4 Project Type
2.5 Method for Tracking Emergency Shelter Utilization
2.6 Federal Partner Funding Sources
2.7 Bed and Unit Inventory Information
2.8 Additional Project Information

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 an HMIS. If project setup is done incorrectly, this will jeopardize the ability to produce accurate, reliable reports.

Prior to creating a new project in the HMIS, the HMIS Lead should consult with both the organization administering the project and the CoC Lead Agency regarding appropriate responses for the PDDEs. *Project Type* and *Federal Partner 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 grant agreements and with HIC and PIT guidance issued by HUD each year. Appendix A lists federal funding sources and programs along with the project type required for each. Some HMIS applications automatically configure data collection based on *Project Type* and *Federal Partner 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 *Federal Partner Funding Sources* are available for data entry. The HMIS Project Setup Tool provides identifies the required data elements for each funding source, project type, and funding source combinations.

For additional information on federal partner programs and related project setup guidance, refer to the applicable federal partner HMIS Program Manual.

Multiple Funding Sources

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

First, it is important that projects are set up in the system so all data elements needed for all required reports are "visible" to the end users. For example, a youth shelter may be funded through HUD's Emergency Solutions Grants Program (ESG) to support essential services and through HHS's Runaway and Homeless Youth (RHY) Program as a Basic Center Program. In this example, the project should be set up with a *Project Type* (data element 2.4) of 'Emergency Shelter' using the 'Entry/Exit Date' *Method for Tracking Shelter Utilization* (data element 2.5); it will show both 'HUD:ESG – Emergency Shelter' (operating and/or essential services) and 'HHS:RHY – Basic Center Program' as the *Federal Partner Funding Source* (data element 2.6). 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 Type* and *Federal Partner Funding Sources*, the HMIS Lead should reference the HMIS Data Dictionary to appropriately set the element visibility for the project.

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

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

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

If a single project is created, the *Project Type* (data element 2.4) will be the appropriate residential project type (e.g. Transitional Housing, Permanent Supportive Housing, etc.), and the *Federal Partner Funding Sources* (data element 2.6) will identify both funding sources / component types for the project.

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

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

Multiple Project Setup

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

a) If one residential building has both emergency shelter beds and transitional housing beds, this must be set up as two separate projects, with the *Project Types* '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 a permanent housing for persons with disabilities required for entry and other units without a disability requirement. Those must be set up as separate projects in HMIS.

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

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

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

Elements

2.1 Organization Identifiers

Rationale To uniquely identify organizations operating one or more projects that enter data into HMIS, as well as any residential continuum projects not participating in HMIS.

Project Setup Instruction *Organization Identifiers* are assigned once for each organization. Record the organization's legal name. The 'Organization Name' must be reviewed annually to ensure accuracy. There must be only one organizational identifier/name for each organization that has projects which operate in the HMIS implementation.

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.' 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.

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

Data Element Fields and Responses

Field	Dependency	Response Category/ Data Type	Descriptions
1 Organization ID	None	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 the HMIS.
2 Organization Name	None	[Text]	The organization's legal name.

2.2 *Project Identifiers*

Rationale To uniquely identify each project entering data into the HMIS, as well as any residential continuum projects not participating in HMIS. The *Project ID* is used to link project descriptor information in other data elements to the specific project, and also to link clients and their enrollment data to the project.

Project Setup Instruction 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.

In separate fields, record the project's name and operating start/end date, if applicable. This information must be reviewed annually to ensure accuracy. 'Project Name' must be consistent with HUD and other federal reporting requirements and should match grant agreements or other documentation. Often the project will have a common name that is used by the community for the specific project, but may also have different names on formal grant agreements and perhaps even a different name in the HMIS. HMIS software solutions may elect to create another field for the entry of additional names of the project for ease of access purposes, but it is not required.

Residential projects that operate in multiple CoCs that cross HMIS systems must be documented in each CoC's HMIS, even in cases where all client data are entered into a single CoC's HMIS.

Project identification can be difficult for HMIS Lead Agencies. A project in HMIS is often referred to as a "program" by agency providers. When an organization designs a project to assist persons in their community, they are generally not considering the data collection and reporting requirements associated with it. Until funding is received for that project, they may not even know the reporting requirements. Therefore, HMIS project set-up begins with the determination by the System Administrator or HMIS Lead Agency, in cooperation with the project's leadership, of whether a new project will be set up as a single or multiple projects in the HMIS. For more guidance on project setup, please refer to the Introduction to Section 2.

Data Element Fields and Responses

Field	Dependency	Response Category/ Data Type	Descriptions
1 Project ID	None	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 project is created in the HMIS.
2 Project Name	None	[Text]	The project's name. Where applicable, project names must be consistent with HUD and other federal reporting requirements and should match grant agreements or other documentation.
3 Operating Start Date	None	[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 future project start date that reflects the date the project will begin providing services.
4 Operating End Date	None	[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.

2.3 Continuum of Care Code

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

Project Setup Instruction 'Continuum Codes' are published annually by HUD in the CoC Program NOFA 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 continuum (e.g., CoC: Transitional Housing); others are funded to provide lodging and/or services across a geographic area that includes more than one continuum (e.g., 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 continuum.

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.

Data Element Fields and Responses

Field	Dependency	Response Category/ Data Type	Descriptions
1 Continuum Code	None	HUD-assigned CoC codes for the project location [Text – 6 characters]	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.

2.4 Project Type

Rationale To associate each project entering data into the HMIS, as well as any residential continuum projects not participating in HMIS, with the specific type of lodging or services provided. Data related to project type is necessary to identify corresponding data collection requirements and for reporting purposes. The element also identifies whether the project is a continuum project or a non-continuum project. The element also identifies the relationship of a 'Services Only' project to a housing project as necessary.

Project Setup Instruction A project is to be assigned a 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 project type per 'Project ID.'

If a potential new project has more than one project type, each type must be set up in HMIS as a separate project. For more guidance on project setup, including determining whether a single or multiple projects should be set up in your HMIS, please refer to the Introduction to Section 2.

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

Data Element Fields and Responses

Field	Dependency	Response Category/ Data Type		Descriptions
1 Continuum Project	None	0	No	
		1	Yes	A project within the geographic boundaries of the Continuum(s) of Care served by the HMIS whose primary purpose is to meet the specific needs of people who are homeless 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 continuum.
2 Project Type	None	12	Homelessness Prevention	A project that offers services and/or financial assistance necessary to prevent a person from moving into an emergency shelter or place not meant for human habitation.
		4	Street Outreach	A project that offers services necessary to reach out to unsheltered homeless people, connect them with emergency shelter, housing, or critical services, and provide urgent, non-facility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility. Only persons who are "street homeless" should be entered into a street outreach project. Projects that also serve persons other than "street homeless" must have two separate projects to be set up in an HMIS – one 'Street Outreach' and the other 'Services Only.'
		1	Emergency Shelter	A project that offers temporary shelter (lodging) for the homeless in general or for specific populations of the homeless. Requirements and limitations may vary by program, and will be specified by the funder.

Field	Dependency	Response Category/ Data Type		Descriptions
2 Project Type (continued)	None	11	Day Shelter	A project that offers daytime facilities and services (no lodging) for persons who are homeless.
		2	Transitional Housing	A project that provides temporary lodging and is designed to facilitate the movement of homeless individuals and families into permanent housing within a specified period of time, but no longer than 24 months. Requirements and limitations may vary by program, and will be specified by the funder.
		8	Safe Haven	A project that offers supportive housing that (1) serves hard to reach homeless persons with severe mental illness who came from the streets and have been unwilling or unable to participate in supportive services; (2) provides 24-hour residence for eligible persons for an unspecified period; (3) has an overnight capacity limited to 25 or fewer persons; and (4) provides low demand services and referrals for the residents.
		13	PH - Rapid Re-Housing	A permanent housing project that provides housing relocation and stabilization services and short- and/or medium-term rental assistance as necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in that housing.
		3	PH - Permanent Supportive Housing (disability required for entry)	A project that offers permanent housing and supportive services to assist homeless persons with a disability (individuals with disabilities or families in which one adult or child has a disability) to live independently.
		10	PH – Housing with Services (no disability required for entry)	A project that offers permanent housing and supportive services to assist homeless persons to live independently, but does not limit eligibility to individuals with disabilities or families in which one adult or child has a disability.
		9	PH - Housing Only	A project that offers permanent housing for persons who are homeless, but does not make supportive services available as part of the project.
		14	Coordinated Assessment	A project that administers the continuum's centralized or coordinated process to coordinate assessment and referral of individuals and families seeking housing or services, including use of a comprehensive and standardized assessment tool.

Field	Dependency	Response Category/ Data Type		Descriptions
2 Project Type (continued)	None	6	Services Only	A project that offers only stand-alone supportive services (other than outreach) to address the special needs of participants (such as child care, employment assistance, and transportation services) and has associated housing outcomes. • If the Services Only project is affiliated with any one of the following: o One residential project **and** ▪ 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 residential project and service provider. o **Multiple** residential projects of the **same project type** (e.g. multiple PH:PSH) **and** ▪ Does not serve all the all residential project clients; **Or** ▪ Information sharing is not allowed between residential projects and service provider. o **Multiple** residential projects of **different project types** (e.g. PH: RRH and PH:PSH) o **Emergency Shelter(s)** Then the project type will be 'Services Only' and 'Affiliated with a Residential Project' will be 'Yes.' Each of the residential projects with which the Services Only project is associated must be identified. • If the Services Only project provides only services (other than outreach), has associated housing outcomes, 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.' • A residential 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 *2.6 Federal Partner Funding Sources*.
		7	Other	A project that offers services, but does not provide lodging, and cannot otherwise be categorized as another project type, per above. Any project that provides only stand-alone supportive services (other than outreach) and has no associated housing outcomes should be typed as 'Other.' For example, a project funded to provide child care for persons in permanent housing or a dental care project funded to serve homeless clients should be typed 'Other.' A project funded to provide ongoing case management with associated housing outcomes should be typed 'Services Only.'

Field	Dependency	Response Category/ Data Type	Descriptions
A Affiliated with a Residential Project	Field 2: Response 6	0 No	For all projects typed 'Services Only' 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 PSH projects.)
		1 Yes	
B Project ID(s) of Residential Project(s) Affiliated with SSO	Field A: Response 1	['Project ID']	If the service is being provided to another project within the HMIS, identify the project ID(s) of those residential project(s). For the sake of consistency, HMIS vendors are recommended to create a drop down list from element 2.2 *Project Identifiers* that includes the 'Project Names' and IDs for all non-emergency shelter projects.

2.5 Method for Tracking Emergency Shelter Utilization

Rationale To identify the method used for tracking shelter occupancy for each emergency shelter project entering data into the HMIS. This allows HMIS reporting to accurately calculate project bed utilization and length of stay and to distinguish shelters for other data collection and reporting purposes.

Project Setup Instruction Record the method used to track the nights that a client stays at a project. One method must be identified in an HMIS for each emergency shelter project. Reporting and outcome requirements will differ depending on the method utilized by the shelter.

- The entry/exit (e/e) method requires the client have a full record created for each project stay. All data required for the project at project entry and exit are recorded.
- The night-by-night (nbn) method requires the client 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 5 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 4.14 *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 2 nights.

  To the extent possible in a mass shelter environment, clients in a nbn shelter should also have all elements required at exit for the project completed. 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 last date the client appeared 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 method 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.

Utilization of the night-by-night method 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 night-by-night model.

