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# *Pennsylvania HMIS (PA HMIS)*

## *2017 Data Standards Update Guide*



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## Introduction

The following guide provides a detailed review of any data element changes that will occur to the PA HMIS system for the upcoming 2017 HUD HMIS Data Standards update (version 1.2). This update will be released into the live/production system for the morning of Monday October 2<sup>nd</sup>, 2017.

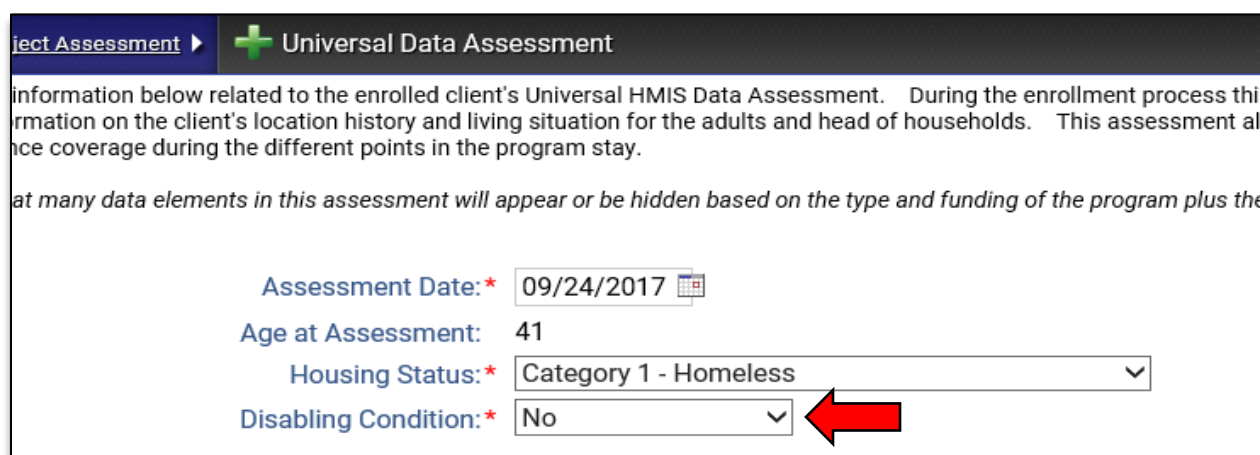
The update is separated into three main sections to assist in reviewing only the data standard updates and changes that may affect your programs. The sections are separated into updates that will affect all programs and users and then two sections that only affect programs of specific funding types and include Veteran/VA and FYSB/RHY grants.

## General System Updates

The following section details each data element that will be updated that is collected by all system programs and are a part of either the universal data elements or those found in one of the primary assessments.

### Disabling Condition

The Disabling Condition data element is changing from a universal data element that was required to be collected on the Client Profile once per client to a program-specific data element that is now located within the Universal HMIS Data Assessment during the entry of each new program enrollment.



The screenshot shows a web-based form titled "Universal Data Assessment". It contains several fields: "Assessment Date" with a date picker set to 09/24/2017, "Age at Assessment" with a value of 41, "Housing Status" with a dropdown menu showing "Category 1 - Homeless", and "Disabling Condition" with a dropdown menu showing "No". A red arrow points to the "Disabling Condition" dropdown menu.

All enrolled clients regardless of age will be required to have their Disabling Condition element recorded and this question will now appear on the Universal (HMIS) Data Assessment at Entry. The system will request this data element be recollected for every new enrollment into a program.

To locate and this data element in the future for editing/review purposes you please load the Universal HMIS Data Assessment at Entry form through the standard Assessment lookup processes.

*Please note that the system will still use the Health Barriers to update a person's Disabling Condition to "Yes", if they have answered affirmatively to any of the health conditions and have listed any of those conditions as being "indefinite". But this update will only occur within the same enrollment – not across the entire client's history.*

### Housing Move-In Date (In Permanent Housing)

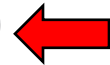
The Housing Move-In Date (In Permanent Housing) previously was only required for Rapid Rehousing programs and was named “Residential Move-In Date”. This data element has been renamed and is now required for all Permanent Housing programs. This includes Rapid Rehousing, Permanent Supportive Housing and both Permanent Housing Only and Permanent Housing with Services derivatives.

This data element is required to be collected during each new enrollment into a Permanent Housing program and should be maintained until the household has moved into and residing within permanent housing.

