



HMIS Data Standards DATA DICTIONARY

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U.S. Department of Housing and Urban Development

Version 3.1

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1. HMIS DATA DICTIONARY OVERVIEW

Introduction

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 a valuable resource because of its capacity to integrate and unduplicate data across projects in a community. Aggregate HMIS data can be used to understand the size, characteristics, and needs of the homeless population at multiple levels: project, system, local, state, and national. The Annual Homeless Assessment Report (AHAR) is HUD’s annual report that provides Congress with detailed data on individuals and households experiencing homelessness across the country each year. This report could not be written if communities were not able to provide HUD with reliable, aggregate data on the clients they serve.

In 2010 the U.S. Interagency Council on Homelessness (USICH) affirmed HMIS as the official method of measuring outcomes in its *Opening Doors: Federal Strategic Plan to Prevent and End Homelessness*. Since then many of the federal agencies that provide McKinney-Vento Act and other sources of funding for services to specific homeless populations have joined together and are working with HUD to coordinate the effort.

HMIS is now used by the federal partners and their respective programs in the effort to end homelessness, which include:

- U.S. Department of Health and Human Services (HHS)
- U.S. Department of Housing and Urban Development (HUD)
- U.S. Department of Veterans Affairs

The HMIS Data Standards (published in the 2014 HMIS Data Dictionary and HMIS Data Manual) provide communities with baseline data collection requirements developed by each of these federal partners. HUD published the first [2004 HMIS Data and Technical Standards](#) on July 30, 2004 and these served as the foundation for software developers in constructing HMIS applications. In March 2010, HUD updated the Data Standards ([March 2010 HMIS Data Standards](#)), primarily to reflect data collection requirements for the Homelessness Prevention and Rapid Rehousing Program (HPRP). HUD, in collaboration with its federal partners, updated the HMIS Data Standards again in 2014 with the release of the 2014 HMIS Data Dictionary and Data Manual. Both documents superseded the previously released HMIS Data Standards. **This release, 2014 HMIS Data Dictionary and Data Manual is Version 3** and is an update of the 2014 Data Standards where HUD and the federal partners updated the standards to reflect critical changes that were needed in 2015. Thus, the standards have only slightly changed and all changes are summarized at the [end of this document](#).

HMIS systems must be able to collect all of the data elements defined in the HMIS Data Dictionary, support system logic identified in this document, and ensure that data collection and the visibility of data elements is appropriate to the project type and federal funding source for any given project.

With this update HUD has continued to utilize separate documents in order to target specific audiences:

- **HMIS Data Dictionary** – The HMIS Data Dictionary is designed for HMIS vendors and HMIS Lead Agency system administrators to understand all of the data elements required in an HMIS, data collection, and function of each required element and the specific use of each element by the appropriate federal partner. The HMIS Data Dictionary should be the source for HMIS software programming.
- **HMIS Data Manual** – The HMIS Data Manual is designed for HMIS Lead Agency system administrators, Continuum of Care leaders, and HMIS users. The Manual lists and defines data elements to be collected in an HMIS and provides definitions and program use context for data collection. Identical data elements are presented in the Data Dictionary and Data Manual but the readership and context is different.

HMIS Program Manuals – A series of program manuals have been released to provide additional information to System Administrators and HMIS users about the expectations of the federal partner programs for data collection.

On or before October 1, 2015 all HMIS software must comply with these data standards established within this Data Dictionary. HUD expects all CoC's to begin using HMIS with the elements contained in these standards on October 1, 2015.

HMIS Concepts and Terms

Continuum of Care (CoC) is used multiple ways:

1. Continuum of Care and Continuum means the group organized to carry out the responsibilities required under the [CoC Program Interim Rule](#) (24 CFR Part 578) and is comprised of representatives of organizations, including nonprofit homeless providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, and law enforcement, and organizations that serve homeless and formerly homeless persons to the extent that these groups are represented within the geographic area and are available to participate.
2. CoC Program refers to the federal funding source which provides housing and/or service grant dollars.
3. CoC Project refers to a distinct unit of an organization, which may or may not be funded by HUD or the federal partners, that provides services and/or lodging for the homeless and is identified by the Continuum as part of its service system. [Note: a project funded by the CoC may be referred to then as a “CoC program 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](#)¹ (24 CFR Part 580) to operate the Continuum’s HMIS on the Continuum’s behalf.

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

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:

| Header | Instruction |
|-----------------------|--|
| Element Name | The name of the element. |
| Field # & Response(s) | <p>The field name and any response options associated with the field.</p> <p>Most elements contain responses of “client doesn’t know” and “client refused”. Data not collected continues to be identified as a response option in this HMIS Data Dictionary. 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</p> |

¹ As of July, 2015 the HMIS Rule is not in effect. When HUD publishing the final HMIS Rule communities will be give time to come into compliance with the rule.

| Header | Instruction |
|-----------------------------------|--|
| | 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. [System Note: data not collected will equate to missing data or null values as appropriate for transfer and reporting purposes.] |
| Dependent to Field # & Response # | Dependent fields and dependent response options identify the Field and Response option to which they are dependent. |
| Element Type | <p>The type of data element (project descriptor, universal, program-specific or metadata) which indicates the level at which data are collected, whether they apply to all funding sources, and their relationship to other data.</p> <ol style="list-style-type: none"> 1. Project Descriptor Data Elements are the required project level elements initially entered at the setup stage of the project within an HMIS that specifically identify the organization, project name, continuum(s) in which the project operates type of project, bed and unit inventory for residential projects, and funding sources. In systems that are able to generate Housing Inventory Count (HIC) data, there are additional data elements relevant to that purpose. 2. Universal Data Elements are client level data elements required for collection by all projects participating in HMIS, regardless of project type or funding source. 3. Program-Specific Data Elements are client level elements required by a specific federal program or program component. 4. Metadata Elements are data about data elements documenting required metadata collection. |
| Funder: Program-Component | <p>Identifies the federal department, the program, and the program component which requires the collection of the element.</p> <p>In this version of the Data Dictionary the Funder: Program Component section under the Program Specific Data Elements has been changed from a table to text and VA: HCHV and VA GPD have been removed from the selection as they only collect Universal Data Elements. This change was made to facilitate understanding. No changes have been made to the funder or component requiring collection for any element.</p> |
| Project Type Applicability | Project type(s) refers to element 2.4 <i>Project Type</i> and identifies the HMIS project type required to collect the data element. |
| Data Collected About | Identifies the universe of client(s) for whom an element response is required (e.g. Head of Household, Adults, Children, etc.). Data may be collected about a wide group (e.g. all household members) but data reporting will be specified on the persons required to have the data collected about. |
| Collection Point | <p>The point(s) at which the data must be able to be collected in an HMIS. In addition to specifying the stage of data collection, the collection point is also recorded via metadata (element 5.3).</p> <p>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,</p> |

| Header | Instruction |
|--------|---|
| | <p>responses must be reviewed for accuracy at each project entry and edited as necessary to make corrections or to improve data quality.</p> <p>Project entry – Indicates the element is required to be collected at every project entry. Elements collected at project entry must have an <i>Information Date</i> that matches the client’s <i>Project Entry Date</i> and be recorded via 5.3 <i>Data Collection Stage</i> of ‘project entry.’ Information must be accurate as of the <i>Project Entry Date</i>. There should be one and only one record with a Data Collection Stage of ‘project entry’ for each relevant data element for any given project entry.</p> <p>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.</p> <p>Update – Indicates the element may be collected and entered into HMIS at multiple points during a project enrollment in order to track changes over time. The system must be able to support a theoretically unlimited number of update records per enrollment. Each ‘update’ requires the creation of a new record with a distinct <i>Information Date</i>. The <i>Information Date</i> 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 <i>Information Date</i>, regardless of when it is actually collected or entered into HMIS. Data may be edited by users associated with the project to correct errors or omissions; such edits will change neither the data collection stage nor the information date unless it is explicitly change by the user.</p> <p>Annual assessment – Is a specialized subset of the ‘update’ collection point. The annual assessment is to be recorded no more than 30 days before or after the anniversary of the client’s <i>Project Entry Date</i>, regardless of the date of the most recent ‘update’ or ‘annual assessment’, if any [annually]. Information must be accurate as of the <i>Information Date</i>.</p> <p>For HUD-funded programs and HUD reporting purposes, the implementation of ‘annual assessment’ as a data collection stage by vendors became mandatory in 2014; the data collection stage may not be inferred from the Information Date, although the field must have an <i>Information Date</i> recorded with it. In order to be considered reportable to HUD as an annual assessment, data must be stored with a <i>Data Collection Stage</i> of ‘annual assessment’.</p> <p>There should be one and only one record for each data element annually with a <i>Data Collection Stage</i> recorded as ‘annual assessment’ associated with any given client and project entry ID within the 60 day period surrounding the anniversary of the client’s <i>Project Entry Date</i>. Regardless of whether or not the responses have changed since project entry 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.</p> <p>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.</p> |

| Header | Instruction |
|------------------------------------|--|
| | <p>Project exit – Indicates the element is required to be collected at every project exit. Elements collected at project exit must have an <i>Information Date</i> that matches the client's <i>Project Exit Date</i> and a <i>Data Collection Stage</i> of 'project exit.' Information must be accurate as of the <i>Project Exit Date</i>. There should be one and only one record with a <i>Data Collection Stage</i> of 'project exit' for each relevant data element for any given project exit.</p> <p>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.</p> |
| System Logic | Logically required data collection or system structure information for HMIS software development purposes. |
| Other System Issues | Information on rationale, conditions, constraints, etc. that may be applicable to a specific element and are important for HMIS software development purposes. |
| XML | XML element in XML Specifications where the data standard element is located. |
| CSV | Primary file in CSV Specifications where the data standard element is located. |
| Critical Updates to 2014 Standards | Documentation of changes to the element from the 2014 HMIS Data Standards: Data Dictionary to the 2014 Data Dictionary. |

Exhibit 1 – Federal Funding Sources Relation to HMIS Project Types

This exhibit illustrates the project types (element 2.4) that may be associated with each HMIS Federal Partner Program depending on the component/activity funded.

| Federal Program | | | | | | | | | | | | | |
|---|---|---|---|---|---|--|---|---|--|---|---|---|---|
| HUD: Continuum of Care Program (CoC) | | X | X | X | X | | X | X | | | X | X | X |
| HUD: Emergency Solutions Grant program (ESG) | X | | | X | | | | | | X | X | X | X |
| HUD: Rural Housing Stability Assistance Program (RHSAP) | | | | | | | | | | | | | |
| HUD: Housing Opportunities for Persons with AIDS (HOPWA) | X | X | X | | X | | | | | | X | | |
| HUD: Veterans Affairs Supportive Housing (HUD-VASH) | | | X | | | | | | | | | | |
| HHS: Runaway and Homeless Youth Programs (RHY) | X | X | | X | X | | | | | | X | | |
| HHS: Projects for Assistance in Transition from Homelessness (PATH) | | | | X | X | | | | | | | | |
| VA: Grant and Per Diem Program (GPD) | | X | | | | | | | | | | | |
| VA: Supportive Services for Veteran Families (SSVF) | | | | | | | | | | | X | X | |
| VA: Community Contract Emergency Housing (HCHV/EH) | X | | | | | | | | | | | | |

| Number | HMIS Project Types – Referenced Above by Number |
|--------|---|
| 1 | Emergency Shelter |
| 2 | Transitional Housing |
| 3 | PH - Permanent Supportive Housing (disability required for entry) |
| 4 | Street Outreach |
| 5 | RETIRED |
| 6 | Services Only |
| 7 | Other |
| 8 | Safe Haven |
| 9 | PH – Housing Only |
| 10 | PH – Housing with Services (no disability required for entry) |
| 11 | Day Shelter |
| 12 | Homelessness Prevention |
| 13 | PH - Rapid Re-Housing |
| 14 | Coordinated Assessment |

2. PROJECT DESCRIPTOR DATA ELEMENTS

Project descriptor data elements are intended to identify the organization, specific project, and project details to which an individual client record in an HMIS is associated. The project descriptors are generally managed in an HMIS by a system administrator, not a user. They are created at initial new project setup within the HMIS and are intended to be updated, as needed, on a regular basis by the system administrator, no less than once annually. If data within project descriptor data elements are able to be entered or updated by a user, then the HMIS system administrator must have oversight and review ability.

This section describes the data to be recorded in HMIS for each project descriptor data element and its relation to each project entering data. The project descriptor data elements create a basis for identifying the organization, project, project type, and federal partner funder(s). Correct use of the 2.4 Project Type and 2.6 Funding Sources data elements will help assure that projects are identified for correct visibility and are able to generate reports required for each of the federal partners as reporting parameters will be based off of one or both of these elements.

The following Project Descriptor Data Elements are not optional:

- 2.1 [Organization Identifiers](#)
- 2.2 [Project Identifiers](#)
- 2.3 [Continuum of Care Code](#)
- 2.4 [Project Type](#)
- 2.5 [Method for Tracking Emergency Shelter Utilization](#)
- 2.6 [Federal Partner Funding Sources](#)
- 2.7 [Bed and Unit Inventory Information](#)

HUD has removed the requirement for the annual HUD Housing Inventory Count (HIC) to be completed utilizing exported data from the HMIS. Therefore, the elements necessary for the completion of the HIC (2.8 and 2.9) are shown here as optional elements. An HMIS may continue to provide the capacity to generate the HIC from an HMIS and CoCs may continue to utilize that capacity should they elect. The optional project descriptor data elements are designed to capture information on residential continuum projects which include: emergency shelters, transitional housing, safe havens, and all forms of permanent housing.

The following Project Descriptor Data Elements are optional:

- 2.8 [Site Information – Optional](#)
- 2.9 [Target Population - Optional](#)

2.1 Organization Identifiers

| Header | Instruction |
|----------------------------|---------------------------------|
| Element Name | Organization Identifiers |
| Field 1 & Response | Organization ID – auto generate |
| Field 2 & Response | Organization Name |
| Element Type | Project Descriptor |
| Funder: Program- Component | All Programs – All Components |
| Project Type Applicability | All HMIS Project Types |
| Data Collected About | All organizations |

| Header | Instruction |
|-----------------------------|---|
| Collection Point | Initial HMIS project setup, reviewed/updated no less than annually |
| System Logic | <p>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.</p> <p>Each organization must also be able to be associated with one or more projects.</p> <p>The name of the organization must be captured in text within the HMIS.</p> |
| Other System Issues | <p>An HMIS must allow the HMIS Lead to activate and deactivate an organization.</p> <p>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.</p> |
| XML | <Organization> |
| CSV | Organization |
| Updates from 2014 Version 2 | None |

2.2 Project Identifiers

| Header | Instruction |
|-----------------------------|--|
| Element Name | Project Identifiers |
| Project Type Applicability | All HMIS Project Types |
| Field 1 & Response | Project ID – auto generate |
| Field 2 & Response | Project Name |
| Element Type | Project Descriptor |
| Funder: Program- Component | All Programs – All Components |
| Project Type Applicability | All HMIS Project Types |
| Data Collected About | All Projects |
| Collection Point | Initial HMIS project setup, reviewed/updated no less than annually |
| System Logic | <p>A Project ID must be assign to each project via a system generated number or code. Each project must receive a distinct identifier that is consistently associated with that project.</p> <p>Each project must also be able to be associated with an organization.</p> <p>The name of the project must be captured in text within the HMIS.</p> |
| Other System Issues | <p>An HMIS must allow the HMIS Lead to activate and deactivate a project.</p> <p>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.</p> |
| XML | <Project> |
| CSV | Project |
| Updates from 2014 Version 2 | None |

2.3 Continuum of Care Code

| Header | Instruction |
|-----------------------------|---|
| Element Name | Continuum of Care Code |
| Field 1 & Response | Continuum Code - HUD-assigned CoC codes for the project location |
| Element Type | Project Descriptor |
| Funder: Program- Component | All Programs – All Components |
| Project Type Applicability | All HMIS Project Types |
| Data Collected About | All projects that serve clients |
| Collection Point | Initial HMIS project setup, reviewed/updated no less than annually |
| System Logic | Collect once at initial setup. System stores collected CoC codes and retains for historical purposes. Allow edits if changes are made to the CoC or corrections for data entry error; retain the original affiliation only as necessary for reporting. |
| Other System Issues | <p>The system must allow for multiple codes selected per project. A code for every geographic area in which the project operates must be allowed.</p> <p>If the system creates defaults, they should be set as the code for the CoC in which the project is located.</p> <p>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 CoC codes selected for the project must be all of the codes allowed under the regulations of the federal funding partner.</p> |
| XML | <ProjectCoC> |
| CSV | ProjectCoC |
| Updates from 2014 Version 2 | None |

2.4 Project Type

| Header | Instruction |
|---------------------|---|
| Element Name | Project Type |
| Field 1 & Responses | Continuum Project |
| | 0 No |
| | 1 Yes |
| Field 2 & Responses | Project Type |
| | 1 Emergency Shelter |
| | 2 Transitional Housing |
| | 3 PH - Permanent Supportive Housing (disability required for entry) |
| | 4 Street Outreach |
| | 5 RETIRED |
| | 6 Services Only |
| | 7 Other |
| | 8 Safe Haven |
| | 9 PH – Housing Only |

| Header | Instruction |
|---|--|
| 10 | PH – Housing with Services (no disability required for entry) |
| 11 | Day Shelter |
| 12 | Homelessness Prevention |
| 13 | PH - Rapid Re-Housing |
| 14 | Coordinated Assessment |
| Dependent A – Dependent to Field 2 & Response 6 | <i>If Services Only for “Project Type”</i> Affiliated with a residential project |
| 0 | No |
| 1 | Yes |
| Dependent B – Dependent to Dependent A & Response 1 | <i>If Yes for “Affiliated with a residential project”</i> Project ID(s) of residential project(s) affiliated with SSO |
| Element Type | Project Descriptor |
| Funder: Program- Component | All Programs – All Components |
| Project Type Applicability | All HMIS Project Types |
| Data Collected About | All projects |
| Collection Point | Initial HMIS project setup, reviewed/updated no less than annually |
| System Logic | <p>Collect once at initial setup. System stores collected project type and retains for historical purposes. Allow updates if changes or corrections for data entry error.</p> <p>A project can only have one project type assigned.</p> <p>A project must be able to identify multiple affiliated residential projects if “yes” to Dependent A.</p> |
| Other System Issues | <p>A continuum project refers to all projects within the Continuum of Care that provide housing and/or services for homeless persons. 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.</p> <p>General rules of project typing:</p> <ol style="list-style-type: none"> 1. A project is to be assigned a type based on the lodging or service it is providing. 2. If a project has more than one residential project type, each type must be set up in HMIS as a separate project. (For example, an emergency shelter and a transitional housing project must be set up as two separate projects in HMIS, even if there is a single funding source for both). 3. A residential project that is funded under one or more separate grants to provide supportive services to 100% of clients of the residential project, may be set up as a single project with the appropriate residential project type. All federal funding sources must be identified in <i>2.6 Federal Partner Funding Sources</i>. 4. A project that provides street outreach must be typed “4 – Street Outreach”. (Note: a street outreach project that also has a direct service component serving persons other than “street homeless” will require two separate projects to be set up in an HMIS – a “4- Street Outreach” and a “6- Services Only”). |

| Header | Instruction |
|-----------------------------|--|
| | <p>5. A project that provides only services (other than outreach), has associated housing outcomes, and is not limited to serving clients of one or more specific residential project should be typed as “6 – Services Only” and <i>Affiliated with a Residential Project</i> will be “No.”</p> <p>6. A project that provides only services (other than outreach), has associated housing outcomes, and is restricted by its grant agreement to serve only clients of one or more specific residential projects should be typed as “6 – Services Only” and <i>Affiliated with a Residential Project</i> will be “Yes.” Each of the residential projects with which the services only project is associated must be identified.</p> <p>7. A project that provides only services (other than outreach) that are “stand alone supportive services” and have no associated housing outcomes should be typed as “7 – 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 “7 – Other.” A project funded to provide ongoing case management should be typed “6 – Services Only.”)</p> <p>For guidance see Exhibit 1: Federal Funding Sources Relation to HMIS Project Types within this document. Project Type guidance is also available in the individual HMIS Program Handbooks (ESG, CoC, HOPWA, RHY, PATH, VA).</p> <p>Note: Projects which only provide services and are funded under the HUD CoC Program after FY 2014 which provide services exclusively to clients of a single residential project type (other than emergency shelter) will be identified in 2.6 <i>Federal Partner Funding Sources</i> with the component type of the residential project(s) and not “Services Only”. These projects must still be classified with a Project Type of “Services Only.”</p> <p>For the sake of consistency, it is recommended that Dependent B is selected from a drop down list created from element 2.2 Project Identifiers that includes the Project Names and IDs for all non-emergency shelter projects.</p> |
| XML | <Project> and <Affiliation> |
| CSV | Project (and Affiliation for ResProjectID) |
| Updates from 2014 Version 2 | None |