If a shelter/continuum determines the method of tracking needs to be changed, the following approach must be taken in order 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 method of tracking
2) All clients in the exiting 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 from entry in the system (i.e. closed)

Data Element Fields and Responses

Field	Dependency	Response Category/ Data Type		Descriptions
1 **Emergency Shelter Tracking Method**	None	0	Entry/Exit Date (e/e)	The e/e method should be used for all shelters that are able to collect client data (Universal Data Elements and certain Program-Specific Data Elements) at project entry and project exit, including projects that require or strongly encourage a continuous stay while a client resolves their homelessness. For such shelters, length of stay is calculated based on the number of nights between project entry and project exit and performance measures will include changes from project start and project exit data collection stages.
		3	Night-by-Night (nbn)	The night-by-night method 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. The night-by-night method relies on creating a separate record of each individual date on which a client is present in the shelter as a means for calculating length of stay and implies that the emergency shelter is generally unable to collect as much client data at project exit as an emergency shelter that uses an entry/exit method for tracking utilization. In this method: (1) entry information is collected the first time that a client stays at the shelter (2) the project records every discrete date (or series of dates) that the client utilizes a bed; (3) the HMIS maintains historical data on the nights a client is sheltered; (4) the client may be exited 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 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.

2.6 Federal Partner Funding Sources

Rationale To identify federal funding sources for each project entering data into the 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 The federal funding sources listed in Field 1 are the federal partner programs and their project components that have agreed either to participate in HMIS or are otherwise considered continuum projects.

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; and 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.

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.

The grant identifier must uniquely identify the grant, although several projects may share the same grant identifier if they are, in fact, 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 grant's start and end date allows for inclusion or exclusion of certain projects in grant- or system-level reporting. For example, this information is critical for in the generation of income measures for the system performance measures.

The system administrator must regularly collect and review federal 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 Program Manual.

Data Element Fields and Responses

Field	Dependency	Response Category/ Data Type	Descriptions
1 Federal Partner Program and Components	None	1	HUD: CoC – Homelessness Prevention (High Performing Comm. Only)
		2	HUD: CoC – Permanent Supportive Housing
		3	HUD: CoC – Rapid Re-Housing
		4	HUD: CoC – Supportive Services Only
		5	HUD: CoC – Transitional Housing
		6	HUD: CoC – Safe Haven
		7	HUD: CoC – Single Room Occupancy (SRO)
		43	HUD: CoC - Youth Homeless Demonstration Program (YHDP)
		8	HUD: ESG – Emergency Shelter (operating and/or essential services)
		9	HUD: ESG – Homelessness Prevention
		10	HUD: ESG – Rapid Re-housing
		11	HUD: ESG – Street Outreach
		12	HUD: Rural Housing Stability Assistance Program
		13	HUD: HOPWA – Hotel/Motel Vouchers
		14	HUD: HOPWA – Housing Information
		15	HUD: HOPWA – Permanent Housing Placement (facility based or TBRA)
		16	HUD: HOPWA – Permanent Housing Placement
		17	HUD: HOPWA – Short-Term Rent, Mortgage, Utility assistance
		18	HUD: HOPWA – Short-Term Supportive Facility
		19	HUD: HOPWA – Transitional Housing (facility based or TBRA)
		20	HUD: HUD/VASH
		35	HUD: Pay for Success
		36	HUD: Public and Indian Housing (PIH) Programs
		21	HHS: PATH – Street Outreach & Supportive Services Only
		22	HHS: RHY – Basic Center Program (prevention and shelter)
		23	HHS:RHY – Maternity Group Home for Pregnant and Parenting Youth
		24	HHS:RHY – Transitional Living Program
		25	HHS:RHY – Street Outreach Project
		26	HHS:RHY – Demonstration Project
		27	VA:CRS Contract Residential Housing
		37	VA: Grant Per Diem – Bridge Housing
		38	VA: Grant Per Diem – Low Demand
		39	VA: Grant Per Diem – Hospital to Housing
		40	VA: Grant Per Diem – Clinical Treatment

Field	Dependency	Response Category/ Data Type	Descriptions
1 **Federal Partner Program and Components (continued)**	None	41 VA: Grant Per Diem – Service Intensive Transitional Housing	
		42 VA: Grant Per Diem – Transition in Place	
		30 VA: Community Contract Safe Haven Program[3]	
		32 VA: Compensated Work Therapy Transitional Residence[3]	
		33 VA: Supportive Services for Veteran Families	
		34 N/A	
2 **Grant Identifier**	None	[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.
3 **Grant Start Date**	None	[Date]	The start date of the grant.
4 **Grant End Date**	None	[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.

[3] These VA programs are not required to enter client-level data, although Project Descriptor Data Elements must be recorded.

2.7 Bed and Unit Inventory Information

Rationale To record bed and unit inventory for each project entering data into the 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 At a minimum, an HMIS must have an accurate record of bed and unit inventory as of October 1, 2017 for all continuum residential projects. These data must be finalized and accurately entered by January 2018 (i.e., by the time of the 2018 Housing Inventory Count date). 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; the 'Information Date' should be the same as the Inventory Start Date.

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, availability, and household type.
- For any inventory added since the date of the most recent HIC, a separate *Bed and Unit Inventory* record must be created for the new beds and units with an *Inventory Start Date* that shows the date that the additional inventory became available. The record for the existing inventory should remain as is.
- Projects that operate in more than one CoC must have separate *Bed and Unit Inventory* records for each CoC.

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.

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

A project may have multiple historical records of inventory. 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 entered as they occur.

- When a project adds inventory, a new record should be added with an 'Information Date' and *Inventory Start Date* that reflect the date of the increase. Inventory under development (i.e., beds for which funding has been approved but are not yet available) should also be separate using the current date as the 'Information Date' and the date that the beds are expected to be available as the *Inventory Start Date*.
- When a project reduces inventory, but will continue to serve the same household type with a smaller number of beds, a new record should be added with an 'Information Date' of the effective date of the decrease; the same *Inventory Start Date* from the previous record should be used. 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 HMIS participating beds or the number of beds dedicated for chronically homeless, Veteran, or youth clients 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 'Information Date' that is the effective date of the change; the same *Inventory Start Date* from the previous record should be used. 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 using the current date as the 'Information Date' and the earliest *Inventory Start Date* from the individual records.

Data Element Fields and Responses

Field	Dependency	Response Category/ Data Type	Descriptions
1 Information Date	None	[Date]	The 'Information Date' depends on the status of the inventory: • **Under Development:** Inventory which is fully funded but not yet available for occupancy, use the date on which the record is created. • **New:** Inventory added since the date of the most recent HIC and available for occupancy (and for which a record does not yet exist as "under development"), use the date on which the beds/units became available. • **Existing Inventory:** When creating a new record to reflect changes in the number of beds/units; number of beds designated for veterans, youth, or chronically homeless; household type; or availability, use the effective date of the change. See data collection instructions for more details about when to create new records or close out existing records for inventory changes.
2 Inventory Start Date	None	[Date]	The date on which the inventory became available, or, for inventory under development, the date on which it is expected to become available.
3 Inventory End Date	None	[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.
4 CoC Code	None	[as identified in data element 2.3]	Projects that operate in more than one CoC must have separate *Bed and Unit Inventory* records for inventory located in each CoC. From the CoC codes entered in data element 2.3, indicate the CoC code associated with the inventory record.
5 Household Type	None	This specifies the household type (at project entry) served by beds and units in a given inventory record. Projects that serve more than one household type must have separate records of inventory for each household type.	
		1 Households without children	Beds and units typically serving households with adults only. This includes households composed of unaccompanied adults and multiple adults.

Field	Dependency	Response Category/ Data Type		Descriptions
5 Household Type (continued)	None	3	Households with at least one adult and one child	Beds and units typically serving households with at least one adult and one child.
		4	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.
6 Bed Inventory	None	[Integer]		The 'Bed Inventory' is a count of the total number of beds available for occupancy as of the 'Information Date.' The number of beds is generally equivalent to the number of persons a lodging project can house on a given night and, for Emergency Shelters, should be counted distinctly for each combination of 'Bed Type' and 'Availability.' For projects that serve multiple household types, but where a precise number of beds are not designated exclusively for a particular type of household, the total number of beds may be distributed among the household types served by the project using one of the following methodologies: • 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 for the 50 beds for households with at least one adult and one child in the HIC. Projects that only have units and no fixed number of beds can estimate the number of beds based on average household size using a multiplier factor (e.g., a project with 30 family units and an average family size of 3 would record 90 beds). Projects that provide housing rental assistance and have a fixed number of vouchers should determine the number of beds and units based on the number of vouchers currently funded and available for use. Projects that provide emergency shelter or housing rental assistance vouchers and without a fixed number of units or vouchers (e.g., Emergency Shelter-hotel/motel project, Rapid Re-Housing, some scattered site PH-Permanent Supportive Housing) should determine the number of beds (and units) based on the maximum number of persons (and households) who can be housed on a given night.

Field	Dependency	Response Category/ Data Type		Descriptions
7 Unit Inventory	None	[Integer]		The 'Unit Inventory' is a count of the total number of units available for occupancy as of the 'Information Date.' Projects that do not have a fixed number of units (e.g., a congregate shelter project) may record the bed inventory, the number of residential facilities operated by the project, or the number of rooms available as the unit integer. For additional instructions, see 'Bed Inventory,' above.
8 Bed Types	2.7 *Project Type* = 'Emergency Shelter'			Record the number of beds of each *Bed Type* offered by emergency shelter projects: Facility-based beds, voucher beds, and other beds. The total of the three types should equal the total 'Bed Inventory' shown in 2.7 Field 6.
		1	Facility-based Beds	Beds (including cots or mats) located in a residential homeless assistance facility dedicated for use by persons who are homeless.
		2	Voucher Beds	Beds located in a hotel or motel and made available by the homeless assistance project through vouchers or other forms of payment.
		3	Other Beds	Beds located in a church or other facility not dedicated for use by persons who are homeless.
9 Availability	2.7 *Project Type* = 'Emergency Shelter'	Availability is recorded to identify whether the beds and units are available on a planned basis year-round, seasonally, or on an ad hoc or temporary basis, as demand indicates.		
		1	Year-round	Year-round beds and units are available on a year-round basis.
		2	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.
		3	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.
10-12 Dedicated Bed Inventory	All beds that have been funded by HUD or another federal partner that are dedicated to one or more of the following subpopulations must be recorded in the appropriate category. A bed may be counted more than once across categories (e.g., a project may have beds dedicated for persons who are both chronically homeless and a veteran). The number of beds for each subpopulation is a subset of the total bed inventory for a given project and must be equal to or less than the total bed inventory. A dedicated bed is a bed that must be filled by a person in the subpopulation category (or a member of their household) unless there are no persons from the subpopulation who qualify for the project located within the geographic area.			
10 Veteran Bed Inventory	None	[Integer]		The number of beds that are dedicated to house homeless veterans and their household members.
11 Youth Bed Inventory	None	[Integer]		The number of beds that are dedicated to house homeless youth (persons up to age 24) and their household members.
12 Chronically Homeless Bed Inventory	2.7 *Project Type* = 'PH: Permanent Supportive Housing'	[Integer]		The number of beds that are dedicated to house chronically homeless persons and their household members.

Field	Dependency	Response Category/ Data Type	Descriptions
13 HMIS Participating Beds	None	[Integer]	Total number of beds participating in HMIS as of the 'Information Date.' For projects that serve a mixed population without a fixed number of beds per household type, record participating beds according to instructions provided in 2.7 Field 6 'Bed Inventory.' If a project is only collecting and entering data in HMIS for clients staying in a portion of its beds, then only record the count of beds participating in HMIS. Non-contributing CoC projects must enter "0" in the HMIS participating beds field.

2.8 Additional Project Information

Rationale To record location data required by each project entering data into the HMIS, as well as any residential continuum projects not participating in HMIS. This information is relevant for HIC and AHAR reporting.

Project Setup Instruction Each residential continuum project must have at least one record of *Additional Project Information*. Projects that operate in more than one CoC but enter data into a single HMIS must have separate *Additional Project Information* records for each CoC. Responses in each record should be associated with the correct *Continuum of Care Code* (see data element 2.3).