Upon entry into a Permanent Housing program each Head of Household will be prompted to answer the following question on the Universal (HMIS) Data Assessment at Entry: Is client/household currently residing in a permanent housing unit?


If the household, at the start of the enrollment, is still awaiting placement into a permanent housing situation (i.e. adequate nighttime residence intended to be permanent), then answer ‘No’ to this question. You will then continue with the enrollment process. Once the household is placed into a permanent housing situation/unit, this data element is required to be updated with the move-in date.

Age at Assessment:	41
Housing Status: *	Category 1 - Homeless
Disabling Condition: *	No
Is Client/Household currently residing in a Permanent Housing Unit? *	No







If the household at the start of the enrollment has simultaneously been placed into a permanent housing situation, then answer ‘Yes’ to this question and enter in the date that the household moved into the residency.

Age at Assessment:	41
Housing Status: *	Category 1 - Homeless
Disabling Condition: *	No
Is Client/Household currently residing in a Permanent Housing Unit? *	Yes
Housing Move-In Date: *	09/24/2017



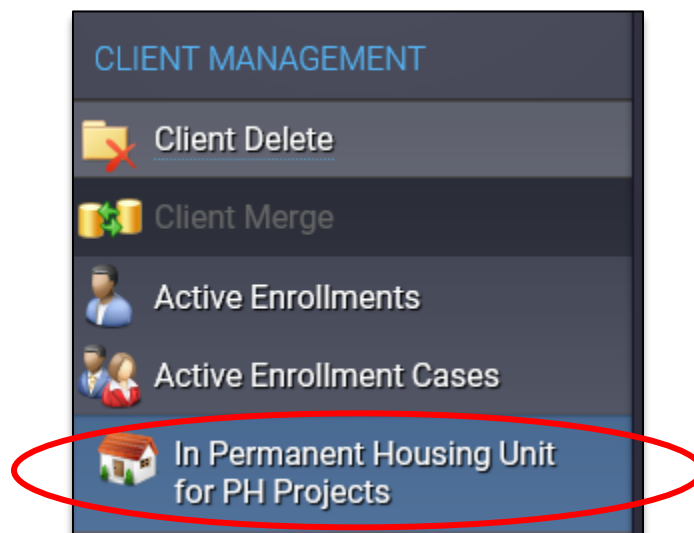
To update the Housing Move-In Date (In Permanent Housing) element after the enrollment, you can use one of the following three options to do so:

- 1) Edit the Universal (HMIS) Data Assessment at Entry – load the Head of Household client and go to their Universal Data Assessment at Entry and update the information by toggling the answer to “Yes” and entering in the Move-In Date. Hit save on the form to complete the edit.
- 2) Use the Edit Housing Move-In Date option – when viewing the program in either the Project Enrollments screen or the main Client Dashboard, use the Edit Housing Move-In Date option to update this element.

Enrollment Description ▲	Case Members ▲	Project Start Date ▼	Housing Move-In ▲	Exit Date ▲
Current Enrollments				
HMIS Service - PATH Street Outreach Program	1	9/25/2017	N/A	
HMIS Service Agency - Permanent Supportive Housing	2	9/24/2017	09/24/2017	
<div>  Edit Enrollment            View Case Members            Add Household Member to this Enrollment            Edit Housing Move-In Date         </div>				

*Please note that this option is only available for the Head of Household within the enrolled family as the Housing Move-In Date can only be recorded and associated with this household client.*

- 3) Use the In Permanent Housing Unit for PH Projects option – the system has a tool within the HOME -> Client Management folder named In Permanent Housing Unit for PH Projects that allows case managers to review and update this data element for several of their households at the same time. This tool allows you to search by project and client and you can update the information without visiting each client through the Client tab.



*Please note that a separate guide on the Housing Move-In Date data element will be sent out soon to further explain this element and the number of ways in PA HMIS to collect, maintain and report on this information.*

## Housing Status




















The Housing Status data element has been retired from the official data standards manual, however because it is commonly used in community reporting we have elected to keep this data element on the Universal (HMIS) Data Assessment at Entry and continue its data collection.

*Please note that this data element will now only be required to be collected by the Head of each Household, adults that are not the household head will no longer get prompted to collection this element.*

## Health Barriers

The Health Barriers data elements, which consists of 7 separate health conditions that collect the client's status in each. The Health Barriers elements themselves have not changed, but 2 follow-up questions relating to answering these conditions affirmatively have been retired.