2.5 Method for Tracking Emergency Shelter Utilization

| Header | Instruction |
|----------------------------|--|
| Element Name | Method for Tracking Emergency Shelter Utilization |
| Field 1 & Responses | Emergency Shelter Tracking Method |
| | 0 Entry/Exit Date (e/e) |
| | 3 Night-by-Night (nbn) |
| Element Type | Project Descriptor |
| Funder: Program- Component | <p>HUD:CoC – No component requires data collection</p> <p>HUD:ESG – Collection required for all ES components</p> <p>HUD:HOPWA – Collection required for Hotel/Motel ES e/e components</p> |

| Header | Instruction |
|-----------------------------|---|
| | <p>HUD:HUD-VASH - No component requires data collection</p> <p>HUD:RHSAP - No component requires data collection</p> <p>HHS:PATH – Collection required for all components</p> <p>HHS: RHY - Collection required for BCP – ES e/e components</p> <p>VA:SSVF – No component requires data collection</p> |
| Project Type Applicability | 1: Emergency Shelter |
| Data Collected About | All emergency shelters |
| Collection Point | Initial HMIS project setup, reviewed/updated no less than annually |
| System Logic | Collect at initial setup. System stores collected method and retains for historical purposes. Allow updates to be made if the project changes models and corrections for data entry error. |
| Other System Issues | <p>One method must be identified in an HMIS for each emergency shelter project. Reporting and outcomes will differ depending on the method utilized by the shelter.</p> <p>The entry/exit method should be used for all shelters which require an entry, a continuous stay, and an exit. The length of stay will be calculated based on the number of nights between project entry and project exit and performance measurement will include changes from project entry and project exit data collection stages. Funder preference for emergency shelter projects is the use of the project entry/exit date method except for projects where clients are permitted to enter and exit on an irregular basis (e.g. mass shelter).</p> <p>The night-by-night method should be used for shelters which allow clients to enter and exit on an irregular basis and do not require a continuous stay and must instead rely on a method of tracking “bed nights”. In this method (1) all data required to be collected at project entry is collected; (2) the project records every discrete date (or series of dates) that the client utilizes a bed; (3) the system maintains historical data on the nights sheltered; (4) the duration of each stay can be accurately determined and aggregated to calculate each client’s total length of stay in the project; and (5) the client may be exited or the system may be designed to automatically generate an exit after an extended absence. Length of stay is calculated on bed nights utilized in this method.</p> <p>The method used is important for the indication of length of stay in projects. Only projects utilizing a project entry/exit date comparison will be able to report on a continuous length of stay.</p> <p>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 new night-by-night model.</p> |
| XML | <Project><TrackingMethod> |
| CSV | Project |
| Updates from 2014 Version 2 | None |

2.6 Federal Partner Funding Sources

| Header | Instruction |
|----------------------------|---|
| Element Name | Funding Sources |
| Field 1 & Responses | Federal Partner Program and Components |
| | 1 HUD:CoC – Homelessness Prevention (High Performing Comm. Only) |
| | 2 HUD:CoC – Permanent Supportive Housing |
| | 3 HUD:CoC – Rapid Re-Housing |
| | 4 HUD:CoC – Supportive Services Only |
| | 5 HUD:CoC – Transitional Housing |
| | 6 HUD:CoC – Safe Haven |
| | 7 HUD:CoC – Single Room Occupancy (SRO) |
| | 8 HUD:ESG – Emergency Shelter (operating and/or essential services) |
| | 9 HUD:ESG – Homelessness Prevention |
| | 10 HUD:ESG – Rapid Rehousing |
| | 11 HUD:ESG – Street Outreach |
| | 12 HUD:Rural Housing Stability Assistance Program |
| | 13 HUD:HOPWA – Hotel/Motel Vouchers |
| | 14 HUD:HOPWA – Housing Information |
| | 15 HUD:HOPWA – Permanent Housing (facility based or TBRA) |
| | 16 HUD:HOPWA – Permanent Housing Placement |
| | 17 HUD:HOPWA – Short-Term Rent, Mortgage, Utility assistance |
| | 18 HUD:HOPWA – Short-Term Supportive Facility |
| | 19 HUD:HOPWA – Transitional Housing (facility based or TBRA) |
| | 20 HUD:HUD/VASH |
| | 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: Community Contract Emergency Housing |
| | 28 VA: Community Contract Residential Treatment Program*** |
| | 29 VA:Domiciliary Care*** |
| | 30 VA:Community Contract Safe Haven Program*** |
| | 31 VA:Grant and Per Diem Program |
| | 32 VA:Compensated Work Therapy Transitional Residence*** |
| | 33 VA:Supportive Services for Veteran Families |
| | 34 N/A |
| Field 2 & Response | Grant Identifier |
| Field 3 & Response | Grant Start Date ([date field]) |
| Field 4 & Response | Grant End Date ([date field]) |
| Element Type | Project Descriptor |
| Funder: Program- Component | All Programs – All Components |

| Header | Instruction |
|-----------------------------|--|
| Project Type Applicability | All HMIS Project Types |
| Data Collected About | All projects |
| Collection Point | Initial HMIS project setup, reviewed/updated no less than annually |
| System Logic | Collect at initial setup. System stores collected federal program/grant identifier and retains for historical purposes. Allow corrections for data entry error. 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. |
| Other System Issues | The federal funding sources listed in Field 1 & Response are the federal partner programs and their project components who have agreed as of January, 2014 to participate in HMIS. An HMIS may elect to identify other funding sources as may be appropriate to the CoC, but must have available the identification of all of the sources identified in Field 1 & Response. A grant identifier is to be assigned to each federal program being used for funding for the project. The grant identifier may be the grant number or any other identification system utilized by the CoC. All sub-grantees of a principal grant should use the same grant identifier as the principal grantee as a method of allowing for aggregated reporting by the principal grantee. |
| XML | <Funder> |
| CSV | Funder |
| Updates from 2014 Version 2 | In the previous version there was an incorrect note indicating HUD:CoC – Coordinated Assessment– has been added as a placeholder for future guidance on Coordinated Assessment by HUD, when no placeholder was added. |
| Element Footnotes | **HHS:RHY –Demonstration Project– It is the present intention of FYSB that any demonstration projects under RHY will be required to utilize HMIS in data collection. The demonstration project has therefore been included as a placeholder. ***VA programs not required to enter data into an HMIS except for Project Descriptor Data Elements in CoC's where HMIS is generating the HIC. |

2.7 Bed and Unit Inventory Information

| Header | Instruction |
|---------------------|--|
| Element Name | Bed and Unit Inventory Information |
| Field 1 & Response | Information Date |
| Field 2 & Responses | Household Type |
| | 1 Households without children |
| | 3 Households with at least one adult and one child |
| | 4 Households with only children |
| Field 3 & Responses | Bed Type (ES Only) |
| | 1 Facility-based |
| | 2 Voucher |
| | 3 Other |
| Field 4 & Responses | Availability (ES Only) |
| | 1 Year-round |

| Header | Instruction |
|---|---|
| | 2 Seasonal |
| | 3 Overflow |
| Field 5 & Response | Bed Inventory |
| Dependent A – Dependent to Field 5 Response | <i>If Bed Inventory is not blank</i> -Of the total inventory what number of beds are dedicated to: (Allow separate integer response for each option) |
| | 1 Chronic Homeless Bed Inventory (PSH Only) |
| | 2 Veteran Bed Inventory |
| | 3 Youth Beds Inventory |
| Dependent B – Dependent to Dependent A & Response 3 | If Youth Beds Inventory is not blank Of the youth beds what number are restricted to: (Allow separate integer response for each option) |
| | 1 Only under age 18 |
| | 2 Only ages 18 to 24 |
| | 3 Only youth under age 24 (both of the above) |
| Field 6 & Response | Unit Inventory |
| Field 7 & Response | Inventory Start Date (optional field) |
| Field 8 & Response | Inventory End Date (optional field) |
| Field 9 & Response | HMIS Participating Beds |
| Element Type | Project Descriptor |
| Funder: Program- Component | All Programs – All Components |
| Project Type Applicability | 1: Emergency Shelter 2: Transitional Housing 3: PH- Permanent Supportive Housing 8: Safe Haven 9: PH- Housing Only 10: PH- Housing with Services 13: PH- Rapid Re-Housing |
| Data Collected About | Projects intended to be included in the HUD Housing Inventory Count of the CoC |
| Collection Point | Initial HMIS project setup, reviewed no less than annually and updated when inventory changes or at least annually. |
| System Logic | Collect at initial setup. System stores collected bed and unit inventory information and retains for historical purposes. Allow corrections for data entry error. An HMIS may track the data in a variety of ways as long as historical data are maintained, the HIC can be produced if required by the CoC, and inventory data can be mapped to the linked inventory data elements described in this section. A record(s) must be established for each project. The system must be able to identify <i>Household Types</i> served, <i>Bed Types</i> , and <i>Availability</i> . A project that serves both households without children and households with at least one adult and one child will have at least two Bed and Unit Inventory information records if the element is structured as shown in order to track inventory information by household type. If a project operates different types of beds (e.g., year-round and seasonal) then a separate record is established for each |

| Header | Instruction |
|-----------------------------|--|
| | bed type. For example, a project that serves single adults and 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. However, the data may also be structured as dependent fields which could allow a single record creation for each project and enable the variety of configurations possible. Either option is acceptable. |
| Other System Issues | <p>These fields must be transactional, meaning they must be able to record multiple values over time along with the date that the information changed. The inventory updates should reflect changes in standard project operations, but need not reflect day-to-day fluctuations. Examples of housing inventory changes that should be tracked historically include: the addition or removal of a group of new beds or units; the addition or removal of seasonal beds that are available for any period in the year; a project decision to dedicate beds to a different household type; or changes in HMIS bed participation. The inventory history should reflect changes in standard project operations, but need not reflect day-to-day fluctuations.</p> <p>These data may also be collected separately for distinct sites within a project as long as they can be aggregated to the project level.</p> |
| XML | <Inventory> |
| CSV | Inventory |
| Updates from 2014 Version 2 | None |

2.8 Site Information - OPTIONAL

| Header | Instruction |
|---|---|
| Element Name | Site Information |
| Field 1 & Responses | Principal Site |
| | 0 No |
| | 1 Yes |
| Dependent A – Dependent to Field 1 & Response | If Yes to “Principal Site” – HUD Geocode |
| Field 2 & Response | Street Address |
| Field 3 & Response | City |
| Field 4 & Response | State |
| Field 5 & Response | Zip Code |
| Element Type | Project Descriptor OPTIONAL element for systems that generate a Housing Inventory Count |
| Funder: Program- Component | All Programs – All Components |
| Project Type Applicability | 1: Emergency Shelter 2: Transitional Housing 3: PH- Permanent Supportive Housing 8: Safe Haven 9: PH- Housing Only 10: PH- Housing with Services 13: PH- Rapid Re-Housing |

| Header | Instruction |
|-----------------------------|---|
| Data Collected About | Projects intended to be included in the HUD Housing Inventory Count of the CoC |
| Collection Point | Initial HMIS project setup, reviewed/updated no less than annually |
| System Logic | Collect once at initial setup. System stores collected site information and retains for historical purposes. Allow updates if changes or corrections for data entry error. |
| Other System Issues | <p>This element is optional. If the CoC does not elect to utilize the HMIS to generate the HUD Housing Inventory Count, then this field is not required.</p> <p>An HMIS must have the capability of allowing projects to enter site information for multiple sites for a single project.</p> <p>Projects that are physically located in multiple CoCs that cross HMIS systems must be recorded as distinct projects within each CoC's HMIS.</p> |
| XML | <Site> |
| CSV | Site |
| Updates from 2014 Version 2 | None |

2.9 Target Population - OPTIONAL

| Header | Instruction |
|-----------------------------|---|
| Element Name | Target Population |
| Field 1 & Responses | Target Population Type |
| | 1 DV – Domestic Violence Victims |
| | 3 HIV – Persons with HIV/AIDS |
| | 4 NA – Not Applicable |
| Element Type | Project Descriptor |
| Funder: Program- Component | All Programs – All Components |
| Project Type Applicability | 1: Emergency Shelter 2: Transitional Housing 3: PH- Permanent Supportive Housing 8: Safe Haven 9: PH- Housing Only 10: PH- Housing with Services 13: PH- Rapid Re-Housing |
| Data Collected About | Projects intended to be included in the HUD Housing Inventory Count of the CoC |
| Collection Point | Initial HMIS project setup, reviewed/updated no less than annually |
| System Logic | <p>This element is optional. If the CoC does not elect to utilize the HMIS to generate the HUD Housing Inventory Count, then this field is not required.</p> <p>Collect at initial setup. System stores collected target population type and retains for historical purposes. Allow corrections for data entry error.</p> |
| Other System Issues | None |
| XML | <Project><TargetPopulation> |
| CSV | Project |
| Updates from 2014 Version 2 | None |

3. UNIVERSAL DATA ELEMENTS

Universal data elements are those which all HMIS participating continuum projects are required to complete. It is important to note that federal funding sources (programs) often require the projects they fund to maintain and report on additional data elements – identified as Program Specific elements. **HMIS Universal Data Elements are elements required to be collected by all projects using the software as an HMIS.** Projects funded by any one or more of the federal partners must collect the Universal Data Elements, as do projects that are not funded by any federal partner (e.g. missions) but are entering data as part of the Continuum of Care’s HMIS implementation.

Universal data elements enable the HMIS the ability to record unique, unduplicated client records, establish participation in a project within a date range, and identify clients who meet time criteria for chronic homelessness.

| | | | |
|-----|--|------|--|
| 3.1 | Name | 3.10 | Project Entry Date |
| 3.2 | Social Security Number | 3.11 | Project Exit Date |
| 3.3 | Date of Birth | 3.12 | Destination |
| 3.4 | Race | 3.13 | Personal ID |
| 3.5 | Ethnicity | 3.14 | Household ID |
| 3.6 | Gender | 3.15 | Relationship to Head of Household |
| 3.7 | Veteran Status | 3.16 | Client Location |
| 3.8 | Disabling condition | 3.17 | Time on the Streets, Emergency Shelter, Safe Haven |
| 3.9 | Residence Prior to Project Entry | | |

3.1 Name

| Header | Instruction |
|----------------------------|---|
| Element Name | Name |
| Field 1 & Response | First (text) |
| Field 2 & Response | Middle (text) |
| Field 3 & Response | Last (text) |
| Field 4 & Response | Suffix (text) |
| Field 5 & Responses | Name Data Quality |
| | 1 Full name reported |
| | 2 Partial, street name, or code name reported |
| | 8 Client doesn’t know |
| | 9 Client refused |
| | 99 Data not collected |
| Element Type | Universal |
| Funder: Program- Component | All Programs – All Components |
| Project Type Applicability | All HMIS Project Types |
| Data Collected About | All Clients |
| Collection Point | Record Creation |
| System Logic | Collect once and only once. System stores collected information. Updates not required, allow corrections for data entry errors. |

| Header | Instruction |
|-----------------------------|--|
| Other System Issues | Systems may elect to utilize an extra field(s) for alias or for notes on name changes. |
| XML | <Client><...> |
| CSV | Client |
| Updates from 2014 Version 2 | None |

3.2 Social Security Number

| Header | Instruction |
|-----------------------------|---|
| Element Name | Social Security Number |
| Field 1 & Responses | SSN Data Quality |
| | 1 Full SSN reported |
| | 2 Approximate or partial SSN reported |
| | 8 Client doesn't know |
| | 9 Client refused |
| | 99 Data not collected |
| Element Type | Universal |
| Funder: Program- Component | All Programs – All Components |
| Project Type Applicability | All HMIS Project Types |
| Data Collected About | All Clients |
| Collection Point | Record Creation |
| System Logic | Collect once and only once. System stores collected nine-digit SSN in one field and the appropriate SSN data quality in another. Updates not required, allow corrections for data entry errors. |
| Other System Issues | <p>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.</p> <p>HMIS solutions and HMIS administrators (if the system permits) may designate special <i>non-numeric</i> 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.</p> <p>The HMIS may elect to add an additional field, in a manner defined by the system, for clients who do not have a SSN to facilitate merging duplicated records.</p> |
| XML | <Client><...> |
| CSV | Client |
| Updates from 2014 Version 2 | None |

3.3 Date of Birth

| Header | Instruction |
|-----------------------------|---|
| Element Name | Date of Birth |
| Field 1 & Responses | DOB Data Quality |
| 1 | Full DOB reported |
| 2 | Approximate or partial DOB reported |
| 8 | Client doesn't know |
| 9 | Client refused |
| 99 | Data not collected |
| Element Type | Universal |
| Funder: Program- Component | All Programs – All Components |
| Project Type Applicability | All HMIS Project Types |
| Data Collected About | All Clients |
| Collection Point | Record Creation |
| System Logic | Collect once and only once. System stores collected DOB in one field and the appropriate DOB data quality type in another. Updates not required, allow corrections for data entry errors. |
| Other System Issues | 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. |
| XML | <Client><...> |
| CSV | Client |
| Updates from 2014 Version 2 | None |

3.4 Race

| Header | Instruction |
|----------------------------|---|
| Element Name | Race |
| Field 1 & Responses | Race (as many as are applicable) |
| 1 | American Indian or Alaska Native |
| 2 | Asian |
| 3 | Black or African American |
| 4 | Native Hawaiian or Other Pacific Islander |
| 5 | White |
| 8 | Client doesn't know |
| 9 | Client refused |
| 99 | Data not collected |
| Element Type | Universal |
| Funder: Program- Component | All Programs – All Components |
| Project Type Applicability | All HMIS Project Types |
| Data Collected About | All Clients |
| Collection Point | Record Creation |
| System Logic | Collect once and only once. System stores collected information. Updates not required, allow corrections for data entry errors. |

| Header | Instruction |
|-----------------------------|---|
| | The HMIS must accommodate the recording of up to five race response categories per client. |
| Other System Issues | 'Client doesn't know,' 'Client refused,' and 'Data not collected' are not races; they are explanations for missing race data. None of these three responses are valid in conjunction with any other response. |
| XML | <Client><Race> |
| CSV | Client |
| Updates from 2014 Version 2 | None |

3.5 Ethnicity

| Header | Instruction |
|-----------------------------|---|
| Element Name | Ethnicity |
| Field 1 & Responses | Ethnicity |
| | 0 Non-Hispanic/Non-Latino |
| | 1 Hispanic/Latino |
| | 8 Client doesn't know |
| | 9 Client refused |
| | 99 Data not collected |
| Element Type | Universal |
| Funder: Program- Component | All Programs – All Components |
| Project Type Applicability | All HMIS Project Types |
| Data Collected About | All Clients |
| Collection Point | Record Creation |
| System Logic | Collect once and only once. System stores collected information. Updates not required, allow corrections for data entry errors. |
| Other System Issues | None |
| XML | <Client><Ethnicity> |
| CSV | Client |
| Updates from 2014 Version 2 | None |

3.6 Gender

| Header | Instruction |
|---------------------|------------------------------|
| Element Name | Gender |
| Field 1 & Responses | Gender |
| | 0 Female |
| | 1 Male |
| | 2 Transgender male to female |
| | 3 Transgender female to male |
| | 4 Other |
| | 8 Client doesn't know |
| | 9 Client refused |
| | 99 Data not collected |

| Header | Instruction |
|---|---|
| Dependent A – Dependent to Field 1 & Response 4 | If Other for “Gender”–text box for Specify |
| Element Type | Universal |
| Funder: Program- Component | All Programs – All Components |
| Project Type Applicability | All HMIS Project Types |
| Data Collected About | All Clients |
| Collection Point | Record Creation |
| System Logic | Collect once and only once. System stores collected information. Updates not required, allow corrections for data entry errors. |
| Other System Issues | None |
| XML | <Client><...> |
| CSV | Client |
| Updates from 2014 Version 2 | None |

3.7 Veteran Status

| Header | Instruction |
|-----------------------------|---|
| Element Name | Veteran Status |
| Field 1 & Responses | Veteran Status |
| | 0 No |
| | 1 Yes |
| | 8 Client doesn’t know |
| | 9 Client refused |
| | 99 Data not collected |
| Element Type | Universal |
| Funder: Program- Component | All Programs – All Components |
| Project Type Applicability | All HMIS Project Types |
| Data Collected About | All Adults |
| Collection Point | Record Creation |
| System Logic | Collect once at FIRST project entry as an adult. System stores collected information and retains for historical purpose. A user must have the ability to enter data for a client who turns 18 after project entry. |
| Other System Issues | Veteran status should carry forward from project entry to project entry (e.g. DOB carry forward) within the HMIS. User changes should be allowed for three cases: (1) when a client ages into adulthood (if the system does not program for that), (2) when a client who has historically has been served as a non-vet enrolls in the service and returns later as a veteran, or (3) when a data entry error has occurred. Updates are required for persons aging into adulthood. Systems may be programmed to automatically create a response for clients who turn 18 while enrolled; the auto-generated response should be ‘No. |
| XML | <Client><VeteranStatus> |
| CSV | Client |
| Updates from 2014 Version 2 | None |

3.8 Disabling Condition

| Header | Instruction |
|-----------------------------|--|
| Element Name | Disabling Condition |
| Field 1 & Responses | Disabling Condition |
| | 0 No |
| | 1 Yes |
| | 8 Client doesn't know |
| | 9 Client refused |
| | 99 Data not collected |
| Element Type | Universal |
| Funder: Program- Component | All Programs – All Components |
| Project Type Applicability | All HMIS Project Types |
| Data Collected About | All Adults |
| Collection Point | Project Entry |
| System Logic | Collect once at project entry. System stores collected information and retains for historical purpose. |
| Other System Issues | Disabling Condition directly relates to the Program-Specific Elements capturing more detailed information on Special Needs: Physical Disability, Developmental Disability, Chronic Health Condition, HIV/AIDS, Mental Health Problem, and/or Substance Abuse. If all of the Special Needs elements are present for completion in the HMIS application for a particular project then disabling condition may be inferred to be “yes” from an answer of “yes” to the dependent field in those elements “expected to be of long–continued and indefinite duration and substantially impairs ability to live independently”. Disabling condition may either be entered by the user independently of any other special need field, or data in this field may be inferred by the responses to “ability to live independently”. If any one of these is “yes” then disabling condition should also be “yes”. |
| XML | <Enrollment><DisablingCondition> |
| CSV | Enrollment |
| Updates from 2014 Version 2 | None |