Information must be reviewed at least annually. If the information has changed, a new record should be created to document the change in information. A new record is only required if a change has occurred; the 'Information Date' of the new record should reflect the date of the change. Data entry errors should be edited to correct the error.

'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 Victim Services Providers 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 associated with different CoCs, the geocodes will differ – the geocode must be located within the CoC.

'Geography Type' is a new field in the 2017 HMIS Data Standards that will allow HUD to collect more nuanced information about urban, rural, and suburban homelessness in the AHAR. These geography types will be automatically determined by the HMIS based on the 'ZIP Code' entered for the project. HUD will issue the official crosswalk of ZIP Codes and geography types; the geography type cannot be locally determined.

Data Element Fields and Responses

Field	Dependency	Response Category/ Data Type		Descriptions
1 **Information Date**	None	[Date]		The 'Information Date' should correspond to *Project Start Date* (data element 2.2 *Project Identifiers*) or, for new records created to document a change in information, to the effective date of the change.
2 **CoC Code**	None	[as identified in data element 2.3]		Projects that operate in more than one CoC must have separate *Additional Project Information* records for inventory located in each CoC. From the CoC codes entered in data element 2.3, indicate the CoC code associated with the inventory record.
3 **Geocode**	None	[6 digits]		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.
4 **Target Population**	None	1	DV: Domestic Violence victims	At least 75% of persons served by the project must be victims of domestic violence.
		3	HIV: Persons with HIV/AIDS	At least 75% of persons served by the project must be persons with HIV/AIDS.
		4	NA: Not applicable	Neither of the other response categories applies.
5 **Victim Services Provider**	None	0	No	
		1	Yes	A private nonprofit organization whose primary mission is to provide direct services to victims of domestic violence.
6 **Project ZIP Code**	None	[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.
7 **Geography Type**	None	1	Urban	HUD will release a 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	Suburban	
		3	Rural	
8 **Housing Type**	None	1	Site-based - single site	All clients are housed in a single project facility.
		2	Site-based - clustered/ multiple sites	Clients are housed in more than one project facility in multiple locations.
		3	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.
9 **Project Street Address 1**	None	[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, the field may be left blank or the administrative address may be used.
10 **Project Street Address 2**	None	[Text]		
11 **Project City**	None	[Text]		

3. 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, as do projects that are not funded by any federal partner (e.g. missions) but are entering data as part of the Continuum of Care's HMIS implementation.

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

The Universal Data Elements are the foundation on which the Annual Homeless Assessment Report (AHAR) is developed. The AHAR provides Congress the national estimates of the current state of homelessness across the United States and the use of homeless assistance programs. It is used locally to inform communities on how their specific homeless information compares nationally and to understand changes within communities over time. The AHAR is used 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. Universal Data Elements also help local communities to better target resources, and position programs to end homelessness.

Universal Identifier Elements (One and Only One per Client *Record*)

3.1 Name
3.2 Social Security Number
3.3 Date of Birth
3.4 Race
3.5 Ethnicity
3.6 Gender
3.7 Veteran Status

Universal Project Stay Elements (One or More Value(s) Per Client or Household Project Stay)

3.8 Disabling Condition
3.10 Project Start Date
3.11 Project Exit Date
3.12 Destination
3.15 Relationship to Head of Household
3.16 Client Location
3.20 Housing Move-In Date
3.917 Living Situation

In the 2017 HMIS Data Standards, Data Element 4.17 *Residential Move-In Date* was significantly modified and became universal data element 3.20 *Housing Move-In Date*.

Appendix B summarizes the client universe for each universal and program-specific data element and when it is collected.

General Data Collection Guidance

Universal data elements are required to be collected by all projects participating in an HMIS, regardless of funding source. Data elements 3.1 through 3.7 are required to be collected once per *client*, regardless of how many project stays that client has in the system. If, upon *Project Start* in a new project, the data

in these elements are observed to be incorrect or outdated, the data must be corrected in the original record. The remaining universal data elements are to be collected at least once per *project stay*. The timing of when the data are to be collected and about whom is noted below in each data element.

The Universal Data Elements in particular can lead to questions about what to enter in the HMIS if a client does not complete a consent form for the HMIS. When considering client consent in the context of HMIS, it is important to make a distinction between HMIS data entry and HMIS data sharing. At this time, there is no requirement that client consent be obtained in order to enter client information into HMIS. There is only a requirement that client consent be obtained in order to *share* information entered into HMIS with one or more other HMIS participating providers.

This means that it may not be necessary at all to obtain written consent from every client to simply enter the data into your HMIS. However, if your HMIS is configured in such a manner that information entered into HMIS is automatically shared with other HMIS participating projects, then client consent is necessary. Consult with your Continuum of Care and HMIS Lead Agency for more information.

Data Collection Guidance by Project Type

Some project types are more complex and require additional data collection instruction. Although the following information is also provided within each individual data element, it is all are collected here for ease of reference for System Administrators and end users managing these project types.

- Street Outreach
    - De-Duplication of Client Records: It is possible in a street outreach setting that a single client may be contacted by multiple street outreach workers over a period of time in different locations. Local protocols should be established for coordination among street outreach projects to effectively manage the identification and data collection of clients. In smaller CoCs, it may be possible to coordinate street outreach efforts and reduce duplication of client records through case conferences or other efforts. In larger CoCs, to manage the identification of clients, client search functionality may be made available in HMIS so that street outreach workers can perform queries or client searches by "made-up" names or aliases, or other informal identifiers shared with street outreach workers. The use of temporary "made-up" names should not be an excuse for excessive de-identified clients or poor data quality. Street Outreach projects and local HMIS leadership should work together to minimize the use of "made-up" names and attain high data quality.
    - Contacts: Most street outreach projects are expected to record every contact made with each client in the HMIS. A contact is defined as an interaction between a worker and a client designed to engage the client. Contacts include activities such as a conversation between the street outreach worker and the client about the client's well-being or needs, an office visit to discuss their housing plan, or a referral to another community service. A *Contact* (4.12) must be recorded anytime a client is met, including when a *Date of Engagement* (4.13) or *Project Start Date* (3.10) is recorded on the same day.
    - Engagements: Most street outreach projects are expected to record the *Date of Engagement* (4.13) with each client in the HMIS. Per the HMIS Data Standards and by agreement across all federal partners, an engagement date is the date on which an interactive client relationship results in a deliberate client assessment or beginning of a case plan. The *Date of Engagement* should be entered into HMIS at the point that the client has been engaged by the outreach worker. This date may be on or after the *Project Start Date* (3.10) and must be prior to the *Project Exit Date* (3.11). If the client exits without becoming engaged, the *Date of Engagement* should be left blank. If the

client was contacted on the date of engagement, a *Contact* (4.12) must also be entered for that date.

- Data Quality: Reporting on data quality for street outreach projects is limited to clients with a *Date of Engagement* (4.13). Therefore, it is important that outreach workers record the *Date of Engagement* and also review all Universal Data Elements and applicable Program Specific Data Elements for completeness and accuracy. The *Date of Engagement* coincides with the requirement for HMIS data quality, therefore all Universal Data Elements should be entered into HMIS on or before the *Date of Engagement.*
- Project Exit: Project exit represents the end of a client's participation with a project. The exit date should coincide with the date that the client is no longer considered to be participating in the project. This standard should be applied consistently across all Street Outreach projects. Reasons to exit a client include:
  - The client has entered another project type (e.g., TH, PSH) or otherwise found housing;
  - The client is engaged with another outreach worker or project;
  - The client is deceased;
  - The outreach worker has been unable to locate the client for an extended period of time (e.g. 90 days from last contact) and there are no recorded contacts.

- 'Night-by-Night' Emergency Shelters
  - Night-by-night (nbn) shelters should be set up to collect all data required for Emergency Shelters. However, HUD understands that often nbn shelters are not able to collect exit data. Persons who leave/disappear without completing an exit interview are to be recorded with *Destination* (3.12) of 'No Exit Interview Completed.'
  - Contacts: Most nbn shelters must record *Contacts* (4.12) they have with each person served. A contact is defined as an interaction between a worker and a client designed to engage the client. Contacts may include activities such as a conversation between the shelter worker and the client about the client's well-being or needs, an office visit to discuss their housing plan, or a referral to another community service. A *Contact* must be recorded anytime a client is met, including when a *Date of Engagement* (4.13) or *Project Start Date* (3.10) is recorded on the same day.
  - Engagements: Most nbn shelters are required to record a client's *Date of Engagement* (4.13). Per the HMIS Data Standards and by agreement across all federal partners, an engagement date is the date when an interactive client relationship results in a deliberate client assessment or beginning of a case plan. The *Date of Engagement* should be entered into HMIS at the point when the client has been engaged by the shelter worker. This date may be on or after the project entry date and must be on or prior to project exit. If the client exits without becoming engaged, the *Date of Engagement* should be left blank. If the client was contacted on the date of engagement, a contact must also be entered for that date.

- Day Shelter
  - Follow the requirements for Entry/Exit Shelters when collecting data for Day Shelters.

- Permanent Housing: PSH and RRH
    - With the changes to the HMIS Data Standards, all types of Permanent Housing projects are now able to collect data on assistance provided to the client prior to the client entering housing.
    - For these project types, the *Project Start Date* (3.10) is the date following application that the client was admitted into the project. To be admitted indicates the following factors have been met:
        - Information provided by the client or from the referral indicates they meet the criteria for admission;
        - The client has indicated they want to be housed in this project; and
        - 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.
    - At project start, record the Universal Data Elements and any other information required at the project start.
    - When the client or household moves into any type of permanent housing, regardless of funding source or whether the project is providing the rental assistance, enter the date in *Housing Move-In Date* (3.20).

Universal Identifier Elements (One and Only One per Client Record)

3.1 Name

Rationale To support the unique identification of each person served.

Data Collection Instruction 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, legal name whenever possible– doing this as a standard practice makes it easier to find records when searching and avoid creating duplicate records. Generally, projects are not required to verify that the information provided matches legal documents. However, each project should be aware of 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 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 entry date, a "made-up" name (e.g., "Redhat Tenthstreetbridge") that would be identifiable for retrieval by the worker in the system, and gender. Over time, the data must be edited for accuracy (e.g. replacing "Redhat" with "Robert") as the worker learns that detail.

Data Element Fields and Responses

Field	Dependency	Response Category/ Data Type		Descriptions
1 First	None	[Text]		To avoid duplicate record creation, the full first name should be used (e.g., James vs. Jim)
2 Middle	None	[Text]		
3 Last	None	[Text]		To avoid duplicate record creation, the last name should be recorded in full. Use the current last name, use the format the client normally provides as identification (e.g. with hyphen or without hyphen). Use the order of last names as the client indicates is culturally correct.
4 Suffix	None	[Text]		
5 Name Data Quality	None	1	Full name reported	Select 'Full name reported' for Name Data Quality as long as complete, full first and last names have been recorded.
		2	Partial, street name, or code name reported	Select 'Partial, street name, or code name reported' in any of the following circumstances: 1) a partial, short, or nickname was used instead of the full first name; 2) a street name or code name was used for street outreach clients at initial intake and until the client was able to supply their full legal name; 3) a name modification was used for security reasons; or 4) for any other reason the name does not match the clients full name as it would appear on identification.
		8	Client doesn't know	Select 'Client doesn't know' when 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 in order to create a record in the system solely because the client did not know or was unable to provide their name.
		9	Client refused	Select 'Client refused' when client refuses to provide their name. Use 'Client refused' rather than 'Partial, street name, or code name reported' if a false name/made up name was entered in order to create a record in the system solely because the client refused to tell staff their name.
		99	Data not collected	

3.2 Social Security Number

Rationale To support the unique identification of each person served.

Where data are shared across projects, the SSN greatly facilitates the process of identifying clients who have been served and allows projects to de-duplicate at project start.