The only follow-up question that remains is the "Condition is Infinite" element which will still be required to be answered for those conditions reported as 'Yes'.

Barrier 	Help 	Barrier Present? 	Condition is Indefinite 
Alcohol Abuse		No 	
Chronic Health Condition		Yes 	No 
Developmental Disability		No 	
Drug Abuse		No 	
HIV/AIDS		No 	
Mental Health		No 	
Physical Disability		No 	

The follow-up questions being retired are for "Receiving/Received Treatment for Condition" and "Condition has been Documented".

*Please note that PATH Funded programs are still required to answer the "Receiving/Received Treatment" follow-up element for affirmed conditions for the PATH Annual Report for the near future.*

## Non-Cash Benefits

The Non-Cash Benefits data element has retired 2 of the possible non-cash benefit sources from the list leaving 6 from which can be selected. This affects those adults and heads of households that may report as receiving Non-Cash benefits in the last 30 days and will need to select from the following 6 sources in the list.

Type ▲	Description ▲
Supplemental Nutrition Assistance Program (SNAP) (Food Stamps)	
Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	
TANF Child Care Services	
TANF Transportation Services	
Other TANF-funded Services	
Other Source	

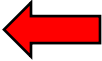
The Section 8, Public Housing or Other Ongoing Rental Assistance and Temporary Rental Assistance source options have been retired and are no longer available.

### Contacts – Staying on Streets, ES or TH

When recording a contact service in the system, whether it is for pre-enrollment or during the enrollment the data standards has retired the “Contact Location” element and replaced it with the “Staying on Streets, ES or TH” question.

For every Contact record, the following element will need to be collected with a Yes, No or Unable to Determine along with the rest of the standard elements.

Date of Contact: *	09/25/2017
Project Enrollment: *	09/25/2017 - HMIS Service - PATH Street Outreach Program
Contact Service: *	Contact
Contact Length (Minutes):	15
Staying on Streets, ES or SH: *	<div> -- SELECT --  No  Yes  Worker unable to determine </div>
Contact with:	



### Gender

The Gender data element has had a wording change to a few of the responses available for selection on the Client Profile and with Household Member grids and are listed below for reference.

Gender:	<div> -- SELECT --  Male  Female  Trans Female (MTF or Male to Female)  Trans Male (FTM or Female to Male)  Gender Non-Conforming (i.e. not exclusively male or female)  Client doesn't know  Client refused  Data not collected </div>
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## Veteran Funded Program Changes

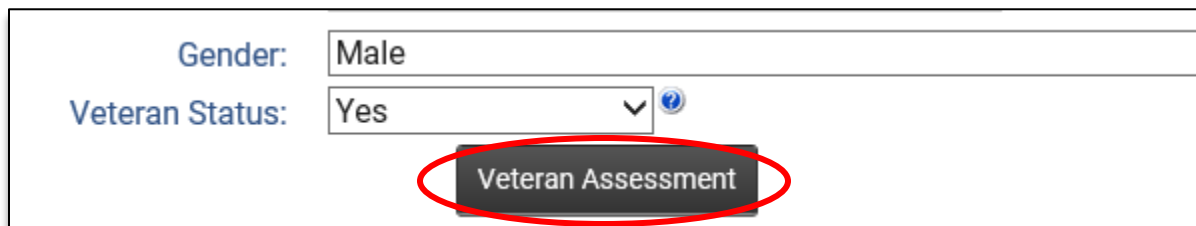
The following section will cover changes that will occur for veteran funded programs that participate in PA HMIS, these changes will mostly affect our group of SSVF providers using the system.

### Veteran Assessment

The Veteran assessment is now only required to be collected once per veteran and will be initially collected during their 1<sup>st</sup> enrollment into a SSVF or veteran funded program.

Once the veteran has their Veteran assessment collected, any subsequent enrollment into a new SSVF or veteran program will only require the initial assessment to reviewed (and edited if new information is discovered), it will not be required the assessment to be fully entered again.

The Veteran assessment can be located and reviewed independently (or recorded outside of an enrollment) within the Client Profile. Any client that is identified as a veteran, through the Veteran Status data element, will have a Veteran Assessment button/option to provide access to create and edit this veteran information.