3.9 Residence Prior to Project Entry

| Header | Instruction |
|---------------------|---|
| Element Name | Residence Prior to Project Entry |
| Field 1 & Responses | Type of Residence |
| | 1 Emergency shelter, including hotel or motel paid for with emergency shelter |
| | 15 Foster care home or foster care group home |
| | 6 Hospital or other residential non-psychiatric medical facility |
| | 14 Hotel or motel paid for without emergency shelter voucher |
| | 7 Jail, prison or juvenile detention facility |
| | 24 Long-term care facility or nursing home |
| | 23 Owned by client, no ongoing housing subsidy |
| | 21 Owned by client, with ongoing housing subsidy |

| Header | Instruction |
|---|--|
| | 3 Permanent housing for formerly homeless persons (such as: a CoC project; |
| | 16 Place not meant for habitation (e.g., a vehicle, an abandoned building, |
| | 4 Psychiatric hospital or other psychiatric facility |
| | 22 Rental by client, no ongoing housing subsidy |
| | 19 Rental by client, with VASH subsidy |
| | 25 Rental by client, with GPD TIP subsidy |
| | 20 Rental by client, with other ongoing housing subsidy |
| | 26 Residential project or halfway house with no homeless criteria |
| | 18 Safe Haven |
| | 12 Staying or living in a family member's room, apartment or house |
| | 13 Staying or living in a friend's room, apartment or house |
| | 5 Substance abuse treatment facility or detox center |
| | 2 Transitional housing for homeless persons (including homeless youth) |
| | 17 Other |
| | 8 Client doesn't know |
| | 9 Client refused |
| | 99 Data not collected |
| Dependent A – Dependent to Field 1 & Response(s) 17 | <i>If Other for "Type of Residence" –</i> text box for Specify Where |
| Field 2 & Responses | Length of Stay in Previous Place |
| | 10 One day or less |
| | 11 Two days to one week |
| | 2 More than one week, but less than one month |
| | 3 One to three months |
| | 4 More than three months, but less than one year |
| | 5 One year or longer |
| | 8 Client doesn't know |
| | 9 Client refused |
| | 99 Data not collected |
| Element Type | Universal |
| Funder: Program- Component | All Programs – All Components |
| Project Type Applicability | All HMIS Project Types |
| Data Collected About | Head of Household and Adults |
| Collection Point | Project Entry |
| System Logic | Collect once at each project entry. System stores collected information as "project entry stage" information and retains for historical purpose. Updates not required, allow corrections for data entry errors. Updates are required only for persons aging into adulthood. |
| Other System Issues | None |
| XML | <Enrollment><...> |
| CSV | Enrollment |
| Updates from 2014 Version 2 | None |

3.10 Project Entry Date

| Header | Instruction |
|-----------------------------|--|
| Element Name | Project Entry Date |
| Field 1 & Response | Project Entry Date ([date field]) |
| Element Type | Universal |
| Funder: Program- Component | All Programs – All Components |
| Project Type Applicability | All HMIS Project Types |
| Data Collected About | All Clients |
| Collection Point | Project Entry |
| System Logic | Collect once at each project entry. System stores collected information as “project entry stage” information and retains for historical purpose. Updates not required, allow corrections for data entry errors. |
| Other System Issues | <p>The project entry date indicates a client has joined the project.</p> <ul style="list-style-type: none"> For residential projects, with the exception of PH-RRH project types, this is to be the date of entry into residency. For PH-RRH project and non-residential projects it is the date on which the client was determined to be eligible for the project. For Street Outreach projects it is the date of first contact with the client. <p>For projects that have activities or information the project needs to collect prior to residential entry a project may have a “pre-entry” project also established or the vendor may develop another way to manage the information.</p> <p>The project entry date must be exportable in the [date field] format.</p> |
| XML | <Enrollment><EntryDate> |
| CSV | Enrollment |
| Updates from 2014 Version 2 | None |

3.11 Project Exit Date

| Header | Instruction |
|----------------------------|---|
| Element Name | Project Exit Date |
| Field 1 & Response | Project Exit Date ([date field]) |
| Element Type | Universal |
| Funder: Program- Component | All Programs – All Components |
| Project Type Applicability | All HMIS Project Types |
| Data Collected About | All Clients |
| Collection Point | Project Exit |
| System Logic | Collect once at each project exit. System stores collected information as “project exit stage” information and retains for historical purpose. Updates not required, allow corrections for data entry errors. |
| Other System Issues | The project exit date indicates a client has left the project. For residential projects this is the date of move out. |

| Header | Instruction |
|-----------------------------|--|
| | <p>For residential projects that have activities or information the project needs to collect after residential exit a project may have a separate “follow-up” project established or the vendor may develop another way to manage the information.</p> <p>For some “services-only” projects a record may need to remain open an indefinite period of time and an exit date recorded only when the client completes the service, is no longer in need of the service, has asked to be exited, or has gone missing.</p> <p>A client with an open record (i.e. project entry without a project exit) for a CoC defined “extensive length of time” in a shelter, outreach, or prevention program type may be either automatically exited from the project (exit date = date of auto exit) or may be flagged for user intervention and exit. The CoC must be involved in the determination of “extensive length of time” and to which projects the solution is to be applied. This may be accomplished via program setup functionality that may include a data field in each project’s setup/profile to record the period of no client contact after which a client would be flagged for a default exit, or in any other manner the HMIS elects.</p> <p>For systems that require all shelter clients to reapply for service on a nightly basis, the project can enter the entry and exit date at the same time or can specify an HMIS solution that automatically enters the exit date as the day after the entry date for clients of the overnight project.</p> <p>If a client is in a project for a single day and has received some service but has not slept in a bed overnight (i.e., starts and stops before midnight of same day) the Project Exit Date may be the same as the Project Entry Date.</p> <p>The project exit date must be exportable in the [date field] format.</p> |
| XML | <Exit><ExitDate> |
| CSV | Exit |
| Updates from 2014 Version 2 | None |

3.12 Destination

| Header | Instruction |
|---------------------|---|
| Element Name | Destination |
| Field 1 & Responses | Destination Type |
| 24 | Deceased |
| 1 | Emergency shelter, including hotel or motel paid for with emergency shelter voucher |
| 15 | Foster care home or foster care group home |
| 6 | Hospital or other residential non-psychiatric medical facility |
| 14 | Hotel or motel paid for without emergency shelter voucher |
| 7 | Jail, prison or juvenile detention facility |
| 25 | Long-term care facility or nursing home |

| Header | Instruction |
|--|---|
| | 26 Moved from one HOPWA funded project to HOPWA PH |
| | 27 Moved from one HOPWA funded project to HOPWA TH |
| | 11 Owned by client, no ongoing housing subsidy |
| | 21 Owned by client, with ongoing housing subsidy |
| | 3 Permanent housing for formerly homeless persons (such as: CoC project; or HUD legacy programs; or HOPWA PH) |
| | 16 Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside) |
| | 4 Psychiatric hospital or other psychiatric facility |
| | 10 Rental by client, no ongoing housing subsidy |
| | 19 Rental by client, with VASH housing subsidy |
| | 28 Rental by client, with GPD TIP housing subsidy |
| | 20 Rental by client, with other ongoing housing subsidy |
| | 29 Residential project or halfway house with no homeless criteria |
| | 18 Safe Haven |
| | 22 Staying or living with family, permanent tenure |
| | 12 Staying or living with family, temporary tenure (e.g. room, apartment or house) |
| | 23 Staying or living with friends, permanent tenure |
| | 13 Staying or living with friends, temporary tenure (e.g. room apartment or house) |
| | 5 Substance abuse treatment facility or detox center |
| | 2 Transitional housing for homeless persons (including homeless youth) |
| | 17 Other |
| | 30 No exit interview completed |
| | 8 Client doesn't know |
| | 9 Client refused |
| | 99 Data not collected |
| Dependent A – Dependent to Field 1 & Response 17 | <i>If Other for "Type of Residence" – text box for Specify Where</i> |
| Element Type | Universal |
| Funder: Program- Component | All Programs – All Components |
| Project Type Applicability | All HMIS Project Types |
| Data Collected About | All clients |
| Collection Point | Project Exit |
| System Logic | Collect once at each project exit. System stores collected information as "project exit stage" information and retains for historical purpose. Updates not required, allow corrections for data entry errors. |
| Other System Issues | The universe of persons the element is collected on changed from Adults and Head of Households to All Clients |
| XML | <Exit><...> |
| CSV | Exit |
| Updates from 2014 Version 2 | The universe for data collection change from Heads of Households and Adults to All clients. |

3.13 Personal ID

| Header | Instruction |
|-----------------------------|---|
| Element Name | Personal ID |
| Field 1 & Response | Personal ID (HMIS Generated) |
| Element Type | |
| Funder: Program- Component | All Programs – All Components |
| Project Type Applicability | All HMIS Project Types |
| Data Collected About | All Clients |
| Collection Point | Record Creation |
| System Logic | <p>Generate one. 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.</p> <p>A Personal ID must be created, but there is no required format as long as there is a single unique Personal ID for every client and it contains no personally identifying information.</p> |
| Other System Issues | <p>The Personal ID must be able to be attached to the same individual when served by multiple projects.</p> <p>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 as long as the system is designed to mitigate duplicate record entry.</p> <p>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.</p> |
| XML | <Client><PersonalID> |
| CSV | Client |
| Updates from 2014 Version 2 | None |

3.14 Household ID

| Header | Instruction |
|----------------------------|-------------------------------|
| Element Name | Household ID |
| Field 1 & Response | Household ID (HMIS Generated) |
| Element Type | Universal |
| Funder: Program- Component | All Programs – All Components |
| Project Type Applicability | All HMIS Project Types |
| Data Collected About | All Clients |
| Collection Point | Project Entry |

| Header | Instruction |
|-----------------------------|---|
| System Logic | <p>A Household ID will be assigned to each household at each project entry and applies for the duration of that project stay to all members of the household served.</p> <p>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 Entry Date, and Project Exit Date to link records for household members together and indicate that they were served together.</p> <p>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.</p> |
| Other System Issues | <p>Persons may join a household with members who have already begun a project entry 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.</p> <p>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.</p> |
| XML | <Enrollment><HouseholdID> |
| CSV | Enrollment |
| Updates from 2014 Version 2 | None |

| Funder: Program | Components |
|-----------------|------------|
| All | All |

3.15 Relationship to Head of Household

| Header | Instruction |
|---------------------------|---|
| Element Name | Relationship to Head of Household |
| Field 1 & Responses | Relationship to Head of Household |
| | 1 Self |
| | 2 Head of household's child |
| | 3 Head of household's spouse or partner |
| | 4 Head of household's other relation member (other relation to head of household) |
| | 5 Other: non-relation member |
| Element Type | Universal |
| Funder: Program-Component | All Programs – All Components |

| Header | Instruction |
|-----------------------------|---|
| Project Type Applicability | All HMIS Project Types |
| Data Collected About | All Clients |
| Collection Point | Project Entry |
| System Logic | <p>Collect once at each project entry. System stores collected information as “project entry stage” information and retains for historical purpose. Data is time sensitive and may change over the project stay. System must allow for updated information collection if change occurs and must record the date the information was collected as “update stage” information and retains all updates for historical purpose.</p> <p>There must be one and only one individual for whom Relationship to Head of Household is ‘Self (head of household)’ for each project entry.</p> <p>In the event that the individual designated as head of household exits the project while other members remain, users must be able to edit the Relationship to Head of Household for all household members such that an individual present for the entire enrollment is designated as head of household and relationships to the head are correct for other members (including the individual exiting the program).</p> <p>All members of the household accepted into a specific housing project or applicable to a service project are recorded within an HMIS and must either be the Head of Household or have an identified relationship to the Head of Household.</p> |
| Other System Issues | <p>The term Head of Household is not intended to mean the leader of the house, rather it is to identify one client by which to attach the other household members.</p> <p>There are no requirements for the identification of the Head of Household established within these standards. Continuums may elect a method of identification and/or funders may have a preference.</p> <p>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</p> <p>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.</p> <p>The system must allow for persons to enter or exit the household without having to complete a full program exit and new project entry of the entire household.</p> |
| XML | <Enrollment><RelationshipToHoH> |
| CSV | Enrollment |
| Updates from 2014 Version 2 | None |

3.16 Client Location

| Header | Instruction |
|----------------------------|---|
| Element Name | Client Location |
| Information Date | (date) |
| Field 1 & Response | HUD assigned CoC code for the client’s location |
| Element Type | Universal |
| Funder: Program- Component | All Programs – All Components |

| Header | Instruction |
|-----------------------------|--|
| Project Type Applicability | All HMIS Project Types |
| Data Collected About | Head of Household |
| Collection Point | Project entry and update |
| System Logic | <p>Continuum of Care Code must be collected by all projects with more than one Continuum of Care Code identified in Project Descriptor Data Element 2.3.</p> <p>Collect once at each project entry. System stores collected information as “project entry stage” information and retains for historical purpose. Data is time sensitive and may change over the project stay. System must allow for updated information collection if change occurs and must record the date the information was collected as “update stage” information and retains all updates for historical purpose.</p> |
| Other System Issues | <p>In order to allow projects operating in multiple continuums to enter data into a single ‘host’ HMIS and provide data to each of the continuums in which they are serving clients, a continuum must be identified for each project entry. The Continuum of Care Code will be used in continuum reporting in the host HMIS to exclude irrelevant data; it will also be used as a parameter for data export in order to provide relevant data to other continuums.</p> <p>Data are to indicate the location of the client’s current residence and must be updated if the client moves into a different CoC.</p> <p>Household data will have to move based on the Head of Household’s identified location.</p> <p>Systems may set up defaults to the continuum code of the HMIS implementation, but must be able to accept any other continuum code identified in data element 2.3 for the project.</p> <p>For data quality it is recommended that the CoC codes used for this element should be limited to the same CoC codes used for element 2.3 Continuum of Care Code.</p> |
| XML | <EnrollmentCoC> |
| CSV | EnrollmentCoC |
| Updates from 2014 Version 2 | None |

3.17 Time on Streets Emergency Shelter or Safe Haven

| Header | Instruction |
|---|---|
| Element Name | Time on the Streets, Emergency Shelter, or Safe Haven |
| Field 1 & Responses | Client entering from the streets, ES, or SH |
| | 0 No |
| | 1 Yes |
| | 8 Client doesn’t know |
| | 9 Client refused |
| | 99 Data not collected |
| Dependent A – Dependent to Field 1 & Response 1 | <p><i>If Yes for “Client entering from streets, ES, or SH”</i></p> <p>Approximate date started: (date) [date field]</p> |
| Field 2 & Responses | Regardless of where they stayed last night -- <u>Number of times</u> the client has been on the streets, in ES, or SH in the past three years including today |
| | 0 Never in the 3 years |
| | 1 One Time |
| | 2 Two times |

| Header | Instruction |
|--|---|
| | 3 Three times |
| | 4 Four or more times |
| | 8 Client doesn't know |
| | 9 Client refused |
| | 99 Data not collected |
| Dependent B – Dependent to Field 2 & Response(s) 1-4 | Total <u>number of months homeless</u> on the street, in ES, or SH in the past three years |
| 101 | One month (this time is the first month) |
| 102-112 | (integers 2-12) |
| 113 | More than 12 months |
| 8 | Client doesn't know |
| 9 | Client refused |
| 99 | Data not collected |
| Element Type | Universal |
| Funder: Program- Component | All Programs – All Components |
| Project Type Applicability | All HMIS Project Types |
| Data Collected About | Head of Household and Adults |
| Collection Point | Project Entry |
| System Logic | <p>Collect once at project entry. System stores collected length of time on streets, in emergency shelter or safe haven and retains for historical purposes. Updates not required. Change only if data entry error.</p> <p>Optional: To reduce the data entry burden - skip logic may be programmed into the date field, which specifically enables a skip of Field & Response 2 if the date field in Field & Response 1: Dependent A is 1 year (365 days) or more ago.</p> <p>This element in combination with the Program Specific disability elements is intended to identify an individual or household as chronically homeless. It is not acceptable to solely use a check box to determine chronic homelessness in an HMIS.</p> |
| Other System Issues | <p>Guidance on HMIS expectations for date field:</p> <ul style="list-style-type: none"> • The date field is a self-reported field, which does not require documentation of accuracy for data collection. • Ask the client for the approximate date and record the response • Users should enter the date the client reports without regard to documentation • If the Client knows the month/year – worker can enter the day (DD) =[of project entry (i.e. 1-31) for the approximate date xx/DD/yyyy <p>Administrative data from an HMIS, providing information on prior homeless stays in street outreach, emergency shelter and/or safe haven projects, may be displayed to assist clients in determining the approximate date when the entry is being conducted in real time. Administrative data may not be substituted for a client's response.</p> |
| XML | <Enrollment><...> |
| CSV | Enrollment |
| Updates from 2014 Version 2 | Element has been completely reconfigured to improve logic and functionality. |

4.0 PROGRAM-SPECIFIC DATA ELEMENTS

Program-Specific Data Elements provide information about the characteristics of clients, the services that are provided, and client outcomes. The HMIS Federal Partners have cooperatively developed these elements. Some of the program specific data elements are collected across all federal partner programs. Others are limited to a single federal partner program or even further to a single component of one of the federal partner programs. Program specific guidance will be issued through HUD in cooperation with their partner programs for each of the federal partner programs utilizing HMIS that will provide users the specific guidance the federal program requires on each applicable element.

An HMIS must have the ability to enable and restrict visibility of elements based on the funding needs of the program. An HMIS may do this in whatever manner they choose (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 preference among the federal partners is that only the program specific elements required for the programs that fund a specific project are visible to the user.

The Program-Specific Data Elements that are required for federal reporting include elements that are used by more than one federal funder program:

- | | |
|--|---|
| 4.1 Housing Status | 4.10 Substance Abuse |
| 4.2 Income and Sources | 4.11 Domestic Violence |
| 4.3 Non-Cash Benefits | 4.12 Contact |
| 4.4 Health Insurance | 4.13 Date of Engagement |
| 4.5 Physical Disability | 4.14E Bed Night |
| 4.6 Developmental Disability | 4.17 Residential Move-in Date |
| 4.7 Chronic Health Condition | 4.18 Housing Assessment Disposition |
| 4.8 HIV/AIDS | 4.19 Housing Assessment at Exit |
| 4.9 Mental Health Problem | |

Program-Specific Data Elements that have been developed by one of the federal partners and are only required for their use are:

HHS-PATH Only Required Elements

- | | |
|---|---|
| 4.14A Services Provided – PATH Funded | 4.20 Path Status |
| 4.16A Referrals Provided - PATH | 4.21 Connection with SOAR |

HHS-RHY Only Required Elements

- | | |
|--|--|
| 4.14B Services Provided – RHY | 4.31 Formerly a Ward of Child Welfare/Foster Care Agency |
| 4.16B Referrals Provided - RHY | 4.32 Formerly a Ward of Juvenile Justice System |
| 4.22 RHY-BCP Status | 4.33 Yong Persons' Critical Issues |
| 4.23 Sexual Orientation | 4.34 Referral Source |
| 4.24 Last Grade Completed | 4.35A Commercial Sexual Exploitation |
| 4.25 School Status | 4.35B Labor Exploitation |
| 4.26 Employment Status | 4.36 Transitional, Exit care or Aftercare Plan and Actions |
| 4.27 General Health Status | 4.37 Project Completion Status |
| 4.28 Dental Health Status | 4.38 Family Reunification Achieved |
| 4.29 Mental Health Status | |
| 4.30 Pregnancy Status | |

HUD-HOPWA Required Elements4.14C [Services Provided – HOPWA](#)4.15A [Financial Assistance Provided – HOPWA](#)4.39 [Medical Assistance](#)4.47 [T-cell \(CD4\) and Viral Load](#)**HUD-RHSAP Required Elements**4.40 [Worst Housing Situation](#)**VA-SSVF Required Elements**4.14D [Services Provided – VA](#)4.15B [Financial Assistance Provided – VA](#)4.41 [Veteran’s Information](#)4.42 [Percent of AMI](#)4.43 [Last Permanent Address](#)4.44 [HP Screening Score](#)4.45 [VAMC Station Number](#)

For each Program-Specific Data Element, multiple response categories are provided. Projects may choose to capture more detailed information (or finer response categories) as long as 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 report using the response categories exactly as they are presented in this section.