Where data are not shared, CoCs rely on unique identifiers to produce an unduplicated count in the central server once the data are sent to the HMIS Lead. Name and date of birth are useful unique identifiers, but the SSN is significantly more accurate.

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 in order to help their clients access mainstream services.

Data Collection Instruction In separate fields, record the nine-digit *SSN* and appropriate *SSN Data Quality Indicator*.

If a partial social security number is obtained, HMIS vendors will provide the ability to indicate missing digits and otherwise devise methodologies to allow entry and effective matching of partial SSNs.

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.

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, in order to receive Homelessness Prevention or Rapid Re-Housing services through Supportive Services for Veteran Families grants, veterans must provide a Social Security number in order to receive services because it's relevant to verifying eligibility. The veteran's household members, however, may decline to provide a Social Security number.

Data Element Fields and Responses

Field	Dependency	Response Category/ Data Type		Descriptions
1 Social Security Number	None	[9 digits]		
2 SSN Data Quality	None	1	Full SSN Reported	A complete and valid SSN is provided.
		2	Approximate or partial SSN reported	Any SSN other than a complete and valid 9 digit SSN, regardless of the reason, is provided.
		8	Client doesn't know	A client does not know or **does not have** a SSN.
		9	Client refused	A client refuses to provide any part of their SSN, regardless of the reason.
		99	Data not collected	

3.3 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 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 on the record is accurate 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 policy. Select 'approximate or partial date of birth.'

If a client is not able to estimate their age within one year of their actual age, select 'Client doesn't know.' Select 'Client refused' when a client refuses to provide any part of their DOB.

Data Element Fields and Responses

Field	Dependency	Response Category/ Data Type		Descriptions
1 Date of Birth	None	[Date]		
2 DOB Data Quality	None	1	Full DOB reported	The complete date of birth is provided by the client.
		2	Approximate or partial DOB reported	The client cannot remember their full or exact date of birth, but is able to recall their age within one year.
		8	Client doesn't know	Use 'Client doesn't know' rather than 'Approximate or partial DOB reported' if an approximate or partial date of birth was used because the client did not know their date of birth within one year.
		9	Client refused	Use 'Client refused' rather than 'Approximate or partial DOB reported' if a partial or approximate date of birth was entered in order to create a record in the system because the client refused to provide their date of birth or their age for staff to approximate.
		99	Data not collected	

3.4 Race

Rationale To indicate clients' self-identification of one or more of five different racial categories. Supports system planning, local, and national understanding of who is experiencing homelessness.

In the October 30, 1997 issue of the Federal Register (62 FR 58782), the Office of Management and Budget (OMB) published "Standards for Maintaining, Collecting, and Presenting Federal Data on Race and Ethnicity." All existing federal recordkeeping and report requirements must be in compliance with these Standards as of January 1, 2003. These data standards follow the OMB guidelines.

Data Collection Instruction In separate data fields, record the self-identified race(s) of each client served. Help the client select the race or races that they most identify with. Allow clients to identify as many racial categories as apply (up to five).

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

Staff observations should never be used to collect information on race. Provide all options to every client. Even if staff believes they can guess a client's race, every client must be asked for their self-reported information. No documentation is required to verify a client's response.

'Client doesn't know,' 'Client refused,' and 'Data not collected' are explanations for missing race data. None of these three responses are valid in conjunction with any other response.

This data element can be challenging to separate from ethnicity. As one example, some people of Latin American descent often indicate their race is 'Hispanic,' and would not be referred to in casual conversation or seen in their communities or by themselves as 'White' or 'Black or African American.' Unless the person is from an original people's group—that is, indigenous or American Indian—in which case, they would select that option, the staff will have to ask follow-up questions to ascertain the best response for *Race*. Staff may ask something like "do you know if your ancestors were originally from a country like Spain, somewhere in Africa, or are you part of an indigenous group?" The response is tied to where their ancestors came from, not necessarily where they were born or lived during their lifetime.

By the time clients get to data element 3.5 *Ethnicity*, they may have already responded to *Race* with something like 'Hispanic,' 'Guatemalan,' or 'Latino,' so staff should be able to clearly distinguish between these two data elements and select responses accordingly, even if the answers are provided out of order.

Projects are cautioned against providing a default answer. It is important to ask about all household members' race and identity because it is impossible to tell just based on a person's appearance or name. If the client does not know his or her race or ethnicity, or refuses to disclose it, use 'Client doesn't know' or 'Client refused,' rather than making an appearance or name-based assumption.

Data Element Fields and Responses

Field	Dependency	Response Category/ Data Type		Descriptions
1 Race	None	1	American Indian or Alaska Native	A person having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment.
		2	Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
		3	Black or African American	A person having origins in any of the black racial groups of Africa. Terms such as 'Haitian' can be used in addition to 'Black or African American.'
		4	Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
		5	White	A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
		8	Client doesn't know	'Client doesn't know' should only be selected when a client does not know their race(s) from among the five listed races. 'Client doesn't know' should not be used in conjunction with any other response.
		9	Client refused	'Client refused' should only be selected when a client refuses to identify their race(s) from among the five listed races. 'Client refused' should not be used in conjunction with any other response.
		99	Data not collected	

3.5 Ethnicity

Rationale To indicate clients who do and do not identify themselves as Hispanic or Latino. Supports system planning, local, and national understanding of who is experiencing homelessness.

Data Collection Instruction Record the self-identified ethnicity of each client served. Help the client select the ethnicity that they most identify with.

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

Staff observations should never be used to collect information on ethnicity. Even if a staff person believes they can guess a client's ethnicity, every client must be asked for their self-reported information. No documentation is required to verify a client's response.

Additional instruction about assisting clients to differentiate between *Race* and *Ethnicity* can be found under data element 3.4 *Race*.

Data Element Fields and Responses

Field	Dependency	Response Category/ Data Type		Descriptions
1 Ethnicity	None	1	Non-Hispanic/Non-Latino	
		2	Hispanic/Latino	A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture of origin, regardless of race.
		8	Client doesn't know	
		9	Client refused	
		99	Data not collected	

3.6 Gender

Rationale To indicate whether clients self-identify as male, female, transgender female, transgender male, or gender non-conforming. Supports system planning, local, and national understanding of who is experiencing homelessness.

Data Collection Instruction Record the self-reported gender of each client served. Users should be sensitive to persons who do not identify as male, female or transgender.

When enrolling a client who already has a record in the HMIS, verify that gender information is complete and accurate -- and correct it if it is not. Update the gender previously recorded in HMIS if it does not match the person's current gender.

Staff observations should never be used to collect information on gender. Provide all options to every client. Even if staff thinks they can guess a client's gender, every client must be asked for their self-reported information. If they refuse to give it or say they don't know, do not select a response for the client. 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 Transgender Female and Transgender Male mean, the definitions below can be provided.

Clients reporting different gender identities or presenting different gender expressions at multiple projects within the same CoC are not violating standards for accurate collection of information. Clients decide to which projects they will disclose potentially sensitive information. Project staff should enter the self-reported information as directed by the client.

A transgender client may elect to share their transgender status with project staff, or not. In the event that a client discloses being transgender, staff should consult that client about whether the client prefers to have the HMIS data element for "gender" reflect their transgender status or not. For instance, if a client identifies as a transgender man but would prefer not to have this reflected in his HMIS record, then the staff person would select "male" instead of "transgender female to male". Staff can still note in a confidential case management note, if this feature is available in the HMIS, an individual's transgender status if it is appropriate and necessary to the provision of services.

Data Element Fields and Responses

Field	Dependency	Response Category/ Data Type		Descriptions
1 Gender	None	0	Female	
		1	Male	
		2	Trans Female (MTF or Male to Female)	Clients who live or identify as women, even though they were assigned male at birth.
		3	Trans Male (FTM or Female to Male)	Clients who live or identify as men, even though they were assigned female at birth.
		4	Gender Non-Conforming (i.e. not exclusively male or female)	Clients who do not identify exclusively as male or female.
		8	Client doesn't know	
		9	Client refused	
		99	Data not collected	

3.7 Veteran Status

Rationale To indicate whether clients are veterans of the United States armed forces. 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 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?" or "Were you disabled during a period of active duty training?"

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

- Collect the data at the time of enrollment for clients expected to turn 18.
- HMIS may automatically select "no" for clients who turn 18 while enrolled.

Data Element Fields and Responses

Field	Dependency	Response Category/ Data Type		Descriptions
1 Veteran Status	None	0	No	Veteran Status should be 'No' for anyone who has not been on active duty, including: Individuals who attended training but were discharged before reporting to a duty station. Reservists or National Guard who were never activated or deployed.
		1	Yes	Anyone who has ever been on active duty in the armed forces of the United States, regardless of discharge status or length of service. **Army, Navy, Air Force, Marine Corps, and Coast Guard:** active duty begins when a military member reports to a duty station after completion of training. **Reserves and National Guard:** active duty is any time spent activated or deployed, either in the United States or abroad. **Or** Anyone who was disabled in the line of duty during a period of active duty training. **Or** Anyone who was disabled from an injury incurred in the line of duty or from acute myocardial infarction, a cardiac arrest, or a cerebrovascular accident during a period of inactive duty training.
		8	Client doesn't know	
		9	Client refused	
		99	Data not collected	

Universal Project Stay Elements (One or More Value(s) Per Client or Household Project Stay)

3.8 Disabling Condition

Rationale To indicate whether or not clients have a disabling condition. This data element is to be used with other information to identify whether a client meets the criteria for chronic homelessness.

Data Collection Instruction 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).

Additionally, if the client is a veteran who is disabled by an injury or illness that was incurred or aggravated during active military service and whose disability meets the disability definition defined in Section 223 of the social security act, they should be identified as having a disabling condition.

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.

There should be one and only one value for *Disabling Condition* for each project stay. 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 known status of a client's disabling condition. Sharing information about a client's disabling condition between agencies should be handled consistent with the continuum's policies and procedures.

Some projects may collect more detailed information about specific disabilities in other data elements. Some systems are set up to default to 'Yes' in this data element based on responses to data elements 4.5-4.10 (including a 'Yes' response to the dependent field in those elements 'Expected to be of long–continued and indefinite duration and substantially impairs ability to live independently'), but it is not required. Systems that automatically populate *Disabling Condition* based on responses to data elements 4.5-4.10 must still allow a user to enter 'Yes' for *Disabling Condition* without a corresponding specific disability in data elements 4.5-4.10.

In addition, a client indicating the following sources of *Income* (data element 4.2) can be considered to have a disabling condition: Supplemental Security Income (SSI), Social Security Disability Insurance (SSDI), VA Service-Connected Disability Compensation or VA Non-Service-Connected Disability Pension.

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.

Data Element Fields and Responses

Field	Dependency	Response Category/ Data Type		Descriptions
1 Disabling Condition	None	0	No	
		1	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: 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). 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.
		8	Client doesn't know	
		9	Client refused	
		99	Data not collected	

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. In 2017, this data element changed from *Project Entry Date* to *Project Start Date* to capture more complete information about persons accepted into and residing in all types of Permanent Housing. 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 PH clients, not just clients in RRH.

Data Collection Instruction 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.

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 newborn actually started the project, consistent with the responses for project types identified below, which may be any date on or after the baby's actual date of birth.

Data Element Fields and Responses

Field	Dependency	Response Category/ Data Type	Descriptions
1 Project Start **Date**	None	[Date]	**Street Outreach:** Date of first contact with the client. **Emergency Shelter:** Night the client first stayed in the shelter. Night by night 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 following application that 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; 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 assessment, health care it is the 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 Record the month, day and year of 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.

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

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.

For **residential projects**, 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, 2014, stayed overnight and left in the morning, the exit date for that shelter stay would be January 31, 2014.

To minimize staff and client burden at shelters that require most (or all) clients to reapply for service on a nightly basis, the project can record the *Project Start* and *Project Exit Date* at the same time or an HMIS application can automatically record the *Project Exit Date* as the day after the *Project Start Date* for clients of the overnight project.

