FY 2020 HMIS Data Standards

June 2020

U.S. Department of Housing and Urban Development

Version 1.7

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Revision History

Date	Version	Revision
April 2019	1.1	FY 2020 Data Standards
May 2019	1.2	• Aligned to FY 2020 Dictionary • Fixed word “Unable” to “Able” in CE section on page 24
June 2019	1.3	• Added Coordinated Entry Descriptions • Fixed incorrect field response # for “Worker unable to determine” in the System Logic & Other System Issues section of 4.12. • R3 – added additional project type applicability (PH projects) • Removed “Information Date” from Unit Inventory instructions on page 54.

September 2019	1.4	• Moved “Housing Type” and “Target Population” from 2.07 Bed and Unit Inventory Information to 2.02 Project Information and changed “Housing Type” to be dependent field to Residential Project Types only
		• Updated “Dedicated Bed” field names
		• Corrected element level change summary throughout
		• Fixed Collection Point for 4.11 to “Project Start, Update”
		• Revised Client Uses and Disclosures
		• Revised HMIS Project Set Up Guidance
		• Field number updates
		  o 4.03
		  o 4.12
		• Corrected ESG Funder/Component in 4.12 Current Living Situation
		• Updated SSVF Funder/Program Component Requirements
		• Corrections to Metadata elements
		• Corrected hyperlinks throughout
		• Corrected Funder/Program Component for W5 and 4.12
		• Added clarifying language to “Night by Night” shelter for exit

October 2019	1.5	• Clarification of dependencies for 3.917 based on “other” living situations • Clarification of dependencies for 4.12 based on “other” living situations • Corrected R8 & R9 to remove HUD:VASH component requirement • Corrected 4.19 to remove “SSVF: Rapid Resolution Only” component requirement • Corrected W5 to add “HUD: CoC Homelessness Prevention” component required • Added XML nodes for 4.19 & 4.20

Date	Version	Revision
December 2019	1.6	• Remove PSDE collection requirements for HUD-VASH (4.02-4.11) • Remove PSDE collection requirements for HUD SSO – Coordinated Entry Projects (4.02-4.11) • Remove 4.20 data collection requirement for VA: Rapid Resolution
June 2020	1.7	• Add 2.06 Funding Sources o HUD: ESG – CV o HUD: HOPWA – CV • Add 5.09 Household ID clarification • Add 4.12 Current Living Situation clarification • Fix V3 Financial Assistance SSVF Amount

1. INTRODUCTION TO THE HMIS DATA STANDARDS

1.1 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. The original standards served as the foundation for software developers in constructing HMIS applications. HUD, in collaboration with its Federal Partners have continued to update the HMIS Data Standards regularly thereafter. Each updated document supersedes the previously released HMIS Data Standards. A complete historical archive of previous data standards can be found on the HUD Exchange Data Standards page.

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

Comparable databases are required for use by providers of services for victims of domestic violence, as described in the Violence Against Women Act (VAWA).

There are many software products on the market that communities across the country 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, add response categories, 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 software providers 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 any supplemental instructional materials provided by the software vendor.

- FY2020 HMIS Data Standards represent the foundation for the data contained within an HMIS, project setup instructions, and data collection instructions. This is a complete document that merges what was formerly separated into the Dictionary and Manual documents.
    - FY2020 HMIS Data Dictionary Table Shells contain the data element tables with relevant programming instructions, system logic and other issues to be used by vendors for HMIS programming. The information in the tables shells aligns with the information contained herein.
- Data Exchange Resources:
    - FY2020 CSV Programming Specifications
    - FY2020 XML Programming Specifications
- HMIS Federal Partner Program Manuals
- Federal Partner Reporting and Programming Specifications

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.

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

HMIS Data Standards Terms and Concepts

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

- ***Continuum of Care and Continuum*** means the group organized to carry out the responsibilities required under the CoC Program Interim Rule (24 CFR Part 578) and comprises representatives of organizations, including nonprofit homeless 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.

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

- ***Continuum project*** refers to a distinct unit of an organization, which may or may not be funded by HUD or the Federal Partners, whose primary purpose is to provide services and/or lodging for the homeless and is identified by the Continuum as part of its service system. For example, a project funded by the HUD's CoC Program may be referred to 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 (24 CFR Part 580) to operate the Continuum's HMIS on the Continuum's behalf. As of May 2019, the HMIS Rule is not in effect. When HUD publishes the final HMIS Rule communities will be given time to come into compliance with the rule.

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

Data Element Structure

Every data element required by HUD and the Federal Partners to be stored within an HMIS is specified in this document. The following format is used to describe each data element:

Rationale: 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: provides overall instructions for data collection and entry. Additional information regarding project setup and data collection instructions specific to an HMIS Federal Partner program can be found in the HMIS Federal Partner Program Manuals.

System Logic and Other System Issues: describes logically required data collection or system structure information for HMIS software development purposes and information on rationale, conditions, constraints, etc. that may be applicable to a specific element and are important for HMIS software development purposes.

FY2020 Revision Summary: documents the changes to the element from the 2017 Data Standard to the FY2020 Data Standard.

Data Element Number and Name:

Table Section	Information Contained in the Table
Field Number	The numbers assigned to the element fields.
Field Name	The names assigned to the element fields.
Dependency	Dependent Fields and the Field/ Response category to which they are dependent. The dependencies outlined are expected to be visible to users on-screen. The methods vendors use to make dependencies visible will vary by software provider/developer.

<table>
<tr><th>Table Section</th><th>Information Contained in the Table</th></tr>
<tr><td>Response Category/ Data Type</td><td>All response options associated with the field, and their data type, if specified.

CLIENT REFUSED AND CLIENT DOESN’T KNOW RESPONSE OPTIONS: Most elements contain responses of “client doesn’t know” and “client refused.” 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 should 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.

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

“Data not collected” continues to be identified as a response option in these HMIS Data Standards. It is not a response option necessary in every system or in every element. The element is required for use by any HMIS system which requires a response to an element before allowing the user to move forward in the system. Adding the response option of “data not collected” enables a user who did not collect or simply does not have the information to enter a response that does not present a false answer. HMIS systems which require entry of any element for the system to progress must implement the “data not collected” response for all elements that require a response. “Data not collected” must equate to missing data or null values as appropriate for transfer and reporting purposes.</td></tr>
<tr><td>Descriptions</td><td>General definitions and descriptions of fields and responses. Detailed, program- specific descriptions can be found in the HMIS Federal Partner Program Manuals, as applicable.</td></tr>
</table>

Data Element Number and Name:

Table Section	Information Contained in the Table
Data Collected About	The universe of client(s) for whom an element response is required (e.g. all clients, heads of household, adults). Data may be collected about a wide group (e.g. all household members) but may be further limited in data reporting specifications.
Funder/ Program Component	The federal department, the program, and the program component which requires the collection of the element.
Project Type Applicability	The HMIS project type(s) required to collect and report the data element, as specified in element 2.02 *Project Information*.
XML	The XML element in XML specifications where the data standard element is located.
CSV	The primary file in the CSV specifications where the data standard element is located.
Collection Point	The point(s) at which the data must be able to be collected in an HMIS. For data elements with multiple collection points, each record must be stored with the appropriate *Data Collection Stage* (as listed in metadata element 5.03). Data elements with only a single collection point need not be stored with any particular data collection stage, since their data collection point is inherent in their requirements. **Record creation** – Indicates the element is required to be collected when the client record is created. Elements collected at record creation should have one and only one value for each client in an HMIS. Data are collected and entered into the HMIS, responses must be reviewed for accuracy at each project start and edited as necessary to make corrections or to improve data quality.

Table Section	Information Contained in the Table
Collection Point (continued)	**Project start (stored with Data Collection Stage of "Project Start" for elements with multiple collection points)** – Indicates the element is required to be collected at every project start. Elements collected at project start must have an *Information Date* that matches the client's *Project Start Date*. Information must be accurate as of the *Project Start Date*. When a data element with multiple collection points is collected at project start, it must be stored with a *Data Collection Stage* of 'project start.' There should be one and only one record with a *Data Collection Stage* of 'project start' for each relevant data element for any given project start. Data may be edited by users associated with the project to correct errors or omissions; such edits will not change the data collection stage associated with the record. **Occurrence Point/Update (stored with a Data Collection Stage appropriate to when they were collected)** – Indicates the element may be collected and entered at any point during a project stay to track changes over time or document the occurrence of events (e.g. a service is provided). These types of records must be able to be entered at any point during the project stay. Some data elements are collected once per project stay, but it may fall at any point during the project stay. For others, the system must be able to support a theoretically unlimited number of records per project stay, each with a distinct *Information Date*. The *Information Date* should reflect the date on which the information is collected and/or the date for which the information is relevant for reporting purposes. Information must be accurate as of the *Information Date*, regardless of when it is collected or entered into the HMIS. While data may be edited by users associated with the project to correct errors or omissions, accurate records should never be overwritten or discarded when update records are created. Corrections to existing records will change neither the data collection stage nor the information date unless it is explicitly altered by the user. **Annual assessment (stored with Data Collection Stage of "Annual Assessment")** – Data elements required for collection at annual assessment must be entered with an *Information Date* of no more than 30 days before or after the anniversary of the head of household's *Project Start Date,* regardless of the date of the most recent 'update' or any other 'annual assessment'. Information must be accurate as of the *Information Date.* The data collection stage may not be inferred from the Information Date, although the field must have an *Information Date* recorded with it. To be considered reportable to HUD as an annual assessment, data must be stored with a *Data Collection Stage* of 'Annual Assessment'. The Annual Assessment must include updating both the head of household's record and any other family members at the same time.

Table Section	Information Contained in the Table
Collection Point (continued)	There should be one and only one record for each data element annually with a *Data Collection Stage* recorded as ‘annual assessment’ associated with any given client and *Enrollment ID* within the 60-day period surrounding the anniversary of the head of household’s *Project Start Date*. Regardless of whether the responses have changed since project start or the previous annual assessment, a new record must be created for each subsequent annual assessment such that it is possible to view a history, by date, of the values for each data element. Data may be edited by users associated with the project to correct errors or omissions; such edits will change neither the data collection stage nor the information date unless they are explicitly altered by the user. **Project exit (stored with Data Collection Stage of “Project Exit” for elements with multiple collection points)** – Indicates the element is required to be collected at every project exit. Elements collected at project exit must have an *Information Date* that matches the client’s *Project Exit Date*. Information must be accurate as of the *Project Exit Date*. When a data element with multiple collection points is collected at project exit, it must be stored with a *Data Collection Stage* of ‘project exit.’ There should be one and only one record with a *Data Collection Stage* of ‘project exit’ for each relevant data element for any given project exit. Data may be edited by users associated with the project to correct errors or omissions; such edits will not change the data collection stage or the information. **Post exit (stored with Data Collection Stage of “Post Exit” for elements with multiple collection points)** – Indicates the element may be collected after project exit for a period of no longer than six months.
Relationship to Enrollment ID **Relationship to Personal ID**	The cardinality of the element relative to an enrollment (Enrollment ID) and the client (Personal ID). This will often indicate "One or more" even though the element is only applicable to certain project types or funders which require the data element, and is further limited to clients described in the "Data Collected About" standard. "One or more” does not inherently imply the element should be collected on *every* client in HMIS. In general, elements recorded at least once per enrollment are required at project start. Elements recorded 0 or more times per enrollment might only be collected as needed or at exit, e.g. a referral.

1.2 INTRODUCTION TO 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 Longitudinal Systems Analysis (LSA), 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 2.02 *Project Information* and 2.06 *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, HUD requires that the CoC (typically via the HMIS Lead Agency) collect project descriptor information in the HMIS for:

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

This is to facilitate AHAR participation.

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

The following Project Descriptor Data Elements are required for project setup in HMIS:
2.01 Organization Information
2.02 Project Information
2.03 Continuum of Care Information
2.06 Funding Sources
2.07 Bed and Unit Inventory 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 *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 HIC and PIT guidance issued by HUD each year. Some HMIS applications automatically configure data collection based on *Project Type* and *Funding Sources* to ensure that minimum requirements are met. Where this is not the case, data collection for each project must be set up so that all data elements required based on *Project Type* and *Funding Sources* are available for data entry. The HMIS Project Setup Tool identifies the required data elements for each funding source, 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' (from data element 2.02 *Project Information*) of "Emergency Shelter" using the "Entry/Exit Date" 'Method for Tracking Shelter Utilization' (from data element 2.02 *Project Information*); it will show both "HUD:ESG Emergency Shelter" (operating and/or essential services) and "HHS:RHY Basic Center Program" as the 'Funder Program and Component' (from data element 2.06 *Funding Sources*). With the appropriate project type and correct identification of both funding sources, all elements required for both Federal Partner funding sources must be visible, and all data required for reporting to both funders can be collected. If the HMIS does not automatically configure data collection based on *Project Information* and *Funding Sources*, the HMIS Lead should reference the HMIS Data Standards 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' (from data element 2.02 *Project Information*) will be the appropriate residential project type (e.g. Transitional Housing, Permanent Supportive Housing, etc.), and the 'Funder Program Component' (from data element 2.06 *Funding Sources*) will identify both funding sources / component types for the project.

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

- The housing project will have a residential 'Project Type' appropriate to the grant and must 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 Type' (from data element 2.02 *Project Information*) '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) or another funding source, 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' (from data element 2.06 *Funding Sources*) 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 be able to appropriately separate 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 as case management to persons at-risk of homelessness. In such cases, PATH requires that two projects be set up in the HMIS, one with the 'Project Type' (from data element 2.02 *Project Information*) 'Street Outreach' and one with the 'Project Type' (from data element 2.02 *Project Information*) 'Services Only' to distinguish the projects' operations and reporting for PATH and to support system level performance measurement.

Projects that Operate in Multiple CoCs

In general, site-based projects funded by one CoC but located in another CoC have special setup requirements as described in this section. However, nothing about this instruction is intended to suggest that occasional client placement in another CoC via tenant-based voucher programs funded to serve a single CoC, for example, are required to set up projects and track clients at the Continuum level.

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). In these cases, funding recipients are expected by the Federal Partners to participate in the HMIS implementation of each CoC in which they operate projects. This expectation may be satisfied either by direct data entry into each HMIS or by entering data into a single HMIS and providing exports of client-level data to each HMIS, with appropriate agreements in place between the CoCs involved.

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

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

1.3 INTRODUCTION TO 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 have agreed to enter 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 Longitudinal System Analysis (LSA) is developed. The LSA informs the AHAR, which provides Congress the national estimates of the current state of homelessness across the United States and the use of homeless assistance programs. The AHAR is a critical resource for informing the U.S. Interagency Council on Homelessness and other Federal Partners on the nature of homelessness in the United States and provides a unique longitudinal lens to inform homelessness policy nationwide. The LSA is also used locally via the Stella tool to inform communities on how their specific homeless information changes over time. 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)
3.01 Name
3.02 Social Security Number
3.03 Date of Birth
3.04 Race
3.05 Ethnicity
3.06 Gender
3.07 Veteran Status

Universal Project Stay Elements (One or More Value(s) Per Client or Household Project Stay)
3.08 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 Prior Living Situation

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 3.01 through 3.07 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 client 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 in each data element.

Uses and Disclosures of Client Data

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 to enter client information into HMIS.** There is only a requirement that client consent be obtained to *share* information entered into HMIS with one or more other HMIS participating providers.

This means that it may not be necessary 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. The privacy and security standards, as described in the **2004 Data and Technical Standards Notice**, seek to protect the confidentiality of personal information while allowing for reasonable, responsible, and limited uses and disclosures of data. Additionally, the **Coordinated Entry Management and Data Guide** offers the most recent guidance on Privacy in Chapter 2.

1.4 INTRODUCTION TO 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. CoCs and projects are encouraged to develop their own data collection protocols and assessment tools to fully assess client service needs.

Common Program Specific Data Elements

4.02 Income and Sources
4.03 Non-Cash Benefits
4.04 Health Insurance
4.05 Physical Disability
4.06 Developmental Disability
4.07 Chronic Health Condition
4.08 HIV/AIDS
4.09 Mental Health Problem
4.10 Substance Abuse
4.11 Domestic Violence
4.12 Current Living Situation
4.13 Date of Engagement
4.14 Bed-Night Date
4.19 Coordinated Entry Assessment
4.20 Coordinated Entry Event

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. More detailed guidance about how to use these Federal Partner-specific data elements can be found in 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.

Federal Partner Program Data Elements

The Federal Partner Program Data Elements are intended to help HMIS Lead Agencies and their Federal Partner programs to collect and report according to the HMIS Data Standards.

VA
V1 Veteran's Information
V2 Services Provided - SSVF
V3 Financial Assistance - SSVF
V4 Percent of AMI (SSVF Eligibility)
V5 Last Permanent Address
V6 VAMC Station Number
V7 SSVF HP Targeting Criteria
V8 HUD-VASH Voucher Tracking
V9 HUD-VASH Exit Information

1.5 INTRODUCTION TO METADATA ELEMENTS

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. These elements do not represent an attempt to standardize the way that an HMIS stores data. As long as the HMIS is able to accomplish the purposes identified for the Metadata Elements, the software is not required to use the exact metadata elements listed here. Programming specifications for reports reference these Metadata Elements. The Metadata Elements are:

5.01 Date Created
5.02 Date Updated
5.03 Data Collection Stage
5.04 Information Date
5.05 Project Identifier
5.06 Enrollment Identifier
5.07 User Identifier
5.08 Personal Identifier
5.09 Household Identifier

1.6 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 collected here for ease of reference for HMIS Leads, 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: In addition to the Universal Data Elements, street outreach projects are expected to record every contact made with each client in the HMIS via data element 4.12 *Current Living Situation* (formerly "Contact"). 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 *Current Living Situation* (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. Assuming the client was contacted on the date of engagement, a *Current Living Situation* (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 length of time (e.g. 90 days from last contact) and there are no contacts recorded in the Current Living Situation field (4.12). The CoC **must** be involved in the determination of "extended length of time" and to which projects the solution is to be applied.

Coordinated Entry

Coordinated Entry (CE) data elements are expected to be available in HMIS on October 1, 2019. However, HUD understands that some CoCs and vendors may need a little more time to transition from their existing coordinated entry process to a new one. To allow for this, HUD is making April 1, 2020 the CE data elements "go live" date, meaning that CoCs with HUD-funded SSO-CE projects are required to collect CE data elements beginning April 1, 2020. Regardless of funding source, all CoCs are strongly encouraged to collect CE data using these standardized elements.

The specifics of implementation may vary, and CoCs should collaborate with HMIS Leads and vendors to map the new CE data elements to existing data collection processes whenever possible. HUD will provide various forums for HMIS system admins, CoCs, and vendors to engage expert TA providers to help map and incorporate the new CE data elements into HMIS. These forums will include affinity groups for system admins, regular meetings for system admins and vendors plus ad hoc meetings as needed, and, if necessary, one-on-one TA assistance to map the new elements to complex custom CE data collection. CoCs should collaborate with HMIS Leads and vendors to map the new CE data elements to existing data collection processes whenever possible.

Until those resources are available, some general guidance is provided below:

- Coordinated Entry (CE) Project Setup: Since coordinated entry is a process that may be supported by multiple agencies and typically spans an extended period, CoCs will set up a CE 'project' in HMIS that *all* relevant agencies can access. HUD acknowledges that the terminology 'project' is problematic, as CE is a collaborative and community-wide process and not a single 'project' in the traditional sense. Rather, CE is a system-level project—meaning that as households are triaged and identified as experiencing homelessness, they are enrolled in the CE project with the appropriate start date, and then data can be collected by different agencies, at different points in time, to populate their single enrollment record in the project.

  A client's CE project enrollment is expected to overlap with other continuum project enrollments and to supplement the information collected by other project types. Agencies that provide CE functions along with other services, e.g. Emergency Shelter, would have HMIS access to their existing Emergency Shelter project and the CE project so they can enroll clients in one or the other, or both.

  Depending on whether a CoC's system has a single front-door or multiple front-doors to CE, the HMIS set-up may include one CE project or multiple CE projects representing regional areas. Creating a CE 'project' is simply what allows for a boundary to be drawn around the CE segment of the homeless system for reporting purposes.

- CE Assessments: In addition to the Universal Data Elements, CE systems are expected to record in the HMIS as many *CE Assessments* (4.19) as are conducted with each client. This data element was designed to be used solely by CE projects and to collect, at minimum, an assessment date, location, and assessment results. It allows CoCs to define their own assessment questions and responses and to categorize multiple assessments as either crisis needs assessments or housing needs assessments. This element helps communities understand and monitor the assessment process in more detail and as it relates to participant outcomes.

- CE Events: Basic interactions in CE systems are expected to be captured using the *CE Event* data element (4.20). This data element is designed to be used solely by CE projects and to capture access and referral events, as well as the results of those events. Specific referral categories are detailed in the data element; CoCs wishing to be more granular in their referral and matching data collection may do so, as long as their data can be rolled up to the specified categories for reporting purposes. Systematizing this data collection will help communities understand the events that go into achieving desired (and undesired) results through the CE system.

- Contacts: CE projects are expected to record every direct contact made with each client in the HMIS via data element 4.12, *Current Living Situation*. 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 *Current Living Situation* (4.12) must be recorded anytime a client is met, including when a *CE Assessment* (4.19) or *CE Event* (4.20) is recorded on the same day.

  On occasion, it is expected that a Continuum project that does not participate in HMIS by collecting and entering client-level data will be a source of information about the whereabouts of a client. The *Current Living Situation* data element will be one factor in reporting to determine whether a CE client is still actively seeking assistance. As a result, it may be necessary for the CE project to record that element on behalf of a nonparticipating project. In those cases, the CE project will use the field 'Living Situation verified by' to document the Project Name of the project that reported an updated status for the client during case conferencing.