4.1 Housing Status

| Header | Instruction |
|----------------------------|---|
| Element Name | Housing Status |
| Field 1 & Responses | Homelessness and At-Risk of Homelessness Status |
| | 1 Category 1 - Homeless |
| | 2 Category 2 - At imminent risk of losing housing |
| | 5 Category 3 - Homeless only under other federal statutes |
| | 6 Category 4 - Fleeing domestic violence |
| | 3 At-risk of homelessness |
| | 4 Stably Housed |
| | 8 Client doesn’t know |
| | 9 Client refused |
| | 99 Data not collected |
| Element Type | Program Specific |
| Funder: Program-Component | HUD:CoC – No component requires data collection |
| | HUD:ESG – No component requires data collection |
| | HUD:HOPWA – Collection required for all components |
| | HUD: HUD-VASH - No component requires data collection |
| | HUD:RHSAP - Collection required for all components |
| | HHS: PATH – Collection required for all components |
| | HHS:RHY – No component requires data collection |
| | VA:SSVF – No component requires data collection |
| Project Type Applicability | All HMIS Project Types |
| Data Collected About | Heads of Households and Adults |
| Collection Point | Project Entry |

| Header | Instruction |
|-----------------------------|--|
| System Logic | Collect once at each project entry. System stores collected information as “project entry stage” information and retains for historical purpose. Updates not required, allow corrections for data entry errors. If the project collecting the data houses homeless and non-homeless persons in the same project AND uses HMIS for its Point-In-Time count, then data collection is required for ALL persons, not just the Head of Household and Adults. |
| Other System Issues | None |
| XML | <Enrollment><HousingStatus> |
| CSV | Enrollment |
| Updates from 2014 Version 2 | None |

4.2 Income and Sources

| Header | Instruction |
|---|---|
| Element Name | Income and Sources |
| Field 1 & Response | Information Date (date information was collected) [date field] |
| Field 2 & Responses | Income from Any Source |
| | 0 No |
| | 1 Yes |
| | 8 Client doesn’t know |
| | 9 Client refused |
| | 99 Data not collected |
| | <i>If yes for “Income from any source”</i> Indicate all sources and dollar amounts for the source that apply |
| Field 3 & Responses | Earned income (i.e. employment income) |
| | 0 No |
| | 1 Yes |
| Dependent A – Dependent to Field 3 & Response 1 | Monthly Amount [currency/decimal] |
| Field 4 & Responses | Unemployment Insurance |
| | 0 No |
| | 1 Yes |
| Dependent B – Dependent to Field 4 & Response 1 | Monthly Amount [currency/decimal] |
| Field 5 & Responses | Supplemental Security Income (SSI) |
| | 0 No |
| | 1 Yes |
| Dependent C – Dependent to Field 5 & Response 1 | Monthly Amount [currency/decimal] |
| Field 6 & Responses | Social Security Disability Income (SSDI) |
| | 0 No |
| | 1 Yes |

| Header | Instruction |
|--|--|
| Dependent D – Dependent to Field 6 & Response 1 | Monthly Amount [currency/decimal] |
| Field 7 & Responses | VA Service-Connected Disability Compensation |
| 0 | No |
| 1 | Yes |
| Dependent E– Dependent to Field 7 & Response 1 | Monthly Amount [currency/decimal] |
| Field 8 & Responses | VA Non-Service-Connected Disability Pension |
| 0 | No |
| 1 | Yes |
| Dependent F – Dependent to Field 8 & Response 1 | Monthly Amount [currency/decimal] |
| Field 9 & Responses | Private disability insurance |
| 0 | No |
| 1 | Yes |
| Dependent G – Dependent to Field 9 & Response 1 | Monthly Amount [currency/decimal] |
| Field 10 & Responses | Worker’s Compensation |
| 0 | No |
| 1 | Yes |
| Dependent H – Dependent to Field 10 & Response 1 | Monthly Amount [currency/decimal] |
| Field 11 & Responses | Temporary Assistance for Needy Families (TANF) [or use local name] |
| 0 | No |
| 1 | Yes |
| Dependent I – Dependent to Field 11 & Response 1 | Monthly Amount [currency/decimal] |
| Field 12 & Responses | General Assistance (GA) [or use local name] |
| 0 | No |
| 1 | Yes |
| Dependent J – Dependent to Field 12 & Response 1 | Monthly Amount [currency/decimal] |
| Field 13 & Responses | Retirement Income from Social Security |
| 0 | No |
| 1 | Yes |
| Dependent K – Dependent to Field 13 & Response 1 | Monthly Amount [currency/decimal] |
| Field 14 & Responses | Pension or retirement income from a former job |
| 0 | No |
| 1 | Yes |
| Dependent L – Dependent to Field 14 & Response 1 | Monthly Amount [currency/decimal] |

| Header | Instruction |
|--|---|
| Field 15 & Responses | Child support |
| 0 | No |
| 1 | Yes |
| Dependent M – Dependent to Field 15 & Response 1 | Monthly Amount [currency/decimal] |
| Field 16 & Responses | Alimony and other spousal support |
| 0 | No |
| 1 | Yes |
| Dependent N – Dependent to Field 16 & Response 1 | Monthly Amount [currency/decimal] |
| Field 17 & Responses | Other source |
| 0 | No |
| 1 | Yes |
| Dependent O – Dependent to Field 17 & Response 1 | Monthly Amount [currency/decimal] |
| Dependent P – Dependent to Field 17 & Response 1 | <i>If Yes for “Other Source”</i> Text box for Specify Source |
| Field 18 & Response | Total Monthly Income [_ _ _ .00] |
| Element Type | Program Specific |
| Funder: Program- Component | HUD:CoC – Collection required for all components |
| | HUD:ESG – Collection required for all components except ES-nbn |
| | HUD:HOPWA – Collection required for all components |
| | HUD:HUD-VASH - Collection required for all components |
| | HUD:RHSAP - Collection required for all components |
| | HHS:PATH–Collection required for all components – beginning October, 2016 |
| | HHS:RHY – Collection only required for MGH, TLP and Demo |
| | VA:SSVF – Collection required for all components |
| Project Type Applicability | All HMIS Project Types |
| Data Collected About | Heads of Households and Adults |
| Collection Point | Project Entry, Update, Annual Assessment, and Project Exit |
| System Logic | The system must record the appropriate collection stage for each element. Systems must also allow for update information if a change occurs mid-year. Allow corrections for data entry errors at all stages. |
| Other System Issues | <p>Data for the fields of this data 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.</p> <ul style="list-style-type: none"> • 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. |

| Header | Instruction |
|-----------------------------|--|
| | <ul style="list-style-type: none"> If there is a “no” to Response 2 “Income from any source” then the HMIS must automatically record all sources as “no” and leave dollar amounts null or \$0.00. <p>Note: 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.</p> <p>To reduce data collection and reporting burden</p> <ul style="list-style-type: none"> 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”) If a client reports 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. <p>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.</p> <p>Updates are required for persons aging into adulthood.</p> <p>The income amounts recorded in an HMIS in Income and Sources do not necessarily equate to documentation of income for “rent calculation” purposes. A rental calculation may not be estimated and has additional sources. Vendors may elect to develop rent calculation tools but should not rely on the income and sources fields for calculations.</p> |
| XML | <IncomeAndSources> |
| CSV | IncomeBenefits |
| Updates from 2014 Version 2 | None |

4.3 Non-Cash Benefits

| Header | Instruction |
|---------------------|---|
| Element Name | None Cash Benefits |
| Field 1 & Response | Information Date (date information was collected) [date field] |
| Field 2 & Responses | None Cash Benefits from Any Source |
| | 0 No |
| | 1 Yes |
| | 8 Client doesn’t know |
| | 9 Client refused |
| | 99 Data not collected |
| | <i>If yes for “Income from any source”</i> Indicate all sources and dollar amounts for the source that apply |
| Field 3 & Responses | Supplemental Nutrition Assistance Program (SNAP) (Previously known as Food Stamps) |
| | 0 No |
| | 1 Yes |

| Header | Instruction |
|---|--|
| Field 4 & Responses | Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) |
| 0 | No |
| 1 | Yes |
| Field 5 & Responses | TANF Child Care services (or use local name) |
| 0 | No |
| 1 | Yes |
| Field 6 & Responses | TANF transportation services (or use local name) |
| 0 | No |
| 1 | Yes |
| Field 7 & Responses | Other TANF-funded services |
| 0 | No |
| 1 | Yes |
| Field 8 & Responses | Section 8, public housing, or other ongoing rental assistance |
| 0 | No |
| 1 | Yes |
| Field 9 & Responses | Other source |
| 0 | No |
| 1 | Yes |
| Field 10 & Responses | Temporary rental assistance |
| 0 | No |
| 1 | Yes |
| Dependent A – Dependent to Field 9 & Response 1 | <i>If Yes for “Other Source”</i> Text box for Specify Source |
| Element Type | Program Specific |
| Funder: Program- Component | HUD:CoC – Collection required for all components |
| | HUD:ESG – Collection required for all components except ES-nbn |
| | HUD:HOPWA – Collection required for all components |
| | HUD:HUD-VASH - Collection required for all components |
| | HUD:RHSAP - Collection required for all components |
| | HHS:RHY – Collection only required for MGH, TLP and Demo |
| | HHS:PATH –Collection required for all components –beginning October, 2016 |
| | VA:SSVF – Collection required for all components |
| Project Type Applicability | All HMIS Project Types |
| Data Collected About | Heads of Households and Adults |
| Collection Point | Project Entry, Update, Annual Assessment, and Project Exit |
| System Logic | The system must record the appropriate collection stage for each element. Systems must also allow for update information if a change occurs mid-year. Allow corrections for data entry errors at all stages. |
| Other System Issues | Data for the fields of this data 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. |

| Header | Instruction |
|-----------------------------|---|
| | <ul style="list-style-type: none"> 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 benefit from any source” then the HMIS must automatically record all sources as “no”. <p>To reduce data collection and reporting burden</p> <ul style="list-style-type: none"> 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. <p>The HMIS may facilitate data accuracy by automatically changing a “no” in “Receiving non-cash benefits from any source” to a “yes” if source(s) are indicated.</p> <p>Updates are required for persons aging into adulthood.</p> <p>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.</p> <p>Format clarification provided that each non-cash benefit source is its own field.</p> |
| XML | <NonCashBenefits> |
| CSV | IncomeBenefits |
| Updates from 2014 Version 2 | None |

4.4 Health Insurance

| Header | Instruction |
|---------------------|---|
| Element Name | Health Insurance |
| Field 1 & Response | Information Date (date information was collected) [date field] |
| Field 2 & Responses | Covered by Health Insurance |
| | 0 No |
| | 1 Yes |
| | 8 Client doesn’t know |
| | 9 Client refused |
| | 99 Data not collected |
| | <i>If yes for “Covered by Health Insurance ”</i> Indicate all sources that apply |
| Field 3 & Responses | MEDICAID |
| | 0 No |
| | 1 Yes |
| Field 4 & Responses | MEDICARE |
| | 0 No |
| | 1 Yes |
| Field 5 & Response | State Children’s Health Insurance Program (or use local name) |
| | 0 No |
| | 1 Yes |

| Header | Instruction |
|--|--|
| Field 6 & Responses | Veteran's Administration (VA) Medical Services |
| 0 | No |
| 1 | Yes |
| Field 7 & Responses | Employer – Provided Health Insurance |
| 0 | No |
| 1 | Yes |
| Field 8 & Responses | Health Insurance obtained through COBRA |
| 0 | No |
| 1 | Yes |
| Field 9 & Responses | Private Pay Health Insurance |
| 0 | No |
| 1 | Yes |
| Field 10 & Responses | State Health Insurance for Adults (or use local name) |
| 0 | No |
| 1 | Yes |
| Dependent A – Dependent to Fields 3-10 & Response 0 HOPWA FIELD ONLY | <i>If "No" for each of the health insurance sources "no"</i> Reason |
| 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 |
| Element Type | Program Specific |
| Funder: Program- Component | HUD:CoC – Collection required for all components |
| | HUD:ESG – Collection required for all components except ES-nbn |
| | HUD:HOPWA – Collection required for all components |
| | HUD:HUD-VASH - Collection required for all components |
| | HUD:RHSAP - Collection required for all components |
| | HHS:PATH –Collection required for all components –beginning October, 2016 |
| | HHS:RHY – Collection required for all components |
| | VA:SSVF – Collection required for all components |
| Project Type Applicability | All HMIS Project Types |
| Data Collected About | All clients |
| Collection Point | Project Entry, Update, Annual Assessment, and Project Exit |
| System Logic | The system must record the appropriate collection stage for each element. Systems must also allow for update information if a change occurs mid-year. Allow corrections for data entry errors at all stages. |

| Header | Instruction |
|-----------------------------|---|
| Other System Issues | <p>Data for the fields of this data 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.</p> <ul style="list-style-type: none"> • 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”. <p>To reduce data collection and reporting burden</p> <ul style="list-style-type: none"> • If a client reports “Covered by health insurance” as “yes” an HMIS may be designed such that projects only need to directly enter “yes” for the health insurance received. The HMIS may automatically generate a “no” response for the other non-cash benefit sources. <p>The HMIS may facilitate data accuracy by automatically changing a “no” in “Covered by health insurance” to a “yes” if source(s) are indicated.</p> <p>Updates are required for persons aging into adulthood.</p> |
| XML | <HealthInsurance> |
| CSV | IncomeBenefits |
| Updates from 2014 Version 2 | None |

4.5 Physical Disability

| Header | Instruction |
|---|--|
| Element Name | Physical Disability |
| Field 1 & Response | Information Date (date information was collected) [date field] |
| Field 2 & Responses | Physical Disability |
| | 0 No |
| | 1 Yes |
| | 8 Client doesn't know |
| | 9 Client refused |
| | 99 Data not collected |
| Dependent A – Dependent to Field 2 & Response 1 | <p><i>If Yes for “Physical Disability”</i></p> <p>Expected to be of long–continued and indefinite duration and substantially impairs ability to live independently</p> |
| | 0 No |
| | 1 Yes |
| | 8 Client doesn't know |
| | 9 Client refused |
| | 99 Data not collected |
| Dependent B – Dependent to Field 2 & Response 1 | <p><i>If Yes for “Physical Disability”</i></p> <p>Documentation of the disability and severity on file</p> |
| | 0 No |
| | 1 Yes |

| Header | Instruction |
|---|---|
| Dependent C – Dependent to Field 2 & Response 1 | <i>If Yes for “Physical Disability”</i> Currently receiving services/treatment for this disability |
| | 0 No |
| | 1 Yes |
| | 8 Client doesn’t know |
| | 9 Client refused |
| | 99 Data not collected |
| Element Type | Program Specific |
| Funder: Program- Component | HUD:CoC – Collection required for all components |
| | HUD:ESG – Collection required for all components |
| | HUD:HOPWA – Collection required for all components |
| | HUD:HUD-VASH - Collection required for all components |
| | HUD:RHSAP - Collection required for all components |
| | HHS:PATH – Collection required for all components |
| | HHS: RHY – Collection required for all components |
| | VA:SSVF – No component requires data collection |
| Project Type Applicability | All HMIS Project Types |
| Data Collected About | All clients |
| Collection Point | Project Entry, Update, and Project Exit |
| System Logic | Collect at project entry and project exit. The system must record the appropriate collection stage for each element. Systems must also allow for update information if a change occurs mid-year. Allow corrections for data entry errors at all stages. |
| Other System Issues | HMIS may choose to only display dependent questions if user selects the appropriate response. |
| XML | <Disabilities> |
| CSV | Disabilities |
| Updates from 2014 Version 2 | None |

4.6 Developmental Disability

| Header | Instruction |
|---|--|
| Element Name | Developmental Disability |
| Field 1 & Response | Information Date (date information was collected) [date field] |
| Field 2 & Responses | Developmental Disability |
| | 0 No |
| | 1 Yes |
| | 8 Client doesn’t know |
| | 9 Client refused |
| | 99 Data not collected |
| Dependent A – Dependent to Field 2 & Response 1 | <i>If Yes for “Developmental Disability”</i> Expected to substantially impair ability to live independently |
| | 0 No |
| | 1 Yes |

| Header | Instruction |
|---|---|
| | 8 Client doesn't know |
| | 9 Client refused |
| | 99 Data not collected |
| Dependent B – Dependent to Field 2 & Response 1 | <i>If Yes for "Developmental Disability"</i> Documentation of the disability and severity on file |
| | 0 No |
| | 1 Yes |
| Dependent C – Dependent to Field 2 & Response 1 | <i>If Yes for "Developmental Disability"</i> Currently receiving services/treatment for this disability |
| | 0 No |
| | 1 Yes |
| | 8 Client doesn't know |
| | 9 Client refused |
| | 99 Data not collected |
| Element Type | Program Specific |
| Funder: Program- Component | HUD:CoC – Collection required for all components |
| | HUD:ESG – Collection required for all components |
| | HUD:HOPWA – Collection required for all components |
| | HUD:HUD-VASH - Collection required for all components |
| | HUD:RHSAP - Collection required for all components |
| | HHS:PATH – Collection required for all components |
| | HHS: RHY – Collection required for all component |
| | VA:SSVF – No component requires data collection |
| Project Type Applicability | All HMIS Project Types |
| Data Collected About | All clients |
| Collection Point | Project Entry, Update, and Project Exit |
| System Logic | Collect at project entry and project exit. The system must record the appropriate collection stage for each element. Systems must also allow for update information if a change occurs mid-year. Allow corrections for data entry errors at all stages. |
| Other System Issues | HMIS may choose to only display dependent questions if user selects the appropriate response. |
| XML | <Disabilities> |
| CSV | Disabilities |
| Updates from 2014 Version 2 | None |

4.7 Chronic Health Condition

| Header | Instruction |
|---------------------|--|
| Element Name | Chronic Health Condition |
| Field 1 & Response | Information Date (date information was collected) [date field] |
| Field 2 & Responses | Chronic Health Condition |
| | 0 No |
| | 1 Yes |
| | 8 Client doesn't know |
| | 9 Client refused |

| Header | Instruction |
|---|---|
| | 99 Data not collected |
| Dependent A – Dependent to Field 2 & Response 1 | <i>If Yes for “Chronic Health Condition”</i> Expected to be of long–continued and indefinite duration and substantially impairs ability to live independently |
| | 0 No |
| | 1 Yes |
| | 8 Client doesn’t know |
| | 9 Client refused |
| | 99 Data not collected |
| Dependent B – Dependent to Field 2 & Response 1 | <i>If Yes for “Chronic Health Condition”</i> Documentation of the disability and severity on file |
| | 0 No |
| | 1 Yes |
| Dependent C – Dependent to Field 2 & Response 1 | <i>If Yes for “Chronic Health Condition”</i> Currently receiving services/treatment for this disability |
| | 0 No |
| | 1 Yes |
| | 8 Client doesn’t know |
| | 9 Client refused |
| | 99 Data not collected |
| Element Type | Program Specific |
| Funder: Program- Component | HUD:CoC – Collection required for all components |
| | HUD:ESG – Collection required for all components |
| | HUD:HOPWA – Collection required for all components |
| | HUD:HUD-VASH - Collection required for all components |
| | HUD:RHSAP - Collection required for all components |
| | HHS:PATH – Collection required for all components |
| | HHS: RHY – Collection only required all components |
| | VA:SSVF – No component requires data collection |
| Project Type Applicability | All HMIS Project Types |
| Data Collected About | All clients |
| Collection Point | Project Entry, Update, and Project Exit |
| System Logic | Collect at project entry and project exit. The system must record the appropriate collection stage for each element. Systems must also allow for update information if a change occurs mid-year. Allow corrections for data entry errors at all stages. |
| Other System Issues | HMIS may choose to only display dependent questions if user selects the appropriate response. |
| XML | <Disabilities> |
| CSV | Disabilities |
| Updates from 2014 Version 2 | None |

4.8 HIV/AIDS

| Header | Instruction |
|---|---|
| Element Name | HIV/AIDS |
| Field 1 & Response | Information Date (date information was collected) [date field] |
| Field 2 & Response | HIV/AIDS |
| | 0 No |
| | 1 Yes |
| | 8 Client doesn't know |
| | 9 Client refused |
| | 99 Data not collected |
| Dependent A – Dependent to Field 2 & Response 1 | <i>If Yes for "HIV/AIDS"</i> Expected to substantially impair ability to live independently |
| | 0 No |
| | 1 Yes |
| | 8 Client doesn't know |
| | 9 Client refused |
| | 99 Data not collected |
| Dependent B – Dependent to Field 2 & Response 1 | <i>If Yes for "HIV/AIDS"</i> Documentation of the disability and severity on file |
| | 0 No |
| | 1 Yes |
| Dependent C – Dependent to Field 2 & Response 1 | <i>If Yes for "HIV/AIDS"</i> Currently receiving services/treatment for this disability |
| | 0 No |
| | 1 Yes |
| | 8 Client doesn't know |
| | 9 Client refused |
| | 99 Data not collected |
| Element Type | Program Specific |
| Funder: Program- Component | HUD:CoC – Collection required for all components |
| | HUD:ESG – Collection required for all components |
| | HUD:HOPWA – Collection required for all components |
| | HUD:HUD-VASH - Collection required for all components |
| | HUD:RHSAP - Collection required for all components |
| | HHS: RHY – No component requires data collection |
| | HHS:PATH – Collection required for all components – beginning October, 2016 |
| | VA:SSVF – No component requires data collection |
| Project Type Applicability | All HMIS Project Types |
| Data Collected About | All Clients |
| Collection Point | Project Entry, Update, and Project Exit |
| System Logic | Collect at project entry and project exit. The system must record the appropriate collection stage for each element. Systems must also allow for update information if a change occurs mid-year. Allow corrections for data entry errors at all stages. |

| Header | Instruction |
|-----------------------------|---|
| Other System Issues | HMIS may choose to only display dependent questions if user selects the appropriate response. |
| XML | <Disabilities> |
| CSV | Disabilities |
| Updates from 2014 Version 2 | None |

4.9 Mental Health Problem

| Header | Instruction |
|---|---|
| Element Name | Mental Health Problem |
| Field 1 & Response | Information Date (date information was collected) [date field] |
| Field 2 & Response | Mental Health Problem |
| | 0 No |
| | 1 Yes |
| | 8 Client doesn't know |
| | 9 Client refused |
| | 99 Data not collected |
| Dependent A – Dependent to Field 2 & Response 1 | <i>If Yes for "Mental Health Problem"</i> Expected to be of long–continued and indefinite duration and substantially impairs ability to live independently |
| | 0 No |
| | 1 Yes |
| | 8 Client doesn't know |
| | 9 Client refused |
| | 99 Data not collected |
| Dependent B – Dependent to Field 2 & Response 1 | <i>If Yes for "Mental Health Problem"</i> Documentation of the disability and severity on file |
| | 0 No |
| | 1 Yes |
| Dependent C – Dependent to Field 2 & Response 1 | <i>If Yes for "Mental Health Problem"</i> Currently receiving services/treatment for this disability |
| | 0 No |
| | 1 Yes |
| | 8 Client doesn't know |
| | 9 Client refused |
| | 99 Data not collected |
| Dependent D – Dependent to Field 2 & Response (PATH ONLY) | <i>If Yes for "Mental Health Problem" (PATH only)</i> How confirmed |
| | 1 Unconfirmed; presumptive or self-report |
| | 2 Confirmed through assessment and clinical evaluation |
| | 3 Confirmed by prior evaluation or clinical records |

| Header | Instruction |
|--|---|
| Dependent E – Dependent to Field & Response(s) (PATH ONLY) | <i>If Yes for “Mental Health Problem” (PATH only)</i> Serious mental illness (SMI) and, if SMI, how confirmed |
| 0 | No |
| 1 | Unconfirmed; presumptive or self-report |
| 2 | Confirmed through assessment and clinical evaluation |
| 3 | Confirmed by prior evaluation or clinical records |
| 8 | Client doesn’t know |
| 9 | Client refused |
| Element Type | Program Specific |
| Funder: Program- Component | HUD:CoC – Collection required for all components |
| | HUD:ESG – Collection required for all components |
| | HUD:HOPWA – Collection required for all components |
| | HUD:HUD-VASH - Collection required for all components |
| | HUD:RHSAP - Collection required for all components |
| | HHS:PATH – Collection required for all components |
| | HHS: RHY – Collection required for all components |
| | VA:SSVF – No component requires data collection |
| Project Type Applicability | All HMIS Project Types |
| Data Collected About | All clients |
| Collection Point | Project Entry, Update, and Project Exit |
| System Logic | Collect at project entry and project exit. The system must record the appropriate collection stage for each element. Systems must also allow for update information if a change occurs mid-year. Allow corrections for data entry errors at all stages. |
| Other System Issues | HMIS may choose to only display dependent questions if user selects the appropriate response. |
| XML | <Disabilities> |
| CSV | Disabilities |
| Updates from 2014 Version 2 | None |