Clients in rapid re-housing 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 **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. In a street outreach services project, similarly, clients may be exited when the outreach worker has been unable to locate the client for an extended period of time and there are no recorded contacts. In addition, the client may be exited upon entering another project type, finding housing, engaging with another outreach project, or passing away.

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 the 2017 HMIS Data Standards, a new data collection stage was added: "Post Exit." This 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 of the last day of a continuous stay in the project.

Data Element Fields and Responses

Field	Dependency	Response Category/ Data Type	Descriptions
1 Project Exit Date	None	[Date]	**Residential projects:** The last day of continuous stay in the project before the client transfers to another residential project or otherwise stops residing in the project. **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 Record where the client is expected to stay after they complete or stop participating in project activities. For residential projects that expect a client to move out upon exit, record where the client is expected to move immediately after leaving. For projects where a client is not expected to relocate upon exit, such as homelessness prevention, rapid re-housing, transition in place, or SSO 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 prior to starting in the project.

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

If a client moves into rental housing with a subsidy, select the response that includes the type of housing subsidy. A housing subsidy may be tenant-, project-, or sponsor-based and provides ongoing assistance to reduce rent burden. This includes housing subsidies provided through HUD-funded subsidies (e.g., public housing, Housing Choice Voucher or "Section 8") or other housing subsidy (e.g., state rental assistance voucher).

If a client moves in with 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.

Note that the client's *Destination* is about where they are staying, not necessarily about why they are staying there. So the choice of the destination in HMIS should reflect the client's living situation, not any particular reason why the client is staying there. For example, clients that are exiting to school or the military may have housing provided for them. If the client is moving into a dorm or Army-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.

Mass shelters that track bed nights using the night by night method may have high rates of missing *Destination* data when the client is exited. Often, in this model, a client is exited after a period of time 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.

Data Element Fields and Responses

Field	Dependency	Response Category/Data Type			Descriptions
1 Destination	None	**TEMPORARY SITUATIONS**			
		Homeless Situations	16	Place not meant for habitation	e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside
			1	Emergency shelter, including hotel or motel paid for with emergency shelter voucher	• ESG Emergency Shelter • HOPWA Hotel/Motel or Short Term Housing • RHY BCP shelter • VA HCHV Community Contract Emergency Housing • Locally-funded shelters
			18	Safe Haven	• CoC Safe Haven • VA Community Contract Safe Haven • Locally-funded Safe Haven type projects
			27	Moved from one HOPWA funded project to HOPWA TH	Limited to use by HOPWA-funded projects
			2	Transitional housing for homeless persons (including homeless youth)	• CoC Transitional Housing • HOPWA Transitional Housing (when moving from non-HOPWA projects) • RHY Maternal Group Homes or TLP • VA GPD Bridge Housing, Service Intensive Transitional Housing, Hospital to Housing, or Clinical Treatment • Any locally-funded transitional housing project (facilitates movement to permanent housing with occupancy agreement for terms from 1-24 months).
		Non-Homeless Temporary Situations	14	Hotel or motel paid for without emergency shelter voucher	
			29	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
			12	Staying or living with family, temporary tenure (room, apartment, or house)	
			13	Staying or living with friends, temporary tenure (room, apartment, or house)	

Field	Depen-dency	Response Category/Data Type			Descriptions
1 Destin-ation (cont.)	None	Institutional Situations	4	Psychiatric hospital or other psychiatric facility	
			5	Substance abuse treatment facility or detox center	
			6	Hospital or other residential non-psychiatric medical facility	
			7	Jail, prison, or juvenile detention facility	
			15	Foster care home or foster care group home	
			25	Long-term care facility or nursing home	
		PERMANENT SITUATIONS			
		Continuum PH Projects	31	Rental by client, with RRH or equivalent subsidy	Use this response category only if the client is moving directly into a unit. • CoC Rapid Re-Housing • ESG Rapid Re-Housing • SSVF Rapid Re-Housing • VA GPD Transition In Place • Locally-funded Rapid Re-Housing
			26	Moved from one HOPWA funded project to HOPWA PH	Limited to use by HOPWA-funded projects
			3	Permanent housing (other than RRH) for formerly homeless persons	• CoC Permanent Supportive Housing • HOPWA facility/TBRA permanent housing (when moving from non-HOPWA projects)
		Rent/Own with Subsidy	28	Rental by client, with GPD TIP housing subsidy	
			19	Rental by client, with VASH housing subsidy	
			20	Rental by client, with other ongoing housing subsidy	Any subsidized rental housing other than CoC PSH, HOPWA PH, RRH, GDP TIP, or VASH. Includes HUD HCV with no paired services, legacy SRO, and Pay for Success
			21	Owned by client, with ongoing housing subsidy	
		Rent/Own no Subsidy	10	Rental by client, no ongoing housing subsidy	
			11	Owned by client, no ongoing housing subsidy	
		Other Permanent	22	Staying or living with family, permanent tenure	
			23	Staying or living with friends, permanent tenure	

Field	Depen-dency	Response Category/Data Type			Descriptions
1 Destin-ation (**cont**.)	None	**OTHER SITUATIONS**			
		Other Situations	24	Deceased	
			17	Other	Any response of 'Other' will not count in any HMIS-based reporting as a positive outcome. Review the above list carefully to determine if any option above is a reasonable match
			30	No exit interview completed	This will be considered missing data for data quality purposes
			8	Client doesn't know	
			9	Client refused	
			99	Data not collected	

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 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 cannot be more than one head of household for any given project start. If the head of household leaves the project while other household members remain, another member of the household currently participating in the project must be designated as the head of household and the other members' relationship to head of household should be corrected to reflect each individual's relationship to the newly designated head of household in the event that it differs from the relationship to whoever was previously identified as the head of household. Records of such changes are not necessary to retain in the HMIS over the course of a project stay.

In a household of a single individual, that person must be identified as the head of 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 or not a minor is among the members, one of those persons must be designated as the head of household and the rest must have their relationship to the head of household recorded.

If the group of persons 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; in the event that the funder's instructions are in conflict with CoC guidance, the requirements of the funder should supersede CoC guidance for the relevant projects.

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. It is important to create separate records for youth 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.

Data Element Fields and Responses

Field	Dependency	Response Category/ Data Type		Descriptions
1 Relationship to Head of Household	None	1	Self	Heads of household may be alternatively thought of as the "primary client," the "eligible individual" etc., rather than as a fixed designation.
		2	Head of household's child	Sons and daughters, including step-, adopted, and foster children of the head of household, regardless of their age.
		3	Head of household's spouse or partner	
		4	Head of household's other relation member (other relation to head of household	
		5	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 Client Location

Rationale To link client household data to the relevant CoC. 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.

Data Collection Instruction Select or enter the CoC code assigned to the geographic area where the head of household is staying at the time of project entry. This data element must be manually entered for all projects with more than one *Continuum of Care Code* identified in Project Descriptor Data Element 2.3. It may be auto-populated for projects that operate in a single CoC.

'Information Date' for *Client Location* information collected at project start must reflect the date of project start.

A new *Client Location* record must be created at any time during a project stay if a client moves into a different CoC while enrolled. 'Information Date' for those records must reflect the date of the data collection.

If *Client Location* information was recorded incorrectly at project start or update, correct the existing record.

Data Element Fields and Responses

Field	Dependency	Response Category/ Data Type		Descriptions
1 Information Date	None	1	[date]	The date the information was collected.
2 CoC Code for Client Location	None	2	[Text – 6 characters]	HUD assigned CoC code for the client's location

3.20 Housing Move-in Date

Rationale To document the date that a household admitted into a Permanent Housing project moves into housing. This data is critical to point-in-time and housing inventory counts as it differentiates households which are enrolled in a Permanent Housing project but are still literally homeless (in emergency shelter, Safe Haven, transitional housing or on the street) as they prepare to move into an available unit from households which have already moved into permanent housing.

Data Collection Instruction 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 housing unit.

For RRH projects only, a *Housing Move-in Date* must be entered regardless of whether or not the RRH project is providing the rental assistance for the unit. For example, if an RRH project provides supportive services, but is not providing the rental assistance for the unit, a *Housing Move-in Date* must still be entered to differentiate RRH clients in housing from those still experiencing homelessness.

For any other project types that are typed as 'Permanent Housing' in the HMIS, clients who are receiving pre-housing placement services but are ultimately housed by another project or subsidy source should be exited from the PH project to the appropriate permanent *Destination*. If the client exits the permanent housing project for a different housing opportunity without physically moving into a housing unit associated with the project, do not enter a housing move-in date, simply exit the client and record the exit destination.

For purposes of the Housing Inventory Count 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.

With the addition of this data element to a wider variety of project types in the 2017 Data Standards, systems must populate the data element for all clients previously enrolled in non-RRH permanent housing projects with the existing 3.10 *Project Start Date*. The previous definition of *Project Entry Date* for non-RRH permanent housing projects was the date the household moved into housing.

For clients who entered a non-RRH permanent housing project (or an RRH project not previously required to collect housing move-in data) prior to October 1, 2017, the *Housing Move-in Date* will be automatically populated with the value from the client's *Project Start Date,* but projects can edit these dates to reflect the actual *Project Start Date* (if information on when the client was first assisted by the PH program is available) or actual housing status (if the client is still in the process of being housed).

Data Element Fields and Responses

Field	Dependency	Response Category/ Data Type	Descriptions
1 Housing Move-In Date	None	[Date]	The date the client moved into housing.

3.917 Living Situation

Rationale To identify the type of living situation and length of stay in that situation just prior to project start for all adults and heads of households. This data element is to be used with other information to identify whether a client appears to meet the criteria for chronic homelessness.

The element has been constructed to avoid collecting information which is irrelevant or inappropriate for the client population being served in a particular situation. For example, eligibility for Homelessness Prevention requires that a client be in housing. By definition, a person in housing is not chronically homeless, so some of the fields in this data element used to determine chronic homeless status are not required in that situation.

Data Collection Instruction Intake staff should ask clients about their homeless history, 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.

Although documentation is required by some funders for programs targeting chronic homeless persons, completing the data fields in HMIS does not require documentation -- a client's responses are all that is required. 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 are able to have more complex intake 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 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 of 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 the 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).

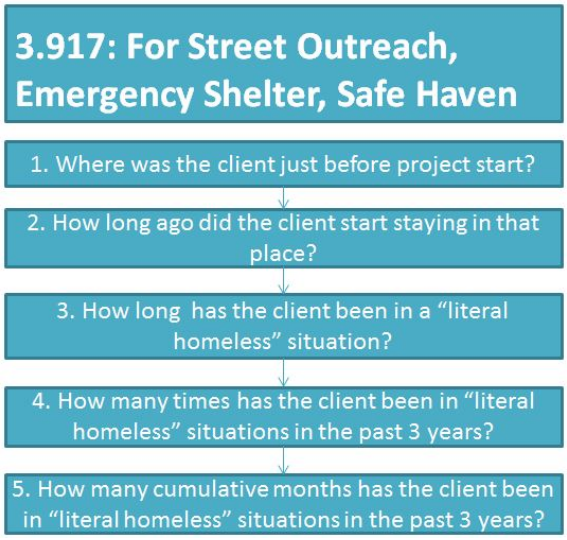
The responses are intended to reflect from the client's last living situation *immediately* prior to the *Project Start Date*. For projects that do not provide lodging, the 'prior' living situation may be the same as the client's current living situation.