- Data Quality: Reporting on data quality for CE projects is limited to clients with any completed *CE Assessment* (4.19). Therefore, it is important that CE staff record the 'Date of Assessment,' 'Assessment Level,' and 'Assessment Result' and also review all Universal Data Elements and applicable Program Specific Data Elements for completeness and accuracy. The *Date of Assessment* coincides with the requirement for HMIS data quality, therefore all Universal Data Elements should be entered into HMIS on or before the completion of the Crisis Needs *CE Assessment.*

- Project Exit: Project exit represents the end of a client's participation with the CE system. The exit date should coincide with the date that the client is no longer considered to be actively seeking crisis or housing assistance from the CoC. Reasons to exit a client include:

  - The client has entered a permanent residential project type (e.g., PSH) or is otherwise known to have found permanent housing;

  - The client is known to have left the CoC to pursue other assistance or resources;

  - The client is deceased;

  - No staff working in the CE system (via appropriate case conferencing) has been able to locate the client for an extended length of time (e.g. 90 days from last contact) and there are no *Current Living Situation* records. The CoC **must** be involved in the determination of "extended length of time" and to which projects the solution is to be applied.

'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: In addition to the Universal Data Elements, nbn shelters are expected to record every contact made with each client in the HMIS via data element 4.12, *Current Living Situation* (formerly "Contact"). A contact is defined as an interaction between a worker and a client designed to engage the client; it does not refer to interactions that are inherent in providing the shelter bed that is assumed to be part of the client's bed night. 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 *Current Living Situation* (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 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 *Current Living Situation* (4.12) must also be entered for that date.

- 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 nbn projects. The exit date should be set as the day after the client's last bed night in the project. Reasons to exit the client include:

    - The client has entered another project type (e.g., TH, PSH) or otherwise found housing;

    - The client is deceased;

    - The client has not accessed the shelter for an extended length of time (e.g., 90 days from last contact). The CoC must be involved in the determination of "extended length of time" and to which projects the solution is to be applied.

‘Entry/Exit’ Emergency Shelter and Transitional Housing

- Entry/Exit (e/e) shelters and transitional housing should be set up to collect all data required by the funding source.
- At project start, record the Universal Data Elements and any other information required at the project start.
- During the project enrollment, record any assessments or other updated information as required by the funding source and/or the FY 2020 Data Standards.
- At project exit, record any other information required at project exit, including 3.12 *Destination* and 3.10 *Project Exit Date.*

Day Shelter

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

Permanent Housing: PSH and RRH

- All types of Permanent Housing projects are 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 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).
- If the client loses their housing situation and the project stops paying rental assistance, but the client remains enrolled in the project, staff should exit the client from the project with an accurate *Project Exit Date* and *Destination* and create a new

Project Start Date in a second enrollment for the client on the same or following day. The project would continue working with the client until a new unit is found, at which point a new housing move-in date would be recorded on the second project record. This will ensure that the client's history of housing is preserved. If the client moves directly from one unit into another unit, with no days of homelessness in between, it is not necessary to exit and re-enter them, because their housing move-in date would still accurately reflect the day they entered permanent housing according to that enrollment record.

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

2. PROJECT DESCRIPTOR DATA ELEMENTS

2.01 Organization Information

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 Information* is 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 and 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.

System Logic and Other System Issues: An 'Organization ID' must be assigned to each project via a system generated number or code. Each organization must receive a distinct identifier that is consistently associated with that organization. Each organization must also be able to be associated with one or more projects. The name of the organization must be captured in text within the HMIS.

An HMIS must allow the HMIS Lead to activate and deactivate an organization. An HMIS application may permit the creation of a common name field more familiar to users for use within the application while retaining the legal name for use in reporting.

FY2020 Revision Summary: Renumber element (from 2.1 to 2.01), rename element from *Organization Identifier* to *Organization Information*, add 'Victim Service Provider' field and responses from 2.8 *Additional Project Information.*

2.01 Data Element Fields and Responses:

Field Number	Field Name	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.
3	Victim Service Provider	None	0	No	
			1	Yes	A Victim Service Provider is defined as a private nonprofit organization whose primary mission is to provide services to victims of domestic violence, dating violence, sexual assault, or stalking. Such term includes rape crisis centers, battered women's shelters, domestic violence transitional housing programs, and other programs.

2.01 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point
All Organizations	All Funders, All Program Components	All HMIS Project Types	<Organization>	Organization	Record creation, update annually

2.02 Project Information

Rationale: To uniquely identify each project entering data into the HMIS, as well as any residential continuum projects not participating in HMIS, and to associate each project with the specific type of lodging or services provided and the details about those project types. The 'Project ID' is used to link project descriptor information in other data elements to the specific project, and also to link clients and their enrollment data to the project. Data related to project type is necessary to identify corresponding data collection requirements and for reporting purposes. The element also identifies whether the project is a continuum project or a non-continuum project, the relationship of a 'Services Only' project to a housing project as necessary, and the method for tracking emergency shelter utilization, if applicable.

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, operating start date, operating end date (if applicable), whether the project is a continuum project, the project type, residential affiliation, and ES tracking method. 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 and the data provided to other CoC's HMIS via data transfer. For more information about setting up projects that operate in multiple CoCs, please refer to Section 1.2 Introduction to Project Descriptor Data Elements.

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 Section 1.2 Introduction to Project Descriptor Data Elements.

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

The project type selected directly impacts data collection and reporting requirements. 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.

Record whether the project contributes client data to the HMIS in the 'HMIS Participating Project' field. If a combination of non-HMIS participating clients and HMIS participating clients are present in the project, the project must have two *Project Information* records in set up in

HMIS, one with 'HMIS Participating Project' marked "Yes" and one with 'HMIS Participating Project' marked "No." Projects participating in an HMIS implementation are subject to the policies and procedures of that HMIS implementation, regardless of whether participation is by entering data directly into the HMIS or by providing data exported from another source. Projects providing data from one HMIS implementation to another HMIS implementation are subject to the policies and procedures of both.

Record the method used to track the nights that a client stays at a project in 'Emergency Shelter Tracking Method.' 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.

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 closing HMIS shelter project must be exited.

3. All clients that spend the first night in the new HMIS shelter must have data collected for a new shelter project entry.
4. The old shelter project should be disabled/deactivated from entry in the system (i.e. closed)

Projects that target certain populations are advised that nothing in these standards allows for circumventing fair housing laws. The Fair Housing Act 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.

System Logic and Other System Issues: 'Project ID' must be assigned to each project via a system generated number or code. Each project must receive an identifier that is unique within the HMIS and consistently associated with that project. Each project must be associated with an organization (data element 2.01); separate projects operated by the same agency must be associated with the same 'Organization ID.' The name of the project must be captured in text within the HMIS. An HMIS application may permit the creation of a common name element more familiar to users for use within the application while retaining the legal name for use in reporting.

The system must allow edits if the data changes or corrections for data entry error. A project can only have one project type assigned. A project must be able to identify multiple affiliated residential projects if “yes” to Dependent A.

The system should ensure that an 'Emergency Shelter Tracking Method' is identified in an HMIS for each Emergency Shelter project. The system must also have the capacity to accommodate both types of tracking and change reporting and outcomes depending on the method utilized by the shelter. 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.

FY2020 Revision Summary: Renumber element (from 2.2 to 2.02), rename element from Project Identifiers to Project Information, add all fields from 2.4 Project Type element (Continuum Project, Project Type, Residential Affiliation), add HMIS Participating Bed from 2.7 Bed Inventory element and rename to HMIS Participating Project, add all fields from 2.5 Method for Tracking Emergency Shelter Utilization (Method), added "Target Population", and “Housing Type” and renamed Project Type 14 from Coordinated Assessment to Coordinated Entry. Corrected Dependent C field reference.

2.02 Data Element Fields and Responses:

Field Number	Field Name	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 a 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.

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
5	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.
6	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 HMIS, one 'Street Outreach' and the other 'Services Only.'

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
			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.
			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.
			11	Day Shelter	A project that offers daytime facilities and services (no lodging) for persons who are homeless.
			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.

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
			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 individuations 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 Entry	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. **This is not a “project” in the traditional sense as it may more accurately reflects a system or process, but project is used because that is how data is typically collected in HMIS.*

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions

			6	Services Only	A project that offers only stand-alone supportive services (other than outreach or coordinated entry) 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:
					• 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.
					• Multiple residential projects of the same project type (e.g. multiple PH:PSH) AND
					    • Does not serve all the residential project clients; OR
					    • Information sharing is not allowed between residential projects and service provider.
					• Multiple residential projects of different project types (e.g. PH:RRH and PH:PSH)
					• 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.

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
					If the Services Only project provides only services (other than outreach or coordinated entry), 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 2.06 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 or coordinated entry) 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 Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
A	Affiliated with a residential project	Field 6, Response 6	0	No	
			1	Yes	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).
B	Project ID(s) of residential project(s) affiliated with SSO	Field A, Response 1	[List of HMIS Residential Project IDs]		Residential Project Types are: 1, 2, 3, 8, 9, 10 13
C	Emergency Shelter Tracking Method	Field 6 Response 1	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 start 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.

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
			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 (dating back to the day after the last bed night) after an extended absence; and (5) for reporting purposes, a client's length of stay in the project will be based on the actual number of bed nights and not on the period of time from entry to exit.

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
D	Housing Type	Field 6, Responses 1, 2, 3, 8, 9, 10, 13	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, but more than one client is housed in each project facility. The facility locations are owned, operated, or sponsored by the project.
			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.
7	HMIS Participating Project	None	0	No	"No" indicates that no persons residing in or being served by this project have client data collected about them in the Universal Data Elements, Common Data Elements, and Federal Partner Program Specific Elements in the Continuum's HMIS.
			1	Yes	"Yes" indicates that all persons residing in or being served by this project have client data collected about them in the Universal Data Elements, Common Data Elements, and Federal Partner Program Specific Elements in the Continuum's HMIS.
8	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.

2.02 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point
All Projects	All Funders, All Program Components	All HMIS Project Types	<Project><Tracking Method><Affiliation>	Project and Affiliation	Record creation, update annually

2.03 Continuum of Care Information

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 Continuum of Care (CoC) for reporting and data exchange purposes. For more information about setting up projects that operate in multiple CoCs, please refer to Section 1.2 Introduction to Project Descriptor Data Elements.

Project Setup Instruction: 'Continuum Codes' (or CoC 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.

Information must be reviewed and updated at least annually. 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 of Continuum of Care Information because of a single project's association with different CoCs, the geocodes will differ. The geocode must be located within the CoC in the same record.

System Logic and Other System Issues: There is a many-to-one relationship between this data element and 2.02 Project Information; there may be multiple current records of this data element at any given time. Add, edit, or remove associations with CoCs as needed to reflect changes. There must be a one-to-one relationship to Project Information if the project only serves one CoC (most common).

Projects may be funded to provide for housing and/or services to clients residing in only one CoC (e.g., CoC: Transitional Housing), or they may be funded for housing and/or services across multiple CoCs (e.g.: VA: SSVF). The system must allow for multiple codes to be selected per project. It must be possible to associate a project with the CoC code for every geographic area in which the project operates and for which is will be entering data into the HMIS.

The system should set a default for the CoC Code, which should be the CoC Code for the continuum operating the HMIS. The CoC Codes in this data element are expected to be used to populate an option list of CoC Codes for data element 3.16 *Client Location* when one is required.

It must be possible to leave address fields blank. HUD will release a regularly updated crosswalk of ZIP codes and the associated geography type for each. 'Geography type' must correspond to the HUD crosswalk; geography types may not be locally defined.

FY2020 Revision Summary: Renumber element (from 2.3 to 2.03), rename element from *Continuum of Care Code* to *Continuum of Care Information*, add fields from 2.8 *Additional Project Information* ('Geocode,' 'Project Zip Code,' 'Geography Type,' 'Project Street Address,' 'Project City,' and 'Project State').

2.03 Data Element Fields and Responses:

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

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
2	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.
3	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.
4	Project Street Address 2	None	[Text]		
5	Project City	None	[Text]		
6	Project State	None	[2 letters]		Standard state abbreviation
7	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.
8	Geography Type	None	1	Urban	
			2	Suburban	
			3	Rural	

2.03 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point
All Continuum Projects	All Funders, All Program Components	All HMIS Project Types	<ProjectCoC>	ProjectCoC	Record creation, update

2.06 Funding Sources

Rationale: To identify 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 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. There are also response options for 'Other funding source' and 'NA.'

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 Date' and 'End Date' allows for inclusion or exclusion of certain projects in grant- or system-level reporting. For example, this information is critical in the generation of income measures for the system performance measures.

The system administrator must regularly collect and review funding source information, grant start, and grant end dates from all projects. The information is required to be reviewed and updated, if necessary, at least annually, but HUD and the Federal Partners strongly recommend reviewing the grant identifiers before any HUD or Federal Partner-required reporting or data transfers.

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

System Logic and Other System Issues: This is a transactional data element, a single project may have multiple current and historical records. Allow corrections for data entry errors. An HMIS must allow projects with multiple Funder sources and multiple grants (with potentially different grant terms) from the same funding source to record and store all funding sources for the project.

FY2020 Revision Summary: Renumber element (from 2.6 to 2.06), rename element (from *Federal Partner Funding Sources* to *Funding Sources*), add "VA:Grant Per Diem - Case Management/Housing Retention" and "HUD:CoC - Joint Component TH/RRH" funding sources, remove "VA:Compensated Work Therapy Transitional Residence" and add "Local or other Funding Sources" and a dependent text box to record the name of the local or other funding.

2.06 Data Element Fields and Responses:

Field Number	Field Name	Dependency	Response Category/ Data Type	Descriptions
1	Funder Program and Components	None	1	HUD: CoC - Homelessness Prevention (High Performing Communities 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)
			44	HUD: CoC - Joint Component TH/RRH
			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

Field Number	Field Name	Dependency	Response Category/ Data Type	Descriptions
			47	HUD: ESG - CV
			35	HUD: Pay for Success
			36	HUD: Public and Indian Housing (PIH) Programs
			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)
			48	HUD: HOPWA - CV
			20	HUD: HUD/VASH
			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 Services
			37	VA: Grant Per Diem - Bridge Housing
			45	VA: Grant Per Diem - Case Management/Housing Retention
			40	VA: Grant Per Diem - Clinical Treatment
			39	VA: Grant Per Diem - Hospital to Housing
			38	VA: Grant Per Diem - Low Demand

Field Number	Field Name	Dependency	Response Category/ Data Type	Descriptions
			41	VA: Grant Per Diem - Service Intensive Transitional Housing
			42	VA: Grant Per Diem - Transition in Place
			30	VA: Community Contract Safe Haven Program
			33	VA: Supportive Services for Veteran Families
			46	Local or Other Funding Source (Please Specify)
			34	N/A
A	If local or other, please specify	Field 1 Response 46	[Text]	
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.

2.06 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point
All Projects	All Funders, All Program Components	All HMIS Project Types	<Funder>	Funder	Record Creation, Occurrence, Update

2.07 Bed and Unit Inventory Information

Rationale: To record bed and unit inventory information for each residential 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 information for all continuum residential projects. These data must be finalized and accurately entered by the time of the 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.

A project may have multiple current records of inventory:

- Projects that serve more than one household type must have a separate inventory record for each 'Household Type.'
- Emergency shelters with more than one bed availability (year-round, seasonal, overflow) or bed type (facility-based, voucher, other) must have separate records for each 'Bed Type,' and 'Availability.' 'Bed Type' also should be logically consistent with 'Housing Type' at the project level, so if, for example, an Emergency Shelter has both facility-based beds (Housing Type = Site based) and hotel/motel vouchers (Housing Type = Tenant based) then two HMIS projects would be set up for that Emergency Shelter.
- Projects that operate in more than one CoC must have separate *Bed and Unit Inventory Information* records for each *Continuum of Care Information* record.

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.

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 that will continue to serve the same CoC and household type with the same 'Bed Type' and 'Availability' as existing inventory, a new record should be created reflecting the new total bed count. The 'Inventory Start Date' should reflect the date the new inventory will be available. This date may be prior to the date the record is created or in the future in the case of under development beds (i.e., beds for which funding has been approved but are not yet available). The earlier record should be closed out by recording an 'Inventory End Date' that is the day prior to the effective date of the increase.

- When a project reduces inventory but will continue to serve the same household type with a smaller number of beds, a new record should be added. The 'Inventory Start Date' should reflect the date the new inventory will effectively be reduced. The earlier record should be closed out by recording an 'Inventory End Date' that is the day prior to the effective date of the decrease.
- When a project is eliminating all inventory for a given household type, an 'Inventory End Date' reflecting the last date on which beds were available should be entered for the existing record.
- Changes in the number of 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 'Inventory Start Date' that is the effective date of the change. At annual review, if there are separate records for beds of the same type and all 'Inventory Start Dates' are more than one year prior to the most recent HIC, the individual records should be closed out by recording an 'Inventory End Date' that is the day prior to the current date. A new record should be created to combine the total inventory of the individual records and the earliest 'Inventory Start Date' from the individual records.

System Logic and Other System Issues: A project may have multiple current and historical records of inventory. For any inventory record, it must be possible to identify the CoC with which the inventory is associated. For projects that operate in a single continuum, there is a many-to-one relationship between this data element and 2.02 *Project Information*, although at any given time, only one record for this data element will be current. For projects that operate in multiple CoCs, there is a similar many-to-one relationship with 2.03 *Continuum of Care Information*.

If the HMIS produces CoC-level reporting on 2.07 *Bed and Unit Inventory Information* for more than one continuum (e.g., Longitudinal Systems Analysis or Housing Inventory Counts), records of inventory must be separate and associated with the appropriate *Continuum of Care Information* record.

Data entry errors should be corrected; a new record should be created to document a change in information. A new record is only required if a change has occurred. Not all fields are required for all projects.

FY2020 Revision Summary: Renamed (from *Bed and Unit Inventory* to *Bed and Unit Inventory Information*), renumbered from 2.7 to 2.07, removed ‘Information Date,’ and revised dedicated bed inventory for special populations.

2.07 Data Element Fields and Responses:

Field Number	Field Name	Dependency	Response Category/ Data Type	Descriptions
1	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.
2	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.
3	CoC Code	None	[as identified in data element *2.03 Continuum of Care Code*]	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 2.03, indicate the CoC code associated with the inventory record.
4	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 Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
			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.
5	Emergency Shelter Bed Types	*2.02 Project Type* = 'Emergency Shelter'	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.
6	Emergency Shelter Bed Availability	*2.02 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.

Field Number	Field Name	Dependency	Response Category/ Data Type	Descriptions
7-12	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. The number of beds for each subpopulation is a subset of the total bed inventory for a given project and must be equal to or less than the total bed inventory. Each category in fields 7-13 are expected to be mutually exclusive and should sum to the total beds provided in field 14. A dedicated bed is a bed that must be filled by a person in the subpopulation category (or a member of their household) unless there are no persons from the subpopulation who qualify for the project located within the geographic area. DedicatedPLUS beds do not qualify as Dedicated beds and should not be included in the Dedicated Bed Inventory unless the project has a subset of the DedicatedPLUS beds that are dedicated per the definitions below.		
7	Beds dedicated to chronically homeless (CH) Veterans	None	[Integer]	The number of beds that are dedicated to house chronically homeless veterans and their household members.
8	Beds dedicated to youth Veterans	None	[Integer]	The number of beds that are dedicated to house homeless youth (persons up to age 24) veterans and their household members.
9	Beds dedicated to any other Veterans	None	[Integer]	The number of beds that are dedicated to house non-CH and non-youth veterans and their household members.
10	Beds dedicated to chronically homeless youth	None	[Integer]	The number of beds that are dedicated to house chronically homeless youth (persons up to age 24) and their household members.
11	Beds dedicated any other youth	None	[Integer]	The number of beds that are dedicated to house non-CH and non-veteran homeless youth (persons up to age 24) and their household members.

Field Number	Field Name	Dependency	Response Category/ Data Type	Descriptions
12	Beds dedicated to any other chronically homeless	None	[Integer]	Beds dedicated to non-youth, non-Veteran chronically homeless. The number of beds that are dedicated to house chronically homeless persons and their household members.
13	Non-dedicated beds	None	[Integer]	All other (non-dedicated) beds not already accounted for in fields 7-12. The number of non-dedicated to CH, youth or veteran beds used to house homeless persons and their household members.
14	Total Bed Inventory	None	The sum total of the [integers] from fields 7 through 13 [Integer]	The 'Bed Inventory' is a count of the total number of beds available for occupancy as of the ‘Inventory Start Date.' The number of beds is generally equivalent to the number of persons a lodging project can house on a given night and, for Emergency Shelters, should be counted distinctly for each combination of 'Bed Type' and 'Availability.' For projects that serve multiple household types, but where a precise number of beds are not designated exclusively for a particular type of household, the total number of beds may be distributed among the household types served by the project using one of the following methodologies:

Field Number	Field Name	Dependency	Response Category/ Data Type	Descriptions
				• 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).

Field Number	Field Name	Dependency	Response Category/ Data Type	Descriptions
				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.
15	Total Unit Inventory	None	[Integer]	The 'Unit Inventory' is a count of the total number of units available for occupancy as of the 'Inventory Start 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.