4.10 Substance Abuse

| Header | Instruction |
|---------------------|--|
| Element Name | Substance Abuse |
| Field 1 & Response | Information Date (date information was collected) [date field] |
| Field 2 & Responses | Substance Abuse Problem |
| 0 | No |
| 1 | Alcohol abuse |
| 2 | Drug abuse |
| 3 | Both alcohol and drug abuse |
| 8 | Client doesn’t know |
| 9 | Client refused |
| 99 | Data not collected |

| Header | Instruction |
|---|---|
| Dependent A – Dependent to Field 2 & Response(s) 1 -3 | <i>If Alcohol abuse, Drug abuse, or Both alcohol and drug abuse for “Substance Abuse Problem”</i> Expected to be of long–continued and indefinite duration and substantially impairs ability to live independently |
| 0 | No |
| 1 | Yes |
| 8 | Client doesn’t know |
| 9 | Client refused |
| 99 | Data not collected |
| Dependent B – Dependent to Field 2 & Response(s) 1 -3 | <i>If Alcohol abuse, Drug abuse, or Both alcohol and drug abuse for “Substance Abuse Problem”</i> Documentation of the disability and severity on file |
| 0 | No |
| 1 | Yes |
| Dependent C – Dependent to Field 2 & Response(s) 1 -3 | <i>If Alcohol abuse, Drug abuse, or Both alcohol and drug abuse for “Substance Abuse Problem”</i> Currently receiving services/treatment for this disability |
| 0 | No |
| 1 | Yes |
| 8 | Client doesn’t know |
| 9 | Client refused |
| 99 | Data not collected |
| Dependent D – Dependent to Field 2 & Response(s) 1 -3 PATH ONLY FIELD | <i>If Alcohol abuse, Drug abuse, or Both alcohol and drug abuse for “Substance Abuse Problem”</i> How confirmed |
| 1 | Unconfirmed; presumptive or self-report |
| 2 | Confirmed through assessment and clinical evaluation |
| 3 | Confirmed by prior evaluation or clinical records |
| Element Type | Program Specific |
| Funder: Program- Component | HUD:CoC – Collection required for all components |
| | HUD:ESG – Collection required for all components |
| | HUD:HOPWA – Collection required for all components |
| | HUD:HUD-VASH - Collection required for all components |
| | HUD:RHSAP - Collection required for all components |
| | HHS:PATH – Collection required for all components |
| | HHS: RHY – Collection required for all components |
| | VA:SSVF – No component requires data collection |
| Project Type Applicability | All HMIS Project Types |
| Data Collected About | All clients |
| Collection Point | Project Entry, Update, and Project Exit |
| System Logic | Collect at project entry and project exit. The system must record the appropriate collection stage for each element. Systems must also allow for update information if a change occurs mid-year. Allow corrections for data entry errors at all stages. |

| Header | Instruction |
|-----------------------------|---|
| Other System Issues | HMIS may choose to only display dependent questions if user selects the appropriate response. |
| XML | <Disabilities> |
| CSV | Disabilities |
| Updates from 2014 Version 2 | None |

4.11 Domestic Violence

| Header | Instruction |
|---|--|
| Element Name | Domestic Violence |
| Field 1 & Response | Information Date (date information was collected) [date field] |
| Field 2 & Responses | Domestic Violence Victim/Survivor |
| | 0 No |
| | 1 Yes |
| | 8 Client doesn't know |
| | 9 Client refused |
| | 99 Data not collected |
| Dependent A – Dependent to Field 2 & Response 1 | <i>If Yes for "Domestic Violence Victim/Survivor"</i> When experience occurred |
| | 1 Within the past three months |
| | 2 Three to six months ago (excluding six months exactly) |
| | 3 Six months to one year ago (excluding one year exactly) |
| | 4 One year ago or more |
| | 8 Client doesn't know |
| | 9 Client refused |
| | 99 Data not collected |
| Dependent B – Dependent to Field 2 & Response 1 | <i>If Yes for "Domestic Violence Victim/Survivor"</i> Are you currently fleeing? |
| | 0 No |
| | 1 Yes |
| | 8 Client doesn't know |
| | 9 Client refused |
| | 99 Data not collected |
| Element Type | Program Specific |
| Funder: Program- Component | HUD:CoC – Collection required for all components HUD:ESG – Collection required for all components HUD:HOPWA – Collection required for all components HUD:HUD-VASH - Collection required for all components HUD:RHSAP - Collection required for all components HHS:PATH – No component requires data collection HHS: RHY – No component requires data collection VA:SSVF – No component requires data collection |
| Project Type Applicability | All HMIS Project Types |
| Data Collected About | Head of Household and Adults |

| Header | Instruction |
|-----------------------------|--|
| Collection Point | Project Entry, Update |
| System Logic | <p>The system must record the appropriate collection stage for each element. Systems must also allow for update information if a change occurs mid-year. Allow corrections for data entry errors at all stages.</p> <p>Data are time sensitive and may change over the project stay. System must allow for updated information collection if change occurs, must record the date the information was collected with a data collection stage of “project update”, and must retain all updates for historical purpose.</p> |
| Other System Issues | None |
| XML | <DomesticViolence> |
| CSV | HealthAndDV |
| Updates from 2014 Version 2 | The meaning of the element has returned to pre-2014 meaning “Are you a victim of domestic violence?” Are you currently fleeing has been added as a dependent response to a positive response to Field 2 Domestic Violence Victim/Survivor. |

4.12 Contact

| Header | Instruction |
|----------------------------|--|
| Element Name | Contact |
| Field 1 & Response | Information Date (date information was collected) [date field] |
| Field 2 & Responses | Location of Contact |
| | 1 Place not meant for habitation |
| | 2 Service setting, non-residential |
| | 3 Service setting, residential |
| Element Type | Program Specific |
| Funder: Program- Component | HUD:CoC – Collection only required for Street Outreach |
| | HUD:ESG – Collection only required for Street Outreach and ES - nbn |
| | HUD:HOPWA – No component requires data collection |
| | HUD:HUD-VASH - No component requires data collection |
| | HUD:RHSAP - No component requires data collection |
| | HHS:PATH – Collection required for all components |
| | HHS: RHY – Collection only required for Street Outreach |
| | VA:SSVF – No component requires data collection |
| Project Type Applicability | 1:Emergency Shelter – night by night method only |
| | 4:Street Outreach |
| | 6:Services Only |
| Data Collected About | Heads of Households and Adults |
| Collection Point | Project Entry, Update, Project Exit |
| System Logic | Data are time sensitive and may change over the project stay. The system must record the appropriate collection stage for each element. Systems must also allow for updated information as a change occurs. Allow corrections for data entry errors at all stages. |

| Header | Instruction |
|-----------------------------|--|
| | One record of contact is required for each contact made. The data in this element are transactional data; each time there is a contact a record of the contact must be recorded including the date and contact information. |
| Other System Issues | None |
| XML | <Services> |
| CSV | Services |
| Updates from 2014 Version 2 | Typographic correction - Previous Data Dictionary indicated collection for ES-nbn under appropriate ES-nbn funder and components but omitted mention of it in project type applicability. |

4.13 Date of Engagement

| Header | Instruction |
|-----------------------------|--|
| Element Name | Date of Engagement |
| Field 1 & Response | Date of Engagement (date) [date field] |
| Element Type | Program Specific |
| Funder: Program- Component | HUD:CoC – Collection only required for Street Outreach |
| | HUD:ESG – Collection only required for Street Outreach and ES - nbn |
| | HUD:HOPWA – No component requires data collection |
| | HUD:HUD-VASH - No component requires data collection |
| | HUD:RHSAP - No component requires data collection |
| | HHS:PATH – Collection required for all components |
| | HHS: RHY – Collection only required for Street Outreach |
| | VA:SSVF – No component requires data collection |
| Project Type Applicability | 1:Emergency Shelter – night by night method only |
| | 4:Street Outreach |
| | 6:Services Only |
| Data Collected About | Heads of Households and Adults |
| Collection Point | Update |
| System Logic | Only one date of engagement is allowed between the project entry date and project exit date. |
| Other System Issues | If a client returns to the project at a later date the previous date of engagement does not apply to the new project entry. The client must be re-entered based on the new project entry and project exit date service period. It is also possible that a case may be closed without the client becoming engaged and thus null in that client record. |
| XML | <Services> |
| CSV | Services |
| Updates from 2014 Version 2 | Typographic correction - Previous Data Dictionary indicated collection for ES-nbn under appropriate ES-nbn funder and components but omitted mention of it in project type applicability. |

4.14 Services Provided

4.14A Services Provided – PATH Funded

| Header | Instruction |
|----------------------------|---|
| Element Name | Services Provided –PATH Funded |
| Field 1 & Response | Date of Service (date) [date field] |
| Field 2 & Responses | Type of PATH FUNDED Service Provided |
| | 1 Outreach |
| | 2 Screening/assessment |
| | 3 Habilitation/rehabilitation |
| | 4 Community mental health |
| | 5 Substance use treatment |
| | 6 Case management |
| | 7 Residential supportive services |
| | 8 Housing minor renovation |
| | 9 Housing moving assistance |
| | 10 Housing technical assistance |
| | 11 Security deposits |
| | 12 One-time rent for eviction prevention |
| | 13 Other PATH funded service |
| Element Type | Program Specific |
| Funder: Program- Component | HUD:CoC – No component requires data collection |
| | HUD:ESG – No component requires data collection |
| | HUD:HOPWA – No component requires data collection |
| | HUD:HUD-VASH - No component requires data collection |
| | HUD:RHSAP - No component requires data collection |
| | HHS:PATH – Collection required for all components |
| | HHS: RHY – No component requires data collection |
| | VA:SSVF – No component requires data collection |
| Project Type Applicability | 4: Street Outreach |
| | 6: Services Only |
| Data Collected About | Heads of Households and Adults |
| Collection Point | As provided - update |
| System Logic | Data are time sensitive and may change over the project stay. System must allow for updated information collection as change occurs and must record the date the information was collected as “update stage” information and retains all updates for historical purpose. |
| Other System Issues | <p>The data in this element are transactional data; each time the service is delivered a record of the date of service and the service element must be maintained.</p> <p>If a service benefits the entire household it must be recorded for the Head of Household.</p> <p>PATH only records services that are PATH funded. If providers want to collect other services provided then a separate element must be created to distinguish PATH funded services from non-PATH funded services.</p> |

| Header | Instruction |
|-----------------------------|--|
| | PATH only will report on persons who received services who are enrolled. |
| XML | <Services> |
| CSV | Services |
| Updates from 2014 Version 2 | None |

4.14B Services Provided – RHY

| Header | Instruction | | | | | |
|---------------------|--|-------|--------|---------|-----|------|
| Element Name | Services Provided – RHY | BCP-P | BCP-ES | TLP&MGH | SOP | DEMO |
| Field 1 & Response | Date of Service (date) [date field] | X | X | X | X | X |
| Field 2 & Responses | Type of RHY Service | X | X | X | X | X |
| 1 | Basic support services | X | X | X | | X |
| 2 | Community service/service learning (CSL) | X | X | X | | X |
| 3 | Counseling/therapy | X | X | X | | X |
| 4 | Dental care | X | X | X | | X |
| 5 | Education | X | X | X | | X |
| 6 | Employment and training services | X | X | X | | X |
| 7 | Criminal justice /legal services | X | X | X | | X |
| 8 | Life skills training | X | X | X | | X |
| 9 | Parenting education for parent of youth | X | X | X | | X |
| 10 | Parenting education for youth with children | X | X | X | | X |
| 11 | Peer (youth) counseling | X | X | X | | X |
| 12 | Post-natal care | | | X | | X |
| 13 | Pre-natal care | | | X | | X |
| 14 | Health/medical care | X | X | X | | X |
| 15 | Psychological or psychiatric care | X | X | X | | X |
| 16 | Recreational activities | X | X | X | | X |
| 17 | Substance abuse assessment and/or treatment | X | X | X | | X |
| 18 | Substance abuse prevention | X | X | X | | X |
| 19 | Support group | X | X | X | | X |
| 20 | Preventative – overnight interim, respite | X | | | | |
| 21 | Preventative – formal placement in an alternative setting outside of BCP | X | | | | |
| 22 | Preventative – entry into BCP after preventative services | X | | | | |
| 23 | Street Outreach – Health and Hygiene Products Distributed | | | | X | |
| 24 | Street Outreach – Food and Drink Items | | | | X | |
| 25 | Street Outreach – Services Information/Brochures | | | | X | |

| Header | Instruction |
|-----------------------------|--|
| Funder: Program- Component | HUD:CoC – No component requires data collection |
| | HUD:ESG – No component requires data collection |
| | HUD:HOPWA – No component requires data collection |
| | HUD:HUD-VASH - No component requires data collection |
| | HUD:RHSAP - No component requires data collection |
| | HHS:PATH – No component requires data collection |
| | HHS: RHY – Collection required for all components – see chart above |
| | VA:SSVF – No component requires data collection |
| Project Type Applicability | 1: Emergency Shelter – e/e method |
| | 2:Transitional Housing |
| | 6:Services Only |
| | 12:Homelessness Prevention |
| Data Collected About | Head of Household, Adults and Unaccompanied Youth |
| Collection Point | As provided - update |
| System Logic | Data are time sensitive and may change over the project stay. System must allow for updated information collection as change occurs and must record the date the information was collected as “update stage” information and retains all updates for historical purpose. |
| Other System Issues | The data in this element are transactional data; each time the service is delivered a record of the date of service and the service element must be maintained. If service benefits entire household, it may be recorded solely for the Head of Household. |
| XML | <Services> |
| CSV | Services |
| Updates from 2014 Version 2 | Data collection universe clarified to exclude children of youth from reporting. |

4.14C Services Provided – HOPWA

| Header | Instruction |
|---------------------|--|
| Element Name | Services Provided - HOPWA |
| Field 1 & Response | Date of Service (date) [date field] |
| Field 2 & Responses | Type of Service |
| | 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 |
| | 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 |

| Header | Instruction |
|-----------------------------|--|
| 14 | Other HOPWA funded service |
| Element Type | Program Specific |
| Funder: Program- Component | HUD:CoC – No component requires data collection |
| | HUD:ESG – No component requires data collection |
| | HUD:HOPWA – Collection required for all components |
| | HUD:HUD-VASH - No component requires data collection |
| | HUD:RHSAP - No component requires data collection |
| | HHS:PATH – No component requires data collection |
| | HHS: RHY – No component requires data collection |
| | VA:SSVF – No component requires data collection |
| Project Type Applicability | 1:Emergency Shelter – e/e method |
| | 2:Transitional Housing |
| | 3:PH-Permanent Supportive Housing |
| | 6:Services Only |
| | 12:Homelessness Prevention |
| Data Collected About | All Clients receiving services |
| Collection Point | As provided - update Note: HOPWA requires that all “stayers” at the end of their annual operating year and prior to the generation of their Annual Report (CAPER or APR) enter all services provided through the end of the operating year. |
| System Logic | Data are time sensitive and may change over the project stay. System must allow for updated information collection as change occurs and must record the date the information was collected as “update stage” information and retains all updates for historical purpose. |
| Other System Issues | The data in this element are transactional data; each time the service is delivered a record of the date of service and the service element must be maintained. If service benefits entire household, it may be recorded solely for the Head of Household. |
| XML | <Services> |
| CSV | Services |
| Updates from 2014 Version 2 | None |

4.14D Services Provided – SSVF

| Header | Instruction |
|---------------------|---|
| Element Name | Services Provided - SSVF |
| Field 1 & Response | Date of Service (date) [date field] |
| Field 2 & Responses | Type of Service |
| 1 | Outreach services |
| 2 | Case management services |
| 3 | Assistance obtaining VA benefits |
| 4 | Assistance obtaining/coordinating other public benefits |
| 5 | Direct provision of other public benefits |
| 6 | Other (non-TFA) supportive service approved by VA |

| Header | Instruction |
|---|--|
| Dependent A – Dependent to Field 2 Response 3 | <i>If “Assistance obtaining VA benefits”</i> |
| 1 | VA vocational and rehabilitation counseling |
| 2 | Employment and training services |
| 3 | Educational assistance |
| 4 | Health care services |
| Dependent B – Dependent to Field 2 Response 4 | <i>If “Assistance obtaining/coordinating other public benefits”</i> |
| 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 |
| Dependent C – Dependent to Field 2 Response 5 | <i>If “Direct provision of other public benefits”</i> |
| 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 |
| Dependent D – Dependent to Field 2 Response 6 | <i>If “Other(Non-TFA) Supportive Service approved by VA”</i> text box for Specify |
| Element Type | Program Specific |
| Funder: Program- Component | HUD:CoC – No component requires data collection |
| | HUD:ESG – No component requires data collection |
| | HUD:HOPWA – No component requires data collection |
| | HUD:HUD-VASH - No component requires data collection |
| | HUD:RHSAP - No component requires data collection |
| | HHS:PATH – No component requires data collection |
| | HHS: RHY – No component requires data collection |
| | VA:SSVF – Collection required for all components |

| Header | Instruction |
|-----------------------------|--|
| Project Type Applicability | 12: Homelessness Prevention |
| | 13: PH-Rapid Re-Housing |
| Data Collected About | All Clients receiving services |
| Collection Point | As provided |
| System Logic | Services will be recorded as they are provided. The system must allow for a theoretically unlimited number of records per enrollment. Users must be able to edit existing records and delete records entered in error. |
| Other System Issues | Services will be recorded for the head of household (only) unless a specific service is of benefit only to a particular household member. |
| XML | <Services> |
| CSV | Services |
| Updates from 2014 Version 2 | None |

4.14E Services Provided - Bed-night Date

| Header | Instruction |
|-----------------------------|--|
| Element Name | Bed Night Date |
| Field 1 & Response | Bed Night Date (date) [date field] |
| Element Type | Program Specific |
| Funder: Program- Component | HUD:CoC – No component requires data collection |
| | HUD:ESG – Collection required for all ES component |
| | HUD:HOPWA – No component requires data collection |
| | HUD:HUD-VASH - No component requires data collection |
| | HUD:RHSAP - No component requires data collection |
| | HHS:PATH – No component requires data collection |
| | HHS: RHY – No component requires data collection |
| | VA:SSVF – No component requires data collection |
| Project Type Applicability | 1: Emergency Shelter - nbn method (Applicability extends to all nbn method shelters that are not funded through ESG but also participate in HMIS.) |
| Data Collected About | All Clients |
| Collection Point | Project Entry and as provided |
| System Logic | Collect once for each bed night utilized. |
| Other System Issues | 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 bed night dates for any Project Entry ID associated with a night-by-night shelter. There must be a record of a bed night on the project entry date into the shelter; any additional bed night dates must be after the project entry date and <i>before</i> the project exit date. |
| | The bed-night date must be exportable in the [date field] format. |
| XML | <Services> |
| CSV | Services |
| Updates from 2014 Version 2 | This is a new data element placed in the data standards to provide a clear place for the functionality within an HMIS to record night-by-night shelter stays. |

4.15 Financial Assistance Provided

4.15A Financial Assistance – HOPWA

| Header | Instruction |
|-----------------------------|--|
| Element Name | Financial Assistance SSVF |
| Field 1 & Response | Date of Financial Assistance (date) [date field] |
| Field 2 & Responses | Financial Assistance Type |
| | 1 Rental assistance <i>[collect for PHP and STRMU]</i> |
| | 2 Security deposits <i>[collect for PHP]</i> |
| | 3 Utility deposits <i>[collect for PHP]</i> |
| | 4 Utility payments <i>[collect for PHP and STRMU]</i> |
| | 7 Mortgage assistance <i>[collect for STRMU]</i> |
| Field 3 & Response | Financial Assistance Amount (amount) |
| Element Type | Program Specific |
| Funder: Program- Component | HUD:CoC – No component requires data collection |
| | HUD:ESG – No component requires data collection |
| | HUD:HOPWA – Collection required for PHP and STRMU only as indicated above |
| | HUD:HUD-VASH - No component requires data collection |
| | HUD:RHSAP - No component requires data collection |
| | HHS:PATH – No component requires data collection |
| | HHS: RHY – No component requires data collection |
| | VA:SSVF – No component requires data collection |
| Project Type Applicability | 6:Services Only |
| | 12:Homelessness Prevention |
| Data Collected About | Heads of Households |
| Collection Point | As provided - update |
| System Logic | Data are time sensitive and may change over the project stay. System must allow for updated information collection as change occurs, must record the date the information was collected as “update stage” information and retains all updates for historical purpose. |
| Other System Issues | The data in this element are transactional data; each time there is financial assistance provided a record of the assistance must be recorded including the date and financial assistance information. Records of financial assistance should be attached to the Head of Household. |
| XML | <Services> |
| CSV | Services |
| Updates from 2014 Version 2 | None |