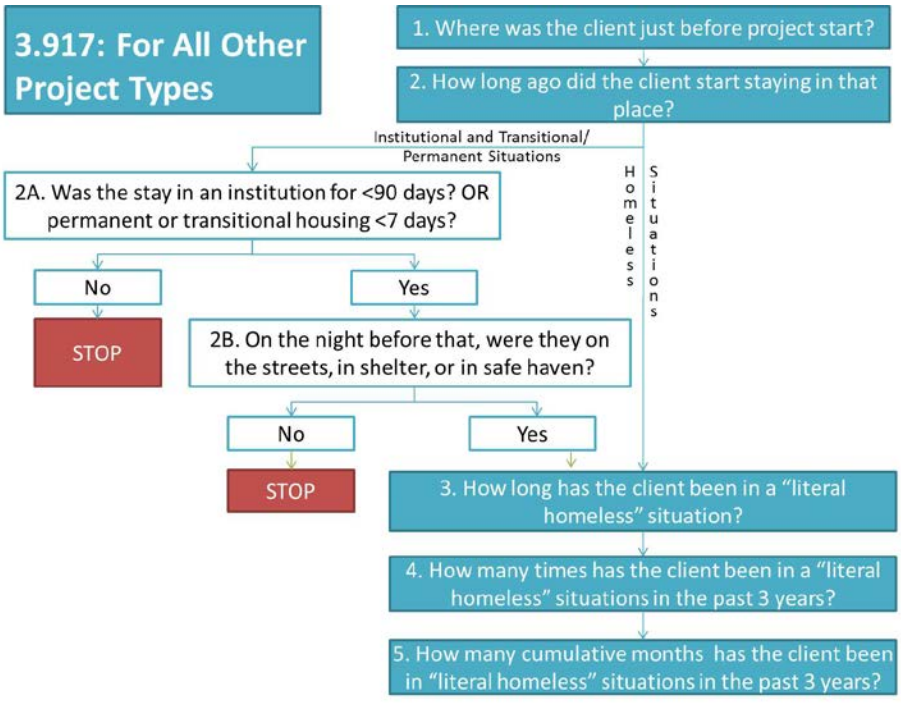
1. Select the 'Type of Residence' that *most closely matches* where the client was living prior to project start. Adult members of the same household may have different prior living situations.
2. Record the length of time the client was residing in their previous place of stay.
    a. (3.917B) If the 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 Assessment (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 Assessment (Coordinated Entry) from any type of transitional or permanent housing:

i. Indicate if the client was in the transitional or permanent housing situation for less than 7 nights and if so, indicate if their living situation immediately prior to entering the transitional or permanent housing 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 homeless situation 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 today.
5. Record the cumulative total number of months the client has been homeless on the streets, in emergency shelters, or in safe havens in the past three years.





Data Element Fields and Responses

Field	Dependency	Response Category/ Data Type		Descriptions
1 Type of Residence	None	HOMELESS SITUATIONS		
		16	Place not meant for habitation	
		1	Emergency shelter, including hotel or motel paid for with emergency shelter	• ESG Emergency Shelter • HOPWA Hotel/Motel or Short Term Housing • RHY BCP shelter • VA HCHV Community Contract Emergency Housing • Locally-funded shelters
		18	Safe Haven	• CoC Safe Haven • VA Community Contract Safe Haven • Locally-funded Safe Haven type projects
		27	Interim Housing	Limited to use by PSH projects for which chronic homelessness is an eligibility criterion. A housing situation where a chronically homeless person has: 1) applied for permanent housing, 2) been accepted, and 3) a unit/voucher for permanent housing reserved for them, but for which there is some other situation that prevents them from moving immediate move into housing. Where it has been determined to be absolutely necessary to use transitional housing to keep the client engaged prior to moving into PSH, the client must be identified as coming from "interim housing" to preserve chronic identification in reporting. This housing is not a substitute for a waiting list or for any situation other than identified here.
		INSTITUTIONAL SITUATIONS		
		4	Psychiatric hospital or other psychiatric facility	
		5	Substance abuse treatment facility or detox center	
		6	Hospital or other residential non-psychiatric medical facility	
		7	Jail, prison or juvenile detention facility	
		15	Foster care home or foster care group home	
		24	Long-term care facility or nursing home	

Field	Dependency	Response Category/ Data Type		Descriptions
1 Type of Residence (cont.)	None	TRANSITIONAL AND PERMANENT HOUSING SITUATIONS		
		2	Transitional housing for homeless persons (including homeless youth)	• CoC Transitional Housing • HOPWA Transitional Housing (when moving from non-HOPWA projects) • RHY Maternal Group Homes or TLP • VA GPD Bridge Housing, Service Intensive Transitional Housing, Hospital to Housing, or Clinical Treatment • Any locally-funded transitional housing project (facilitates movement to permanent housing with occupancy agreement for terms from 1-24 months).
		26	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
		14	Hotel or motel paid for without emergency shelter voucher	
		13	Staying or living in a friend's room, apartment, or house	
		12	Staying or living in a family member's room, apartment, or house	
		3	Permanent housing (other than RRH) for formerly homeless persons	• CoC Permanent Supportive Housing • HOPWA facility/TBRA permanent housing
		19	Rental by client, with VASH subsidy	
		25	Rental by client, with GPD TIP subsidy	
		20	Rental by client, with other housing subsidy (including RRH)	Any subsidized rental housing other than CoC PSH, GDP TIP, or VASH. Includes any RRH (CoC, ESG, SSVF, GPD TIP, or locally-funded), HUD HCV with no paired services, legacy SRO, and Pay for Success.
		21	Owned by client, with ongoing housing subsidy	
		22	Rental by client, no ongoing housing subsidy	
		23	Owned by client, no ongoing housing subsidy	
		OTHER SITUATIONS		
		8	Client doesn't know	
		9	Client refused	
		99	Data not collected	

Field	Dependency	Response Category/ Data Type		Descriptions
2 Length of stay in prior living situation	None	10	One night or less	The length of time the client was residing in the living situation selected in Field 1. If the client moved around, but 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 the situation selected in Field 1.
		11	Two to six nights	
		2	One week or more, but less than one month	
		3	One month or more, but less than 90 days	
		4	90 days or more, but less than one year	
		5	One year or longer	
		8	Client doesn't know	
		9	Client refused	
		99	Data not collected	
Dependent Fields A, B, and C are not applicable to Emergency Shelter, Safe Haven, or Street Outreach projects. Proceed to Field 3.				
A Did the client stay less than 90 days?	Field 1; Any Institutional Response	0	No	
		1	Yes	90 days or more in an institutional setting is considered a "break" according to the definition of chronic homelessness
B Did the client stay less than 7 nights?	Field 1; Any Transitional and Permanent Housing Response	0	No	
		1	Yes	7 nights or more in transitional or permanent housing situations is considered a "break" according to the definition of chronic homelessness
C On the night before, did the client stay on the streets, ES or SH[4]	Fields A & B; Response 1	0	No	
		1	Yes	
For all Transitional Housing, any form of Permanent Housing including Permanent Supportive Housing and Rapid Re-Housing, Services Only, Other, Day Shelter, Homelessness Prevention, and Coordinated Assessment (Coordinated Entry): If 'Yes' to both Fields A and C or Fields B and C, proceed. Otherwise, stop data collection.				

[4] "The streets" is being used as short-hand for any place unfit for human habitation (a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground).

Field	Dependency	Response Category/ Data Type		Descriptions
3 **Date homeless-ness started**	None	[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.[4] 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 "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.
4 **Number of times the client has been on the streets, in ES, or SH in the past three years4**	None	1	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)
		2	Two times	
		3	Three times	
		4	Four or more times	
		8	Client doesn't know	
		9	Client refused	
		99	Data not collected	
5 **Total number of months homeless on the street, in ES, or SH in the past three years4**	None	101	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 <90 days or in permanent or transitional housing <7 days. Round the number of months up to the next highest number of full months. The current month, even if a partial month, can be counted as a full month.
		102 - 112	[Integers 2-12]	
		113	More than 12 months	
		8	Client doesn't know	
		9	Client refused	
		99	Data not collected	

4. PROGRAM SPECIFIC DATA ELEMENTS

To meet the statutory and regulatory requirements of federally funded programs using HMIS, additional elements are required for different funding sources. The Program Specific Data Elements are elements that are required by at least one of the HMIS federal partner programs.

Some of the program specific data elements are collected across most federal partner programs. These are called "Common" Program Specific Data Elements.

The HMIS Federal Partners have cooperatively developed these elements. For each Program-Specific Data Element, multiple response categories are provided. Projects may choose to capture more detailed information (or finer response categories), but only if this information can be exactly mapped to the required response categories described in this section. For reporting purposes, an HMIS must be able to produce required reports using the response categories exactly as they are presented in this section.

Local CoCs may elect to require *all* continuum projects participating in HMIS to collect a subset of the data elements contained in this section to obtain consistent information across a range of projects that can be used to plan service delivery, monitor the provision of services, and identify client outcomes. However, CoCs and projects are encouraged to develop their own data collection protocols and assessment tools to fully assess client service needs.

4.2 Income and Sources
4.3 Non-Cash Benefits
4.4 Health Insurance
4.5-4.10 Disability Elements
4.5 Physical Disability
4.6 Developmental Disability
4.7 Chronic Health Condition
4.8 HIV/AIDS
4.9 Mental Health Problem
4.10 Substance Abuse
4.11 Domestic Violence
4.12 Contact
4.13 Date of Engagement
4.14 Bed-Night Date
4.18 Housing Assessment Disposition

In the 2017 HMIS Data Standards, Data Element 4.1 *Housing Status* was retired from use and 4.17 *Residential Move-In Date* was significantly modified and became universal data element 3.20 *Housing Move-In Date*.

Appendix B summarizes the client universe for each universal and program-specific data element and when it is collected.

Many additional elements have been developed by the federal partners, but are limited to one or two federal partner programs or a single component of one of the federal partner programs. Information about the federal partner-specific data elements can be found in the HMIS Data Dictionary and the HMIS Federal Partner Program Manuals.

An HMIS must have the ability to enable and restrict visibility of elements for each project based on the reporting requirements of the federal partner program funding the project. An HMIS may do this in whatever manner the software provider chooses (hard coding, customization via system administrators,

etc.). HMIS vendors should note that no federal partner expects that any project would have all elements visible to the user. The strong preference among the federal partners is that only the elements required for the programs that fund a specific project are visible to the users at that project.

Program specific guidance issued through HUD and the individual federal partner in the HMIS Federal Partner Program Manuals provides program setup and visibility information and definitions relevant for the partner.

Common Program Specific Data Elements

4.2 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 the composition of income between project start 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 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 in 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 a funder, as a general rule, any income associated with a minor used for household expenses and support should be included in the head of households *Income and Sources* record. Where the income is not relevant for household expenses, it could reasonably be excluded from entry. Projects may choose to collect income information for all household members including minor children within households, as long as 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 one year or more, even if there is no change in either the income or sources. '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 member's 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 recordkeeping 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. Be sure to check your funder's requirements, however. 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.