2.07 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point
All Residential projects	All Funders, All Program Components	• Emergency Shelter • Transitional Housing • PH - Permanent Supportive Housing • Safe Haven • PH - Housing Only • PH - Housing with Services • PH - Rapid Re-Housing	<Inventory>	Inventory	Record Creation, Occurrence, Update

3. UNIVERSAL DATA ELEMENTS

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

3.01 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 and Coordinated Entry projects may record a project entry with limited information about the client and improve on the accuracy and completeness of client data over time by editing data in an HMIS as they engage the client. The initial entry may be as basic as the project entry date, a “made-up” name (e.g., “Redhat Tenthstreetbridge”) that would be identifiable for retrieval by the worker in the system. Over time, the data must be edited for accuracy (e.g. replacing “Redhat” with “Robert”) as the worker learns that detail.

System Logic and Other System Issues: Associated project users must be able to edit data to correct errors or reflect changes in client responses. Systems may elect to utilize an extra field(s) for alias or "preferred names" or for notes on name changes.

FY2020 Revision Summary: Renumbered from 3.1 to 3.01.

3.01 Data Element Fields and Responses:

Field Number	Field Name	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 instead of Jim)
2	Middle	None	[Text]	

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
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	

3.01 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point	Relationship to Enrollment ID	Relationship to Personal ID
All Clients	All Funders, All Program Components	All HMIS Project Types	<Client><...>	Client	Record creation	N/A	One *Name* record per client

3.02 Social Security Number

Rationale: To support the unique identification of each person served.

Where data are shared across projects, the Social Security Number (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.

System Logic and Other System Issues: System stores collected nine-digit SSN in one field and the appropriate SSN data quality in another. Associated project users must be able to edit data to correct errors or reflect changes in client responses.

The HMIS may include hyphens or other punctuation within the SSN to improve readability, but the SSN must be exportable as a single alphanumeric field containing a maximum of nine characters and no punctuation.

HMIS solutions may designate special non-numeric characters (e.g., the letter x) to indicate missing digits and otherwise devise methodologies to allow entry and effective matching of partial SSNs. Because missing digits may appear in any one of the nine placeholders, it is critical for the system to have a mechanism to indicate which digits were missing when entering partial SSNs, an alphabetic character must be interpreted as a placeholder.

The HMIS may elect to add an additional field, in a manner defined by the system, for clients who do not have an SSN to facilitate merging duplicated records.

FY2020 Revision Summary: Renumbered from 3.2 to 3.02.

3.02 Data Element Fields and Responses:

Field Number	Field Name	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	

3.02 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point	Relationship to Enrollment ID	Relationship to Personal ID
All Clients	All Funders, All Program Components	All HMIS Project Types	<Client><...>	Client	Record creation	N/A	One *Social Security Number* per client

3.03 Date of Birth

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

Data Collection Instruction: 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.' If the client is able to provide their birth year, but refuses to provide their birth day and month, record an approximate date as indicated above and indicate that the response is 'Approximate or partial.' Select 'Client refused' when a client refuses to provide their birth year. 'Client doesn't know,' 'Client refused,' and 'Data not collected' are explanations for missing DOB data. None of these three responses are valid in conjunction with a valid or approximated date entered in 'Date of Birth.'

System Logic and Other System Issues: System stores collected DOB in one field and the appropriate DOB data quality type in another. Associated project users must be able to edit data to correct errors or reflect changes in client responses. One date format field for birth dates should be created in the HMIS database. Date of birth must be exportable in the [date field] format.

FY2020 Revision Summary: Renumbered from 3.3 to 3.03

3.03 Data Element Fields and Responses:

Field Number	Field Name	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 provide their full or exact date of birth but is able to provide their age within one year.
			8	Client doesn't know	Use 'Client doesn't know' rather than 'Approximate or partial DOB reported' if the client did not know their date of birth within one year.
			9	Client refused	Use 'Client refused' rather than 'Approximate or partial DOB reported' if the client refused to provide their date of birth or their age for staff to approximate.
			99	Data not collected	

3.03 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point	Relationship to Enrollment ID	Relationship to Personal ID
All Clients	All Funders, All Program Components	All HMIS Project Types	<Client><...>	Client	Record creation	N/A	One *Date of Birth* per client

3.04 Race

Rationale: To indicate clients' self-identification of one or more of five different racial categories. Supports system planning, and 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 *3.05 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 their 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.

System Logic and Other System Issues: Associated project users must be able to edit data to correct errors or reflect changes in client responses.

The HMIS must accommodate the recording of up to five race response categories per client, except ‘Client doesn't know,’ ‘Client refused,’ and ‘Data not collected.’ These are not races; they are explanations for missing race data. None of these three responses are valid in conjunction with any other response.

FY2020 Revision Summary: Renumbered from 3.4 to 3.04.

3.04 Data Element Fields and Responses:

Field Number	Field Name	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	

3.04 Specifications:

Data Collected About	Funder/ Program Component	Project Type Applicability	XML	CSV	Collection Point	Relationship to Enrollment ID	Relationship to Personal ID
All Clients	All Funders, All Program Components	All HMIS Project Types	<Client><Race>	Client	Record creation	N/A	One *Race* record per Client

3.05 Ethnicity

Rationale: To indicate clients who do and do not identify themselves as Hispanic or Latino. Supports system planning, and 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 3.04 *Race*.

System Logic and Other System Issues: Associated project users must be able to edit data to correct errors or reflect changes in client responses.

FY2020 Revision Summary: Renumbered from 3.5 to 3.05.

3.05 Data Element Fields and Responses:

Field Number	Field Name	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.

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
			8	Client doesn't know	
			9	Client refused	
			99	Data not collected	

3.05 Specifications:

Data Collected About	Funder/ Program Component	Project Type Applicability	XML	CSV	Collection Point	Relationship to Enrollment ID	Relationship to Personal ID
All Clients	All Funders, All Program Components	All HMIS Project Types	<Client><Ethnicity>	Client	Record creation	N/A	One *Ethnicity* record per Client

3.06 Gender

Rationale: To indicate whether clients *self-identify* as male, female, transgender female, transgender male, or gender non-conforming. Supports system planning, and 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 or female.

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.

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.

If a client does not understand what Transgender Female and Transgender Male mean, the definitions below can be provided. The availability of these options is not intended to indicate that transgender individuals are expected to disclose their status; they are merely provided as additional options in case they are better suited a client's preferred terminology, needs, or situation.

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 record 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, or he would simply prefer to identify as male, then the staff person would select 'male' instead of 'transgender female to male.' Staff can still note in a confidential case management file an individual's transgender status if it is appropriate and necessary to the provision of services.

System Logic and Other System Issues: Associated project users must be able to edit data to correct errors or reflect changes in client responses.

FY2020 Revision Summary: Renumbered from 3.6 to 3.06.

3.06 Data Element Fields and Responses:

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
1	Gender	None	0	Female	Clients who live or identify as women
			1	Male	Clients who live or identify as men
			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 identify as non-binary or who otherwise do not identify exclusively as male or female or trans female or trans male.
			8	Client doesn't know	
			9	Client refused	
			99	Data not collected	

3.06 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point	Relationship to Enrollment ID	Relationship to Personal ID
All Clients	All Funders, All Program Components	All HMIS Project Types	<Client><...>	Client	Record creation	N/A	One *Gender* record per Client

3.07 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 while enrolled; or
- Update the client record at the time the client turns 18.

System Logic and Other System Issues: Associated project users must be able to correct errors, reflect changes in client response or status, or to enter a response for a client who has turned 18. Users are not required to ask clients under 18 about veteran status; this does not mean that systems are required to hide or exclude this data element from data entry forms. Associated project users may enter ‘No’ for any client under 18. Systems may be programmed to automatically create a response for clients who turn 18 while enrolled; the auto-generated response should be 'No.'

FY2020 Revision Summary: Renumbered from 3.7 to 3.07.

3.07 Data Element Fields and Responses:

Field Number	Field Name	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. This includes individuals who attended training but were discharged before reporting to a duty station, and Reservists or National Guard who were never activated or deployed.
			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	

3.07 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point	Relationship to Enrollment ID	Relationship to Personal ID
All Clients	All Funders, All Program Components	All HMIS Project Types	<Client> <Veteran Status>	Client	Record creation	N/A	One *Veteran Status* per adult client

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

3.08 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 the client reports that they have a disabling condition, enter 'Yes.' Only projects that receive funding with eligibility criteria that require documentation of the disabling condition should require documentation for enrollment, consistent with those funding requirements.

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.** For any given enrollment, there should be one and only one *Disabling Condition* response to choose from for reporting purposes and the answer should always be reflective of the most current disabling condition available (even if the disabling condition onset was after the *Project Start Date* for the enrollment).

Sharing information about a client's disabling condition between agencies should be handled consistent with the continuum's policies and procedures.

In addition, a client indicating the following sources of *Income* (data element 4.02) 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.

System Logic and Other System Issues: *Disabling Condition* may either be entered by the user independently of any other special need field (4.05 - 4.10), or data in this field may be auto-populated based on the responses to ‘ability to live independently’ for 4.05, 4.07, 4.09 or 4.10 or an answer of ‘Yes’ to 4.06 or 4.08.

If the system auto-populates *Disabling Condition*, a user must be able to override a system-generated ‘No’ with ‘Yes.’ Further, if *Disabling Condition* is auto-populated with ‘Yes’ based solely on a qualifying record for data elements 4.05 - 4.10 (i.e., the user-entered response to *Disabling Condition* was something other than ‘Yes’ but was changed to ‘Yes’ by the system due to an answer in the special needs fields (4.05-4.10)) and the special needs record is later deleted or edited such that it doesn’t meet the criteria for Disabling Condition, the auto-populated ‘Yes’ response must revert to the user’s original response.

Regardless of the response to this data element, if a client has a Physical Disability, Chronic Health Condition, Mental Health Problem, and/or Substance Abuse issue (data elements 4.05, 4.07, 4.09, 4.10) that meets the criteria for a disabling condition (Dependent Field A = ‘Yes’), OR 4.06 Developmental Disability or 4.08 HIV/AIDS = ‘Yes,’ reporting should always count the client as having a *Disabling Condition*.

FY2020 Revision Summary: Renumbered from 3.8 to 3.08. Clarification in System Logic for auto-calculating *Disabling Condition* based on 4.06 *Developmental Disability* and 4.08 *HIV/AIDS.*

3.08 Data Element Fields and Responses:

<table>
<tr><th>Field Number</th><th>Field Name</th><th>Dependency</th><th colspan="2">Response Category/ Data Type</th><th>Descriptions</th></tr>
<tr><td rowspan="5">1</td><td rowspan="5">Disabling Condition</td><td rowspan="5">None</td><td>0</td><td>No</td><td></td></tr>
<tr><td>1</td><td>Yes</td><td>One or more of the following:
A physical, mental, or emotional impairment, including an impairment caused by alcohol or drug abuse, post-traumatic stress disorder, or brain injury that:
Is expected to be long-continuing or of indefinite duration;
Substantially impedes the individual's ability to live independently; and
Could be improved by the provision of more suitable housing conditions.
A developmental disability, as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (42 U.S.C. 15002).
The disease of acquired immunodeficiency syndrome (AIDS) or any condition arising from the etiologic agency for acquired immunodeficiency syndrome (HIV).
A veteran who is disabled by an injury or illness that was incurred or aggravated during active military service and whose disability meets the disability definition defined in Section 223 of the social security act.</td></tr>
<tr><td>8</td><td>Client doesn't know</td><td></td></tr>
<tr><td>9</td><td>Client refused</td><td></td></tr>
<tr><td>99</td><td>Data not collected</td><td></td></tr>
</table>

3.08 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point	Relationship to Enrollment ID	Relationship to Personal ID
All Clients	All Funders, All Program Components	All HMIS Project Types	<Enrollment><DisablingCondition>	Enrollment	Project Start (*and edit as necessary to reflect new information*)	No more than One *Disabling Condition* per Enrollment	One or more *Disabling Condition* per Client

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. 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, including those in RRH projects.

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

System Logic and Other System Issues: The *Project Start Date* must be exportable in the [date field] format.

FY2020 Revision Summary: None.

3.10 Data Element Fields and Responses:

Field Number	Field Name	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 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 Entry**): Date the client first began working with the project and generally received the first provision of service.

3.10 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point	Relationship to Enrollment ID	Relationship to Personal ID
All Clients	All Funders, All Program Components	All HMIS Project Types	<Enrollment><EntryDate>	Enrollment	Project Start	No more than One *Project Start Date* per Enrollment	One or more *Project Start Date* per Client

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 participating in the project. For example, if a person checked into an overnight shelter on January 30, 2019, stayed overnight and left in the morning, the exit date for that shelter stay would be January 31, 2019.

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 length of time and there are no recorded contacts. The CoC **must** be involved in the determination of "extended length of time" and to which projects the solution is to be applied.

In addition, the client may be exited upon entering another project type, finding housing, engaging with another outreach project, or passing away. In those cases, the client would be exited as of the date of the last contact recorded in 4.12 *Current Living Situation*.

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 described above, appropriate to the project type.

System Logic and Other System Issues: The Project Exit Date must be exportable in the [date field] format.

FY2020 Revision Summary: None.

3.11 Data Element Fields and Responses:

Field Number	Field Name	Dependency	Response Category/ Data Type	Descriptions
1	Project Exit Date	None	[Date]	Site-based 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. Tenant-based Permanent Housing projects: The last day the client receives rental assistance or supportive services (RRH) or is provided rental assistance (tenant-based PSH, transition-in-place, or other permanent housing) Non-residential projects: the last day a service was provided or the last date of a period of ongoing service.

3.11 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point	Relationship to Enrollment ID	Relationship to Personal ID
All Clients	All Funders, All Program Components	All HMIS Project Types	<Exit><ExitDate>	Exit	Project Exit	Zero or One *Project Exit Date* per Enrollment	Zero or more *Project Exit Date* per Client

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 (Emergency Shelter, Transitional Housing, Safe Haven, project-based Permanent Supportive Housing), record where the client is expected to move immediately after leaving. For projects where a client is not expected to relocate upon exit (Homelessness Prevention, Rapid Re-housing, transition in place, or 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 during their project enrollment or 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 to help them maintain the housing, 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. If a client is moving into a situation that cannot be accounted for by the guidance provided, please submit an HMIS Ask-A-Question on the HUD Exchange with the specific circumstances. HUD and other federal partners can assist in appropriate categorization.

Note that the client's *Destination* is about where they are staying, not necessarily about why they are staying there. The destination will depend on the specifics of the situation, but it is important to select a destination response that reflects the true nature of the situation. For example, clients that are exiting to school, to the military, or to certain employment opportunities may have different responses for *Destination* depending on the specifics. If the client is moving into a dorm or 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.

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

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

System Logic and Other System Issues: Display using the same screen order as indicated in the Living Situation Option list below.

FY2020 Revision Summary: Assigned to the same Living Situation list as *Prior Living Situation* and *Current Living Situation.* Responses updated.

3.12 Data Element Fields and Responses:

Field Number	Field Name	Dependency	Response Category/ Data Type	Descriptions
1	Destination	None	See Appendix A for complete list of Living Situation Responses and Destinations	
A	*If Other for "Living Situation"* Please Specify	Field 1 Response 17	Text	

3.12 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point	Relationship to Enrollment ID	Relationship to Personal ID
All Clients	All Funders, All Program Components	All HMIS Project Types	<Exit><...>	Exit	Project Exit	Zero or One *Destination* per Enrollment	Zero or more *Destination* per Client

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 must be one head of household for each enrollment and there cannot be more than one head of household for any given enrollment.

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

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.

Where two or more people under age 18 present at a project together (where none of the people presenting are the child of the client being served by a project), each person should be entered as their own record in their own household. It is important to create separate records for people under 18 who present together to better understand homelessness among youth.

Entering them separately is not permitted to be a barrier to or impact the receipt of future interventions.

System Logic and Other System Issues: It is expected that both the Head of Household and the household member are always in the database together in the same household at a particular project. The system must allow for the Head of Household to leave the household and have the household maintain the same Household ID while assigning a new Head of Household. The system must allow for persons to enter or exit the household without having to complete a full program exit and new project start of the entire household.

FY2020 Revision Summary: None.

3.15 Data Element Fields and Responses:

Field Number	Field Name	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)	

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
			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.

3.15 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point	Relationship to Enrollment ID	Relationship to Personal ID
All Clients	All Funders, All Program Components	All HMIS Project Types	<Enrollment><RelationshiptoHOH>	Enrollment	Project Start	No more than one *Relationship to Head of Household* per Enrollment	One or more *Relationship to Head of Household* per Client

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. For more information about setting up projects that operate in multiple CoCs, please refer to Section 1.2 Introduction to Project Descriptor Data Elements.

Data Collection Instruction: Select or enter the CoC code assigned to the geographic area for the project site where the head of household is being served.

'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 any time a client moves to a project location in 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.

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

System must allow for updated information collection if change occurs because a client has moved to another project location and must record the date the information was collected as 'Information Date' with a data collection stage of 'Project Update.' System must retain all updates for historical purposes.

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

Household members' location data must change based on the HOH identified *Client Location*.

FY2020 Revision Summary: None.

3.16 Data Element Fields and Responses:

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

3.16 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point	Relationship to Enrollment ID	Relationship to Personal ID
Head Of Household Only	All Funders, All Program Components	All HMIS Project Types	<Enrollment><EnrollmentCoC>	EnrollmentCoC	Project Start, Update	One or more *Client Location* per Enrollment	One or more *Client Location* per Client

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 have already moved into permanent housing from 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.

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.

In the event that the client vacates a housing situation and the project stops paying rental assistance, staff should exit the client from the project with an accurate *Project Exit Date* and *Destination* and create a new *Project Start Date* in a second enrollment for the client on the same or following day. The project would continue working with the client until a new unit is found, at which point a new housing move-in date would be recorded on the second project record. This will ensure that the client's history of housing is preserved.

If the client moves directly from one unit into another unit, with no days of homelessness in between, it would not be necessary to exit and re-enter them, because their housing move-in date would still accurately reflect the day they entered permanent housing according to that enrollment record.

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

System Logic and Other System Issues: *Housing Move-in Date* must be between the *Project Start Date* and *Project Exit Date*. It may be the same as the *Project Start Date* if the client moves into housing on the date they were accepted into the program (or was already in housing when they entered the project, e.g. due to a project transfer). There can be no more than one *Housing Move-in Date* per enrollment. Once a *Housing Move-in Date* has been recorded for an enrollment, it should not be removed from the client's record, even if they subsequently lose that housing situation. Users must be able to edit data to correct errors.

FY2020 Revision Summary: None.

3.20 Data Element Fields and Responses:

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

3.20 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point	Relationship to Enrollment ID	Relationship to Personal ID
Head Of Household Only	All Funders, All Permanent Housing Components	3 - PH - Permanent Supportive Housing 9 - PH - Housing Only 10 - PH - Housing with Services 13 - PH - Rapid Re-Housing	<ResidentialMoveInDate>	Enrollment	Occurrence	Zero or One *Housing Move-In Date* per Enrollment	One or more *Housing Move-In Date* per Client

3.917 Prior 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 at various points of enrollment (i.e. at the point of project entry, at a point during a project enrollment, or at any point over the course of a specified reporting period).

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 at that point in time, 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 expected to spend time with clients' HMIS records and files to gather 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.

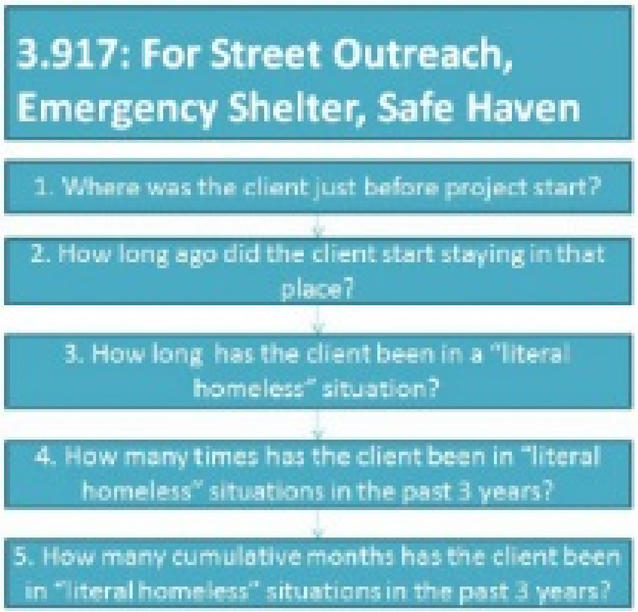
Note that this data element does not constitute third-party documentation of chronic homelessness for projects that require such documentation (HMIS reports of actual enrollments in ES, SH, or SO projects may be used to meet third-party documentation requirements).