4.15B Financial Assistance – SSVF

| Header | Instruction |
|---------------------|--|
| Element Name | Financial Assistance - SSVF |
| Field 1 & Response | Date of Financial Assistance (date) [date field] |
| Field 2 & Response | Financial Assistance Amount (amount) |
| Field 3 & Responses | Financial Assistance Type |

| Header | Instruction |
|-----------------------------|--|
| | 1 Rental assistance |
| | 4 Utility fee payment assistance |
| | 2 Security deposit |
| | 3 Utility deposit |
| | 5 Moving costs |
| | 8 Transportation services: tokens/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 |
| Element Type | Program Specific |
| Funder: Program-Component | HUD:CoC – No component requires data collection HUD:ESG – No component requires data collection HUD:HOPWA – No component requires data collection HUD:HUD-VASH - No component requires data collection HUD:RHSAP - No component requires data collection HHS:PATH – No component requires data collection HHS: RHY – No component requires data collection VA:SSVF – Collection required for all components |
| Project Type Applicability | 12:Homelessness Prevention 13:PH-Rapid Re-Housing |
| Data Collected About | All clients receiving financial assistance. |
| Collection Point | As provided |
| System Logic | Financial assistance will be recorded as it is provided. The system must allow for a theoretically unlimited number of records per enrollment. Users must be able to edit existing records and delete records entered in error. |
| Other System Issues | Financial assistance will be recorded for the head of household (only) unless a specific service is of distinct benefit only to a particular household member. |
| XML | <Services> |
| CSV | Services |
| Updates from 2014 Version 2 | None |

4.16 Referrals Provided

4.16A Referrals Provided - PATH

| Header | Instruction |
|---------------------|--------------------------------------|
| Element Name | Referrals Provided PATH |
| Field 1 & Response | Date of Referral (date) [date field] |
| Field 2 & Responses | Type of Referral |
| | 1 Community Mental Health |
| | 2 Substance Use Treatment |
| | 3 Primary Health Services |

| Header | Instruction |
|---|---|
| | 4 Job Training |
| | 5 Educational Services |
| | 6 Relevant Housing Services |
| | 7 Housing Placement Assistance |
| | 8 Income Assistance |
| | 9 Employment Assistance |
| | 10 Medical Assistance |
| Dependent A – Dependent to Field 2 & Responses 1-10 | If any “Type of Referral” made Select Outcome for each |
| | 1 Attained |
| | 2 Not attained |
| | 3 Unknown |
| Element Type | Program Specific |
| Funder: Program- Component | HUD:CoC – No component requires data collection HUD:ESG – No component requires data collection HUD:HOPWA – No component requires data collection HUD:HUD-VASH - No component requires data collection HUD:RHSAP - No component requires data collection HHS:PATH – Collection required for all components HHS: RHY – No component requires data collection VA:SSVF – No component requires data collection |
| Project Type Applicability | 4: Street Outreach 6: Services Only |
| Data Collected About | Heads of Households and Adults |
| Collection Point | As provided - update |
| System Logic | Data are time sensitive and may change over the project stay. System must allow for updated information collection as change occurs, must record the date the information was collected as “update stage” information and retains all updates for historical purpose. |
| Other System Issues | <p>The data in this element are transactional data; each time there is a referral a record of the referral must be recorded.</p> <p>Multiple types of the same referral may be made over the course of project enrollment. Each referral should have an outcome response.</p> <p>Referral outcome is being shown as a dependent response. However, the responses of attained, not attained, or unknown may have better ways of presentation for data collection than as dependent fields as the response may not be known simultaneous with identification of the referral. Vendors may elect means other than a dependent field to improve data quality. The information is required on reporting.</p> <p>PATH only will report on persons who received services who are enrolled.</p> |
| XML | <Services> |
| CSV | Services |
| Updates from 2014 Version 2 | Typographic correction placed CSV numbers in Dependent A |

4.16B Referrals Provided - RHY

| Header | Instruction |
|----------------------------|--|
| Element Name | Referrals Provided RHY |
| Field 1 & Response | Date of Referral (date) [date field] |
| Field 2 & Responses | Type of Referral |
| | 1 Child Care Non-TANF |
| | 2 Supplemental Nutritional Assistance Program (Food Stamps) |
| | 3 Education – McKinney/Vento Liaison Assistance to Remain in School |
| | 4 HUD Section 8 or Other Permanent Housing Assistance |
| | 5 Individual Development Account |
| | 6 Medicaid |
| | 7 Mentoring Program Other than RHY Agency |
| | 8 National Service (AmeriCorp, VISTA, Learn and Serve) |
| | 9 Non-Residential Substance Abuse or Mental Health Program |
| | 10 Other Public – Federal, State, or Local Program |
| | 11 Private Non-profit Charity or Foundation Support |
| | 12 SCHIP |
| | 13 SSI, SSDI, or other Disability Insurance |
| | 14 TANF or other Welfare/Non-Disability Income Maintenance (all TANF Services) |
| | 15 Unemployment Insurance |
| | 16 WIC |
| | 17 Workforce Development (WIA) |
| Element Type | Program Specific |
| Funder: Program- Component | HUD:CoC – No component requires data collection HUD:ESG – No component requires data collection HUD:HOPWA – No component requires data collection HUD:HUD-VASH - No component requires data collection HUD:RHSAP - No component requires data collection HHS:PATH – No component requires data collection HHS: RHY – Collection required for all components VA:SSVF – No component requires data collection |
| Project Type Applicability | 1: Emergency Shelter 2: Transitional Housing 6: Services Only 12: Homelessness Prevention |
| Data Collected About | Heads of Households, Adults and Unaccompanied Youth |
| Collection Point | As provided - update |
| System Logic | Data are time sensitive and may change over the project stay. System must allow for updated information collection as change occurs, must record the date the information was collected as “update stage” information and retains all updates for historical purpose. |
| Other System Issues | The data in this element are transactional data; each time there is a referral a record of the referral must be recorded. |

| Header | Instruction |
|-----------------------------|--|
| | Multiple types of the same referral may be made over the course of project enrollment. |
| XML | <Services> |
| CSV | Services |
| Updates from 2014 Version 2 | Data collection universe clarified to exclude children of youth from reporting. |

4.17 Residential Move-In Date

| Header | Instruction |
|---|---|
| Element Name | Residential Move-In Date |
| Field 1 & Response | Information Date (date information was collected) [date field] |
| Field 2 & Responses | In Permanent Housing |
| | 0 No |
| | 1 Yes |
| Dependent A – Dependent to Field 2 & Response 1 | <i>If Yes for “In Permanent Housing”</i> Date of Move-In (date) [date field] |
| Element Type | Program Specific |
| Funder: Program- Component | HUD:CoC – Collection required for RRH only HUD:ESG – Collection required for RRH only HUD:HOPWA – No component requires data collection HUD:HUD-VASH - No component requires data collection HUD:RHSAP - No component requires data collection HHS:PATH – No component requires data collection HHS: RHY – No component requires data collection VA:SSVF – Collection required for RRH only |
| Project Type Applicability | 13: PH-Rapid Re-Housing |
| Data Collected About | All clients |
| Collection Point | Project Entry and Update |
| System Logic | Collect once at each project entry and again as an update to “yes” when the client enters housing if the client is not in the RRH housing at the time of project entry. |
| Other System Issues | When counting an RRH for inclusion in the Housing Inventory Count and “no” is indicated to “in permanent housing” all persons in the household should be excluded from counts of persons served in RRH. This element is an alternative to creating a pre-entry, services-only project for RRH. Should an HMIS system support pre-entry project functionality then this element would not be required and instead the RRH “project entry date” and the “residential move-in date” would be the same date. |
| XML | <ResidentialMoveInDate> |
| CSV | Enrollment |
| Updates from 2014 Version 2 | None |

4.18 Housing Assessment Disposition

| Header | Instruction |
|--|---|
| Element Name | Housing Assessment Disposition |
| Field 1 & Responses | Assessment Disposition |
| 1 | Referred to emergency shelter/safe haven |
| 2 | Referred to transitional housing |
| 3 | Referred to rapid re-housing |
| 4 | Referred to permanent supportive housing |
| 5 | Referred to homelessness prevention |
| 6 | Referred to street outreach |
| 7 | Referred to other continuum project type |
| 8 | Referred to a homelessness diversion program |
| 9 | Unable to refer/accept within continuum; ineligible for continuum projects |
| 10 | Unable to refer/accept within continuum; continuum services unavailable |
| 11 | Referred to other community project (non-continuum) |
| 12 | Applicant declined referral/acceptance |
| 13 | Applicant terminated assessment prior to completion |
| 14 | Other/specify |
| Dependent A – Dependent to Field 1 & Response 14 | <i>If Other/ specify for “Assessment Disposition”</i> Text box |
| Element Type | Program Specific |
| Funder: Program- Component | HUD:CoC – Collection required for all components which provide Coordinated Assessment HUD:ESG – Collection required for all components which provide Coordinated Assessment HUD:HOPWA – No component requires data collection HUD:HUD-VASH - No component requires data collection HUD:RHSAP - No component requires data collection HHS:PATH – No component requires data collection HHS: RHY – No component requires data collection VA:SSVF – No component requires data collection |
| Project Type Applicability | 14 – Coordinated Assessment (or other deepening on CoC design of Coordinated Assessment system) |
| Data Collected About | Head of Household |
| Collection Point | Project Exit |
| System Logic | Collect once at or by project exit or when the information is known. System stores collected information as “project exit stage” information and retains for historical purpose. Updates not required, allow corrections for data entry errors. |
| Other System Issues | Unknown |
| XML | <HousingAssessmentDisposition> |
| CSV | Exit |
| Updates from 2014 Version 2 | None |

4.19 Housing Assessment at Exit

| Header | Instruction |
|---|--|
| Element Name | Housing Assessment at Exit |
| Field 1 & Responses | Housing Assessment at Exit |
| 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 |
| 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 |
| Dependent A – Dependent to Field 1 & Response 1 | <i>If Able to maintain the housing they had at project entry for "Housing Assessment at Exit"</i> Subsidy information |
| 1 | Without a subsidy |
| 2 | With the subsidy they had at project entry |
| 3 | With an on-going subsidy acquired since project entry |
| 4 | Only with financial assistance other than a subsidy |
| Dependent B – Dependent to Field 1 & Response 2 | <i>If Moved to new housing unit for "Housing Assessment at Exit"</i> Subsidy information |
| 1 | With on-going subsidy |
| 2 | Without an on-going subsidy |
| Element Type | Program Specific |
| Funder: Program- Component | HUD:CoC – Collection required only for Homelessness Prevention component HUD:ESG – Collection required only for Homelessness Prevention component HUD:HOPWA – Collection required for all components HUD:HUD-VASH - No component requires data collection HUD:RHSAP - No component requires data collection HHS:PATH – No component requires data collection HHS: RHY – No component requires data collection VA:SSVF – No component requires data collection |
| Project Type Applicability | 1:Emergency Shelter 2:Transitional Housing 3:PH-Permanent Supportive Housing 6:Services Only 12:Homelessness Prevention |
| Data Collected About | All Clients |
| Collection Point | Project Exit |

| Header | Instruction |
|-----------------------------|---|
| System Logic | Collect once at each project exit. System stores collected information as “project exit stage” information and retains for historical purpose. Updates not required, allow corrections for data entry errors. |
| Other System Issues | None |
| XML | <ExitHousingAssessment> |
| CSV | Exit |
| Updates from 2014 Version 2 | None |

PATH REQUIRED ELEMENTS

4.20 PATH Status

| Header | Instruction |
|---|--|
| Element Name | PATH Status |
| Field 1 & Response | Date of Status Determination (date) [date field] |
| Field 2 & Responses | Client Became Enrolled in PATH |
| 0 | No |
| 1 | Yes |
| Dependent A – Dependent to Field 2 & Response 0 | <i>If No for “Client Became Enrolled in PATH”</i> Reason not enrolled |
| 1 | Client was found ineligible for PATH |
| 2 | Client was not enrolled for other reason(s) |
| Element Type | Program Specific |
| Funder: Program- Component | HUD:CoC – No component requires data collection HUD:ESG – No component requires data collection HUD:HOPWA – No component requires data collection HUD:HUD-VASH - No component requires data collection HUD:RHSAP - No component requires data collection HHS:PATH – Collection required for all components HHS: RHY – No component requires data collection VA:SSVF – No component requires data collection |
| Project Type Applicability | 4: Street Outreach 6: Services Only |
| Data Collected About | Head of Household and adults |
| Collection Point | Update (Collect once at or before exit when the status is determined.) |
| System Logic | Collect once at or before each project exit. System stores collected information as “update” information and retains for historical purpose. Updates not required, allow corrections for data entry errors. |
| Other System Issues | Only one PATH status date and response is allowed for each project stay. If a client returns to the project at a later date the previously entered data does not apply and a new response must be entered based on this new project entry and project exit date service period. |

| Header | Instruction |
|-----------------------------|--|
| | If the HMIS supports requiring elements, then this element and its dependent response should be required for PATH and the client should not be able to be exited without a response to this element. This element is critical to PATH reporting. |
| XML | <PATHStatus> |
| CSV | Enrollment |
| Updates from 2014 Version 2 | None |

4.21 Connection with SOAR

| Header | Instruction |
|-----------------------------|--|
| Element Name | Connection with SOAR |
| Field 1 & Responses | Connection with SOAR |
| | 0 No |
| | 1 Yes |
| | 8 Client doesn't know |
| | 9 Client refused |
| | 99 Data not collected |
| Element Type | Program Specific |
| Funder: Program- Component | HUD:CoC – No component requires data collection HUD:ESG – No component requires data collection HUD:HOPWA – No component requires data collection HUD:HUD-VASH - No component requires data collection HUD:RHSAP - No component requires data collection HHS:PATH – Collection required for all components beginning October, 2016 HHS: RHY – No component requires data collection VA:SSVF – No component requires data collection |
| Project Type Applicability | 4:Street Outreach 6:Services Only |
| Data Collected About | Head of Household and Adults |
| Collection Point | Project Exit |
| System Logic | Collect once at each project exit. System stores collected information as “project exit stage” information and retains for historical purpose. Updates not required, allow corrections for data entry errors. |
| Other System Issues | If the SOAR program is locally available CoC's may find this element helpful to their CoCs for implementation in programs other than PATH. |
| XML | <ConnectionWithSOAR> |
| CSV | Exit |
| Updates from 2014 Version 2 | None |

RHY REQUIRED ELEMENTS

4.22 RHY – BCP Status

| Header | Instruction |
|---|--|
| Element Name | RHY – BCP Status |
| Field 1 & Response | Date of Status Determination (date) [date field] |
| Field 2 & Responses | FYSB Youth |
| 0 | No |
| 1 | Yes |
| Dependent A – Dependent to Field 2 & Response 0 | <i>If No for “FYSB Youth”</i> Reason for not providing services |
| 1 | Out of age range |
| 2 | Ward of the State – Immediate Reunification |
| 3 | Ward of the Criminal Justice System – Immediate Reunification |
| 4 | Other |
| Element Type | Program Specific |
| Funder: Program- Component | HUD:CoC – No component requires data collection HUD:ESG – No component requires data collection HUD:HOPWA – No component requires data collection HUD:HUD-VASH - No component requires data collection HUD:RHSAP - No component requires data collection HHS:PATH – No component requires data collection HHS: RHY – Collection required for BCP only VA:SSVF – No component requires data collection |
| Project Type Applicability | 1:Emergency Shelter – e/e method 12:Homelessness Prevention |
| Data Collected About | All clients |
| Collection Point | Update (Collect once before exit.) |
| System Logic | Collect once at or before each project exit. System stores collected information as “update” information and retains for historical purpose. Updates not required, allow corrections for data entry errors. |
| Other System Issues | <p>Only one RHY status date and only one response for “FYSB Youth” is allowed for each project stay. If a client returns to the project at a later date the previous data does not apply and must be entered based on this project entry and project exit date service period.</p> <p>If the system supports required elements, then this element should be required for RHY:BCP-es funded projects and the case should not be able to be closed without a response to this element.</p> <p>When counting a Basic Center Program Shelter for inclusion in the Housing Inventory Count and RHY reporting, persons identified as FYSB Youth – “No” should be excluded from counts of persons served.</p> |
| XML | <RHYBCPStatus> |
| CSV | Enrollment |
| Updates from 2014 Version 2 | None |

4.23 Sexual Orientation

| Header | Instruction |
|-----------------------------|--|
| Element Name | Sexual Orientation |
| Field 1 & Responses | Sexual Orientation |
| | 1 Heterosexual |
| | 2 Gay |
| | 3 Lesbian |
| | 4 Bisexual |
| | 5 Questioning / Unsure |
| | 8 Client doesn't know |
| | 9 Client refused |
| | 99 Data not collected |
| Element Type | Program Specific |
| Funder: Program- Component | HUD:CoC – No component requires data collection HUD:ESG – No component requires data collection HUD:HOPWA – No component requires data collection HUD:HUD-VASH - No component requires data collection HUD:RHSAP - No component requires data collection HHS:PATH – No component requires data collection HHS: RHY – Collection required for all components VA:SSVF – No component requires data collection |
| Project Type Applicability | 1:Emergency Shelter – e/e method 2:Transitional Housing 4:Street Outreach 12:Homelessness Prevention |
| Data Collected About | Head of Household, Adults, and Unaccompanied Youth |
| Collection Point | Project Entry |
| System Logic | Collect once at each project entry. System stores collected information as “project entry stage” information and retains for historical purpose. Updates not required, allow corrections for data entry errors. |
| Other System Issues | None |
| XML | <SexualOrientation> |
| CSV | Enrollment |
| Updates from 2014 Version 2 | Data collection universe clarified to exclude children of youth from reporting. Typographic correction: Previous Data Dictionary indicated collection for Services Only under appropriate HHS:SOP funder and components. SOP is Street Outreach. |

4.24 Last Grade Completed

| Header | Instruction |
|---------------------|----------------------|
| Element Name | Last Grade Completed |
| Field 1 & Responses | Last Grade Completed |
| | 1 Less than Grade 5 |
| | 2 Grades 5-6 |

| Header | Instruction |
|-----------------------------|---|
| | 3 Grades 7-8 |
| | 4 Grades 9-11 |
| | 5 Grade 12 |
| | 6 School program does not have grade levels |
| | 7 GED |
| | 10 Some college |
| | 8 Client doesn't know |
| | 9 Client refused |
| | 99 Data not collected |
| Element Type | Program Specific |
| Funder: Program- Component | HUD:CoC – No component requires data collection HUD:ESG – No component requires data collection HUD:HOPWA – No component requires data collection HUD:HUD-VASH - No component requires data collection HUD:RHSAP - No component requires data collection HHS:PATH – No component requires data collection HHS: RHY – Collection required for all components except for Street Outreach VA:SSVF – No component requires data collection |
| Project Type Applicability | 1: Emergency Shelter 2: Transitional Housing 12: Homelessness Prevention |
| Data Collected About | Head of Household, Adults, and Unaccompanied Youth |
| Collection Point | Project Entry |
| System Logic | Collect once at each project entry. System stores collected information as “project entry stage” information and retains for historical purpose. Updates not required, allow corrections for data entry errors. |
| Other System Issues | None |
| XML | <LastGradeCompleted> |
| CSV | EmploymentEducation |
| Updates from 2014 Version 2 | Data collection universe clarified to exclude children of youth from reporting. |

4.25 School Status

| Header | Instruction |
|---------------------|--------------------------------|
| Element Name | School Status |
| Field 1 & Responses | School Status |
| | 1 Attending school regularly |
| | 2 Attending school irregularly |
| | 3 Graduated from high school |
| | 4 Obtained GED |
| | 5 Dropped out |
| | 6 Suspended |
| | 7 Expelled |
| | 8 Client doesn't know |
| | 9 Client refused |
| | 99 Data not collected |

| Header | Instruction |
|-----------------------------|---|
| Element Type | Program Specific |
| Funder: Program- Component | HUD:CoC – No component requires data collection HUD:ESG – No component requires data collection HUD:HOPWA – No component requires data collection HUD:HUD-VASH - No component requires data collection HUD:RHSAP - No component requires data collection HHS:PATH – No component requires data collection HHS: RHY – Collection required for all components except for Street Outreach VA:SSVF – No component requires data collection |
| Project Type Applicability | 1: Emergency Shelter 2: Transitional Housing 12: Homelessness Prevention |
| Data Collected About | Head of Household, Adults, and Unaccompanied Youth |
| Collection Point | Project Entry |
| System Logic | Collect once at each project entry. System stores collected information as “project entry stage” information and retains for historical purpose. Updates not required, allow corrections for data entry errors. |
| Other System Issues | None |
| XML | <SchoolStatus> |
| CSV | EmploymentEducation |
| Updates from 2014 Version 2 | Data collection universe clarified to exclude children of youth from reporting. |

4.26 Employment Status

| Header | Instruction |
|---|--|
| Element Name | Employment Status |
| Field 1 & Response | Information Date (date information was collected) [date field] |
| Field 2 & Responses | Employed |
| | 0 No |
| | 1 Yes |
| | 8 Client doesn't know |
| | 9 Client refused |
| | 99 Data not collected |
| Dependent A – Dependent to Field 2 & Response 1 | <i>If Yes for “Employed”</i> Type of Employment |
| | 1 Full-time |
| | 2 Part-time |
| | 3 Seasonal / sporadic (including day labor) |
| Dependent B – Dependent to Field 2 & Response 0 | <i>If No for “Employed”</i> Why Not Employed |
| | 1 Looking for work |
| | 2 Unable to work |
| | 3 Not looking for work |
| Element Type | Program Specific |

| Header | Instruction |
|-----------------------------|---|
| Funder: Program- Component | HUD:CoC – No component requires data collection HUD:ESG – No component requires data collection HUD:HOPWA – No component requires data collection HUD:HUD-VASH - No component requires data collection HUD:RHSAP - No component requires data collection HHS:PATH – No component requires data collection HHS: RHY – Collection required for all components except for Street Outreach VA:SSVF – No component requires data collection |
| Project Type Applicability | 1: Emergency Shelter 2: Transitional Housing 12: Homelessness Prevention |
| Data Collected About | Head of Household, Adults, and Unaccompanied Youth |
| Collection Point | Project Entry and Project Exit |
| System Logic | The system must record the appropriate collection stage for each element. Systems must also allow for update information if a change occurs mid-year. Allow corrections for data entry errors at all stages. |
| Other System Issues | None |
| XML | <Employment> |
| CSV | EmploymentEducation |
| Updates from 2014 Version 2 | Data collection universe clarified to exclude children of youth from reporting. |