Data Element Fields and Responses

Field		Dependency	Response Category/ Data Type		Descriptions
1	**Information Date**	None	[Date]		The date the information was collected.
2	**Income from Any Source**	None	0	No	
			1	Yes	
			8	Client doesn't know	
			9	Client refused	
			99	Data not collected	
3	**Earned income (i.e. employment income)**	None	0	No	
			1	Yes	
A	**Monthly Amount**	Field 3; Response 1	[Currency/decimal]		
4	**Unemployment Insurance**	None	0	No	
			1	Yes	
B	**Monthly Amount**	Field 3; Response 1	[Currency/decimal]		
5	**Supplemental Security Income (SSI)**	None	0	No	
			1	Yes	
C	**Monthly Amount**	Field 3; Response 1	[Currency/decimal]		
6	**Social Security Disability Insurance (SSDI)**	None	0	No	
			1	Yes	
D	**Monthly Amount**	Field 3; Response 1	[Currency/decimal]		
7	**VA Service -Connected Disability Compensation**	None	0	No	
			1	Yes	VA service-connected disability compensation refers to a benefit paid to veterans with a service-connected disability.
E	**Monthly Amount**	Field 3; Response 1	[Currency/decimal]		
8	**VA Non-Service-Connected Disability Pension**	None	0	No	
			1	Yes	VA non-service-connected disability pension refers to a benefit paid to wartime veterans who have limited or no income and who are ages 65 or older or, if under 65, who are permanently and totally disabled.
F	**Monthly Amount**	Field 3; Response 1	[Currency/decimal]		
9	**Private disability insurance**	None	0	No	
			1	Yes	
G	**Monthly Amount**	Field 3; Response 1	[Currency/decimal]		
10	**Worker's Compensation**	None	0	No	
			1	Yes	
H	**Monthly Amount**	Field 10; Response 1	[Currency/decimal]		
11	**Assistance for Needy Families (TANF) [or use local name]**	None	0	No	
			1	Yes	

Field		Dependency	Response Category/ Data Type		Descriptions
I	**Monthly Amount**	Field 11; Response 1	[Currency/decimal]		
12	**General Assistance (GA) [or use local name]**	None	0	No	
			1	Yes	
J	**Monthly Amount**	Field 12; Response 1	[Currency/decimal]		
13	**Retirement Income from Social Security**	None	0	No	
			1	Yes	Social Security Survivor benefits are Retirement Income from Social Security.
K	**Monthly Amount**	Field 13; Response 1	[Currency/decimal]		
14	**Pension or retirement income from a former job**	None	0	No	
			1	Yes	Military retirement pay should be reported under Pension or retirement income from a former job.
L	**Monthly Amount**	Field 14; Response 1	[Currency/decimal]		
15	**Child support**	None	0	No	
			1	Yes	
M	**Monthly Amount**	Field 15; Response 1	[Currency/decimal]		
16	**Alimony and other spousal support**	None	0	No	
			1	Yes	
N	**Monthly Amount**	Field 16; Response 1	[Currency/decimal]		
17	**Other source**	None	0	No	
			1	Yes	
O	**Monthly Amount**	Field 17; Response 1	[Currency/decimal]		
P	**Specify Source**	Field 17; Response 1	[Text]		
18	**Total Monthly Income**		[Currency/decimal]		

4.3 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 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, as a general rule, 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 households *Non-Cash Benefits* record. Projects may choose to collect non-cash benefits information for all household members including minor children within households, as long as 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. '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.

Data Element Fields and Responses

Field	Dependency	Response Category/ Data Type		Descriptions
1 Information Date	None	[Date]		The date the information was collected.
2 Non-Cash Benefits from Any Source	None	0	No	
		1	Yes	
		8	Client doesn't know	
		9	Client refused	
		99	Data not collected	
3 Supplemental Nutrition Assistance Program (SNAP) (Previously known as Food Stamps)	None	0	No	
		1	Yes	
4 Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	None	0	No	
		1	Yes	
5 TANF Child Care services (or use local name)	None	0	No	
		1	Yes	
6 TANF transportation services (or use local name)	None	0	No	
		1	Yes	
7 Other TANF-funded services	None	0	No	
		1	Yes	
9 Other source	None	0	No	
		1	Yes	
A Specify source	Field 9; Response 1	[Text]		

4.4 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 In separate fields, indicate whether or not 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 or not the client is covered by each of the listed insurance types. If required by a funder, enter the reason why such insurance is not being received for each health insurance source.

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 care received by a medical provider or hospital to cover a health care 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). It is anticipated that the combination of these two data elements will be used when measuring access to care for the HOPWA APR and CAPER.

Data Element Fields and Responses

Field	Dependency	Response Category/ Data Type		Descriptions
1 Information Date	None	[Date]		The date the information was collected.
2 Covered by Health Insurance	None	0	No	
		1	Yes	
		8	Client doesn't know	
		9	Client refused	
		99	Data not collected	
3 Medicaid	None	0	No	
		1	Yes	Medicaid is a partnership between federal and state funds. It should always be listed as Medicaid not State Health Insurance.
4 Medicare	None	0	No	
		1	Yes	
5 State Children's Health Insurance Program (or use local name)	None	0	No	
		1	Yes	
6 Veteran's Administration (VA) Medical Services	None	0	No	
		1	Yes	
7 Employer-Provided Health Insurance	None	0	No	
		1	Yes	Including TRICARE – available to veterans based on military service
8 Health Insurance obtained through COBRA	None	0	No	
		1	Yes	
9 Private Pay Health Insurance	None	0	No	
		1	Yes	
10 State Health Insurance for Adults (or use local name)	None	0	No	
		1	Yes	
11 Indian Health Services Program	None	0	No	
		1	Yes	
12 Other	None	0	No	A health insurance other than the ones identified in this list.
		1	Yes	
A Specify Source	Field 12; Response 1	[Text]		
13 Reason (HOPWA ONLY)	If "No" for all Insurance Sources	1	Applied; decision pending	
		2	Applied; client not eligible	
		3	Client did not apply	
		4	Insurance type N/A for this client	
		8	Client doesn't know	
		9	Client refused	
		99	Data not collected	

4.5 – 4.10 Disability Elements

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 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 (applicable to most of the individual disability elements) and substantially impair the client's ability to live independently.

Individual *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. *Disability* update records should be created at any time during a project stay if a client's physical 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 physical 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 recordkeeping purposes, clients are not require documentation of the disability, not does entering the information in the HMIS constitute a "diagnosis" by the worker 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 3.8 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 physical 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 severely disabled people and may not indicate a "disabling condition" according to the universal data element 3.8.

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.

4.5 Physical Disability

Field	Dependency	Response Category/ Data Type		Descriptions
1 Information Date	None	[Date]		The date the information was collected.
2 Physical Disability	None	0	No	
		1	Yes	For the purposes of these Data Standards, a physical disability means a physical impairment.
		8	Client doesn't know	
		9	Client refused	
		99	Data not collected	
A Expected to be of long–continued and indefinite duration and substantially impairs ability to live independently	Field 2; Response 1	0	No	
		1	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.
		8	Client doesn't know	
		9	Client refused	
		99	Data not collected	

4.6 Developmental Disability

Field	Dependency	Response Category/ Data Type		Descriptions
1 Information Date	None	[Date]		The date the information was collected.
2 Developmental Disability	None	0	No	
		1	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.
		8	Client doesn't know	
		9	Client refused	
		99	Data not collected	
A Expected to substantially impair ability to live independently	Field 2; Response 1	0	No	
		1	Yes	(1) Substantially impedes an individual's ability to live independently, and (2) of such a nature that such ability could be improved by more suitable housing conditions.
		8	Client doesn't know	
		9	Client refused	
		99	Data not collected	

4.7 Chronic Health Condition

Field	Dependency	Response Category/ Data Type		Descriptions
1 Information Date	None	[Date]		The date the information was collected.
2 Chronic Health Condition	None	0	No	
		1	Yes	For the purposes of these Data Standards, a chronic health condition means a diagnosed condition that is more than 3 months in duration and is either not curable or has residual effects that limit daily living and require adaptation in function or special assistance. Examples of chronic health conditions include, but are not limited to: heart disease (including coronary heart disease, angina, heart attack and any other kind of heart condition or disease); severe asthma; diabetes; arthritis-related conditions (including arthritis, rheumatoid arthritis, gout, lupus, or fibromyalgia); adult onset cognitive impairments (including traumatic brain injury, post-traumatic distress syndrome, dementia, and other cognitive related conditions); severe headache/migraine; cancer; chronic bronchitis; liver condition; stroke; or emphysema.
		8	Client doesn't know	
		9	Client refused	
		99	Data not collected	
A Expected to be of long–continued and indefinite duration and substantially impairs ability to live independently	Field 2; Response 1	0	No	
		1	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.
		8	Client doesn't know	
		9	Client refused	
		99	Data not collected	

4.8 HIV/AIDS

HIV-related information is covered by confidentiality requirements. As in other areas involving sensitive or protected client information, information should be recorded only when a project has data confidentiality protections that conform to the standards specified in the HMIS Final Rule, to be published. These protections include agency policies and procedures and staff training to ensure that HIV-related information cannot be accessed by anyone without the proper authorization.

Field	Dependency	Response Category/ Data Type		Descriptions
1 Information Date	None	[Date]		The date the information was collected.
2 HIV/AIDS	None	0	No	
		1	Yes	
		8	Client doesn't know	
		9	Client refused	
		99	Data not collected	
A Expected to substantially impair ability to live independently	Field 2; Response 1	0	No	
		1	Yes	(1) Substantially impedes an individual's ability to live independently, and (2) of such a nature that such ability could be improved by more suitable housing conditions.
		8	Client doesn't know	
		9	Client refused	
		99	Data not collected	

4.9 Mental Health Problem

Field	Dependency	Response Category/ Data Type		Descriptions
1 Information Date	None	[Date]		The date the information was collected.
2 Mental Health Problem	None	0	No	
		1	Yes	A mental health problem may range from situational depression to serious mental illnesses. The dependent field is designed to gauge the severity of the mental health problem.
		8	Client doesn't know	
		9	Client refused	
		99	Data not collected	
A Expected to be of long–continued and indefinite duration and substantially impairs ability to live independently	Field 2; Response 1	0	No	
		1	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. Select 'Yes' if the mental health problem was a cause of homelessness, a significant issue for the individual, or is of a serious nature.
		8	Client doesn't know	
		9	Client refused	
		99	Data not collected	

4.10 Substance Abuse

Field	Dependency	Response Category/ Data Type		Descriptions
1 Information Date	None	[Date]		The date the information was collected.
2 Substance Abuse Problem	None	0	No	
		1	Alcohol abuse	Alcohol abuse, without drug abuse
		2	Drug abuse	Drug abuse without alcohol abuse
		3	Both alcohol and drug abuse	
		8	Client doesn't know	
		9	Client refused	
		99	Data not collected	
A Expected to be of long–continued and indefinite duration and substantially impairs ability to live independently		0	No	
		1	Yes	
		8	Client doesn't know	
		9	Client refused	
		99	Data not collected	

4.11 Domestic Violence

Rationale To indicate whether heads 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 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.

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.

Verification is not necessary unless it is specifically required for project eligibility, in which case documentation requirements established by the funder should be followed.

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 may wish 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 appropriate staff. Staff can help clients understand that the definition of a DV experience includes "dangerous... conditions that relate to violence against the individual or a family member," which is broader than a specific violent episode. 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.'

Data Element Fields and Responses

Field	Dependency	Response Category/ Data Type		Descriptions
1 Information Date	None	[Date]		The date the information was collected.
2 Domestic Violence Victim/Survivor	None	0	No	
		1	Yes	Domestic Violence Victim/Survivor should be indicated as "Yes" if the person has experienced any domestic violence, dating violence, sexual assault, stalking or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence.
		8	Client doesn't know	
		9	Client refused	
		99	Data not collected	
A When experience occurred	Field 2; Response 1	1	Within the past three months	
		2	Three to six months ago (excluding six months exactly)	
		3	Six months to one year ago (excluding one year exactly)	
		4	One year ago or more	
		8	Client doesn't know	
		9	Client refused	
		99	Data not collected	
B Currently fleeing	Field 2; Response 1	0	No	
		1	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.
		8	Client doesn't know	
		9	Client refused	
		99	Data not collected	

4.12 Contact

Rationale To record each contact with people experiencing homelessness by street outreach and other service projects and to provide information on the number of contacts required to engage the client.

Data Collection Instruction Record the date and location of each interaction with a client. The first *Contact* with the client will occur at the same point as *Project Start Date* and therefore requires a record to be opened in the HMIS for the client. Refer to guidance in HMIS Program Manuals (PATH, CoC, ESG, or RHY) for more details.

All street outreach projects are expected to record every contact made with each client, 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.

Contacts include activities such as a conversation between a street outreach worker 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.

Mobile HMIS data entry can be helpful for working in the field. If it is not possible, data will need to be securely recorded and transported for entry at an office or data can be entered remotely by a colleague by phone.