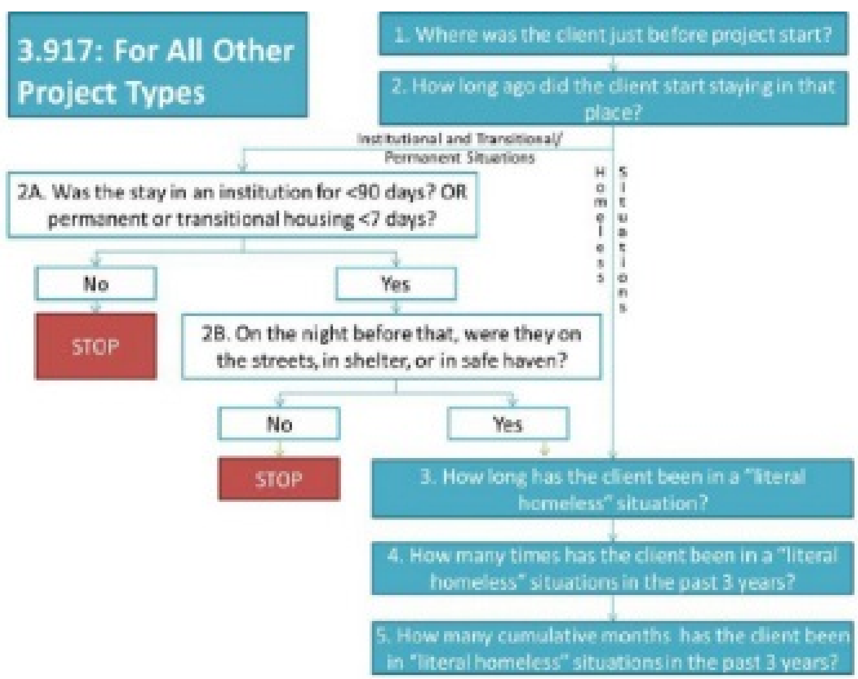
The responses are intended to reflect from the client's last living situation *immediately* prior to the *Project Start Date*. For projects that do not provide lodging, the 'prior' living situation may be the same as the client's current living situation.

1. Select the 'Type of Residence' from the Living Situation Option List that *most closely matches* where the client was living prior to project start. Adult members of the same household may have different prior living situations.
2. Record the length of time the client was residing in their previous place of stay.
    a. (3.917B) If the client is entering Transitional Housing, any form of Permanent Housing including Permanent Supportive Housing and Rapid Re-Housing, Services Only, Other, Day Shelter, Homelessness Prevention, and Coordinated Entry from an institutional setting:
        i. Indicate if the client was in the institution for less than 90 days and if so, indicate if the client's living situation immediately prior to entering the institution was on the streets, in an emergency shelter or a safe haven.
        ii. If 'Yes' to both, proceed to step 3. If 'No' to either, stop collecting data for this element.
    b. (3.917B) If the client is entering Transitional Housing, any form of Permanent Housing including Permanent Supportive Housing and Rapid Re-Housing, Services Only, Other, Day Shelter, Homelessness Prevention, and Coordinated Entry from any type of temporary, permanent, or other situation:
        i. Indicate if the client was in the temporary, permanent, or other situation for less than 7 nights and if so, indicate if their living situation immediately prior to entering the temporary, permanent, or other situation was on the streets, in an emergency shelter or a safe haven.
        ii. If 'Yes' to both, proceed to step 3. If 'No' to either, stop.
    c. If the client is entering Emergency Shelter, Safe Haven, or Street Outreach, proceed to step 3.
3. Record the actual or approximate date this 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.





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

FY2020 Revision Summary: Renamed to 'Prior Living Situation' and assigned to the same Living Situation List as *Destination* and *Current Living Situation.*

3.917 Data Element Fields and Responses:

Field Number	Field Name	Dependency	Response Category, Data Type, Descriptions		
1	Living Situation	None	See Appendix A – Living Situation Option List		
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 move 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	

Field Number	Field Name	Dependency	Response Category, Data Type, Descriptions		
			5	One year or longer	
			8	Client doesn't know	
			9	Client refused	
			99	Data not collected	
A	Did the client stay less than 90 days?	*2.02 Project Type* is not 1, 4, or 8, and *3.917 Prior Living Situation* Field 1 is any 'Institutional Response'	0	No	90 days or more in an institutional setting is considered a "break" according to the definition of chronic homelessness; stop data collection for *3.917 Prior Living Situation.*
			1	Yes	Ask Field C
B	Did the client stay less than 7 nights?	*2.02 Project Type* is not 1, 4, or 8, and *3.917 Prior Living Situation* Field 1 is any 'Temporary, Permanent, or Other' Situation Response	0	No	7 nights or more in transitional or permanent housing situations is considered a "break" according to the definition of chronic homelessness; stop data collection for *3.917 Prior Living Situation.*
			1	Yes	Ask Field C
C	On the night before, did the client stay on the streets, ES or SH?	*2.02 Project Type* is not 1, 4, or 8, and *3.917 Prior Living Situation* Field A or B, Response 1	0	No	Stop data collection for *3.917 Prior Living Situation.*
			1	Yes	"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. If 'Yes' to both Fields A and C or Fields B and C, proceed to Field 3. Otherwise, stop data collection for *3.917 Living Situation.*

Field Number	Field Name	Dependency	Response Category, Data Type, Descriptions		
3	Date homelessness 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. Remember that "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. 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 years.	None	1	One time	Remember that "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. 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	

Field Number	Field Name	Dependency	Response Category, Data Type, Descriptions		
			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 years	None	101	One month (this time is the first month)	Remember that "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. Count the cumulative number of months in which a person was on the streets, in an ES, or SH in the last 3 years, including stays in an institution less than 90 days or in permanent or transitional housing less than 7 days. 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 through 112	[Integers 2 through 12]	
			113	More than 12 months	
			8	Client doesn't know	

Field Number	Field Name	Dependency	Response Category, Data Type, Descriptions		
			9	Client refused	
			99	Data not collected	

3.917 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point	Relationship to Enrollment ID	Relationship to Personal ID
Head of Household and Other Adults	All Funders, All Program Components	All HMIS Project Types	<Enrollment> <...>	Enrollment	Project Start	One *Prior Living Situation* per Enrollment	One or more *Prior Living Situation* per Client

4. PROGRAM SPECIFIC DATA ELEMENTS

Common Program Specific Data Elements

4.02 Income and Sources

Rationale: To determine whether households are accessing all income sources for which they are eligible at the time of project start and to allow for analyzing changes in 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 record keeping purposes, clients are not required to provide documentation of income or benefits. Requiring documentation of income and benefits when it is not a funder's requirement unnecessarily slows down the process for assisting people to exit homelessness.

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

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

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

Student financial aid is not to be considered income unless the financial aid includes a cash stipend. The source for such income would be considered ‘Other,’ and the source can be described in a text field. 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.

System Logic and Other System Issues: The system must record the appropriate data collection stage for each record of this data element. Systems must allow users to create 'update' records to document changes between required collection points. Allow corrections for data entry errors at all stages. Data for the fields of this element should be logically consistent. It is recommended that the HMIS is programmed to enforce these rules or to notify users when inconsistent data has been entered.

- If there is a ‘Yes’ response to 'Income from Any Source' then at least one source of income must be identified.
- If a source is identified, then a 'Monthly Amount' must be entered.
- If a 'Monthly Amount' is entered for any source, then a 'Total Monthly Income' amount is required
- If there is a ‘No’ response to 'Income from Any Source' then the HMIS must automatically record all sources as ‘No’ and leave dollar amounts null of $0.00.

To reduce data collection and reporting burden: 1) Systems are encouraged to auto-calculate total monthly income to avoid mathematical errors and reduce data collection (generate a $0.00 for total monthly income if 'Income from Any Source' = ‘No’); and 2) If a client report receiving income, an HMIS may be designed such that projects only need to directly enter ‘Yes’ for the income source the client receives and have the HMIS automatically generate a ‘No’ response for the other income sources.

The HMIS may facilitate data accuracy by automatically changing a ‘No’ in 'Income from Any Source' to a ’Yes’ if source(s) and dollar amount(s) are indicated. Updates are required for persons aging into adulthood.

FY2020 Revision Summary: Renumbered element from 4.2 to 4.02.

4.02 Data Element Fields and Responses:

Field Number	Field Name	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 4, Response	[Currency/decimal]		
5	Supplemental Security Income (SSI)	None	0	No	
			1	Yes	
C	Monthly Amount	Field 5, Response 1	[Currency/decimal]		
6	Social Security Disability Insurance (SSDI)	None	0	No	
			1	Yes	
D	Monthly Amount	Field 6, 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

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
E	Monthly Amount	Field 7, 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 8, Response 1	[Currency/decimal]		
9	Private disability insurance	None	0	No	
			1	Yes	
G	Monthly Amount	Field 9, Response 1	[Currency/decimal]		
10	Worker's Compensation	None	0	No	
			1	Yes	
H	Monthly Amount	Field 10, Response 1	[Currency/decimal]		
11	Temporary Assistance for Needy Families (TANF) [or use local name]	None	0	No	
			1	Yes	
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

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
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	None	[Currency/decimal]		

4.02 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point	Relationship to Enrollment ID	Relationship to Personal ID
HOH and Other Adults	HUD:CoC - collection required for all components except SSO-Coordinated Entry HUD:ESG - all components except ES-nbn HUD:HOPWA HUD:HUD-VASH – Collection required for HUD/VASH-OTH HUD:PFS - all PH projects HUD:RHSAP HHS:PATH HHS:RHY - collection required only for MGH, TLP and Demo VA:SSVF - collection required only for RRH & HP VA:GPD VA: CRS VA: Community Contract Safe Haven	All HMIS Project Types	<IncomeAndSources>	IncomeBenefits	Project Start, Update, Annual Assessment, Project Exit	One or more *Income and Sources* record per Enrollment	One or more *Income and Sources* record per Client

4.03 Non-Cash Benefits

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

Data Collection Instruction: 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.

System Logic and Other System Issues: The system must record the appropriate data collection stage for each record of this data element. Systems must allow users to create 'update' records to document changes between required collection points. Allow corrections for data entry errors at all stages. Data for the fields of this element should be logically consistent. It is recommended that the HMIS is programmed to enforce these rules or to notify users when inconsistent data has been entered.

- If there is a ‘Yes’ response to 'Non-Cash Benefits from Any Source' then at least one source of non-cash benefit must be identified.

- If there is a ‘No’ Response to 'Non-Cash Benefits from Any Source' then the HMIS must automatically record all sources as ‘No.’

To reduce data collection and reporting burden, if a client reports receiving non-cash benefits, an HMIS may be designed such that projects only need to directly enter ’Yes’ for the benefit source the client receives and have the HMIS automatically generate a ’No’ response for the other benefit sources.

The HMIS may facilitate data accuracy by automatically changing a ’No’ in 'Non-Cash Benefits from Any Source' to a ’Yes’ if source(s) are indicated. Updates are required for persons aging into adulthood. Non-cash benefits may be entered into more detailed categories as long as these categories can be aggregated into the above-stated non-cash benefits.

FY2020 Revision Summary: Corrected field response numbers for 'Other Source' (from 9 to 8). Renumbered element from 4.3 to 4.03.

4.03 Data Element Fields and Responses:

Field Number	Field Name	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	

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
6	TANF transportation services (or use local name)	None	0	No	
			1	Yes	
7	Other TANF-funded services	None	0	No	
			1	Yes	
8	Other source	None	0	No	
			1	Yes	
A	Specify source	Field 8; Response 1	[Text]		

4.03 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point	Relationship to Enrollment ID	Relationship to Personal ID
HOH and Other Adults	HUD:CoC - collection required for all components except SSO-Coordinated Entry HUD:ESG - all components except ES-nbn HUD:HOPWA HUD:HUD-VASH– Collection required for HUD/VASH-OTH HUD:PFS - all PH projects HUD:RHSAP HHS:PATH HHS:RHY - collection required only for BCP (HP & ES), MGH, TLP and Demo VA:SSVF - collection required only for RRH & HP VA:GPD VA: CRS VA: Community Contract Safe Haven	All HMIS [Project Types]()	<NonCashBenefits>	IncomeBenefits	Project Start, Update, Annual Assessment, Project Exit	One or more *Non-Cash Benefits* record per Enrollment	One or more *Non-Cash Benefits* record per Client

4.04 Health Insurance

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

Data Collection Instruction: 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).

System Logic and Other System Issues: The system must record the appropriate data collection stage for each record of this data element. Systems must allow users to create 'update' records to document changes between required collection points. Allow corrections for data entry errors at all stages. Data for the fields of this element should be logically consistent. It is recommended that the HMIS is programmed to enforce these rules or to notify users when inconsistent data has been entered.

- If there is a 'Yes' response to 'Covered by Health Insurance' then at least one source of health insurance must be identified.
- If there is a 'No' response to 'Covered by Health Insurance' then the HMIS must automatically record all sources as 'No.'

To reduce data collection and reporting burden, if a client reports 'Covered by Health Insurance' as a 'Yes' an HMIS may be designed such that projects only need to directly enter 'Yes' for the health insurance the client is covered by and have the HMIS automatically generate a 'No' response for the other health insurance sources.

The HMIS may facilitate data accuracy by automatically changing a 'No' in 'Covered by Health Insurance' to a 'Yes' if source(s) are indicated. Updates are required for persons aging into adulthood.

FY2020 Revision Summary: Renumbered element from 4.4 to 4.04.

4.04 Data Element Fields and Responses:

Field Number	Field Name	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	

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
			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	
12A	Specify Source	Field 12; Response 1	[Text]		
A	Reason (HOPWA ONLY)	If "No" for each of the Insurance sources	1	Applied; decision pending	

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
			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	

4.04 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point	Relationship to Enrollment ID	Relationship to Personal ID
All Clients	HUD:CoC - collection required for all components except SSO-Coordinated Entry HUD:ESG - all components except ES-nbn HUD:HOPWA HUD:HUD-VASH– Collection required for HUD/VASH-OTH HUD:PFS HUD:RHSAP HHS:PATH HHS:RHY VA:SSVF - collection required only for RRH & HP VA:GPD VA: CRS VA: Community Contract Safe Haven	All HMIS Project Types	<HealthInsurance>	IncomeBenefits	Project Start, Update, Annual Assessment, Project Exit	One or more *Covered by Health Insurance* record per Enrollment	One or more *Covered by Health Insurance* record per Client

4.05 Physical Disability

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 and substantially impair the client's ability to live independently (applicable to 4.05, 4.07, 4.09, and 4.10 only).

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 disability status changes. 'Information Date' for those records must reflect the date of project start, update, and the date of project exit, respectively. If a client's disability status was recorded incorrectly at entry, update, or exit, correct the existing record rather than creating a new update record.

Unless the project funder requires documentation for record keeping purposes, clients are not required to provide documentation of the disability, nor does entering the information in the HMIS constitute a “diagnosis” by the 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 3.08 *Disabling Condition* should also be ‘Yes’ whether by manual data entry, or in some systems, automatic population. It is acceptable for a client to answer 'Yes' to having a 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 does not indicate a *Disabling Condition* according to the universal data element 3.08.

For residential homeless assistance programs, client intake as part of the program admission process must be separated from the collection of disability information 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.

System Logic and Other System Issues: The system must record the appropriate data collection stage for each record of this data element. Systems must allow users to create 'update' records to document changes between required collection points. Allow corrections for data entry errors at all stages. System may choose to only display dependent questions if user selects the appropriate response.

FY2020 Revision Summary: Renumbered from 4.5 to 4.05.

4.05 Data Element Fields and Responses:

Field Number	Field Name	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	

4.05 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point	Relationship to Enrollment ID	Relationship to Personal ID
All Clients	HUD:CoC - collection required for all components except SSO-Coordinated Entry HUD:ESG HUD:HOPWA HUD:HUD-VASH– Collection required for HUD/VASH-OTH HUD:PFS HUD:RHSAP HHS:PATH HHS:RHY VA:GPD VA: CRS VA: Community Contract Safe Haven	All HMIS Project Types	<Disabilities>	Disabilities	Project Start, Update, Project Exit	One or more *Physical Disability* record per Enrollment	One or more *Physical Disability* record per Client

4.06 Developmental Disability

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 if each client has the indicated disability.

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 disability status changes. 'Information Date' for those records must reflect the date of project start, update, and the date of project exit, respectively. If a client's disability status was recorded incorrectly at entry, update, or exit, correct the existing record rather than creating a new update record.

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

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

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

System Logic and Other System Issues: The system must record the appropriate data collection stage for each record of this data element. Systems must allow users to create 'update' records to document changes between required collection points. Allow corrections for data entry errors at all stages. System may choose to only display dependent questions if user selects the appropriate response.

FY2020 Revision Summary: Renumbered from 4.6 to 4.06. Removed dependent field "Substantially impedes the individual's ability to live independently" because the presence of this condition in and of itself conforms to this designation.

4.06 Data Element Fields and Responses:

Field Number	Field Name	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.

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
			8	Client doesn't know	
			9	Client refused	
			99	Data not collected	

4.06 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point	Relationship to Enrollment ID	Relationship to Personal ID
All Clients	HUD:CoC - collection required for all components except SSO-Coordinated Entry HUD:ESG HUD:HOPWA HUD:HUD-VASH– Collection required for HUD/VASH-OTH HUD:PFS HUD:RHSAP HHS:PATH HHS:RHY VA:GPD VA: CRS VA: Community Contract Safe Haven	All HMIS Project Types	<Disabilities>	Disabilities	Project Start, Update, Project Exit	One or more *Developmental Disability* record per Enrollment	One or more *Developmental Disability* record per Client

4.07 Chronic Health Condition

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

Data Collection Instruction: In separate fields, indicate:

1. If each client has the indicated disability; and

2. If there is indication that the disability is expected to be of long-continued and indefinite duration and substantially impair the client's ability to live independently (applicable to 4.05, 4.07, 4.09, and 4.10 only).

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 disability status changes. 'Information Date' for those records must reflect the date of project start, update, and the date of project exit, respectively. If a client's disability status was recorded incorrectly at entry, update, or exit, correct the existing record rather than creating a new update record.

Unless the project funder requires documentation for record keeping purposes, clients are not required to provide documentation of the disability, nor does entering the information in the HMIS constitute a “diagnosis” by the 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 3.08 *Disabling Condition* should also be ‘Yes’ whether by manual data entry, or in some systems, automatic population. It is acceptable for a client to answer 'Yes' to having a 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 does not indicate a *Disabling Condition* according to the universal data element 3.08.

For residential homeless assistance programs, client intake as part of the program admission process must be separated from the collection of disability information 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.

System Logic and Other System Issues: The system must record the appropriate data collection stage for each record of this data element. Systems must allow users to create 'update' records to document changes between required collection points. Allow corrections for data entry errors at all stages. System may choose to only display dependent questions if user selects the appropriate response.

FY2020 Revision Summary: Renumbered from 4.7 to 4.07.

4.07 Data Element Fields and Responses:

Field Number	Field Name	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 three (3) months in duration and is either not curable or has residual effects that limit daily living and required adaptation in function or special assistance. Examples of chronic health conditions include, but are not limited to: heart disease (including coronary heart disease, angina, heart attack and any other kind of heart condition or disease); severe asthma; diabetes; arthritis-related conditions (including arthritis, rheumatoid arthritis, gout, lupus, or fibromyalgia); adult onset cognitive impairments (including traumatic brain injury, post-traumatic 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	

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
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	

4.07 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point	Relationship to Enrollment ID	Relationship to Personal ID
All Clients	HUD:CoC - collection required for all components except SSO-Coordinated Entry HUD:ESG HUD:HOPWA HUD:HUD-VASH– Collection required for HUD/VASH-OTH HUD:PFS HUD:RHSAP HHS:PATH HHS:RHY VA:GPD VA: CRS VA: Community Contract Safe Haven	All HMIS Project Types	<Disabilities>	Disabilities	Project Start, Update, Project Exit	One or more *Chronic Health Condition* record per Enrollment	One or more *Chronic Health Condition* record per Client

4.08 HIV/AIDS

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 if each client has the indicated disability.

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.

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 disability status changes. 'Information Date' for those records must reflect the date of project start, update, and the date of project exit, respectively. If a client's disability status was recorded incorrectly at entry, update, or exit, correct the existing record rather than creating a new update record.

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

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

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

System Logic and Other System Issues: The system must record the appropriate data collection stage for each record of this data element. Systems must allow users to create 'update' records to document changes between required collection points. Allow corrections for data entry errors at all stages. System may choose to only display dependent questions if user selects the appropriate response.

FY2020 Revision Summary: Renumbered from 4.8 to 4.08. Removed dependent field "Substantially impedes the individual's ability to live independently" because the presence of this condition in and of itself conforms to this designation.

4.08 Data Element Fields and Responses:

Field Number	Field Name	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	

4.08 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point	Relationship to Enrollment ID	Relationship to Personal ID
All Clients	HUD:CoC - collection required for all components except SSO-Coordinated Entry HUD:ESG HUD:HOPWA HUD:HUD-VASH– Collection required for HUD/VASH-OTH HUD:PFS HUD:RHSAP VA:GPD VA: CRS VA: Community Contract Safe Haven	All HMIS Project Types	<Disabilities>	Disabilities	Project Start, Update, Project Exit	One or more *HIV/AIDS* record per Enrollment	One or more *HIV/AIDS* record per Client

4.09 Mental Health Problem

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 and substantially impair the client's ability to live independently (applicable to 4.05, 4.07, 4.09, and 4.10 only).

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 disability status changes. 'Information Date' for those records must reflect the date of project start, update, and the date of project exit, respectively. If a client's disability status was recorded incorrectly at entry, update, or exit, correct the existing record rather than creating a new update record.

Unless the project funder requires documentation for record keeping purposes, clients are not required to provide documentation of the disability, nor does entering the information in the HMIS constitute a "diagnosis" by the 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 3.08 *Disabling Condition* should also be 'Yes' whether by manual data entry, or in some systems, automatic population. It is acceptable for a client to answer 'Yes' to having a 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 does not indicate a *Disabling Condition* according to the universal data element 3.08.

For residential homeless assistance programs, client intake as part of the program admission process must be separated from the collection of disability information 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.

System Logic and Other System Issues: The system must record the appropriate data collection stage for each record of this data element. Systems must allow users to create 'update' records to document changes between required collection points. Allow corrections for data entry errors at all stages. System may choose to only display dependent questions if user selects the appropriate response.

FY2020 Revision Summary: Renumbered from 4.9 to 4.09.