4.27 General Health Status

| Header | Instruction |
|----------------------------|---|
| Element Name | General Health Status |
| Field 1 & Responses | General Health Status |
| | 1 Excellent |
| | 2 Very good |
| | 3 Good |
| | 4 Fair |
| | 5 Poor |
| | 8 Client doesn't know |
| | 9 Client refused |
| | 99 Data not collected |
| Element Type | Program Specific |
| Funder: Program- Component | HUD:CoC – No component requires data collection HUD:ESG – No component requires data collection HUD:HOPWA – No component requires data collection HUD:HUD-VASH - No component requires data collection HUD:RHSAP - No component requires data collection HHS:PATH – No component requires data collection HHS: RHY – Collection required for all components except for Street Outreach VA:SSVF – No component requires data collection |
| Project Type Applicability | 1: Emergency Shelter 2: Transitional Housing 12: Homelessness Prevention |
| Data Collected About | Head of Household, Adults, and Unaccompanied Youth |
| Collection Point | Project Entry and Project Exit |

| Header | Instruction |
|-----------------------------|--|
| System Logic | Collect once at each project entry and project exit. System stores collected information as “project entry stage” or “project exit stage” information and retains for historical purpose. Updates not required, allow corrections for data entry errors. |
| Other System Issues | None |
| XML | <HealthStatus> |
| CSV | HealthAndDV |
| Updates from 2014 Version 2 | Data collection universe clarified to exclude children of youth from reporting. |

4.28 Dental Health Status

| Header | Instruction |
|-----------------------------|---|
| Element Name | Dental Health Status |
| Field 1 & Responses | Dental Health Status |
| | 1 Excellent |
| | 2 Very good |
| | 3 Good |
| | 4 Fair |
| | 5 Poor |
| | 8 Client doesn’t know |
| | 9 Client refused |
| | 99 Data not collected |
| Element Type | Program Specific |
| Funder: Program- Component | HUD:CoC – No component requires data collection HUD:ESG – No component requires data collection HUD:HOPWA – No component requires data collection HUD:HUD-VASH - No component requires data collection HUD:RHSAP - No component requires data collection HHS:PATH – No component requires data collection HHS: RHY – Collection required for all components except for Street Outreach VA:SSVF – No component requires data collection |
| Project Type Applicability | 1: Emergency Shelter 2: Transitional Housing 12: Homelessness Prevention |
| Data Collected About | Head of Household, Adults, and Unaccompanied Youth |
| Collection Point | Project Entry and Project Exit |
| System Logic | Collect once at each project entry and project exit. System stores collected information as “project entry stage” or “project exit stage” information and retains for historical purpose. Updates not required, allow corrections for data entry errors. |
| Other System Issues | None |
| XML | <HealthStatus> |
| CSV | HealthAndDV |
| Updates from 2014 Version 2 | Data collection universe clarified to exclude children of youth from reporting. |

4.29 Mental Health Status

| Header | Instruction |
|-----------------------------|---|
| Element Name | Mental Health Status |
| Field 1 & Responses | Mental Health Status |
| | 1 Excellent |
| | 2 Very good |
| | 3 Good |
| | 4 Fair |
| | 5 Poor |
| | 8 Client doesn't know |
| | 9 Client refused |
| | 99 Data not collected |
| Element Type | Program Specific |
| Funder:Program- Component | HUD:CoC – No component requires data collection HUD:ESG – No component requires data collection HUD:HOPWA – No component requires data collection HUD:HUD-VASH - No component requires data collection HUD:RHSAP - No component requires data collection HHS:PATH – No component requires data collection HHS: RHY – Collection required for all components except for Street Outreach VA:SSVF – No component requires data collection |
| Project Type Applicability | 1: Emergency Shelter 2: Transitional Housing 12: Homelessness Prevention |
| Data Collected About | Head of Household, Adults, and Unaccompanied Youth |
| Collection Point | Project Entry and Project Exit |
| System Logic | Collect once at each project entry and project exit. System stores collected information as “project entry stage” or “project exit stage” information and retains for historical purpose. Updates not required, allow corrections for data entry errors. |
| Other System Issues | None |
| XML | <HealthStatus> |
| CSV | HealthAndDV |
| Updates from 2014 Version 2 | Data collection universe clarified to exclude children of youth from reporting. |

4.30 Pregnancy Status

| Header | Instruction |
|---------------------|-----------------------|
| Element Name | Pregnancy Status |
| Field 1 & Responses | Pregnancy Status |
| | 0 No |
| | 1 Yes |
| | 8 Client doesn't know |
| | 9 Client refused |
| | 99 Data not collected |

| Header | Instruction |
|---|---|
| Dependent A – Dependent to Field 2 & Response 1 | <i>If Yes for “Pregnancy Status”</i> Due Date (date) [date field] |
| Element Type | Program Specific |
| Funder: Program-Component | <p>HUD:CoC – No component requires data collection</p> <p>HUD:ESG – No component requires data collection</p> <p>HUD:HOPWA – No component requires data collection</p> <p>HUD:HUD-VASH - No component requires data collection</p> <p>HUD:RHSAP - No component requires data collection</p> <p>HHS:PATH – No component requires data collection</p> <p>HHS: RHY – Collection required for all components</p> <p>VA:SSVF – No component requires data collection</p> |
| Project Type Applicability | <p>1: Emergency Shelter</p> <p>2: Transitional Housing</p> <p>4: Street Outreach</p> <p>12: Homelessness Prevention</p> |
| Data Collected About | Female - Head of Household, Adults, and Unaccompanied Youth |
| Collection Point | Project Entry and Update |
| System Logic | Collect once at each project entry. Data are time sensitive and may change over the project stay. System must allow for updated information collection as change occurs, must record the date the information was collected as “update stage” information and retains all updates for historical purpose. |
| Other System Issues | <p>The data in this element are transactional data; each time there is pregnancy a record of the pregnancy must be recorded.</p> <p>If Due Date is unknown, default to January first of current year.</p> |
| XML | <HealthStatus> |
| CSV | HealthAndDV |
| Updates from 2014 Version2 | Data collection universe clarified to exclude children of youth from reporting. Typographic correction: Previous Data Dictionary indicated collection for Services Only under appropriate HHS:SOP funder and components. SOP is Street Outreach. |

4.31 Formerly a Ward of Child Welfare/Foster Care Agency

| Header | Instruction |
|---------------------|--|
| Element Name | Formerly a Ward of Child Welfare/Foster Care Agency |
| Field 1 & Responses | Formerly a Ward of Child Welfare or Foster Care Agency |
| 0 | No |
| 1 | Yes |
| 8 | Client doesn’t know |
| 9 | Client refused |
| 99 | Data not collected |

| Header | Instruction |
|---|---|
| Dependent A – Dependent to Field 1 & Response 1 | <i>If Yes for “Formerly a Ward of Child Welfare or Foster Care Agency”</i> Number of Years |
| 1 | Less than one year |
| 2 | 1 to 2 years |
| 3 | 3 to 5 or more years |
| Dependent B – Dependent to Dependent A & Response 1 | <i>If Less than one year for “Number of Years”</i> Number of Months (1-11) |
| Element Type | Program Specific |
| Funder: Program- Component | HUD:CoC – No component requires data collection HUD:ESG – No component requires data collection HUD:HOPWA – No component requires data collection HUD:HUD-VASH - No component requires data collection HUD:RHSAP - No component requires data collection HHS:PATH – No component requires data collection HHS: RHY – Collection required for all components except for Street Outreach VA:SSVF – No component requires data collection |
| Project Type Applicability | 1: Emergency Shelter 2: Transitional Housing 12: Homelessness Prevention |
| Data Collected About | Head of Household, Adults, and Unaccompanied Youth |
| Collection Point | Project Entry |
| System Logic | Collect once at each project entry. System stores collected information as “project entry stage” information and retains for historical purpose. Updates not required, allow corrections for data entry errors. |
| Other System Issues | HMIS may choose to only display dependent questions if user selects the appropriate response. |
| XML | <FormerWardChildWelfare> |
| CSV | Enrollment |
| Updates from 2014 Version 2 | Data collection universe clarified to exclude children of youth from reporting. |

4.32 Formerly a Ward of Juvenile Justice System

| Header | Instruction |
|---|---|
| Element Name | Formerly a Ward of Juvenile Justice System |
| Field 1 & Responses | Formerly a Ward of Juvenile Justice System |
| 0 | No |
| 1 | Yes |
| 8 | Client doesn’t know |
| 9 | Client refused |
| 99 | Data not collected |
| Dependent A – Dependent to Field 1 & Response 1 | <i>If Yes for “Formerly a Ward of Child Welfare or Foster Care Agency”</i> Number of Years |
| 1 | Less than one year |
| 2 | 1 to 2 years |
| 3 | 3 to 5 or more years |

| Header | Instruction |
|---|---|
| Dependent B – Dependent to Dependent A & Response 1 | <i>If Less than one year for “Number of Years”</i> Number of Months (1-11) |
| Element Type | Program Specific |
| Funder: Program-Component | HUD:CoC – No component requires data collection HUD:ESG – No component requires data collection HUD:HOPWA – No component requires data collection HUD:HUD-VASH - No component requires data collection HUD:RHSAP - No component requires data collection HHS:PATH – No component requires data collection HHS: RHY – Collection required for all components except for Street Outreach VA:SSVF – No component requires data collection |
| Project Type Applicability | 1: Emergency Shelter 2: Transitional Housing 12: Homelessness Prevention |
| Data Collected About | Head of Household, Adults, and Unaccompanied Youth |
| Collection Point | Project Entry |
| System Logic | Collect once at each project entry. System stores collected information as “project entry stage” information and retains for historical purpose. Updates not required, allow corrections for data entry errors. |
| Other System Issues | HMIS may choose to only display dependent questions if user selects the appropriate response. |
| XML | <FormerWardChildWelfare> |
| CSV | Enrollment |
| Updates from 2014 Version 2 | Data collection universe clarified to exclude children of youth from reporting. |

4.33 Young Person’s Critical Issues

| Header | Instruction |
|---------------------|--|
| Element Name | Young Person’s Critical Issues |
| Field 1 & Responses | Household Dynamics |
| | 0 No |
| | 1 Yes |
| Field 2 & Responses | Sexual Orientation/Gender Identity – Youth |
| | 0 No |
| | 1 Yes |
| Field 3 & Responses | Sexual Orientation/Gender Identity - Family member |
| | 0 No |
| | 1 Yes |
| Field 4 & Responses | Housing Issues – Youth |
| | 0 No |
| | 1 Yes |
| Field 5 & Responses | Housing Issues - Family member |
| | 0 No |
| | 1 Yes |

| Header | Instruction |
|----------------------|--|
| Field 6 & Responses | School or Educational Issues - Youth |
| 0 | No |
| 1 | Yes |
| Field 7 & Responses | School or Educational Issues - Family member |
| 0 | No |
| 1 | Yes |
| Field 8 & Responses | Unemployment – Youth |
| 0 | No |
| 1 | Yes |
| Field 9 & Responses | Unemployment - Family member |
| 0 | No |
| 1 | Yes |
| Field 10 & Responses | Mental Health Issues – Youth |
| 0 | No |
| 1 | Yes |
| Field 11 & Responses | Mental Health Issues - Family member |
| 0 | No |
| 1 | Yes |
| Field 12 & Responses | Health Issues – Youth |
| 0 | No |
| 1 | Yes |
| Field 13 & Responses | Health Issues – Family member |
| 0 | No |
| 1 | Yes |
| Field 14 & Responses | Physical Disability – Youth |
| 0 | No |
| 1 | Yes |
| Field 15 & Responses | Physical Disability – Family member |
| 0 | No |
| 1 | Yes |
| Field 16 & Responses | Mental Disability – Youth |
| 0 | No |
| 1 | Yes |
| Field 17 & Responses | Mental Disability - Family member |
| 0 | No |
| 1 | Yes |
| Field 18 & Responses | Abuse and Neglect – Youth |
| 0 | No |
| 1 | Yes |
| Field 19 & Responses | Abuse and Neglect - Family member |
| 0 | No |
| 1 | Yes |

| Header | Instruction |
|--|---|
| Field 20 & Responses | Alcohol or other drug abuse – Youth |
| 0 | No |
| 1 | Yes |
| Field 21 & Responses | Alcohol or other drug abuse - Family member |
| 0 | No |
| 1 | Yes |
| Field 22 & Responses | Insufficient Income to support youth - Family member |
| 0 | No |
| 1 | Yes |
| Field 23 & Responses | Active Military Parent - Family member |
| 0 | No |
| 1 | Yes |
| Field 24 & Responses | Incarcerated Parent of Youth |
| 0 | No |
| 1 | Yes |
| Dependent A – Dependent to Field 24 & Response 1 | <i>If Yes for “Incarcerated Parent of Youth”</i> Please specify |
| 1 | One parent / legal guardian is incarcerated |
| 2 | Both parents / legal guardians are incarcerated |
| 3 | The only parent / legal guardian is incarcerated |
| Element Type | Program Specific |
| Funder: Program-Component | HUD:CoC – No component requires data collection HUD:ESG – No component requires data collection HUD:HOPWA – No component requires data collection HUD:HUD-VASH - No component requires data collection HUD:RHSAP - No component requires data collection HHS:PATH – No component requires data collection HHS: RHY – Collection required for all components except for Street Outreach VA:SSVF – No component requires data collection |
| Project Type Applicability | 1: Emergency Shelter 2: Transitional Housing 12: Homelessness Prevention |
| Data Collected About | Head of Household, Adults, and Unaccompanied Youth |
| Collection Point | Project Entry |
| System Logic | Collect once at each project entry. System stores collected information as “project entry stage” information and retains for historical purpose. Updates not required, allow corrections for data entry errors. |
| Other System Issues | HMIS may choose to only display dependent questions if the user selects the appropriate response. |
| XML | <YouthCriticalIssues> |
| CSV | Enrollment |
| Updates from 2014 Version 2 | Data collection universe clarified to exclude children of youth from reporting. |

4.34 Referral Source

| Header | |
|---------------------|--|
| Element Name | Referral Source |
| Field 1 & Responses | Referral Source |
| 1 | Self-Referral |
| 2 | Individual: Parent/Guardian |
| 3 | Individual: Relative or Friend |
| 4 | Individual: Other Adult or Youth |
| 5 | Individual: Partner/Spouse |
| 6 | Individual: Foster Parent |
| 7 | Outreach Project: FYSB |
| 10 | Outreach Project: Other |
| 11 | Temporary Shelter: FYSB Basic Center Project |
| 12 | Temporary Shelter: Other Youth Only Emergency Shelter |
| 13 | Temporary Shelter: Emergency Shelter for Families |
| 14 | Temporary Shelter: Emergency Shelter for Individuals |
| 15 | Temporary Shelter: Domestic Violence Shelter |
| 16 | Temporary Shelter: Safe Place |
| 17 | Temporary Shelter: Other |
| 18 | Residential Project: FYSB Transitional Living Project |
| 19 | Residential Project: Other Transitional Living Project |
| 20 | Residential Project: Group Home |
| 21 | Residential Project: Independent Living Project |
| 22 | Residential Project: Job Corps |
| 23 | Residential Project: Drug Treatment Center |
| 24 | Residential Project: Treatment Center |
| 25 | Residential Project: Educational Institute |
| 26 | Residential Project: Other Agency project |
| 27 | Residential Project: Other Project |
| 28 | Hotline: National Runaway Switchboard |
| 29 | Hotline: Other |
| 30 | Other Agency: Child Welfare/CPS |
| 31 | Other Agency: Non-Residential Independent Living Project |
| 32 | Other Project Operated by your Agency |
| 33 | Other Youth Services Agency |
| 34 | Juvenile Justice |
| 35 | Law Enforcement/ Police |
| 36 | Religious Organization |
| 37 | Mental Hospital |
| 38 | School |
| 39 | Other Organization |
| 8 | Client doesn't know |
| 9 | Client refused |
| 99 | Data not collected |

| Header | Instruction |
|---|---|
| Dependent A – Dependent to Field 1 & Response 7 | <i>If Outreach Project: FYSB for “Referral Source” is selected</i> Number of times approached by outreach prior to entering the project (Box for integer response) |
| Element Type | Program Specific |
| Funder: Program-Component | HUD:CoC – No component requires data collection HUD:ESG – No component requires data collection HUD:HOPWA – No component requires data collection HUD:HUD-VASH - No component requires data collection HUD:RHSAP - No component requires data collection HHS:PATH – No component requires data collection HHS: RHY – Collection required for all components except for Street Outreach VA:SSVF – No component requires data collection |
| Project Type Applicability | 1: Emergency Shelter 2: Transitional Housing 12: Homelessness Prevention |
| Data Collected About | Head of Household, Adults, and Unaccompanied Youth |
| Collection Point | Project Entry |
| System Logic | Collect once at each project entry. System stores collected information as “project entry stage” information and retains for historical purpose. Updates not required, allow corrections for data entry errors. |
| Other System Issues | None |
| XML | <ReferralSource> |
| CSV | Enrollment |
| Updates from 2014 Version 2 | Data collection universe clarified to exclude children of youth from reporting. |

4.35A Commercial Sexual Exploitation

| Header | Instruction |
|---|---|
| Element Name | Commercial Sexual Exploitation |
| Field 1 & Responses | <u>Ever</u> received anything in exchange for sex (e.g. money, food, drugs, shelter) |
| | 0 No |
| | 1 Yes |
| | 8 Client doesn’t know |
| | 9 Client refused |
| | 99 Data not collected |
| Dependent A – Dependent to Field 1 & Response 1 | <i>If Yes for “Ever received anything in exchange for sex”</i> In the last <u>three months</u> |
| | 0 No |
| | 1 Yes |
| | 8 Client doesn’t know |
| | 9 Client refused |
| | 99 Data not collected |
| Dependent B – Dependent to Field 1 & Response 1 | <i>If Yes for “Ever received anything in exchange for sex”</i> How many times |
| | 1 1-3 |
| | 2 4-7 |
| | 3 8-11 |

| Header | Instruction |
|---|--|
| | 4 12 or more |
| | 8 Client doesn't know |
| | 9 Client refused |
| | 99 Data not collected |
| Dependent C – Dependent to Field 1 & Response 1 | <i>If Yes for “Ever received anything in exchange for sex”</i> Ever <u>made/persuaded</u> to have sex in exchange for something |
| | 0 No |
| | 1 Yes |
| | 8 Client doesn't know |
| | 9 Client refused |
| | 99 Data not collected |
| Dependent D – Dependent to Dependent C & Response 1 | <i>If Yes for “Ever made/persuaded to have sex in exchange for something?”</i> In the last <u>three months</u> ? |
| | 0 No |
| | 1 Yes |
| | 8 Client doesn't know |
| | 9 Client refused |
| | 99 Data not collected |
| Element Type | Program Specific |
| Funder: Program-Component | HUD:CoC – No component requires data collection HUD:ESG – No component requires data collection HUD:HOPWA – No component requires data collection HUD:HUD-VASH - No component requires data collection HUD:RHSAP - No component requires data collection HHS:PATH – No component requires data collection HHS: RHY – Collection required for all components VA:SSVF – No component requires data collection |
| Project Type Applicability | 1: Emergency Shelter 2: Transitional Housing 4: Street Outreach 12: Homelessness Prevention |
| Data Collected About | Head of Household, Adults, and Unaccompanied Youth |
| Collection Point | Project Entry |
| System Logic | Collect once at each project entry. System stores collected information as “project entry stage” information and retains for historical purpose. Updates not required, allow corrections for data entry errors. |
| Other System Issues | HMIS may choose to only display dependent questions if the user selects the appropriate response. If mouse over/hover functionality is available in the system for explanations/definitions, RHY requests the information to read as follows: Field 1: Have you ever received anything in exchange for having sexual relations with another person, such as money, food, drugs or shelter? Dependent B: How many times have you received something in exchange for having sexual relations with another person, such as money, food, drugs or shelter? Dependent C: Did someone ever <u>make you or persuade</u> you to have sex with anyone else in exchange for something such as money, food, drugs or shelter? |

| Header | Instruction |
|-----------------------------|---|
| XML | <CommercialSexualExploitation> |
| CSV | Enrollment |
| Updates from 2014 Version 2 | This element revises the wording and structure of 4.35 to comply with OMB requirements. Data collection universe clarified to exclude children of youth from reporting. (minus any street outreach clients without a date of engagement) |

4.35B Labor Exploitation

| Header | |
|---|--|
| Element Name | Labor Exploitation |
| Field 1 & Responses | Ever <u>afraid to quit/leave</u> work due to threats of violence to yourself, family, or friends |
| | 0 No |
| | 1 Yes |
| | 8 Client doesn't know |
| | 9 Client refused |
| | 99 Data not collected |
| Field 2 & Responses | Ever <u>promised work</u> where work or payment was different than you expected |
| | 0 No |
| | 1 Yes |
| | 8 Client doesn't know |
| | 9 Client refused |
| | 99 Data not collected |
| Dependent A – Dependent to Field 1 & 2 Response 1 | <i>If Yes for either “Workplace violence threats” OR “Workplace promise difference” - <u>Felt forced</u>, pressured or tricked into continuing the job</i> |
| | 0 No |
| | 1 Yes |
| | 8 Client doesn't know |
| | 9 Client refused |
| | 99 Data not collected |
| Dependent B – Dependent to Field 1 & 2 Response 1 | <i>If Yes for either “Workplace violence threats” OR “Workplace promise actual difference” - In the <u>last 3 months</u></i> |
| | 0 No |
| | 1 Yes |
| | 8 Client doesn't know |
| | 9 Client refused |
| | 99 Data not collected |
| Element Type | Program Specific |
| Funder: Program-Component | HUD:CoC – No component requires data collection HUD:ESG – No component requires data collection HUD:HOPWA – No component requires data collection HUD:HUD-VASH - No component requires data collection HUD:RHSAP - No component requires data collection HHS:PATH – No component requires data collection HHS: RHY – Collection required for all components VA:SSVF – No component requires data collection |

| Header | Instruction |
|-----------------------------|---|
| Project Type Applicability | 1: Emergency Shelter 2: Transitional Housing; 4: Street Outreach 12: Homelessness Prevention |
| Data Collected About | Head of Household, Adults, and Unaccompanied Youth |
| Collection Point | Project Entry |
| System Logic | Collect once at each project entry. System stores collected information as “project entry stage” information and retains for historical purpose. Updates not required, allow corrections for data entry errors. |
| Other System Issues | HMIS may choose to only display dependent questions if the user selects the appropriate response. If mouse over/hover functionality is available in the system for explanations/definitions, RHY requests the information to read as follows: Field 1: 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? Field 2: Have you ever been promised work where the work or payment ended up being different from what you expected? Dependent A: Did you feel forced, pressured or tricked into continuing this job? Dependent B: Have you had any jobs like these in the last three months? |
| XML | <CommercialSexualExploitation> |
| CSV | Enrollment |
| Updates from 2014 Version 2 | This is a new data element effective, October 2015 required to comply with OMB requirements. |