Night-by-Night shelters should only record a *Contact* if the interaction between the shelter personnel and client goes beyond a basic provision of shelter services. A *Contact* 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*.

Data Element Fields and Responses

Field	Dependency	Response Category/ Data Type		Descriptions
1 Information Date	None	[Date]		The date the information was collected.
2 Staying on Streets, ES, or SH	None	0	No	
		1	Yes	A contact is defined as an interaction between a worker and a client. Contacts may range from simple a verbal conversation between the street outreach worker and the client about the client's well-being or needs or may be a referral to service.
		2	Worker unable to determine	

4.13 Date of Engagement

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

Data Collection Instruction 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 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.

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 HMIS Program Manuals (PATH, CoC, ESG, or RHY) for more details.

Data Element Fields and Responses

Field	Dependency	Response Category/ Data Type		Descriptions
1 Date of Engagement	None	1	Date of Engagement	The date on which 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 A *Bed Night Date* record indicates that the client has utilized a bed in a night-by-night shelter on that date.

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

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*.

Data Element Fields and Responses

Field	Dependency	Response Category/ Data Type		Descriptions
1 Bed-night Date	None	1	Bed-night Date	A date on which the client has utilized a bed in a night-by-night shelter.

4.18 Housing Assessment Disposition

Rationale To track client disposition following a brief assessment of critical housing needs, such as at a prevention project. This data element may be used as part of a coordinated assessment system if appropriate for the CoC's system.

The disposition response categories represent the different types of continuum projects or other community assistance to which a client may be referred upon presenting to a coordinated assessment project or related point of contact with a request for assistance to address a housing a crisis.

Data Collection Instruction Indicate the appropriate disposition of the client following a housing crisis assessment once at or before project exit.

The Housing Assessment Disposition element is only required for 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 may include a Coordinated Entry project in addition to other project types (e.g. Homelessness Prevention, Services Only, Day Shelter or others), depending on the particular setup in each CoC.

Data Element Fields and Responses

Field	Dependency	Response Category/ Data Type		Descriptions
1 Assessment Disposition	None	1	Referred to emergency shelter/safe haven	
		2	Referred to transitional housing	
		3	Referred to rapid re-housing	
		4	Referred to permanent supportive housing	
		5	Referred to homelessness prevention	
		6	Referred to street outreach	
		7	Referred to other continuum project type	
		8	Referred to a homelessness diversion program	
		9	Unable to refer/accept within continuum; ineligible for continuum projects	
		10	Unable to refer/accept within continuum; continuum services unavailable	
		11	Referred to other community project (non-continuum)	
		12	Applicant declined referral/acceptance	
		13	Applicant terminated assessment prior to completion	
		14	Other/specify	
A Other Assessment Disposition	Field 1; Response 14	1	Please specify	

APPENDIX A. FEDERAL PARTNER PROGRAM COMPONENTS: ASSOCIATED HMIS PROJECT TYPES AND FUNDING SOURCES

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

Grant/Program	Component/Activity	HMIS Project Type (2.4)		Federal Partner Funding Source (2.6)	
Continuum of Care for the Homeless (CoC)	Homelessness Prevention (High Performing Communities Only)	12	Homelessness Prevention	1	HUD: CoC – Homelessness Prevention (High Performing Communities Only)
	Permanent Housing: Permanent Supportive Housing	3	PH - Permanent Supportive Housing (disability required for entry)	2	HUD: CoC – Permanent Supportive Housing
	Permanent Housing: Rapid Re-housing	13	PH - Rapid Re-Housing	3	HUD: CoC – Rapid Re-Housing
	Supportive Services Only	*Refer to CoC Program HMIS Manual*		4	HUD: CoC – Supportive Services Only
	Transitional Housing	2	Transitional Housing	5	HUD: CoC – Transitional Housing
	Youth Homeless Demonstration Program (YHDP)	*Determination based on funding opportunity*		43	HUD: CoC – Youth Homeless Demonstration Program (YHDP)
Legacy	Safe Haven	8	Safe Haven	6	HUD: CoC – Safe Haven
	Single Room Occupancy - 20-year use requirement	9	PH – Housing Only	7	HUD: CoC – Single Room Occupancy
Emergency Solutions Grants (ESG)	Emergency Shelter (operating and/or essential services)	1	Emergency Shelter	8	HUD: ESG – Emergency Shelter (operating and/or essential services)
	Homelessness Prevention	12	Homelessness Prevention	9	HUD: ESG – Homelessness Prevention
	Rapid Re-Housing	13	PH - Rapid Re-Housing	10	HUD: ESG – Rapid Rehousing
	Street Outreach	4	Street Outreach	11	HUD: ESG – Street Outreach
HUD/VASH (H/V) and HUD/VASH-OTH (H/V-OTH)	HUD/VASH	3	PH - Permanent Supportive Housing (disability required for entry)	20	HUD:HUD/VASH
	HUD/VASH-OTH	3	PH - Permanent Supportive Housing (disability required for entry)	20	HUD:HUD/VASH
Rural Housing Stability Assistance Program (RHSP)	Rural Assistance (RA)	*Pending Funding Availability*		12	HUD: Rural Housing Stability Assistance Program

Grant/Program	Component/Activity	HMIS Project Type (2.4)		Federal Partner Funding Source (2.6)	
Housing Opportunities for Persons with AIDS (HOPWA)	Hotel/Motel	1	Emergency Shelter	13	HUD: HOPWA – Hotel/Motel Vouchers
	Housing Information	6	Services Only	14	HUD: HOPWA – Housing Information
	Permanent Housing TBRA	3	PH - Permanent Supportive Housing (disability required for entry)	15	HUD: HOPWA – Permanent Housing (facility based or TBRA)
	Permanent Housing Facility Based	3	PH - Permanent Supportive Housing (disability required for entry)	15	HUD: HOPWA – Permanent Housing (facility based or TBRA)
	Permanent Housing Placement (PHP)	6	Services Only	16	HUD: HOPWA – Permanent Housing Placement
	Short Term Rent, Mortgage, Utility Assistance (STRMU)	12	Homelessness Prevention	17	HUD: HOPWA – Short-Term Rent, Mortgage, Utility assistance
	Short Term Housing	1	Emergency Shelter	18	HUD: HOPWA – Short-Term Supportive Facility
	Transitional Housing (TH)	2	Transitional Housing	19	HUD: HOPWA – Transitional Housing (facility based or TBRA)
	Supportive Services Only not in conjunction with housing (SSO)	6	Services Only	*Select the appropriate funding source from the above list*	

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

Grant/Program	Component/Activity	HMIS Project Type (2.4)		Federal Partner Funding Source (2.6)	
Pay for Success (PFS)	Permanent Housing	10	PH – Housing with Services (no disability required for entry)	35	HUD: Pay for Success
Public and Indian Housing (PIH)	Public Housing and Voucher Programs	9	PH – Housing Only	36	HUD: Public and Indian Housing (PIH) Programs

Substance Abuse and Mental Health Services Administration (SAMHSA)

Grant/Program	Component/Activity	HMIS Project Type (2.4)		Federal Partner Funding Source (2.6)	
Projects for Assistance in Transition from Homelessness (PATH)	Street Outreach (Persons who generally reside in a place not meant for human habitation (e.g. streets, abandoned buildings, etc.)	4	Street Outreach	21	HHS:PATH – Street Outreach & Supportive Services Only
	Supportive Services (Persons who generally reside in a place meant for human habitation, or who are at risk of homelessness)	6	Services Only	21	HHS:PATH – Street Outreach & Supportive Services Only

U.S. Department of Health and Human Services (HHS) Administration for Children and Families (ACYF) Family and Youth Services Bureau (FYSB)

Grant/Program	Component/Activity	HMIS Project Type (2.4)		Federal Partner Funding Source (2.6)	
Runaway and Homeless Youth (RHY)	Basic Center Project (which provides shelter)	1	Emergency Shelter	22	HHS:RHY – Basic Center Program (prevention and shelter)
	Basic Center Project (which also provides preventive services instead of or prior to shelter)	12	Homelessness Prevention	22	HHS:RHY – Basic Center Program (prevention and shelter)
	Maternal Group Home	2	Transitional Housing	23	HHS:RHY – Maternity Group Home for Pregnant and Parenting Youth
	Transitional Living Program	2	Transitional Housing	24	HHS:RHY – Transitional Living Program
	Street Outreach Program	4	Street Outreach	25	HHS:RHY – Street Outreach Project
	RHY Demonstration	Determination based on funding opportunity		26	HHS:RHY – Demonstration Project

U.S. Department of Veteran Affairs (VA)

Grant/Program	Component/Activity	HMIS Project Type (2.4)		Federal Partner Funding Source (2.6)	
Health Care for Homeless Veterans (HCHV)	HCHV CRS: EH	1	Emergency Shelter	27	VA: CRS Contract Residential Services
	Community Contract Safe Haven Program	8	Safe Haven	30	VA: Community Contract Safe Haven Program
VA Compensated Work Therapy	Transitional Residence	2	Transitional Housing	32	VA: Compensated Work Therapy Transitional Residence
Supportive Services for Veteran Families (SSVF)	SSVF: RRH	13	PH - Rapid Re-Housing	33	VA: Supportive Services for Veteran Families
	SSVF: Homelessness Prevention	12	Homelessness Prevention	33	VA: Supportive Services for Veteran Families
VA Funded Transitional Housing	GPD: Bridge Housing	2	Transitional Housing	37	VA: Grant Per Diem – Bridge Housing
	GPD: Low Demand	8	Safe Haven	38	VA: Grant Per Diem – Low Demand
	GPD: Hospital to Housing	2	Transitional Housing	39	VA: Grant Per Diem – Hospital to Housing
	GPD: Clinical Treatment	2	Transitional Housing	40	VA: Grant Per Diem – Clinical Treatment
	GPD: Service Intensive Transitional Housing	2	Transitional Housing	41	VA: Grant Per Diem – Service Intensive Transitional Housing
	GPD: Transition in Place	9	PH – Housing Only	42	VA: Grant Per Diem – Transition in Place

APPENDIX B. DATA ELEMENT COLLECTION SUMMARY

Data Element		Data Collected About				When the Data Are Collected					
		All Clients	HoH Only	HoH and Other Adults	Adult Clients Only	Record Creation	Project Start	At Occurrence	At Update	Annual Assessment	At Exit
3.1	Name	X				X					
3.2	Social Security Number	X				X					
3.3	Date of Birth	X				X					
3.4	Race	X				X					
3.5	Ethnicity	X				X					
3.6	Gender	X				X					
3.7	Veteran Status				X	X					
3.8	Disabling Condition	X					X				
3.10	Project Start Date	X					X				
3.11	Project Exit Date	X									X
3.12	Destination	X									X
3.15	Relationship to Head of Household	X					X				
3.16	Client Location		X				X	X (at time the client's location changes from one CoC to another, if applicable)			

Data Element		Data Collected About				When the Data Are Collected					
		All Clients	HoH Only	HoH and Other Adults	Adult Clients Only	Record Creation	Project Start	At Occurrence	At Update	Annual Assessment	At Exit
3.20	Housing Move-In Date		X					X (at time of move-in to PH, if applicable)			
3.917	Living Situation			X			X				
4.2	Income and Sources			X			X		X	X	X
4.3	Non-Cash Benefits			X			X		X	X	X
4.4	Health Insurance	X					X		X	X	X
4.5	Physical Disability	X					X		X		X
4.6	Developmental Disability	X					X		X		X
4.7	Chronic Health Condition	X					X		X		X
4.8	HIV/AIDS	X					X		X		X
4.9	Mental Health Problem	X					X		X		X
4.10	Substance Abuse	X					X		X		X
4.11	Domestic Violence			X			X		X		
4.12	Contact			X				X (at time each of contact)			
4.13	Date of Engagement			X				X (at point of engagement)			
4.14	Bed Night Date	X						X (as provided)			
4.18	Housing Assessment Disposition			X							X