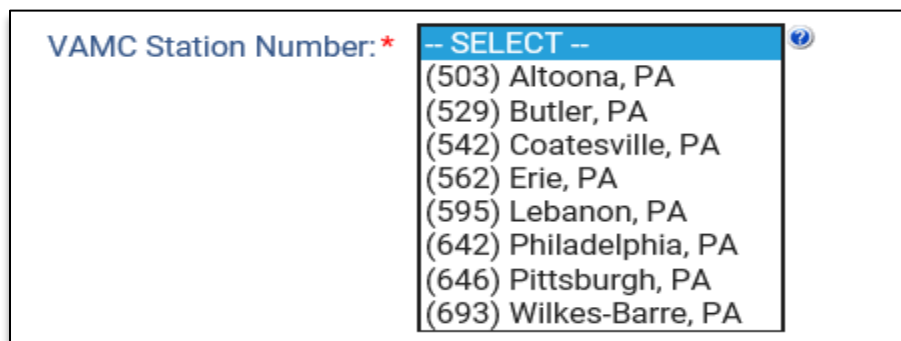
The screenshot shows a form with two fields: "Gender:" with a dropdown menu set to "Male", and "Veteran Status:" with a dropdown menu set to "Yes". Below these fields is a button labeled "Veteran Assessment" which is circled in red. A small blue question mark icon is visible next to the "Yes" dropdown.

*Please note that a client will need to have their Veteran Status set to "Yes" and then saved prior to the Veteran Assessment option appearing on the Client Profile screen.*

### VAMC Station Number

The VAMC Station Number will still be collected on the Universal (HMIS) Data Assessment at Entry for all Head of Households, but this data element was upgraded to a predefined pick-list instead of an open text entry option.

Each Head of Household enrolled into a SSVF program will be required to select from the following list of the VAMCs within the state of Pennsylvania.



The screenshot shows a dropdown menu for "VAMC Station Number: \*". The menu is open, displaying a list of VAMC locations in Pennsylvania. The list starts with "-- SELECT --" and includes the following options: (503) Altoona, PA, (529) Butler, PA, (542) Coatesville, PA, (562) Erie, PA, (595) Lebanon, PA, (642) Philadelphia, PA, (646) Pittsburgh, PA, and (693) Wilkes-Barre, PA. A small blue question mark icon is visible next to the dropdown arrow.



### Use of Crisis Services

The Use of Crisis Services has been retired from the data standards and has been removed from the system; this assessment will no longer be required to be collected during the enrollment process.

### FYSB: Runaway and Homeless Youth (RHY) Funded Program Changes

The following section will cover changes that will occur for FYSB /RHY funded programs that participate in PA HMIS under Basic Center Program, Maternity Group Home, Transitional Living Program and Street Outreach projects.

### RHY Entry Assessment

The following changes have occurred on the RHY Entry Assessment and are listed individually below.

#### Referral Source

This element still exists on the RHY Entry Assessment but the overall number of responses to select from have been reduced for streamline the process and reduce data collection burden. The new responses are as follows; those selecting Outreach project will have a follow-up about # of outreach attempts.

Referral Source: *	-- SELECT --
	Self-Referral
	Individual: Parent/Guardian/Relative/Friend/Foster Parent/Other Individual
	Outreach Project
	Temporary Shelter
	Residential Project
	Hotline
	Child Welfare/CPS
	Juvenile Justice
	Law Enforcement/ Police
	Mental Hospital
	School
	Other Organization
	Client doesn't know
Client Refused	
Data Not Collected	

### Commercial Exploitation & Labor / Sex Trafficking

This set of questions has been moved to the RHY Exit Assessment please see below for more information on the subject.

### Family Critical Issues

This element was previously named "Young Person's Critical Issues" and the overall number issues to record have been reduced for streamline the process and reduce data collection burden. The new list of critical issues are as follows:

Family Critical Issues		
<input type="checkbox"/>	Critical Issue ▲	Status* ▲
<input checked="" type="checkbox"/>	Unemployment - Family member	No ▼
<input checked="" type="checkbox"/>	Mental Health Issues - Family member	No ▼
<input checked="" type="checkbox"/>	Physical Disability - Family member	No ▼
<input checked="" type="checkbox"/>	Alcohol or other drug abuse - Family member	No ▼
<input checked="" type="checkbox"/>	Insufficient Income to support youth - Family member	No ▼
<input checked="" type="checkbox"/>	Incarcerated Parent of Youth	No ▼

### RHY Exit Assessment

The following changes have occurred on the RHY Entry Assessment and are listed individually below.