4.09 Data Element Fields and Responses:

Field Number	Field Name	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	For the purposes of these Data Standards, 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.
			8	Client doesn't know	
			9	Client refused	
			99	Data not collected	

4.09 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point	Relationship to Enrollment ID	Relationship to Personal ID
All Clients	HUD:CoC - collection required for all components except SSO-Coordinated Entry HUD:ESG HUD:HOPWA HUD:HUD-VASH– Collection required for HUD/VASH-OTH HUD:PFS HUD:RHSAP HHS:PATH HHS:RHY VA:GPD VA: CRS VA: Community Contract Safe Haven	All HMIS Project Types	<Disabilities>	Disabilities	Project Start, Update, Project Exit	One or more *Mental Health Problem* record per Enrollment	One or more *Mental Health Problem* record per Client

4.10 Substance Abuse

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 and substantially impair the client's ability to live independently (applicable to 4.05, 4.07, 4.09, and 4.10 only).

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 disability status changes. 'Information Date' for those records must reflect the date of project start, update, and the date of project exit, respectively. If a client's disability status was recorded incorrectly at entry, update, or exit, correct the existing record rather than creating a new update record.

Unless the project funder requires documentation for record keeping purposes, clients are not required to provide documentation of the disability, nor does entering the information in the HMIS constitute a “diagnosis” by the 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 3.08 *Disabling Condition* should also be ‘Yes’ whether by manual data entry, or in some systems, automatic population. It is acceptable for a client to answer 'Yes' to having a 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 does not indicate a *Disabling Condition* according to the universal data element 3.08.

For residential homeless assistance programs, client intake as part of the program admission process must be separated from the collection of disability information 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.

System Logic and Other System Issues: The system must record the appropriate data collection stage for each record of this data element. Systems must allow users to create 'update' records to document changes between required collection points. Allow corrections for data entry errors at all stages. System may choose to only display dependent questions if user selects the appropriate response.

FY2020 Revision Summary: None.

4.10 Data Element Fields and Responses:

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
1	Information Date	None	[Date]		The date the information was collected.
2	Substance Abuse Problem	None	0	No	

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
			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	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	

4.10 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point	Relationship to Enrollment ID	Relationship to Personal ID
All Clients	HUD:CoC - collection required for all components except SSO-Coordinated Entry HUD:ESG HUD:HOPWA HUD:HUD-VASH–Collection required for HUD/VASH-OTH HUD:PFS HUD:RHSAP HHS:PATH HHS:RHY VA:GPD VA: CRS VA: Community Contract Safe Haven	All HMIS Project Types	<Disabilities>	Disabilities	Project Start, Update, Project Exit	One or more *Substance Abuse* record per Enrollment	One or more *Substance Abuse* record per Client

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.'

System Logic and Other System Issues: The system must record the appropriate data collection stage for each record of this element. Systems must allow users to create 'update' records to document changes between required collection points. Allow corrections for data entry errors at all stages. HMIS may choose to only display dependent questions if user selects the appropriate response.

FY2020 Revision Summary: Funder: Program Components requiring data collection updated to include PATH: All components and VA: SSVF.

4.11 Data Element Fields and Responses:

Field Number	Field Name	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)	

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
			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	

4.11 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point	Relationship to Enrollment ID	Relationship to Personal ID
HOH and Other Adults	HUD:CoC - collection required for all components except SSO-Coordinated Entry HUD:ESG HUD:HOPWA HUD:HUD-VASH– Collection required for HUD/VASH-OTH HUD:PFS - required for all permanent housing projects HUD:RHSAP HHS:PATH VA:GPD VA:SSVF - collection required only for RRH & HP VA: CRS VA: Community Contract Safe Haven	All HMIS Project Types	<DomesticViolence>	HealthAndDV	Project Start, Update,	One or more *Domestic Violence* record per Enrollment	One or more *Domestic Violence* record per Client

4.12 Current Living Situation

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, as well as to document a current living situation as needed in any applicable project.

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

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

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

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

Contacts that require the collection of *Current Living Situation* include activities such as a conversation between a street outreach 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.

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

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

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

System Logic and Other System Issues: Collect once for each contact made. The system must be able to store a theoretically unlimited number of *Current Living Situations* for any Enrollment ID associated with the indicated project types.

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

- Place not meant for habitation (e.g. a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside) (16)
- Emergency shelter, including hotel or motel paid for with emergency shelter voucher, or RHY-funded Host Home shelter (1)
- Safe Haven (18)
- Other (17)
- Worker unable to determine (37)

Field 3 should be populated by the list of CoC Project names in 2.02.2, if 2.02.5 indicates that the project is a continuum project. Dependent A and its dependencies can be used to calculate imminent and at risk of homelessness housing statuses based on HUD's definition of homelessness. One record of contact is required as an update for each contact made along with the response to Field 2 which may change over the project stay.

FY2020 Revision Summary: Restructured and renamed from *Contact* to *Current Living Situation*. Mapping guidance is available for data formerly recorded in the *Contact* data element structure.

4.12 Data Element Fields and Responses:

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
1	Information Date	None	[Date]		The date the information was collected.
2	Current Living Situation	None	See Appendix A for complete list of Living Situation Responses and Destinations		
3	Living Situation verified by:	Coordinated Entry Projects Only	List of Continuum Projects		Use the project name from 2.02.2 for any project with 2.02.5 'Continuum Project' = "Yes"
A	Is client going to have to leave their current living situation within 14 days?	Field 2 Responses 15, 6, 7, 25, 4, 5, 29, 14, 2, 32, 36, 35, 28, 19, 3, 31, 33, 34, 10, 20, 21, 11	0	No	
			1	Yes	
			8	Don't know	
			9	Client Refused	
			99	Data Not Collected	
B	Has a subsequent residence been identified?	Field A Response 1	0	No	
			1	Yes	
			8	Don't know	
			9	Client Refused	
			99	Data Not Collected	
C	Does individual or family have resources	Field A Response 1	0	No	
			1	Yes	

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
	or support networks to obtain other permanent housing?		8	Client doesn't know	
			9	Client refused	
			99	Data Not Collected	
D	Has the client had a lease or ownership interest in a permanent housing unit in the last 60 days?	Field A Response 1	0	No	
			1	Yes	
			8	Client doesn't know	
			9	Client refused	
			99	Data Not Collected	
E	Has the client moved 2 or more times in the last 60 days?	Field A Response 1	0	No	
			1	Yes	
			8	Client doesn't know	
			9	Client refused	
			99	Data Not Collected	
4	Location details		[Text box]		

4.12 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point	Relationship to Enrollment ID	Relationship to Personal ID
Head of Household and Other Adults	HUD:CoC - Street Outreach and Coordinated Entry only HUD:ESG - Street Outreach, and ES nbn HHS:PATH HHS:RHY - Street Outreach only HUD: CoC YHDP - any project type serving clients who meet Category 2 or 3 of the homeless definition	1 – Emergency Shelter 4 - Street Outreach 6 - Services Only 14 - Coordinated Entry	TBD	CurrentLivingSituation	Occurrence	Zero or more *Current Living Situations* per Enrollment	Zero or more *Current Living Situations* per Client

4.13 Date of Engagement

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

Data Collection Instruction: 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 the Federal Partner HMIS Program Manuals (PATH, CoC, ESG, or RHY) for more details.

System Logic and Other System Issues: Only one date of engagement is allowed between the *Project Start Date* and *Project Exit Date*. If a client returns to the project at a later date the previous date of engagement does not apply to the new project stay. The data must be reentered based on the situation during the new project stay. It is possible that a case may be closed without the client becoming engaged and thus date of engagement would be null in that enrollment record.

FY2020 Revision Summary: None.

4.13 Data Element Fields and Responses:

Field Number	Field Name	Dependency	Response Category/ Data Type	Descriptions
1	Date of Engagement	None	[Date]	The date on which an interactive client relationship results in a deliberate client assessment or beginning of a case plan.

4.13 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point	Relationship to Enrollment ID	Relationship to Personal ID
Head of Household and Other Adults	HUD:CoC - Street Outreach only HUD:ESG - Street Outreach and Emergency Shelter nbn only HHS:PATH HHS:RHY - Street Outreach only	1 - Emergency Shelter 4 - Street Outreach 6 - Services Only	<Enrollment>	Enrollment	Occurrence	Zero or One *Date of Engagement* per Enrollment	Zero or more *Dates of Engagement* per Client

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 data 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*.

System Logic and Other System Issues: Collect once for each bed night utilized. A bed night date indicates that the client has utilized a bed in a night-by-night shelter on that date. The system must be able to store a theoretically unlimited number of B*ed-Night Dates* for any Enrollment ID associated with a night-by-night shelter. The *Bed-Night Date* must be exportable in the [date field] format.

FY2020 Revision Summary: None.

4.14 Data Element Fields and Responses:

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

4.14 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point	Relationship to Enrollment ID	Relationship to Personal ID
All Clients	All Funders, All ES components using night by night method only	1 - Emergency Shelter	<ServiceFAReferral>	Services	Occurrence	Zero or more *Bed-Night Dates* per Enrollment	One or more *Bed-Night Dates* per Client

4.19 Coordinated Entry Assessment

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

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

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

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

System Logic and Other System Issues: The system must be able to store a theoretically unlimited number of *Coordinated Entry Assessment* records for any Enrollment ID associated with a Coordinated Entry project.

For Field 2, it is recommended that a system administrator-managed list is used for this field. If such functionality doesn't exist in the HMIS, a predetermined list of Coordinated Entry location sites or a text box must be provided.

Fields 1-4 and Field 7 will be required for reporting purposes. Fields 5 & 6 are included as placeholders for communities who currently do, or want to in the future, collect CE Assessment questions, answers, and results in HMIS. These fields also serve as a common frame of reference when transferring data via HMIS CSV or XML.

Fields 5 & 6 are representative of whatever assessment a community uses. There is no specified structure or format for an assessment, and an HMIS might have more than one type of assessment (Crisis Needs or Housing Needs or multiples of each). The system must be able to treat a single assessment recorded for a client as one unit of data including the fields listed here as well as the community-defined fields.

Field 5 and Dependent A are a list of key-value (question and response) pairs for every question in the assessment, e.g. “Where did you sleep last night” / “On the streets”.

Similarly, Field 6 and Dependent B are a list of key-value (result type and result) pairs used to contain any number of possible results, scores, or calculations on the assessment. For example, one assessment might have three results: “Housing stability score” / “10”; “Total score” / “81”; “Recommended placement” / “RRH”.

Data must be able to be added in multiple stages to complete a client record for a single assessment.

FY2020 Revision Summary: New Element.

4.19 Data Element Fields and Responses:

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
1	Date of Assessment	None	[Date]		The date the assessment occurred.
2	Assessment Location	None	Administrator-managed list of locations		Community defined values; Could derive from HMIS Project List.
3	Assessment Type	None	1	Phone	Assessment was conducted by phone
			2	Virtual	Assessment was conducted virtually, not face-to-face (i.e. website or app)

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
			3	In Person	Assessment was conducted in person (face-to-face).
4	Assessment Level	None	1	Crisis Needs Assessment	Assessment conducted for immediate, crisis-based needs; initial, short, focused assessment to help case workers identify immediate resolutions to address emergency needs, including shelter.
			2	Housing Needs Assessment	Assessment conducted for housing needs; more in-depth, housing focused assessment to help case workers direct clients to resources for stabilization of their housing situation.
5	Assessment Questions	None	1...n	Locally determined fields	Field 5 and Dependent A are a list of key-value (question and response) pairs for every question in the assessment, e.g. “Where did you sleep last night” / “On the streets.”
A	Assessment Answers	Field 5	1...n	Locally determined fields	Responses to Questions asked in Field 5.
6	Assessment Result Type	None	1...n	Locally determined fields	Results structured as defined by the community.
B	Assessment Result	Field 6	1...n	Locally determined fields	Results for each result type in Field 6.
7	Prioritization Status	None	1	Placed on prioritization list	The result of the assessment is the client was placed on the community’s prioritization list for housing resources.
			2	Not placed on prioritization list	The result of the assessment is the client was not placed on the community’s prioritization list for housing resources.

4.19 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point	Relationship to Enrollment ID	Relationship to Personal ID
Head of Household	HUD:CoC if providing Coordinated Entry HUD:ESG if providing Coordinated Entry	All HMIS Project Types depending on design of Coordinated Entry System.	<Assessment>,<AssessmentQuestions>,<AssessmentResults>	Assessment, AssessmentQuestions, AssessmentResults	Occurrence	One or more *Coordinated Entry Assessment* per Enrollment	One or more *Coordinated Entry Assessment* per Client

4.20 Coordinated Entry Event

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

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

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

System Logic and Other System Issues: The system must be able to store a theoretically unlimited number of *Coordinated Entry Event* records for any Enrollment ID associated with a Coordinated Entry project.

For Dependent C, it is recommended that a system administrator-managed list is used for this field. If such functionality doesn't exist in the HMIS, a pre-determined list of Coordinated Entry location sites or a text box must be provided.

Fields must be able to be updated over time as an event is resolved and information about the result becomes available.

FY2020 Revision Summary: New Element.

4.20 Data Element Fields and Responses:

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
1	Date of Event	None	[Date]		The date the event occurred
2	Event	None	Header: Access Events		[Not a response option]
			1	Referral to a Prevention Assistance project	The client received a referral to a homelessness prevention assistance project; or other local equivalent project.
			2	Problem Solving/Diversion/ Rapid Resolution intervention or service	The client participated in a diversion or rapid resolution problem –solving conversation and received assistance; or other local equivalent.
			3	Referral to a scheduled Coordinated Entry Crisis Assessment	The client received a referral to a Coordinated Entry Crisis Needs Assessment; or other local equivalent assessment. For a description of Crisis Needs Assessment, please see Data Element 4.19 CE Assessment.
			4	Referral to a scheduled Coordinated Entry Housing Needs Assessment	The client received a referral to a Coordinated Entry Housing Needs Assessment; or other local equivalent assessment. For a description of Housing Needs Assessment, please see Data Element 4.19 CE Assessment.
			Header: Referral Events		[Not a response option]

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
			5	Referral to post-placement/ follow-up case management	The client received a referral to a post-placement service or follow-up case management; or other local equivalent. Post-placement/follow-up case management services are services provided to clients after they have exited a residential project. These types of services are not limited to any particular project type.
			6	Referral to a Street Outreach project or services	The client received a referral to a Street Outreach project or services, or other local equivalent referral. See 2.02 Project Information for the definition of a Street Outreach project.
			7	Referral to a Housing Navigation project or services	The client received a referral to an SSO or other service only project or service for the purpose of receiving Housing Navigation services, or other local equivalent referral because a specific bed or unit in another project is not immediately available. Housing navigation services include assistance with identifying, preparing documentation for, or applying for appropriate housing, including subsidized and non-subsidized housing.
			8	Referral to Non-continuum services: Ineligible for continuum services	The client received a referral to non-continuum services because they were ineligible for continuum services, or other local equivalent referral. Non-continuum services may include emergency assistance projects for those not at-risk of or experiencing homelessness.

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
			9	Referral to Non-continuum services: No availability in continuum services	Eligible clients who could not be referred to continuum services because there is no availability in continuum services, or because client was eligible but was not prioritized for continuum services or other local equivalent referral.
			10	Referral to Emergency Shelter bed opening	The client was provided with information regarding how to access an emergency shelter bed or opening. A “referral” indicates there is an opening for the client to be housed by this project (or local equivalent).
			11	Referral to Transitional Housing bed/unit opening	The client was provided with information regarding how to access a TH bed/unit opening. A “referral” indicates there is an opening for the client to be housed by this project (or local equivalent).
			12	Referral to Joint TH-RRH project/unit/resource opening	The client was provided with information regarding how to access a joint component project bed/unit opening. A “referral” indicates there is an opening for the client to be housed by this project (or local equivalent).
			13	Referral to RRH project resource opening	The client was provided with information regarding how to access a RRH bed/unit opening. A “referral” indicates there is an opening for the client to be housed by this project (or local equivalent).

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
			14	Referral to PSH project resource opening	The client was provided with information regarding how to access a PSH bed/unit opening. A “referral” indicates there is an opening for the client to be housed by this project (or local equivalent).
			15	Referral to Other PH project/unit/resource opening	The client was provided with information regarding how to access an “other PH” bed/unit opening. A “referral” indicates there is an opening for the client to be housed by this project (or local equivalent).
A	Client housed/re-housed in a safe alternative	Field 2 Response 2	0	No	The result of the diversion or rapid resolution problem – solving conversation and assistance or other local equivalent was that the client did not get housed/rehoused in a safe alternative and requires additional assistance.
			1	Yes	The result of the diversion or rapid resolution problem – solving conversation and assistance, or other local equivalent was that the client was housed/rehoused in a safe alternative. The client should be exited from the CE project at this point.
B	Enrolled in Aftercare project	Field 2 Response 5	0	No	If the client received a referral to a post-placement service or follow-up case management, or other local equivalent referral, subsequent follow up with the client or project indicates the client did not enroll into the referred project.

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
			1	Yes	If the client received a referral to a post-placement service or follow-up case management, or other local equivalent referral, subsequent follow up with the client or project indicates the client did enroll into the referred project.
C	Location of Crisis Housing or Permanent Housing Referral [Project Name]	Field 2 Responses 10-15	List of HMIS Projects (from 2.02 with project types 1,2,3,13,9,10)		If a client was referred to an opening in a continuum project per response options 10-15 of Field 2 of this data element, enter the Project Name and HMIS Project ID of the referred project.
D	Referral Result	Field 2 Responses 10-15	1	Successful referral: client accepted	If a client was referred to an opening in a continuum project per response options 10-15 of Field 2 of this data element, subsequent follow up with the client or provider indicates the client was accepted into the project opening.
			2	Unsuccessful referral: client rejected	If a client was referred to an opening in a continuum project per response options 10-15 of Field 2 of this data element, subsequent follow up with the client or provider indicates the client decided to reject the referral to the project.

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
			3	Unsuccessful referral: provider rejected	If a client was referred to an opening in a continuum project per response options 10-15 of Field 2 of this data element, subsequent follow up with the client or provider indicates the client referral was rejected by the provider. A provider may determine, after meeting with the client and reviewing eligibility documentation, that a client is not eligible for a project and reject the referral. Or, a provider may reject a client referral if the client failed to respond to the provider requests for eligibility information or otherwise failed to follow through with the requirements of the referral.
E	Date of Result	Field D All Responses	[Date]		The date the client or project indicates the referral was successful or unsuccessful.

4.20 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point	Relationship to Enrollment ID	Relationship to Personal ID
Head of Household	HUD:CoC if providing Coordinated Entry HUD:ESG if providing Coordinated Entry	All HMIS Project Types depending on design of Coordinated Entry System.	<Event>	Event	Occurrence	One or more *Coordinated Entry Event* per Enrollment	One or more *Coordinated Entry Event* per Client

Federal Partner Program Data Elements

The following section represents placeholders for the forthcoming Federal Partner Program Data Elements data collection instructions which will be released in the coming months. The elements below have been updated where noted for FY2020 Data Standards requirements.

HOPWA

W1 Services Provided - HOPWA

FY2020 Revision Summary: None.

W1 Data Element Fields and Responses:

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
1	Date of Service	None	[Date]		
2	Type of Service	None	1	Adult day care and personal assistance	
			2	Case management	
			3	Child care	
			4	Criminal justice/legal services	
			5	Education	
			6	Employment and training services	
			7	Food/meals/nutritional services	A service record for each instance of a residential meal provided is not required or intended. This response is only intended to capture information about food/meals being provided outside of the "operating costs" of the housing program. (Any preparation of food off-site is considered a supportive service.) Do not use this response for a daily meal program prepared on-site in a housing project. Provision of food from non-housing projects would be considered "Supportive Services."

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
			8	Health/medical care	
			9	Life skills training	
			10	Mental health care/counseling	
			11	Outreach and/or engagement	
			12	Substance abuse services/treatment	
			13	Transportation	
			14	Other HOPWA funded service	

W1 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point
All Clients receiving HOPWA services	HUD:HOPWA	1 - Emergency Shelter 2 - Transitional Housing 3 - PH - Permanent Supportive Housing 6 - Services Only 12 - Homelessness Prevention	<ServiceFAReferral>	Services	Occurrence

W2 Financial Assistance - HOPWA

FY2020 Revision Summary: None.

W2 Data Element Fields and Responses

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
1	Date of Financial Assistance	None	[Date]		
2	Financial Assistance Type	None	1	Rental assistance	Collect for PHP and STRMU and PH-TBRA
			2	Security deposits	Collect for PHP
			3	Utility deposits	Collect for PHP
			4	Utility payments	Collect for PHP and STRMU
			7	Mortgage assistance	Collect for STRMU
3	Financial Assistance Amount	None	[Currency/Decimal]		

W2 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point
HOH Only	HUD:HOPWA	6 - Services Only 12 - Homelessness Prevention	<ServiceFAReferral>	Services	Occurrence

W3 Medical Assistance

FY2020 Revision Summary: None.

W3 Data Element Fields and Responses:

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
1	Information Date	None	[Date]		
2	Receiving Public HIV/AIDS Medical Assistance	None	0	No	
			1	Yes	
			8	Client doesn't know	
			9	Client refused	
			99	Data not collected	

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
A	*(if no)* Reason	Field 2 Response 0	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	
3	*Receiving AIDS Drug Assistance Program*	None	0	No	
			1	Yes	
			8	Client doesn't know	
			9	Client refused	
			99	Data not collected	
B	*(if no) Reason*	Field 3 Response 0	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	

W3 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point
All Household members with HIV/AIDS	HUD:HOPWA	1 - Emergency Shelter 2 - Transitional Housing 3 - PH - Permanent Supportive Housing 6 - Services Only 12 - Homelessness Prevention	<MedicalAssistance>	IncomeBenefits	Project Start, Update, Project Exit

W4 T-cell (CD4) and Viral Load

FY2020 Revision Summary: Renumbered dependencies.

