

Subject: HMIS Report Availability for verifying Chronic Homeless Status

On February 19, 2026, the San Diego CoC reviewed the HMIS program specifications for the following HUD report listed under Client Reports in the HMIS.

- [\[HUDX-233\] Client-Level System Use & Length of Time Homeless Report](#)

**Per HUD guidance, the use of this report as documentation for eligibility purposes is contingent on approval by the Continuum. At this time, the continuum has approved the use of this report as it is intended to serve two general purposes.**

- To consistently and systematically generate third-party documentation for an individual client's time spent in street outreach, emergency shelter, and/or Safe Haven projects that is confirmed by HMIS data **for use by HUD-funded projects where chronic homelessness is an eligibility requirement**; and
- To provide an overview of an individual client's HMIS history that may aid in discussion with clients and improve the accuracy of responses to the Living Situation data element at project entry.

**The following factors should be considered in assessing the results of this report:**

- This report should always be considered a starting point for documentation; in other words, to the extent a month is documented in HMIS, it represents a month the provider does not need to seek out other documentation. If a month is not documented in HMIS, other documentation must still be gathered to complete the documentation process as appropriate for the client's situation.
- The validity of the report depends on the accuracy and timeliness of HMIS data. Project start dates, housing move-in dates, and exit dates – elements that are frequently reported as problematic with respect to timeliness – are particularly critical.
- A gap in documentation does not necessarily constitute a break in homelessness. It may reflect time living on the streets while not contacted by a street outreach provider, time in a project that does not participate in HMIS, or time homeless in another continuum. A Client's homeless history should always be reviewed with the client for accuracy.

This report meet's CoC recordkeeping requirements under [24 CFR 578.103](#) that allows the use of "an HMIS record or record from a comparable database" as valid third-party documentation coming from a third party source through the review of program records of stays in emergency shelter or safe haven, or an outreach contact of an individual or head of household residing in a place not meant for human habitation.

### **Location of Report in the HMIS**

In the client profile, this report can be found under the "printer icon" that houses all client-level reports produced by our HMIS vendor.

If you need additional support in locating this report, please feel free to contact HMIS support at [support@rtfhsd.org](mailto:support@rtfhsd.org).

If at any time this report changes and no longer meets our need to verify CH status, the continuum will notify CoC providers of the change.