#### Commercial Exploitation & Labor / Sex Trafficking

This set of elements for Commercial Sexual Exploitation/Sex Trafficking and Labor Trafficking have remained the same, but have been moved from the RHY Entry Assessment to the RHY Exit Assessment.

Assessment Date: *	09/26/2017
Project Completion Status: *	Completed project
<b>Commercial Sexual Exploitation/Sex Trafficking</b>	
Ever received anything in exchange for sex (e.g. money, food, drugs, shelter) :	No ▼
<b>Commercial Labor Exploitation/Sex Trafficking</b>	
Ever afraid to quit/leave work due to threats of violence to yourself, family, or friends:	No ▼
Ever promised work where work or payment different than you expected:	No ▼

### Transitional and Exit-care Action Steps

This set of questions has been removed from the RHY Exit Assessment and is no longer required. It has been replaced with a new assessment – please see the RHY Aftercare Plan listed below.

### RHY Counseling Assessment

This is a new assessment that is required by all non-street outreach projects and is required to be collected by all adults and heads of households during the Exit process.

RHY Counseling Assessment - to be collected at exit for all adults and heads of household.

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**Pre-Exit**

Assessment Date: \* 09/26/2017

Counseling received by client: \* Yes

Type(s) of Counseling Received: \* Individual  
Family  
Group - including peer counseling

Number of sessions received by exit: \* 6

Total number of sessions planned in youth's treatment or service plan: 6

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**Post-Exit**

A plan is in place to start or continue counseling after exit: \* Yes

### RHY Safe and Appropriate Exit

This is a new assessment that is required by all BCP - Emergency Shelter and MGH and TLP - Transitional Housing projects and is required to be collected by all adults and heads of households during the Exit process.

Assessment Date: \* 09/26/2017

Exit destination safe - as determined by client: \* Yes

Exit destination safe - as determined by the project/caseworker: \* Yes

Client has permanent positive adult connections outside of project: \* Yes

Client has permanent positive peer connections outside of project: \* Yes

Client has permanent positive community connections outside of project: \* Yes

### RHY Aftercare Plan

This is a new assessment that is required by all non-street outreach projects and is required to be collected by all adults and heads of households after the enrollment has ended / exited (post-exit).

If aftercare was provided for a person post-exit, between their exit and up to 180 days after, the following information can be recorded as shown below using the Aftercare Plan option.

Collected at Post-Exit stage for all RHY funded projects with the exception of the street outreach component (SOP). The Aftercare Assessment must be dated between within 180 days following the project exit date to be valid in official reporting and exports.

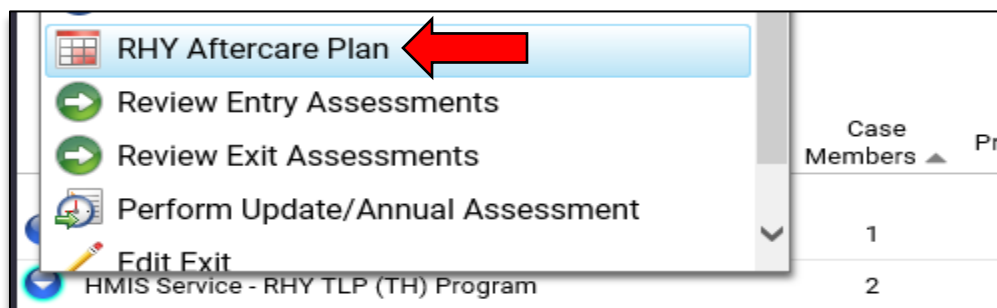
Assessment Date:\* 09/26/2017

Aftercare was provided:\* Yes

Identify the primary way(s) it was provided:\*

- Via email/social media
- Via telephone
- In person: one-on-one
- In person: group

Once an adult or head of household is exited from a RHY program (non-street outreach), the RHY Aftercare Plan option will be available within the Program Action Menu either on the Client Dashboard or within the Project Enrollments screen as shown below.



Select this option to record / edit the RHY Aftercare Plan for each household member necessary.

### RHY Services Connections

HUD has greatly simplified the number of services available to all RHY funded projects and only the services listed below will be available following the release. All previous services have been retired and will remain available only for historical purposes. The following list applies to all component or funding types for RHY projects; please note that Street Outreach projects no longer have any service requirements (other than contacts).