W4 Data Element Fields and Responses:

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
1	Information Date	None	[Date]		Date when information was collected
2	T-Cell (CD4) Count Available	None	0	No	
			1	Yes	
			8	Client doesn't know	
			9	Client refused	
			99	Data not collected	
A	(if yes) T-Cell Count	Field 2 Response 1	[Integer between 0-1500]		
B	How was the information obtained	Field 2 Response 1	1	Medical Report	
			2	Client Report	
			3	Other	

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
3	Viral Load Information Available	None	0	Not Available	
			1	Available	
			2	Undetectable	
			8	Client doesn't know	
			9	Client refused	
			99	Data not collected	
C	Viral Load Count	Field 3 Response 1	[Integer between 0-999999]		
D	How was the information obtained	Field 3 Response 1	1	Medical report	
			2	Client report	
			3	Other	

W4 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point
Only Clients funded in a HOPWA project presenting with HIV/AIDS	HUD:HOPWA	1 - Emergency Shelter 2 - Transitional Housing 3 - PH - Permanent Supportive Housing 6 - Services Only 12 - Homelessness Prevention	<Disabilities>	Disabilities	Project Start, Update, Annual Assessment, Project Exit

W5 Housing Assessment at Exit

FY2020 Revision Summary: None.

W5 Data Element Fields and Responses:

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
1	Housing Assessment at Exit	None	1	Able to maintain the housing they had at project entry	
			2	Moved to new housing unit	
			3	Moved in with family/friends on a temporary basis	
			4	Moved in with family/friends on a permanent basis	
			5	Moved to a transitional or temporary housing facility or program	Includes transitional housing for homeless and non-homeless persons, treatment facilities, or institutions.
			6	Client became homeless - moving to a shelter or other place unfit for human habitation	
			7	Client went to jail/prison	
			10	Client died	
			8	Client doesn't know	
			9	Client refused	
			99	Data not collected	
A	Subsidy Information	Field 1 Response 1	1	Without a subsidy	
			2	With the subsidy they had at project entry	
			3	With an ongoing subsidy acquired since project entry	

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
			4	Only with financial assistance other than a subsidy	
B	Subsidy Information	Field 1 Response 2	1	With ongoing subsidy	
			2	Without an ongoing subsidy	

W5 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point
All Clients	HUD:HOPWA HUD: ESG Homelessness Prevention HUD: CoC Homelessness Prevention	1 - Emergency Shelter 2 - Transitional Housing 3 - PH - Permanent Supportive Housing 6 - Services Only 12 - Homelessness Prevention	<ExitHousingAssessment>	Exit	Project Exit

PATH

P1 Services Provided - PATH Funded

FY2020 Revision Summary: None.

P1 Data Element Fields and Responses:

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
1	Date of Service	None	[Date]		
2	Type of PATH FUNDED Service Provided	None	1	Re-engagement	The process of engaging with PATH-enrolled individuals who are disconnected from PATH services.
			2	Screening	An in-person process during which a preliminary evaluation is made to determine a person's needs and how they can be addressed through the PATH Program.
			14	Clinical assessment	A clinical determination of psychosocial needs and concerns.
			3	Habilitation/rehabilitation	Services that help a PATH client learn or improve the skills needed to function in a variety of activities of daily living.
			4	Community mental health	A range of mental health and/or co-occurring services and activities provided in non-institutional settings to facilitate an individual's recovery. Note: This category does not include case management, alcohol or drug treatment, habilitation, or rehabilitation, as they are standalone services with distinct definitions.

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
			5	Substance use treatment	Preventive, diagnostic, and other services and supports provided for people who have a psychological and/or physical dependence on one or more substances.
			6	Case management	A collaboration between a service recipient and provider in which advocacy, communication, and resource management are used to design and implement a wellness plan specific to a PATH-enrolled individual's recovery needs.
			7	Residential supportive services	Services that help PATH-enrolled individuals practice the skills necessary to maintain residence in the least restrictive community-based setting possible.
			8	Housing minor renovation	Services, resources, or small repairs that ensure a housing unit is physically accessible and/or that health or safety hazards have been mitigated or eliminated.
			9	Housing moving assistance	Funds and other resources provided on behalf of a PATH- enrolled individual to help establish that individual's household. Note: This excludes security deposits and one-time rental payments, which have specific definitions.
			10	Housing eligibility determination	The process of determining whether an individual meets financial and other requirements to enter into public or subsidized housing.

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
			11	Security deposits	Funds provided on behalf of a PATH-enrolled individual to pay up to two months' rent or other security deposits in order to secure housing.
			12	One-time rent for eviction prevention	One-time payment on behalf of PATH-enrolled individuals who are at risk of eviction without financial assistance.

P1 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point
HOH and Adults	HHS:PATH	4 - Street Outreach 6 - Services Only	<ServiceFAReferral>	Services	Occurrence

P2 Referrals Provided - PATH

FY2020 Revision Summary: None.

P2 Data Element Fields and Responses:

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
1	Date of Referral	None	[Date]		
2	Type of Referral	None	1	Community Mental Health	Active and direct PATH staff support on behalf of or in conjunction with a PATH-enrolled individual to connect to an appropriate agency, organization, or service that stabilizes, supports, or treats people for mental health disorders or co-occurring mental health and substance use disorders.

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
			2	Substance Use Treatment	Active and direct PATH staff support on behalf of or in conjunction with a PATH-enrolled individual to connect to an appropriate agency, organization, or service that offers preventive, diagnostic, and other services and supports for individuals who have psychological and/or physical problems with use of one or more substances.
			3	Primary Health/ Dental Care	Active and direct PATH staff support on behalf of or in conjunction with a PATH-enrolled individual to connect to an appropriate agency, organization, or service that offers physical and/or dental health care services.
			4	Job Training	Active and direct PATH staff support on behalf of or in conjunction with a PATH-enrolled individual to connect to an appropriate agency, organization, or service that helps prepare an individual to gain and maintain the skills necessary for paid or volunteer work.
			5	Educational Services	Active and direct PATH staff support on behalf of or in conjunction with a PATH-enrolled individual to connect to an appropriate agency, organization, or service that offers academic instruction and training.
			6	Housing Services	Active and direct PATH staff support on behalf of or in conjunction with a PATH-enrolled individual to connect to an appropriate agency, organization, or service that offers assistance with attaining and sustaining living accommodations.

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
			11	Temporary Housing	Active and direct PATH staff support on behalf of or in conjunction with a PATH-enrolled individual to connect to an appropriate agency, organization, or service that offers shelter in a time-limited setting.
			7	Permanent Housing	Active and direct PATH staff support on behalf of or in conjunction with a PATH-enrolled individual to connect to an appropriate agency, organization, or service that offers residence in a stable setting where length of stay is determined by the individual or family without time limitations, as long as they meet the basic requirements of tenancy.
			8	Income Assistance	Active and direct PATH staff support on behalf of or in conjunction with a PATH-enrolled individual to connect to an appropriate agency, organization, or service that offers benefits that provide financial support.
			9	Employment Assistance	Active and direct PATH staff support on behalf of or in conjunction with a PATH-enrolled individual to connect to an appropriate agency, organization, or service that offers assistance designed to lead to compensated work.
			10	Medical Insurance	Active and direct PATH staff support on behalf of or in conjunction with a PATH-enrolled individual to connect to an appropriate agency, organization, or service that offers coverage that provides payment for wellness or other services needed as a result of sickness, injury, or disability.
A	Outcome	Field 2 & Responses 1-11	1	Attained	‘Attained’ means the client was connected and received the service (if the referral is for housing, it is not attained until the housing placement starts).

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
			2	Not Attained	‘Not Attained’ means the client was referred to, but may not have ever been connected with, the service or did not actually receive the service.
			3	Unknown	‘Unknown’ means the status of the client’s connection or receipt of service is unknown to the provider entering the data.

P2 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point
HOH and Adults	HHS:PATH	4 - Street Outreach 6 - Services Only	<ServiceFAReferral>	Services	Occurrence

P3 PATH Status

FY2020 Revision Summary: Add response to Dependent A “Unable to locate client.”

P3 Data Element Fields and Responses:

Field Number	Field Name	Dependency	Response Category/ Data Type	Descriptions
1	Date of Status Determination	None	[Date]	

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
2	Client Became Enrolled in PATH	None	0	No	
			1	Yes	An enrollment date is the date when a PATH-eligible individual and a PATH provider have mutually and formally agreed to engage in services and the provider has initiated an individual file or record for that individual. The date of PATH enrollment should be entered into the HMIS at the point that the client has become enrolled, using the PATH Status element (P3). It may be on or after the project start date or engagement date and prior to project exit. If the client exits without becoming enrolled, the PATH Status element (P3) needs to be completed, indicating that the client was not enrolled and the reason the client was not enrolled. If the client was contacted on the date that PATH Status was determined, a contact must also be entered for that date.
A	Reason Not Enrolled	Field 2 & Response 0	1	Client was found ineligible for PATH	
			2	Client was not enrolled for other reason(s)	
			3	Unable to locate client	

P3 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point
HOH and Adults	HHS:PATH	4 - Street Outreach 6 - Services Only	<PATHStatus>	Enrollment	Occurrence

P4 Connection with SOAR

FY2020 Revision Summary: None.

P4 Data Element Fields and Responses:

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
1	Connection with SOAR	None	0	No	
			1	Yes	
			8	Client doesn't know	
			9	Client refused	
			99	Data not collected	

P4 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point
HOH and Adults	HHS:PATH VA:SSVF - collection required only for RRH & HP	4 - Street Outreach 6 - Services Only 12 - Homelessness Prevention 13 - PH - Rapid Re-Housing	<ConnectionWithSOAR>	Exit	Project Start, Update, Annual Assessment, Project Exit

RHY

R1 Referral Source

FY2020 Revision Summary: None.

R1 Data Element Fields and Responses:

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
1	Referral Source	None	1	Self-Referral	
			2	Individual: Parent/Guardian/Relative/ Friend/Foster Parent/ Other Individual	
			7	Outreach Project	
			11	Temporary Shelter	
			18	Residential Project	
			28	Hotline	
			30	Child Welfare/ CPS	
			34	Juvenile Justice	
			35	Law Enforcement / Police	
			37	Mental Hospital	
			38	School	
			39	Other Organization	
			8	Client doesn't know	
			9	Client refused	
			99	Data not collected	
A	Number of times approached by Outreach prior to entering project	Field 1 & Response 7	[Integer]		

R1 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point
HOH and Adults	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 26 - HHS:RHY – Demonstration Project	1 - Emergency Shelter 2 - Transitional Housing 12 - Homelessness Prevention	<EntryRHY>	Enrollment	Project Start

R2 RHY - BCP Status

FY2020 Revision Summary: None.

R2 Data Element Fields and Responses:

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
1	Date of Status Determination	None	[Date]		
2	Youth Eligible for RHY Services	None	0	No	
			1	Yes	
A	Reason by services are not funded by BCP grant	Field 2 Response 0	1	Out of age range	Refers to youth who have reached the age of 18 and are thereby ineligible for Basic Center Program shelter per RHY program regulations
			2	Ward of the State	Pertains to youth who are currently the responsibility of child welfare or foster care services

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
			3	Ward of the Criminal Justice System - Immediate Reunification	Defines youth who are currently under a court order to attend a residential juvenile facility
			4	Other	Youth who are not eligible for Basic Center Program shelter services for reasons not covered by other responses
B	Runaway Youth	Field 2 Response 1	0	No	
			1	Yes	An individual under 18 years of age who absents himself or herself from home or place of legal residence without the permission of a parent or legal guardian. 42 U.S.C. §5701 et seq.
			8	Client doesn't know	
			9	Client refused	
			99	Data Not Collected	

R2 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point
All Clients	22 - HHS:RHY – Basic Center Program (prevention and shelter)	1 - Emergency Shelter 12 - Homelessness Prevention	<BCPStatus>	Enrollment	Project Start

R3 Sexual Orientation

FY2020 Revision Summary: Added response option: “other” and text field. Added HUD: CoC – Youth Homeless Demonstration Program (YHDP) – collection required for all components.

R3 Data Element Fields and Responses:

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
1	Sexual Orientation	None	1	Heterosexual	
			2	Gay	
			3	Lesbian	
			4	Bisexual	
			5	Questioning/Unsure	
			6	Other	
			8	Client doesn't know	
			9	Client refused	
			99	Data not collected	
A	If other, please describe	Field 1 Response 6	[text]		

R3 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point
Head of Household and Adults	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 43 – HUD: CoC – Youth Homeless Demonstration Program	1 - Emergency Shelter 2 - Transitional Housing 3 – PH-Permanent Supportive Housing 4 - Street Outreach 9 – PH-Housing Only 10 – PH-Housing with Services 12 - Homelessness Prevention 13 – PH-Rapid Re-housing	<EntryRHY>	Enrollment	Project Start

R4 Last Grade Completed

FY2020 Revision Summary: None.

R4 Data Element Fields and Responses:

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
1	Last Grade Completed	None	1	Less than Grade 5	
			2	Grades 5-6	
			3	Grades 7-8	
			4	Grades 9-11	
			5	Grade 12/High school diploma	

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
			6	School program does not have grade levels	
			7	GED	
			10	Some college	
			11	Associate's degree	
			12	Bachelor's degree	
			13	Graduate degree	
			14	Vocational Certification	
			8	Client doesn't know	
			9	Client refused	
			99	Data not collected	

R4 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point
HOH and Adults	20 - HUD:HUD/VASH 22 - HHS:RHY – Basic Center Program (prevention and shelter) 23 - HHS:RHY – Maternity Group Home for Pregnant and Parenting Youth	1 - Emergency Shelter 2 - Transitional Housing 3 - PH - Permanent Supportive Housing 12 - Homelessness Prevention 13 - PH- Rapid Rehousing	<LastGradeCompleted>	EmploymentEducation	Project Start, Project Exit

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point
	24 - HHS:RHY – Transitional Living Program 25 - HHS:RHY - Street Outreach Project 26 - HHS:RHY – Demonstration Project 33 - VA:SSVF- collection required only for RRH & HP				

R5 School Status

FY2020 Revision Summary: None.

R5 Data Element Fields and Responses:

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
1	School Status	None	1	Attending school regularly	The youth is enrolled in an educational program and attends classes regularly, without extended absenteeism.
			2	Attending school irregularly	The youth is enrolled in an educational program and attends classes 1-3 days per week on average.
			3	Graduated from high school	The youth has earned a high school diploma.
			4	Obtained GED	The youth has earned a GED.
			5	Dropped out	The youth has formally withdrawn from school prior to completing the course of study.
			6	Suspended	The youth has been temporarily removed from school through official school action.

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
			7	Expelled	The youth has been permanently removed from school through official school action.
			8	Client doesn't know	The client did not know about their school status.
			9	Client refused	The client refused to answer the question.
			99	Data not collected	

R5 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point
HOH and Adults	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 26 - HHS:RHY – Demonstration Project	1 - Emergency Shelter 2 - Transitional Housing 12 - Homelessness Prevention	<SchoolStatus>	EmploymentEducation	Project Start, Project Exit

R6 Employment Status

FY2020 Revision Summary: Added GPD: All components.

R6 Data Element Fields and Responses:

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
1	Information Date	None	[Date]		
2	Employed	None	0	No	
			1	Yes	
A	Type of Employment	Field 2 Response 1	1	Full-time	Youth is employed full-time.
			2	Part-time	Youth is employed part-time.
B	Why Not Employed	Field 2 Response 0	1	Looking for work	Youth is not employed and is actively looking for work.
			2	Unable to work	Youth is not employed because he or she is unable to work due to a physical disability, a developmental disability, or an illness.
			3	Not looking for work	Youth is not employed and is not looking for employment. This would include persons who are not looking for work because of full-time education, under-age, etc.

R6 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point
HOH and Adults	20 - HUD:HUD/VASH 22 - HHS:RHY – Basic Center Program (prevention and shelter) 23 - HHS:RHY – Maternity Group Home for Pregnant and Parenting Youth	1 - Emergency Shelter 2 - Transitional Housing	<Employment>	EmploymentEducation	Project Start, Project Exit

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point
	24 - HHS:RHY – Transitional Living Program 25 - HHS:RHY - Street Outreach Project 26 - HHS:RHY – Demonstration Project 33 - VA:SSVF- collection required only for RRH & HP VA: GPD – all components	12 - Homelessness Prevention 13 - PH - Rapid Re-Housing 9- -PH – Housing Only 8 - Safe Haven			

R7 General Health Status

FY2020 Revision Summary: None.

R7 Data Element Fields and Responses:

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
1	General Health Status	None	1	Excellent	
			2	Very Good	
			3	Good	
			4	Fair	
			5	Poor	
			8	Client doesn't know	
			9	Client refused	
			99	Data not collected	

R7 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point
HOH and Adults	20 - HUD:HUD/VASH 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 26 - HHS:RHY – Demonstration Project	1 - Emergency Shelter 2 - Transitional Housing 12 - Homelessness Prevention	<HealthStatus>	HealthAndDV	Project Start, Project Exit

R8 Dental Health Status

FY2020 Revision Summary: None.

R8 Data Element Fields and Responses:

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
1	Dental Health Status	None	1	Excellent	
			2	Very Good	
			3	Good	
			4	Fair	
			5	Poor	
			8	Client doesn't know	
			9	Client refused	
			99	Data not collected	

R8 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point
HOH and Adults	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 26 - HHS:RHY – Demonstration Project	1 - Emergency Shelter 2 - Transitional Housing 12 - Homelessness Prevention	<HealthStatus>	HealthAndDV	Project Start, Project Exit

R9 Mental Health Status

FY2020 Revision Summary: None.

R9 Data Element Fields and Responses:

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
1	Mental Health Status	None	1	Excellent	
			2	Very Good	
			3	Good	
			4	Fair	
			5	Poor	
			8	Client doesn't know	
			9	Client refused	
			99	Data not collected	

R9 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point
HOH and Adults	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 26 - HHS:RHY – Demonstration Project	1 - Emergency Shelter 2 - Transitional Housing 12 - Homelessness Prevention	<HealthStatus>	HealthAndDV	Project Start, Project Exit

R10 Pregnancy Status

FY2020 Revision Summary: Clarified system logic that female HOH, regardless of age, should have pregnancy status recorded.

R10 Data Element Fields and Responses:

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
1	Pregnancy Status	None	0	No	
			1	Yes	
			8	Client doesn't know	
			9	Client refused	
			99	Data not collected	
A	Due Date	Field 2 & Response 1	[Date]		

R10 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point
Female HOH and Female Adults	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	1 - Emergency Shelter 2 - Transitional Housing 4 - Street Outreach 12 - Homelessness Prevention	<HealthStatus>	HealthAndDV	Project Start, Update

R11 Formerly a Ward of Child Welfare/Foster Care Agency

FY2020 Revision Summary: None.

R11 Data Element Fields and Responses:

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
1	Formerly a Ward of Child Welfare/Foster Care Agency	None	0	No	
			1	Yes	
			8	Client doesn't know	
			9	Client refused	
			99	Data not collected	

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
A	Number of Years	Field 1 & Response 1	1	Less than one year	
			2	1 to 2 years	
			3	3 to 5 years	
B	Number of Months (1-11)	Dependent A & Response 1	[Integer 1-11]		

R11 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point
HOH and Adults	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 26 - HHS:RHY – Demonstration Project	1 - Emergency Shelter 2 - Transitional Housing 12 - Homelessness Prevention	<EntryRHY>	Enrollment	Project Start

R12 Formerly a Ward of Juvenile Justice System

FY2020 Revision Summary: None.

R12 Data Element Fields and Responses:

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
1	Formerly a Ward of Juvenile Justice System	None	0	No	
			1	Yes	
			8	Client doesn't know	

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
			9	Client refused	
			99	Data not collected	
A	Number of Years	Field 1 & Response 1	1	Less than one year	
			2	1 to 2 years	
			3	3 to 5 years	
B	Number of Months (1-11)	Dependent A & Response 1	[Integer 1-11]		

R12 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point
HOH and Adults	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 26 - HHS:RHY – Demonstration Project	1 - Emergency Shelter 2 - Transitional Housing 12 - Homelessness Prevention	<EntryRHY>	Enrollment	Project Start

R13 Family Critical Issues

FY2020 Revision Summary: None.

R13 Data Element Fields and Responses:

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
9	Unemployment - Family member	None	0	No	Issues associated with the inability to of an adult member in the youth's family to find and secure steady employment.
			1	Yes	
11	Mental health Issues - Family member	None	0	No	Issues related to a family member's mental health status.
			1	Yes	
15	Physical Disability - Family member	None	0	No	Issues related to a family member's physical disability or impairment.
			1	Yes	
21	Alcohol or Substance - Family member	None	0	No	Any misuse of alcohol, or legal or illegal drugs within the household.
			1	Yes	
22	Insufficient Income to support youth - Family member	None	0	No	Issues related to insufficient incomes of the parents/legal guardians to support the basic needs of the youth (e.g., food, clothing, and shelter).
			1	Yes	
24	Incarcerated Parent of Youth	None	0	No	Issues related to the incarceration of a parent or legal guardian.
			1	Yes	

R13 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point
HOH and Adults	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 26 - HHS:RHY – Demonstration Project	1 - Emergency Shelter 2 - Transitional Housing 12 - Homelessness Prevention	<EntryRHY>	Enrollment	Project Start

R14 RHY Service Connections

FY2020 Revision Summary: None.