Service
Community Service/Service Learning
Criminal Justice/Legal Services
Education
Employment
Home-based services
Life Skills Training
Outpatient Health care
Parenting education for youth with children
Post-natal newborn care
Post-natal Care for Mother
Prenatal Care
STD Testing
Street-based Services
Substance Abuse Prevention
Substance Abuse Services

## RHY Service Referrals

The RHY Service Referrals has been retired from the new data standards and no longer need to be collected by program participants and have been retired from the system. Existing service referrals provided will be available for historical purposes, but no additional data collection will need to occur.

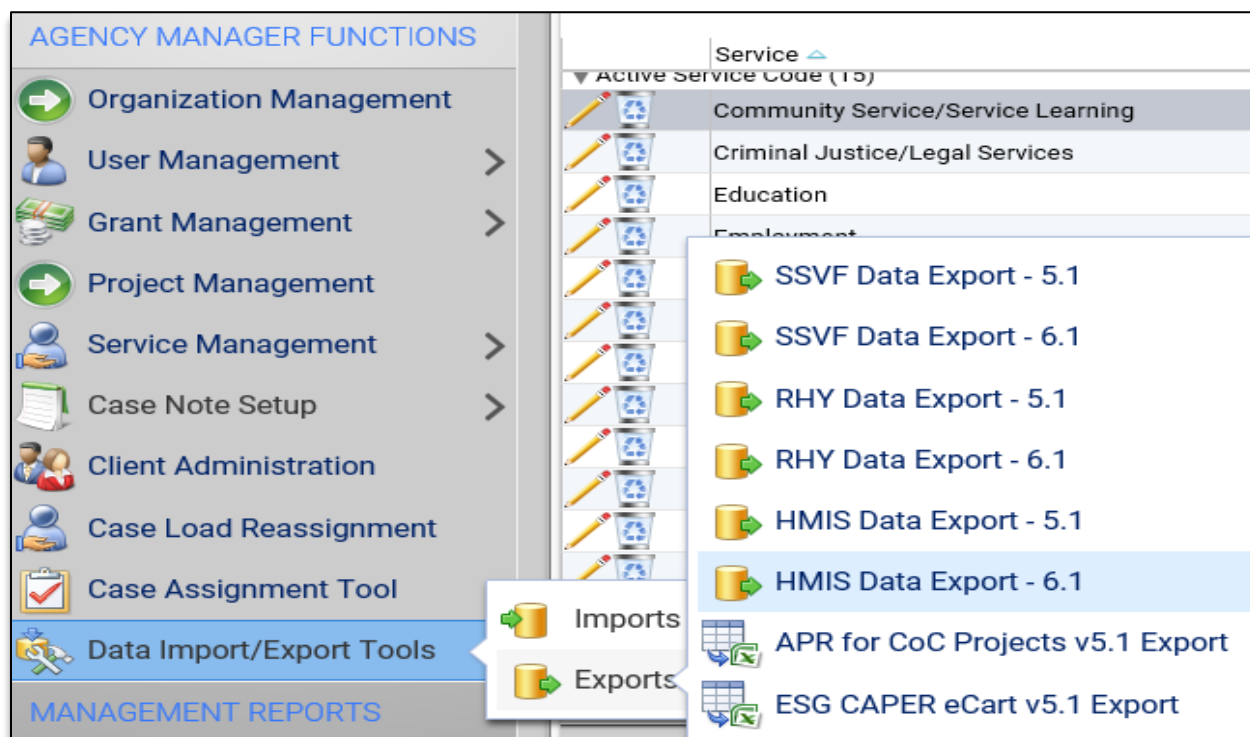
## Data CSV Exports

Along with the new data standards the PA HMIS is also releasing a new round of CSV data exports, which all will be named version 6.1 (or 6.1). These new versions will provide data to match the new updates and are now available the following exports:

- HMIS Data Export– 6.1
- SSVF Data Export – 6.1
- RHY Data Export – 6.1

For back-wards compatibility the system will also keep the version 5.1 (or 5.1) exports for each available within the same area. The exports can be generated and run in the exact same way as before, the only different with the file structure changing slightly in the last version to account for any data standards changes.

These exports can still be located within Data Import/Export Tools -> Exports folder as shown below. The data import/export tools folder can be located within either the Agency Manager or Assistant Manager folders on the HOME tab for those with managerial user access.



*Please refer to the directions on your export process or requirement on whether you will need to use the 5.1 or new 6.1 version in short term. The 5.1 versions will be removed once it has been determined there is no longer a need for their availability.*