R14 Data Element Fields and Responses:

Field Number	Field Name	Dependency	Response Category/ Data Type		BCP-p	BCP-es	TLP & MGH	DEMO	Descriptions
1	Date of Service	None	[Date]		x	x	x	x	
2	Type of RHY Service	None	2	Community service/service learning (CSL)			x	x	Activities that involve youth in helping others or the community.
			7	Criminal justice /legal services	x	x	x	x	Legal services or guidance provided through an attorney or an attorney-supervised paralegal.

Field Number	Field Name	Dependency	Response Category/ Data Type		BCP-p	BCP-es	TLP & MGH	DEMO	Descriptions
			5	Education	x	x	x	x	Includes learning disability assessment, tutoring, GED preparation, local school enrollment, vocational education, etc.
			6	Employment and/or training services			x	x	Includes services related to helping young people obtain and retain employment, such as assessment, coaching, filling out applications, interviewing, practicing and conducting job searches, referrals, and job maintenance skills.
			14	Health/medical care	x	x	x	x	Provision of general health care or surgical services by licensed medical practitioners.
			26	Home-based services	x				Includes any range of services offered at home, usually aimed at keeping a youth from running away or the family stabilized.

Field Number	Field Name	Dependency	Response Category/ Data Type		BCP-p	BCP-es	TLP & MGH	DEMO	Descriptions
			8	Life skills training	x	x	x	x	Includes formal and informal coaching and training in communications skills, health promotion, conflict/anger management, assertiveness, goal setting, budgeting, life planning, nutrition, hygiene, etc.
			10	Parenting education for youth with children	x	x	x	x	Services designed to build improved parenting skills for RHY clients with children.
			27	Post-natal newborn care (wellness exams; immunizations)			x	x	Services and healthcare provided to the baby after birth, including wellness exams and immunizations.
			12	Post-natal care for mother			x	x	Services and healthcare provided to the mother after birth, including wellness exams and immunizations.
			13	Pre-natal care			x	x	Services and healthcare provided to expectant clients to ensure a healthy pregnancy, labor, and delivery.

Field Number	Field Name	Dependency	Response Category/ Data Type		BCP-p	BCP-es	TLP & MGH	DEMO	Descriptions
			28	STD Testing	x	x			Procedures to test for a range of Sexually Transmitted Infections (STIs)
			29	Street-based services	x				Services provided to youth on the street, including gateway services, assessment, harm reduction, crisis stabilization, and continuum service linkages.
			17	Substance abuse treatment	x	x	x	x	Any research-based youth treatment service aimed at stopping substance use disorders and related problems.
			18	Substance Abuse Ed/Prevention services	x	x	x	x	Comprehensive assessment of an individual’s current or past involvement with alcohol and/or drugs and/or provision of treatment, including screening, aimed at stopping their substance abuse.

R14 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point
HOH and Adults	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 26 - HHS:RHY – Demonstration Project	1 - Emergency Shelter 2 - Transitional Housing Services Only 12 - Homelessness Prevention	<ServiceFAReferral>	Services	Occurrence

R15 Commercial Sexual Exploitation/Sex Trafficking

FY2020 Revision Summary: None.

R15 Data Element Fields and Responses:

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
1	Ever received anything in exchange for sex (e.g. money, food, drugs, shelter)?	None	0	No	Preferred language: “Have you ever received anything in exchange for having sexual relations with another person, such as money, food, drugs, or shelter?”
			1	Yes	
			8	Client doesn't know	
			9	Client refused	

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
			99	Data not collected	
A	In the last three months?	Field 1 & Response 1	0	No	Preferred language: If they say “yes” to the first question above, then ask “Has it been in the past three months?”
			1	Yes	
			8	Client doesn't know	
			9	Client refused	
			99	Data not collected	
B	How many times?	Field 1 & Response 1	1	1-3	Preferred language: Also if they say "yes" to the first question above, ask “How many times have you received something in exchange for having sexual relations with another person, such as money, food, drugs, or shelter?”
			2	4-7	
			3	8-11	
			4	12 or more	
			8	Client doesn't know	
			9	Client refused	
			99	Data not collected	

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
C	Ever made/persuaded/forced to have sex in exchange for something?	Field 1 & Response 1	0	No	Preferred language: Also if they say "yes" to the first question above, ask “Did someone ever make you or persuade you to have sex with anyone else in exchange for something, such as money, food, drugs or shelter?”
			1	Yes	
			8	Client doesn't know	
			9	Client refused	
			99	Data not collected	
D	In the last three months?	Dependent C & Response 1	0	No	Preferred language: If they say “yes” to the question immediately above, then ask “Has it been in the past three months?”
			1	Yes	
			8	Client doesn't know	
			9	Client refused	
			99	Data not collected	

R15 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point
HOH and Adults	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	1 - Emergency Shelter 2 - Transitional Housing 4 - Street Outreach 12 - Homelessness Prevention	<ExitRHY>	Exit	Project Exit

R16 Labor Exploitation/Trafficking

FY2020 Revision Summary: None.

R16 Data Element Fields and Responses:

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
1	Ever afraid to quit/leave work due to threats of violence to yourself, family or friends?	None	0	No	Preferred language: “Have you ever been afraid to leave or quit a work situation due to fears of violence or other threats of harm to yourself, family or friends?”
			1	Yes	

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
			8	Client doesn't know	
			9	Client refused	
			99	Data not collected	
2	Ever promised work where work or payment was different than you expected?	None	0	No	Preferred language: "Have you ever been promised work where the work or payment ended up being different from what you expected?"
			1	Yes	
			8	Client doesn't know	
			9	Client refused	
			99	Data not collected	
A	Felt forced, coerced, pressured, or tricked into continuing the job?	Field 1 & Response 1 Field 2 & Response 2	0	No	Preferred language: "Did you feel forced, pressured or tricked into continuing this job?"
			1	Yes	
			8	Client doesn't know	
			9	Client refused	
			99	Data not collected	
B	In the last 3 months?	Field 1 & Response 1 Field 2 & Response 2	0	No	Preferred language: "Have you had any jobs like these in the last 3 months?"
			1	Yes	

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
			8	Client doesn't know	
			9	Client refused	
			99	Data not collected	

R16 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point
HOH and Adults	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	1 - Emergency Shelter 2 - Transitional Housing 4 - Street Outreach 12 - Homelessness Prevention	<ExitRHY>	Exit	Project Exit

R17 Project Completion Status

FY2020 Revision Summary: None.

R17 Data Element Fields and Responses:

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
1	Project Completion Status	None	1	Completed project	The youth completed the project.
			2	Youth voluntarily left early	The youth voluntarily terminated from the project to pursue other opportunities. These could include: a safe appropriate independent living situation an educational or vocational opportunity; military service or any other positive disposition.
			3	Youth was expelled or otherwise involuntarily discharged from project	The youth was involuntarily terminated from the project with no plan or invitation to return.
A	If Youth was expelled or otherwise involuntarily discharged from project, Select the major reason	Field 1 & Response 3	1	Criminal activity/destruction of property/violence	Youth left for displaying behavior that was a threat to safety to themselves, others, or property.
			2	Non-compliance with project rules	Youth refused to follow program rules or participate in activities as outlined in their plan.
			3	Non-payment of rent/occupancy charge	Youth failed to make full or partial payments for their accommodations per rental or lease agreement.

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
			4	Reached maximum time allowed by project	Youth reached maximum time allowed by the project without completing goals as out lined in their goal plan.
			5	Project terminated	Youth required to exit the project prematurely as a result of a closure of the program or facility.
			6	Unknown/disappeared	Youth was exited from the project after absenting themselves without developing an exit plan or providing notification of destination. Note: A youth who is exited from a program because of their disappearance without advanced planning or notice, should be accurately reflected in Data Element 3.12 Destination, as "No exit interview.”

R17 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point
HOH and Adults	23 - HHS:RHY – Maternity Group Home for Pregnant and Parenting Youth 24 - HHS:RHY – Transitional Living Program 26 - HHS:RHY – Demonstration Project	1 - Emergency Shelter 2 - Transitional Housing 12 - Homelessness Prevention	<ExitRHY><ProjectCompletionStatus>	Exit	Project Exit

R18 Counseling

FY2020 Revision Summary: None.

R18 Data Element Fields and Responses:

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
1	Counseling received by client	None	0	No	
			1	Yes	
A	Identify the type(s) of counseling received	Field 1 & Response 1	1	Individual	
			2	Family	
			3	Group - including peer counseling	
B	Identify the number of sessions received by exit	Field 1 & Response 1	[Integer 1-48+]		
2	Total number of sessions planned in youth's treatment or service plan	None	[Integer 1-48+]		
3	A plan is in place to start or continue counseling after exit	None	0	No	
			1	Yes	

R18 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point
HOH and Adults	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 26 - HHS:RHY – Demonstration Project	1 - Emergency Shelter 2 - Transitional Housing 12 - Homelessness Prevention	<ExitRHY>	Exit	Project Exit

R19 Safe and Appropriate Exit

FY2020 Revision Summary: None.

R19 Data Element Fields and Responses:

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
1	Exit destination safe - as determined by the client	None	0	No	
			1	Yes	
			8	Client doesn't know	
			9	Client refused	
			99	Data not collected	
2	Exit destination safe - as determined by the project/caseworker	None	0	No	
			1	Yes	
			2	Worker does not know	

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
3	Client has permanent positive adult connections outside of project	None	0	No	
			1	Yes	
			2	Worker does not know	
4	Client has permanent positive peer connections outside of project	None	0	No	
			1	Yes	
			2	Worker does not know	
5	Client has permanent positive community connections outside of project	None	0	No	
			1	Yes	
			2	Worker does not know	

R19 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point
HOH and Adults	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 26 - HHS:RHY – Demonstration Project	1 - Emergency Shelter 2 - Transitional Housing	<ExitRHY>	Exit	Project Exit

R20 Aftercare Plans

FY2020 Revision Summary: None.

R20 Data Element Fields and Responses:

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
1	Information Date	None	[Date]		
2	Aftercare was provided	None	0	No	
			1	Yes	
			9	Client refused	
A	Identify the primary way it was provided	Field 2 & Response 1	1	Via email/social media	
			2	Via telephone	
			3	In person: one-on-one	
			4	In person: group	

R20 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point
HOH and Adults	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 26 - HHS:RHY – Demonstration Project	1 - Emergency Shelter 2 - Transitional housing 12 - Homelessness Prevention	<ExitRHY>	Exit	Project Exit

RHSAP

U1 Worst Housing Situation

FY2020 Revision Summary: None.

U1 Data Element Fields and Responses:

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
1	Worst Housing Situation	None	0	No	
			1	Yes	
			8	Client doesn't know	
			9	Client refused	
			99	Data not collected	

U1 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point
All Clients	HUD:RHSAP		<EntryRHSP>	Enrollment	Project Start

VA

V1 Veteran's Information

FY2020 Revision Summary: None.

V1 Data Element Fields and Responses:

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
1	Year Entered Military Service	None	[Integer YYYY]		
2	Year Separated from Military Service	None	[Integer YYYY]		
3	Theatre of Operations: World War II	None	0	No	
			1	Yes	
			8	Client doesn't know	
			9	Client refused	
			99	Data not collected	
4	Theatre of Operations: Korean War	None	0	No	
			1	Yes	
			8	Client doesn't know	

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
			9	Client refused	
			99	Data not collected	
5	Theatre of Operations: Vietnam War	None	0	No	
			1	Yes	
			8	Client doesn't know	
			9	Client refused	
			99	Data not collected	
6	Theatre of Operations: Persian Gulf War (Operation Desert Storm)	None	0	No	
			1	Yes	
			8	Client doesn't know	
			9	Client refused	
			99	Data not collected	
7	Theatre of Operations: Afghanistan (Operation Enduring Freedom)	None	0	No	
			1	Yes	
			8	Client doesn't know	
			9	Client refused	
			99	Data not collected	
8	Theatre of Operations: Iraq (Operation Iraqi Freedom)	None	0	No	
			1	Yes	
			8	Client doesn't know	
			9	Client refused	
			99	Data not collected	
9	Theatre of Operations: Iraq (Operation New Dawn)	None	0	No	
			1	Yes	
			8	Client doesn't know	
			9	Client refused	
			99	Data not collected	
10	Theatre of Operations: Other Peace-keeping Operations or Military Interventions (such as Lebanon, Panama, Somalia, Bosnia, Kosovo)	None	0	No	
			1	Yes	
			8	Client doesn't know	
			9	Client refused	
			99	Data not collected	
11	Branch of the Military	None	1	Army	
			2	Air Force	
			3	Navy	
			4	Marines	

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
			6	Coast Guard	
			8	Client doesn't know	
			9	Client refused	
			99	Data not collected	
12	Discharge Status	None	1	Honorable	
			2	General under honorable conditions	
			6	Under other than honorable conditions (OTH)	
			4	Bad conduct	
			5	Dishonorable	
			7	Uncharacterized	
			8	Client doesn't know	
			9	Client refused	
			99	Data not collected	

V1 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point
All Veterans	20 - HUD: HUD/VASH 27 - VA: CRS Contract Residential Services 33 - VA: SSVF-collection required only for RRH & HP VA: GPD – all components 30 - VA: Community Contract Safe Haven Program	1 - Emergency Shelter 2 - Transitional Housing 3 - PH- Permanent Supportive Housing 8 - Safe Haven 10 - PH - Housing Only 12 - Homelessness Prevention 13 - PH - Rapid Re-Housing	<ClientVeteranInfo>	Client	Record Creation

V2 Services Provided - SSVF

FY2020 Revision Summary: Add Rapid Resolution, Extended Shallow Subsidy, and Returning Home as response options for Type of Service.

V2 Data Element Fields and Responses:

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
1	Date of Service	None	[Date]		
2	Type of Service	None	1	Outreach services	
			2	Case management services	
			3	Assistance obtaining VA benefits	
			4	Assistance obtaining/coordinating other public benefits	

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
			5	Direct provision of other public benefits	
			6	Other (non TFA) supportive service approved by VA	
			7	Extended Shallow Subsidy	
			8	Returning Home	
			9	Rapid Resolution	
A	If "Assistance obtaining VA Benefits"	Field 2 & Response 3	1	VA vocational and rehabilitation counseling	
			2	Employment and training services	
			3	Educational assistance	
			4	Health care services	
B	If "Assistance obtaining/coordinating other public benefits"	Field 2 & Response 4	1	Health care services	
			2	Daily living services	
			3	Personal financial planning services	
			4	Transportation services	
			5	Income support services	
			6	Fiduciary and representative payee services	
			7	Legal services - child support	
			8	Legal services - eviction prevention	
			9	Legal services - outstanding fines and penalties	
			10	Legal services - restore/acquire driver's license	
			11	Legal services - other	
			12	Child care	
			13	Housing counseling	

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
C	If "Direct provision of other public benefits"	Field 2 & Response 5	1	Personal financial planning services	
			2	Transportation services	
			3	Income support services	
			4	Fiduciary and representative payee services	
			5	Legal services - child support	
			6	Legal services - eviction prevention	
			7	Legal services - outstanding fines and penalties	
			8	Legal services - restore/acquire driver's license	
			9	Legal services - other	
			10	Child care	
			11	Housing counseling	
D	If "Other (non TFA) Supportive Service approved by VA"	Field 2 & Response 6	[Text]		

V2 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point
All Clients receiving SSVF Services	33 - VA: SSVF- collection required only for RRH & HP Optional for all other VA	12 - Homelessness Prevention 13- PH - Rapid Re-housing	<ServicesFAReferral>	Services	Occurrence

V3 Financial Assistance - SSVF

FY2020 Revision Summary: Added “Extended Shallow Subsidy – rental assistance” as response option for “Financial Assistance Type.”

V3 Data Element Fields and Responses:

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
1	Date of Financial Assistance	None	[Date]		
2	Financial Assistance Amount	None	[Amount]		
3	Financial Assistance Type	None	1	Rental assistance	
			4	Utility fee payment assistance	
			2	Security deposit	
			3	Utility deposit	
			5	Moving costs	
			8	Transportation services: token/vouchers	
			9	Transportation services: vehicle repair/maintenance	
			10	Child care	
			11	General housing stability assistance - emergency supplies	
			12	General housing stability assistance - other	
			14	Emergency housing assistance	
			15	Extended Shallow Subsidy - Rental Assistance	

V3 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point
All Clients receiving SSVF Financial Assistance	33 - VA: SSVF - collection required only for RRH & HP	12 - Homelessness Prevention 13- PH - Rapid Re-housing	<ServicesFAReferral>	Services	Occurrence

V4 Percent of AMI (SSVF Eligibility)

FY2020 Revision Summary: None.

V4 Data Element Fields and Responses:

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
1	Household Income as a percentage of AMI	None	1	Less than 30%	
			2	30% to 50%	
			3	Greater than 50%	

V4 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point
HOH	33 - VA: SSVF-collection required only for RRH & HP	12 - Homelessness Prevention 13- PH - Rapid Re-housing	<EntrySSVF>	Enrollment	Project Start

V5 Last Permanent Address

FY2020 Revision Summary: None.

V5 Data Element Fields and Responses:

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
1	Street Address	None	[Text]		This should never be the address of a shelter or a reference to a location like the streets or a park – it should be the address where the client was last in housing that might be categorized as permanent, such as: • An apartment or house rented by the client, with or without a subsidy; • A home owned or rented by someone else (e.g., the client's parents, a friend, etc.) where the client lived.
2	City	None	[Text]		
3	State	None	[Text]		

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
4	Zip Code	None	[Text]		
5	Address Data Quality	None	1	Full address reported	
			2	Incomplete or estimated address reported	
			8	Client doesn't know	
			9	Client refused	
			99	Data not collected	

V5 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point
HOH	20 - HUD:HUD/VASH 33 - VA: SSVF-collection required only for RRH & HP	3 - PH - Permanent Supportive Housing 12 - Homelessness Prevention 13- PH - Rapid Re-housing	<EntrySSVF>	Enrollment	Project Start

V6 VAMC Station Number

FY2020 Revision Summary: Added VA: GPD, VA: CRS Contract Residential Services and VA: Community Contract Safe Haven Programs

V6 Data Element Fields and Responses:

Field Number	Field Name	Dependency	Response Category/ Data Type	Descriptions
1	VAMC Station Number	None	[Drop down list of all VAMC Station codes and names]	VAMC Station Codes and Names can be found in the CSV Specification Document

V6 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point
HOH	20 - HUD:HUD/VASH 33 - VA: SSVF-collection required only for RRH & HP VA: GPD 27 - VA: CRS Contract Residential Services 30 - VA: Community Contract Safe Haven Program	1 – Emergency Shelter 2 – Transitional Housing 3 - PH - Permanent Supportive Housing 6 – Services Only 8 – Safe Haven 9 – PH-Housing Only 12 - Homelessness Prevention 13- PH - Rapid Re-housing	<EntrySSVF>	Enrollment	Project Start

V7 SSVF HP Targeting Criteria

FY2020 Revision Summary: None.

V7 Data Element Fields and Responses:

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
1	Referred by Coordinated Entry or a homeless assistance provider to prevent the household from entering an emergency shelter or transitional housing or from staying in a place not meant for human habitation	None	0	No	
			1	Yes	
2	Current housing loss expected within	None	0	0-6 days	
			1	7-13 days	
			2	14-21 days	
			3	More than 21 days (0 points)	

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
3	Current household income is $0	None	0	No (0 points)	
			1	Yes	
4	Annual household gross income amount	None	0	0-14% of Area Median Income (AMI) for household size	
			1	15-30% of AMI for household size	
			2	More than 30% of AMI for household size (0 points)	
5	Sudden and significant decrease in cash income (employment and/or cash benefits) AND/OR unavoidable increase in non-discretionary expenses (e.g.: rent or medical expenses) in the past 6 months	None	0	No (0 points)	
			1	Yes	
6	Major change in household composition (e.g., death of a family member, separation/divorce from adult partner, birth of new child) in the past 12 months	None	0	No	
			1	Yes	
7	Rental Evictions within the past 7 years	None	0	4 or more prior rental evictions	
			1	2-3 prior rental evictions	

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
			2	1 prior rental eviction	
			3	No prior rental eviction (0 points)	
8	Currently at risk of losing a tenant-based housing subsidy or housing in a subsidized building or unit	None	0	No (0 points)	
			1	Yes	
9	History of Literal Homelessness (street/shelter/transitional housing)	None	0	4 or more times or total of at least 12 months in past three years	
			1	2-3 times in past three years	
			2	1 time in past three years	
			3	None (0 points)	
10	Head of Household with disabling condition (physical health, mental health, substance use) that directly affects ability to secure/maintain housing	None	0	No (0 points)	
			1	Yes	
11	Criminal record for arson, drug dealing or manufacture, or felony offense against persons or property	None	0	No (0 points)	
			1	Yes	
12	Registered sex offender	None	0	No (0 points)	
			1	Yes	
13	At least one dependent child under age 6	None	0	No (0 points)	

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
			1	Yes	
14	Single parent with minor child(ren)	None	0	No (0 points)	
			1	Yes	
15	Household size of 5 or more requiring at least 3 bedrooms (due to age/gender mix)	None	0	No (0 points)	
			1	Yes	
16	Any Veteran in household served in Iraq or Afghanistan	None	0	No (0 points)	
			1	Yes	
17	Female Veteran	None	0	No (0 points)	
			1	Yes	
20	HP applicant total points	None	[Integer]		
21	Grantee targeting threshold score	None	[Integer]		

V7 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point
HOH	33 - VA: SSVF- collection required only for HP	12 - Homelessness Prevention	<EntrySSVF>	Enrollment	Project Start

V8 HUD-VASH Voucher Tracking

FY2020 Revision Summary: Updated collection point to be “Occurrence Point (as provided).”

V8 Data Element Fields and Responses:

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
1	Information date	None	[Date]		
2	Voucher change	None	1	Referral package forwarded to PHA	
			2	Voucher denied by PHA	
			3	Voucher issued by PHA	
			4	Voucher revoked or expired	
			5	Voucher in use- veteran moved into housing	

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
			6	Voucher was ported locally	
			7	Voucher was administratively absorbed by new PHA	
			8	Voucher was converted to Housing Choice Voucher	
			9	Veteran exited - voucher was returned	
			10	Veteran exited - family maintained the voucher	
			11	Veteran exited - prior to ever receiving a voucher	
			12	Other	
A	If other, please specify	Field 2 & Response 12	[Text]		

V8 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point
Veteran HOH	20 - HUD:HUD/VASH OTH	3 - PH - Permanent Supportive Housing	<ServicesFAReferral>	Services	Occurrence Point (as provided)

V9 HUD-VASH Exit Information

FY2020 Revision Summary: None.

V9 Data Element Fields and Responses:

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
1	Case Management Exit Reason	None	1	Accomplished goals and /or obtained services and no longer needs CM	
			2	Transferred to another HUD-VASH program site	
			3	Found/chose other housing	
			4	Did not comply with HUD-VASH CM	
			5	Eviction and/or other housing related issues	

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
			6	Unhappy with HUD-VASH housing	
			7	No longer financially eligible for HUD-VASH voucher	
			8	No longer interested in participating in this program	
			9	Veteran cannot be located	
			10	Veteran too ill to participate at this time	
			11	Veteran is incarcerated	
			12	Veteran is deceased	
			13	Other	
A	If other - please specify	Field 1 & Response 13	[Text]		

V9 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point
Veteran HOH	20 - HUD:HUD/VASH OTH	3 - PH - Permanent Supportive Housing	<ExitVASH>	Exit	

Metadata Elements

5.01 Date Created

System Logic and Other System Issues: HMIS generated.

The HMIS must store this metadata for all client-level data elements. It is not necessary that this information be displayed in the user interface of the HMIS, but it must be accessible in the programming of reports. Date Created must not change when a data element is edited. If two client records representing the same person are merged, the earliest Date Created must be retained for data elements for which the HMIS stores only one value per client (e.g., name, SSN, date of birth).

HMIS must have the ability to identify the date on which a record was first created in HMIS for any data element. Data elements that are collected together on a single form may share a single Date created. HMIS users and system administrators must not have the ability to enter or to modify the information in this Metadata Element.

FY2020 Revision Summary: Renumbered from 5.1 to 5.01.

5.01 Data Element Fields and Responses:

Field Number	Field Name	Dependency	Response Category/ Data Type	Descriptions
1	Date Created	None	[Date]	

5.01 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point
All records	All Funders, All Program Components	All HMIS Project Types	XML Attribute: DateCreated	<*><DateCreated> Field collected across multiple files	Record creation

5.02 Date Updated

System Logic and Other System Issues: HMIS generated.

The HMIS must be able to determine, for all data elements, the date on which it was last edited by a user. Each time a user saves data, the HMIS must store the current date as the Date Updated with the data being saved. Data elements that are collected together on a single form may share a single Date Updated. HMIS users or system administrators must not have the ability to enter or to modify the information in this metadata element.

Created by the HMIS when a record for any data element is first created, and updated by the HMIS every time the record is saved by an HMIS user.

FY2020 Revision Summary: Renumbered from 5.2 to 5.02.

5.02 Data Element Fields and Responses:

Field Number	Field Name	Dependency	Response Category/ Data Type	Descriptions
1	Date Updated	None	[Date]	

5.02 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point
All records	All Funders, All Program Components	All HMIS Project Types	XML Attribute: DateUpdated	<*><DateUpdated> Field collected across multiple files	Record creation

5.03 Data Collection Stage

System Logic and Other System Issues: The point(s) at which the data must be able to be collected in an HMIS. For data elements with multiple collection points (e.g. Project Start, Occurrence Point, Project Exit), each record must be stored with the appropriate Data Collection Stage (as listed in metadata element 5.3). Data elements with only a single collection point need not be stored with any particular data collection stage, since their data collection point is inherent in their requirements.

HMIS generated or HMIS user selected. An HMIS must be able to distinguish between data collected at project start, project update (during a project stay), and at project exit. Data elements that are collected together on a single form may share a single Data Collection Stage. HMIS users should not have the ability to create more than one record per data element at either project start or project exit (e.g., for a single project stay, a client should have one and only one record of Income and Sources identified as project start). The system must allow a user to save a dated record for a client's annual assessment as an "annual assessment".

The response categories correlate to response categories defined in the XML and CSV specifications. An "annual assessment" is required as noted in the collection stage for some Program Specific Elements. The Annual Assessment must include updating both the head of household's record and any other family members at the same time. Elements for which a collection point of 'annual assessment' is required must be collected at least once annually for each client. An Annual Assessment must occur between months 11 and 13 annually for all HUD funded projects. The Information Date must be no more than 30 days before or after the anniversary of the head of household's Project Start Date; information must be accurate as of the Information Date. The date range of the Annual Assessment is based entirely around the head of household's Project Start Date, not on the date of the client's or head of household's previous assessment.

For all projects which require an annual assessment, data collected as part of an annual assessment must have a Data Collection Stage of 'annual assessment.' There should be one and only one record for each data element with a Data Collection Stage of 'annual assessment' within the 60-day period surrounding the anniversary of the head of household's Project Start Date. Regardless of whether or not the responses have changed since project start or the previous annual assessment, a new record must be created for each annual assessment such that it is possible to view a history, by date, of the values for each data element.

FY2020 Revision Summary: Renumbered from 5.3 to 5.03.

5.03 Data Element Fields and Responses:

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
1	Data Collection Stage	None	1	Project Start	Indicates the element is required to be collected at every project start. Elements collected at project start must have an Information Date that matches the client’s Project Start Date. Information must be accurate as of the Project Start Date. When a data element with multiple collection points is collected at project start, it must be stored with a Data Collection Stage of ‘project start.’ There should be one and only one record with a Data Collection Stage of ‘project start’ for each relevant data element for any given project start. Data may be edited by users associated with the project to correct errors or omissions; such edits will not change the data collection stage associated with the record.

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
			2	Project Update	Indicates the element may be collected and entered at any point during a project stay to track changes over time or document the occurrence of events (e.g. a service is provided). These types of records must be able to be entered at any point during the project stay. Some data elements are collected once per project stay. For others, the system must be able to support a theoretically unlimited number of records per project stay, each with a distinct Information Date. The Information Date should reflect the date on which the information is collected and/or the date for which the information is relevant for reporting purposes. Information must be accurate as of the Information Date, regardless of when it is collected or entered into the HMIS. While data may be edited by users associated with the project to correct errors or omissions, correct records should never be overwritten or discarded when update records are created. Corrections to existing records will change neither the data collection stage nor the information date unless it is explicitly altered by the user.

Field Number	Field Name	Dependency		Response Category/ Data Type	Descriptions
			5	Project Annual Assessment	Data elements required for collection at annual assessment must be entered with an Information Date of no more than 30 days before or after the anniversary of the head of household's Project Start Date, regardless of the date of the most recent 'update' or any other 'annual assessment'. Information must be accurate as of the Information Date. The data collection stage may not be inferred from the Information Date, although the field must have an Information Date recorded with it. To be considered reportable to HUD as an annual assessment, data must be stored with a Data Collection Stage of 'annual assessment'. The Annual Assessment must include updating both the head of household's record and any other family members at the same time. There should be one and only one record for each data element annually with a Data Collection Stage recorded as 'annual assessment' associated with any given client and Enrollment ID within the 60-day period surrounding the anniversary of the head of household's Project Start Date. Regardless of whether the responses have changed since project start or the previous annual assessment, a new record must be created for each subsequent annual assessment such that it is possible to view a history, by date, of the values for each data element. Data may be edited by users associated with the project to correct errors or omissions; such edits will change neither the data collection stage nor the information date unless they are explicitly altered by the user.

Field Number	Field Name	Dependency	Response Category/ Data Type		Descriptions
			3	Project Exit	Indicates the element is required to be collected at every project exit. Elements collected at project exit must have an Information Date that matches the client's Project Exit Date. Information must be accurate as of the Project Exit Date. When a data element with multiple collection points is collected at project exit, it must be stored with a Data Collection Stage of 'project exit.' There should be one and only one record with a Data Collection Stage of 'project exit' for each relevant data element for any given project exit. Data may be edited by users associated with the project to correct errors or omissions; such edits will not change the data collection stage or the information.
			6	Post Exit	Indicates the element may be collected after project exit for a period of no longer than six months.

5.03 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point
All data elements with multiple data collection stages	All Funders, All Program Components	All HMIS Project Types	XML Attribute: DataCollectionStage	<*><DataCollectionStage> Field collected across multiple files	Record creation

5.04 Information Date

System Logic and Other System Issues: This Metadata Element is a hybrid in that it pertains to the client data and not directly to the client, but it will be entered in HMIS by users.

This Metadata Element has been added to the data elements where it applies (e.g. Income and Sources, with Response 1 Information Date). The metadata element is included here to provide further information for HMIS vendors and system administrators.

Data that is collected only at initial HMIS project start (e.g., Name, Social Security Number) does not require an Information Date. Data that is collected only at project start or only at project exit, may be assumed to have an Information Date that matches the Project Start Date or Project Exit Date, respectively or an HMIS may require that a user specify the date.

Data elements that are collected together on a single form may share a single Information Date.

This Metadata Element is applicable to all elements which can change over time.

FY2020 Revision Summary: Renumbered from 5.4 to 5.04.

5.04 Data Element Fields and Responses:

Field Number	Field Name	Dependency	Response Category/ Data Type	Descriptions
1	Information Date	None	[Date]	

5.04 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point
As specified in Data Element Definitions	All Funders, All Program Components	All HMIS Project Types	XML Attribute: InformationDate	<*><InformationDate> Field collected across multiple files	Record creation

5.05 Project Identifier

System Logic and Other System Issues: HMIS auto-generated or HMIS user selected.

Data elements that are collected together on a single form may share a single Project Identifier. In order to report on data quality on a project's report, it is first necessary to establish that the project in question was responsible for the data.

This is a basic requirement that assumes a simple relationship between clients and projects. In circumstances where one project may be responsible for entering data that would appropriately appear on another project's required report (e.g., a central intake point), it may be necessary to create a more sophisticated method to establish responsibility for the data entered.

FY2020 Revision Summary: Renumbered from 5.5 to 5.05.

5.05 Data Element Fields and Responses:

Field Number	Field Name	Dependency	Response Category/ Data Type	Descriptions
1	Project Identifier	None	[Integer]	Project Identifier (2.02) of the project that entered or edited the data

5.05 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point
Specified Data Elements	All Funders, All Program Components	All HMIS Project Types	Unique Identifier: ProjectID	<*><ProjectID> Field collected across multiple files	Record creation

5.06 Enrollment Identifier

Data Collection Instruction: HMIS generated.

The data element should be created by the HMIS at the time that the record of a project start is first entered into HMIS and should be stored with any data that pertains to that particular period of service.

Data elements that are collected together on a single form may share a single Enrollment Identifier. An HMIS should be able to correlate data to a specific project stay.

This metadata element must be stored with all elements identified in this document as having a collection point "Project Start"

FY2020 Revision Summary: Renumbered from 5.6 to 5.06. Change in name: ID to Identifier for consistency. May be shortened to ID.

5.06 Data Element Fields and Responses:

Field Number	Field Name	Dependency	Response Category/ Data Type	Descriptions
1	Enrollment Identifier	None	[Integer]	A unique project start identifier used to associate data with a particular period of service.

5.06 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point
All Enrollment Level Data	All Funders, All Program Components	All HMIS Project Types	Unique Identifier: EnrollmentID	<*><EnrollmentID> Field collected across multiple files	Record creation

5.07 User Identifier

System Logic and Other System Issues: HMIS generated.

Each authorized user of an HMIS must have a unique identifier stored in the HMIS. Every time data is entered or edited in HMIS, the HMIS must keep a record of which user entered or edited the data based on the credentials supplied at the time of login.

The data element should be stored with any Universal or Program-Specific Data Element entered or edited in an HMIS.

It must be possible to determine, for all client-level data, which user entered it in HMIS. Each time a user saves data, the HMIS must store the User Identifier of that particular user with the data being saved.

Data elements that are collected together on a single form may share a single User Identifier.

HMIS users must not have the ability to enter or to modify the information in this Metadata Element.

If a data element is edited, the system must retain the original value, along with the User Identifier of the user who entered it, in addition to storing the new value and the User Identifier of the editing user.

FY2020 Revision Summary: Renumbered from 5.7 to 5.07. New file User.csv.

5.07 Data Element Fields and Responses:

Field Number	Field Name	Dependency	Response Category/ Data Type	Descriptions
1	User Identifier	None	[Integer]	A unique ID used to associate data with the user who entered and/or edited it

5.07 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point
All Records	All Funders, All Program Components	All HMIS Project Types	XML Attribute: UserID	<*><UserID> Field collected across multiple files	Record creation

5.08 Personal Identifier

Data Collection Instruction: HMIS generated.

A Personal ID must be created, but there is no required format if there is a single unique Personal ID for every client and it contains no personally identifying information.

The Personal ID must be able to be attached to the same individual when served by multiple projects.

There is a one-to-one relationship between Personal ID and 3.01 Name, 3.02 Social Security Number, 3.03 Date of Birth, 3.04 Race, 3.05 Ethnicity, 3.06 Gender, and 3.7 Veteran Status.

Search functionality must exist to facilitate linkage of the same person with their Personal ID as they are served by different projects within the continuum. There are multiple ways to accomplish this. The recommended method of search by users for clients in open record systems is for users to enter a combination of personal identifying information (Name, SSN, Date of Birth, and/or Gender) into the HMIS application and have the application search for matching records. If a match is found and a Personal ID is retrieved, the same Personal ID will be assigned to the client, i.e. the same record is used. If no matches are found, a new automatically generated Personal ID is assigned to the client. Variations or other methods may also be utilized by vendors if the system is designed to mitigate duplicate record entry.

HMIS must have functionality to allow the HMIS Lead to de-duplicate multiple records with distinct Personal ID's that are identified as representing the same individual based on identifying information.

5.08 Data Element Fields and Responses:

Field Number	Field Name	Dependency	Response Category/ Data Type	Descriptions
1	Personal Identifier	None	[Integer]	A Personal ID is an automatically generated identifier created by the HMIS application. A Personal ID must be permanent and unique to a single individual within an HMIS implementation.

5.08 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point
All Clients	All Funders, All Program Components	All HMIS Project Types	<Client><PersonalID>	Client	Record creation

5.09 Household Identifier

Data Collection Instruction: HMIS generated.

A Household ID will be assigned to each household at each project start and applies for the duration of that project stay to all members of the household served. The Household ID must be automatically generated by the HMIS application to ensure that it is unique. The Household ID has no meaning beyond a single enrollment; it is used in conjunction with the Project ID, Project Start Date, and Project Exit Date to link records for household members together and indicate that they were served together. The Household ID is to be unique to the household stay in a project; reuse of the identification for the same or similar household upon readmission into the project is unacceptable. The Household ID must be unique within each HMIS implementation regardless of how many CoCs it covers. This includes data warehouses that may be pulling in data from multiple HMIS implementations, and one or more CoCs.

Persons may join a household with members who have already begun a project start or may leave a project although other members of the household remain in the project. A common Household ID must be assigned to each member of the same household. Persons in a household (either adults or children) who are not present when the household initially applies for assistance and later join the household should be assigned the same Household ID that links them to the rest of the persons in the household. The early departure of a household member would have no impact on the Household ID. An HMIS may, but is not required to, utilize a Global Household ID at record creation upon initial entry into an HMIS based on the person(s) presenting together as a household at the time of initial entry.

A Global Household ID is a value which spans an entire HMIS implementation representing a collection of persons who have been in a household together. Assignment of a client in or out of a global household at a specific project need not immediately affect the client's data at other projects. If, for example, one household member exits from a household in project A and that household is also being served in project B, there is no requirement to alter the household configuration at project B.

5.09 Data Element Fields and Responses:

Field Number	Field Name	Dependency	Response Category/ Data Type	Descriptions
1	Household Identifier	None	[Integer]	A Household ID is an automatically generated identifier created by the HMIS application. A Household ID must be permanent and unique to a single household at each project start within an HMIS implementation.

5.09 Specifications:

Data Collected About	Funder/Program Component	Project Type Applicability	XML	CSV	Collection Point
All Clients	All Funders, All Program Components	All HMIS Project Types	<Enrollment><HouseholdID>	Enrollment	Record creation

Appendix A. Living Situation Response Categories and Descriptions

Header	Field Number	Response	Description	Prior Living Sit. (3.917)	Current Living Sit (4.12)	Destination (3.12)
Homeless Situations	16	Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)		X	X	X
	1	Emergency shelter, including hotel or motel paid for with emergency shelter voucher, or RHY-funded Host Home shelter	• ESG Emergency Shelter • HOPWA Hotel/Motel or Short Term Housing • RHY BCP shelter or RHY-funded Host Home shelter • VA HCHV Community Contract Emergency Housing • Locally-funded shelters	X	X	X
	18	Safe Haven	• CoC Safe Haven • VA Community Contract Safe Haven • Locally-funded Safe Haven type projects	X	X	X

Header	Field Number	Response	Description	Prior Living Sit. (3.917)	Current Living Sit (4.12)	Destination (3.12)
Institutional Situations	15	Foster care home or foster care group home		X	X	X
	6	Hospital or other residential non-psychiatric medical facility		X	X	X
	7	Jail, prison, or juvenile detention facility		X	X	X
	25	Long-term care facility or nursing home		X	X	X
	4	Psychiatric hospital or other psychiatric facility		X	X	X
	5	Substance abuse treatment facility or detox center		X	X	X
Temporary and Permanent Housing Situations	29	Residential or halfway house with no homeless criteria	A sober living or other residential project with no lease or rights of tenancy, with or without time limits	X	X	X
	14	Hotel or motel paid for without emergency shelter voucher		X	X	X

Header	Field Number	Response	Description	Prior Living Sit. (3.917)	Current Living Sit (4.12)	Destination (3.12)
	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 124 months)	X	X	X
	32	Host home (non-crisis)		X	X	X
	13	Staying or living with friends, temporary tenure (e.g. room, apartment or house)				X

Header	Field Number	Response	Description	Prior Living Sit. (3.917)	Current Living Sit (4.12)	Destination (3.12)
	36	Staying or living in a friend's room, apartment or house		X	X	
	12	Staying or living with family, temporary tenure (e.g. room, apartment or house)				X
	22	Staying or living with family, permanent tenure				X
	35	Staying or living in a family member's room, apartment or house		X	X	
	23	Staying or living with friends, permanent tenure				X
	26	Moved from one HOPWA funded project to HOPWA PH	Limited to use by HOPWA-funded projects			X
	27	Moved from one HOPWA funded project to HOPWA TH	Limited to use by HOPWA-funded projects			X
	28	Rental by client, with GPD TIP housing subsidy		X	X	X
	19	Rental by client, with VASH housing subsidy		X	X	X

Header	Field Number	Response	Description	Prior Living Sit. (3.917)	Current Living Sit (4.12)	Destination (3.12)
	3	Permanent housing (other than RRH) for formerly homeless persons	• CoC Permanent Supportive Housing • HOPWA facility/TBRA permanent housing (for *Destination*: when moving from non-HOPWA projects)	X	X	X
	31	Rental by client, with RRH or equivalent subsidy	Use this response category as a Destination only if the client is moving directly into a unit. • CoC Rapid Re-Housing • ESG Rapid Re-Housing • VA SSVF Rapid Re-Housing • Locally-funded Rapid Re-Housing	X	X	X
	33	Rental by client, with Housing Choice Voucher (HCV) (tenant or project based)	Includes HCV with no paired services.	X	X	X
	34	Rental by client in a public housing unit		X	X	X

Header	Field Number	Response	Description	Prior Living Sit. (3.917)	Current Living Sit (4.12)	Destination (3.12)
	10	Rental by client, no ongoing housing subsidy	When a client leaves an RRH project maintaining (or moving to) a rental that they will pay for on their own (without a subsidy of any kind) you should select Rental by Client, no ongoing housing subsidy.	X	X	X
	20	Rental by client, with other ongoing housing subsidy	Any subsidized rental housing other than CoC PSH, HOPWA PH, RRH, GPD TIP, or VASH. Includes legacy SRO and Pay For Success.	X	X	X
	21	Owned by client, with ongoing housing subsidy		X	X	X
	11	Owned by client, no ongoing housing subsidy		X	X	X
Other	30	No exit interview completed	This will be considered "missing data" for data quality and reporting purposes.			X
	17	Other	Any response of "Other" in Destination 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.		X	X
	24	Deceased				X
	37	Worker unable to confirm			X	

Header	Field Number	Response	Description	Prior Living Sit. (3.917)	Current Living Sit (4.12)	Destination (3.12)
	8	Client doesn't know		X	X	X
	9	Client refused		X	X	X
	99	Data not collected		X	X	X