4.36 Transitional, Exit-care or Aftercare Plans and Actions

| Header | Instruction |
|---------------------|--|
| Element Name | Transitional, Exit-care or Aftercare Plans and Actions |
| Field 1 & Responses | A written transitional, aftercare or follow-up plan or agreement |
| | 0 No |
| | 1 Yes |
| | 9 Client refused |
| Field 2 & Responses | Advice about and/or referral to appropriate mainstream assistance programs |
| | 0 No |
| | 1 Yes |
| | 9 Client refused |
| Field 3 & Responses | Placement in appropriate, permanent, stable housing (not a shelter) |
| | 0 No |
| | 1 Yes |
| | 9 Client refused |
| Field 4 & Responses | Due to unavoidable circumstances or scarcities of appropriate housing, the youth must be transported or accompanied to a temporary shelter |
| | 0 No |
| | 1 Yes |
| | 9 Client refused |

| Header | Instruction |
|-----------------------------|---|
| Field 5 & Responses | Exit counseling |
| | 0 No |
| | 1 Yes |
| | 9 Client refused |
| Field 6 & Responses | A course of further follow-up treatment or services |
| | 0 No |
| | 1 Yes |
| | 9 Client refused |
| Field 7 & Responses | A follow-up meeting or series of staff/youth meetings or contacts has been scheduled |
| | 0 No |
| | 1 Yes |
| | 9 Client refused |
| Field 8 & Responses | A "package" of such things as maps, information about local shelters and resources |
| | 0 No |
| | 1 Yes |
| | 9 Client refused |
| Field 9 & Responses | Other |
| | 0 No |
| | 1 Yes |
| | 9 Client refused |
| Element Type | Program Specific |
| Funder: Program- Component | HUD:CoC – No component requires data collection HUD:ESG – No component requires data collection HUD:HOPWA – No component requires data collection HUD:HUD-VASH - No component requires data collection HUD:RHSAP - No component requires data collection HHS:PATH – No component requires data collection HHS: RHY – Collection required for all components except for Street Outreach VA:SSVF – No component requires data collection |
| Project Type Applicability | 1: Emergency Shelter 2: Transitional Housing 12: Homelessness Prevention |
| Data Collected About | Head of Household, Adults, and Unaccompanied Youth |
| Collection Point | Project Exit |
| System Logic | Collect once at each project exit. System stores collected information as “project exit stage” information and retains for historical purpose. Updates not required, allow corrections for data entry errors. |
| Other System Issues | None |
| XML | <ExitPlansActions> |
| CSV | Exit |
| Updates from 2014 Version 2 | Data collection universe clarified to exclude children of youth from reporting. |

4.37 Project Completion Status

| Header | Instruction |
|---|--|
| Element Name | Project Completion Status |
| Field 1 & Responses | Project Completion Status |
| | 1 Completed project |
| | 2 Youth voluntarily left early |
| | 3 Youth was expelled or otherwise involuntarily discharged from project |
| Dependent A – Dependent to Field 1 & Response 2 | <i>If Youth voluntarily left early for “Project Completion Status”</i> Select the major reason |
| | 1 Left for other opportunities – Independent living |
| | 2 Left for other opportunities - Education |
| | 3 Left for other opportunities - Military |
| | 4 Left for other opportunities - Other |
| | 5 Needs could not be met by project |
| Dependent B – Dependent to Field 1 & Response 3 | <i>If Youth was expelled or otherwise involuntarily discharged from project for “Project Completion Status”</i> Select the major reason |
| | 1 Criminal activity/destruction of property/violence |
| | 2 Non-compliance with project rules |
| | 3 Non-payment of rent/occupancy charge |
| | 4 Reached maximum time allowed by project |
| | 5 Project terminated |
| | 6 Unknown/disappeared |
| Element Type | Program Specific |
| Funder:Program- Component | HUD:CoC – No component requires data collection |
| | HUD:ESG – No component requires data collection |
| | HUD:HOPWA – No component requires data collection |
| | HUD:HUD-VASH - No component requires data collection |
| | HUD:RHSAP - No component requires data collection |
| | HHS:PATH – No component requires data collection |
| | HHS: RHY – Collection required for all components except for Street Outreach |
| | VA:SSVF – No component requires data collection |
| Project Type Applicability | 1: Emergency Shelter 2: Transitional Housing 12: Homelessness Prevention |
| Data Collected About | Head of Household, Adults, and Unaccompanied Youth |
| Collection Point | Project Exit |
| System Logic | Collect once at each project exit. System stores collected information as “project entry stage” information and retains for historical purpose. Updates not required, allow corrections for data entry errors. |
| Other System Issues | None |

| Header | Instruction |
|-----------------------------|---|
| XML | <ProjectCompletionStatus> |
| CSV | Exit |
| Updates from 2014 Version 2 | Data collection universe clarified to exclude children of youth from reporting. |

4.38 Family Reunification Achieved

| Header | |
|-----------------------------|---|
| Element Name | Family Reunification Achieved |
| Field 1 & Responses | Family Reunification Achieved |
| | 0 No |
| | 1 Yes |
| | 8 Client doesn't know |
| | 9 Client refused |
| | 99 Data not collected |
| Element Type | Program Specific |
| Funder: Program- Component | HUD:CoC – No component requires data collection HUD:ESG – No component requires data collection HUD:HOPWA – No component requires data collection HUD:HUD-VASH - No component requires data collection HUD:RHSAP - No component requires data collection HHS:PATH – No component requires data collection HHS: RHY – Collection required for all components except for Street Outreach VA:SSVF – No component requires data collection |
| Project Type Applicability | 1: Emergency Shelter 2: Transitional Housing 12: Homelessness Prevention |
| Data Collected About | Head of Household, Adults, and Unaccompanied Youth |
| Collection Point | Project Exit |
| System Logic | Collect once at each project exit. System stores collected information as “project exit stage” information and retains for historical purpose. Updates not required, allow corrections for data entry errors. |
| Other System Issues | None |
| XML | <FamilyReunification> |
| CSV | Exit |
| Updates from 2014 Version 2 | Data collection universe clarified to exclude children of youth from reporting. |

HOPWA REQUIRED ELEMENTS

4.39 Medical Assistance

| Header | Instruction |
|--|--|
| Element Name | Medical Assistance |
| Field 1 & Response | Information Date (date information was collected) [date field] |
| Field 2 & Responses | Receiving Public HIV/AIDS Medical Assistance |
| 0 | No |
| 1 | Yes |
| 8 | Client doesn't know |
| 9 | Client refused |
| 99 | Data not collected |
| Dependent A –Dependent to Field 2 and Response 0 | <i>If No for "Receiving Public HIV/AIDS Medical Assistance"</i> Reason |
| 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 |
| Field 3 & Responses | Receiving AIDS Drug Assistance Program (ADAP) |
| 0 | No |
| 1 | Yes |
| 8 | Client doesn't know |
| 9 | Client refused |
| 99 | Data not collected |
| Dependent B – Dependent to Field 3 & Response 0 | <i>If No for "Receiving AIDS Drug Assistance Program (ADAP)"</i> Reason |
| 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 |
| Element Type | Program Specific |
| Funder: Program-Component | HUD:CoC – No component requires data collection HUD:ESG – No component requires data collection HUD:HOPWA – Collection required for all components HUD:HUD-VASH - No component requires data collection |

| Header | Instruction |
|-----------------------------|--|
| | HUD:RHSAP - No component requires data collection HHS:PATH – No component requires data collection HHS: RHY – No component requires data collection VA:SSVF – No component requires data collection |
| Project Type Applicability | 1: Emergency Shelter 2: Transitional Housing 3: PH-Permanent Supportive Housing 6: Services Only 12: Homelessness Prevention |
| Data Collected About | All household members with HIV/AIDS |
| Collection Point | Project Entry, Update and Project Exit |
| System Logic | The system must record the appropriate collection stage for each element. Systems must also allow for update information if a change occurs mid-year. Allow corrections for data entry errors at all stages. |
| Other System Issues | None |
| XML | <MedicalAssistance> |
| CSV | IncomeBenefits |
| Updates from 2014 Version 2 | None |

4.47 T-cell (CD4) and Viral Load

| Header | Instruction |
|---|---|
| Element Name | T-cell (CD4) and Viral Load |
| Field 1 & Response | Information Date (date information was collected) [date field] |
| Field 2 & Responses | T-Cell (CD4) Count Available |
| | 0 No |
| | 1 Yes |
| | 8 Client doesn't know |
| | 9 Client refused |
| | 99 Data not collected |
| Dependent A – Dependent to Field 2 & Response 1 | <i>If a yes to "T-Cell Count Available" then</i> T-cell Count (integer between 0 – 1500) |
| Dependent B - Dependent to Dependent A & Response | <i>If a number is entered in the T-Cell count then</i> How was the information obtained |
| | 1 Medical Report |
| | 2 Client report |
| | 3 Other |
| Field 3 & Responses | Viral Load Information Available |
| | 0 No |
| | 1 Yes |
| | 8 Client doesn't know |
| | 9 Client refused |
| | 99 Data not collected |

| Header | Instruction |
|---|--|
| Dependent A – Dependent to Field 3 & Response 1 | <i>If a yes to “Viral Load Information Available” then T-cell Count (integer between 0 – 999999)</i> |
| Dependent B - Dependent to Dependent A & Response 2 | <i>If a number is entered in the T-Cell count then How was the information obtained</i> |
| 1 | Medical Report |
| 2 | Client report |
| 3 | Other |
| Element Type | Program Specific |
| Funder: Program-Component | HUD:CoC – No component requires data collection HUD:ESG – No component requires data collection HUD:HOPWA – Collection required for all components HUD:HUD-VASH - No component requires data collection HUD:RHSAP - No component requires data collection HHS:PATH – No component requires data collection HHS: RHY – No component requires data collection VA:SSVF – No component requires data collection |
| Project Type Applicability | 1: Emergency Shelter 2: Transitional Housing 3: PH-Permanent Supportive Housing 6: Services Only 12: Homelessness Prevention |
| Data Collected About | Only Clients funded in a HOPWA project presenting with HIV/AIDS |
| Collection Point | Project Entry, Update, Annual Assessment and Project Exit |
| System Logic | Collect at project entry and project exit. Data should be updated every 6 months following project entry thru to project exit and at a minimum at Annual Assessment. The system must record the appropriate collection stage for each element. Systems must also allow for update information if a change occurs mid-year. Allow corrections for data entry errors at all stages. |
| Other System Issues | It is recommended that an HMIS only display this question as dependent to HMIS Data Standards Element 4.8 (HIV/AIDS) where the response is “yes” (1). |
| XML | <TCellViralLoad> |
| CSV | Disabilities |
| Updates from 2014 Version 2 | New element added October, 2015 |

RHSAP REQUIRED ELEMENTS

4.40 Worst Housing Situation

| Header | Instruction |
|-----------------------------|--|
| Element Name | Worst Housing Situation |
| Field 1 & Responses | Worst Housing Situation |
| | 0 No |
| | 1 Yes |
| | 8 Client doesn't know |
| | 9 Client refused |
| | 99 Data not collected |
| Element Type | Program Specific |
| Funder: Program-Component | HUD:CoC – No component requires data collection HUD:ESG – No component requires data collection HUD:HOPWA – No component requires data collection HUD:HUD-VASH - No component requires data collection HUD:RHSAP - Collection required for all components HHS:PATH – No component requires data collection HHS: RHY – No component requires data collection VA:SSVF – No component requires data collection |
| Project Type Applicability | Unknown at time of publication |
| Data Collected About | All Clients |
| Collection Point | Project Entry |
| System Logic | Collect once at each project entry. System stores collected information as “project entry stage” information and retains for historical purpose. Updates not required, allow corrections for data entry errors. |
| Other System Issues | As of the publication of this Data Dictionary RHSAP does not have federal funding. Upon receipt of federal funding by HUD for RHSAP this element should become active. |
| XML | <WorstHousingSituation> |
| CSV | Enrollment |
| Updates from 2014 Version 2 | None |

VA REQUIRED ELEMENTS

4.41 Veteran's Information

| Header | Instruction |
|---------------------|--|
| Element Name | Veterans Information |
| Field 1 & Response | Year Entered Military Service (year) |
| Field 2 & Response | Year Separated from Military Service (year) |
| Field 3 & Responses | Theatre of Operations: World War II |
| | 0 No |
| | 1 Yes |
| | 8 Client doesn't know |
| | 9 Client refused |
| | 99 Data not collected |
| Field 4 & Responses | Theatre of Operations: Korean War |
| | 0 No |
| | 1 Yes |
| | 8 Client doesn't know |
| | 9 Client refused |
| | 99 Data not collected |
| Field 5 & Responses | Theatre of Operations: Vietnam War |
| | 0 No |
| | 1 Yes |
| | 8 Client doesn't know |
| | 9 Client refused |
| | 99 Data not collected |
| Field 6 & Responses | Theatre of Operations: Persian Gulf War (Operation Desert Storm) |
| | 0 No |
| | 1 Yes |
| | 8 Client doesn't know |
| | 9 Client refused |
| | 99 Data not collected |
| Field 7 & Responses | Theatre of Operations: Afghanistan (Operation Enduring Freedom) |
| | 0 No |
| | 1 Yes |
| | 8 Client doesn't know |
| | 9 Client refused |
| | 99 Data not collected |
| Field 8 & Responses | Theatre of Operations: Iraq (Operation Iraqi Freedom) |
| | 0 No |
| | 1 Yes |
| | 8 Client doesn't know |
| | 9 Client refused |
| | 99 Data not collected |
| Field 9 & Responses | Theatre of Operations: Iraq (Operation New Dawn) |
| | 0 No |

| Header | Instruction |
|----------------------------|--|
| | 1 Yes |
| | 8 Client doesn't know |
| | 9 Client refused |
| | 99 Data not collected |
| Field 10 & Responses | Theatre of Operations: Other Peace-keeping Operations or Military Interventions (such as Lebanon, Panama, Somalia, Bosnia, Kosovo) |
| | 0 No |
| | 1 Yes |
| | 8 Client doesn't know |
| | 9 Client refused |
| | 99 Data not collected |
| Field 11 & Responses | Branch of the Military |
| | 1 Army |
| | 2 Air Force |
| | 3 Navy |
| | 4 Marines |
| | 6 Coast Guard |
| | 8 Client doesn't know |
| | 9 Client refused |
| | 99 Data not collected |
| Field 12 & Responses | Discharge Status |
| | 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 |
| Element Type | Program Specific |
| Funder: Program-Component | HUD:CoC – No component requires data collection HUD:ESG – No component requires data collection HUD:HOPWA – No component requires data collection HUD:HUD-VASH - No component requires data collection HUD:RHSAP - No component requires data collection HHS:PATH – No component requires data collection HHS: RHY – No component requires data collection VA:SSVF – Collection required for all components |
| Project Type Applicability | 12: Homelessness Prevention 13: PH-Rapid Re-Housing |
| Data Collected About | All Veterans |
| Collection Point | Record Creation |

| Header | Instruction |
|-----------------------------|--|
| System Logic | Collect once and only once. System stores collected information. Updates not required, allow corrections for data entry errors. |
| Other System Issues | None |
| XML | <VeteranInfo> |
| CSV | Client |
| Updates from 2014 Version 2 | Typographic correction - Previous Data Dictionary indicated collection Project Types Emergency Shelter and Transitional Housing which are not SSVF components. |

4.42 Percent of AMI (SSVF Eligibility)

| Header | Instruction |
|-----------------------------|--|
| Element Name | Percent of AMI (SSVF Eligibility) |
| Field 1 & Responses | Household Income as a Percentage of AMI |
| | 1 Less than 30% |
| | 2 30% to 50% |
| | 3 Greater than 50% |
| Element Type | Program Specific |
| Funder: Program-Component | HUD:CoC – No component requires data collection HUD:ESG – No component requires data collection HUD:HOPWA – No component requires data collection HUD:HUD-VASH - No component requires data collection HUD:RHSAP - No component requires data collection HHS:PATH – No component requires data collection HHS: RHY – No component requires data collection VA:SSVF – Collection required for all components |
| Project Type Applicability | 12: Homelessness Prevention 13: PH-Rapid Re-Housing |
| Data Collected About | All Head of Households |
| Collection Point | Project Entry |
| System Logic | Collect once at each project entry. System stores collected information as “project entry stage” information and retains for historical purpose. Updates not required, allow corrections for data entry errors. |
| Other System Issues | The system may not automatically calculate this field unless the VA Annual Income worksheet is part of the HMIS and the field is calculated from that worksheet. Calculation from Income and Sources is prohibited. |
| XML | <PercentAMI> |
| CSV | Enrollment |
| Updates from 2014 Version 2 | Typographic correction - Previous Data Dictionary indicated collection Project Types Emergency Shelter and Transitional Housing which are not SSVF components. |

4.43 Last Permanent Address

| Header | Instruction |
|-----------------------------|--|
| Element Name | Last Permanent Address |
| Field 1 & Response | Street Address |
| Field 2 & Response | City |
| Field 3 & Response | State |
| Field 4 & Response | Zip Code |
| Field 5 & Responses | Address Data Quality |
| | 1 Full address reported |
| | 2 Incomplete or estimated address reported |
| | 8 Client doesn't know |
| | 9 Client refused |
| | 99 Data not collected |
| Element Type | Program Specific |
| Funder: Program-Component | HUD:CoC – No component requires data collection HUD:ESG – No component requires data collection HUD:HOPWA – No component requires data collection HUD:HUD-VASH - No component requires data collection HUD:RHSAP - No component requires data collection HHS:PATH – No component requires data collection HHS: RHY – No component requires data collection VA:SSVF – Collection required for all components |
| Project Type Applicability | 12: Homelessness Prevention 13: PH-Rapid Re-Housing |
| Data Collected About | All Head of Households |
| Collection Point | Project Entry |
| System Logic | Collect once at each project entry. System stores collected information as “project entry stage” information and retains for historical purpose. Updates not required, allow corrections for data entry errors. |
| Other System Issues | None |
| XML | <LastPermanentAddress> |
| CSV | Enrollment |
| Updates from 2014 Version 2 | Typographic correction - Previous Data Dictionary indicated collection Project Types Emergency Shelter and Transitional Housing which are not SSVF components. |

4.44 HP Screening Score

| Header | |
|---------------------------|---|
| Element Name | HP Screening Score |
| Field 1 & Response | HP Screening Score (integer up to 2 digits) |
| Element Type | Program Specific |
| Funder: Program-Component | HUD:CoC – No component requires data collection HUD:ESG – No component requires data collection HUD:HOPWA – No component requires data collection HUD:HUD-VASH - No component requires data collection |

| Header | Instruction |
|-----------------------------|---|
| | HUD:RHSAP - No component requires data collection HHS:PATH – No component requires data collection HHS: RHY – No component requires data collection VA:SSVF – Collection required for all components |
| Project Type Applicability | 12: Homelessness Prevention |
| Data Collected About | All Head of Households |
| Collection Point | Project entry. |
| System Logic | Collect once at each project entry. |
| Other System Issues | SSVF grantees must enter the screening score for each household served in projects with a Project Type of 12 (Homelessness Prevention) as calculated in screening / assessment. No information date or data collection stage is required; the effective information date is the Project Entry Date and data are only collected at project entry. |
| XML | <HPScreeningScore> |
| CSV | Enrollment |
| Updates from 2014 Version 2 | New data element |

4.45 VAMC Station Number

| Header | Instruction |
|-----------------------------|--|
| Element Name | VAMC Station Number |
| Field 1 & Response | VAMC Station Number (up to eight characters) |
| Element Type | Program Specific |
| Funder: Program-Component | HUD:CoC – No component requires data collection HUD:ESG – No component requires data collection HUD:HOPWA – No component requires data collection HUD:HUD-VASH - No component requires data collection HUD:RHSAP - No component requires data collection HHS:PATH – No component requires data collection HHS: RHY – No component requires data collection VA:SSVF – Collection required for all components |
| Project Type Applicability | 12: Homelessness Prevention 13: PH-Rapid Re-Housing |
| Data Collected About | Heads of Household |
| Collection Point | Project entry |
| System Logic | Collect once at each project entry. |
| Other System Issues | Valid VAMC Station Numbers are up to 8 alphanumeric characters and should |
| XML | <VAMCStation> |
| CSV | Enrollment |
| Updates from 2014 Version 2 | New data element |

REFERENCE ELEMENT

4.47 T-cell (CD4) and Viral Load

Element described under [HOPWA Elements](#)

PROGRAM SPECIFIC ELEMENT VISIBILITY TABLES

4-1 HHS: PATH Program Specific Element Visibility – Collection Requirements

The elements shown are only those in which the PATH program components are required to collect information.

X = data collection required

Δ = data collection is pending approval; as of publication of the Data Dictionary collection is at the discussions of the grantee

| Number | Element | Street Outreach | Services Only |
|--------|---------------------------------|-----------------|---------------|
| 4.1 | Housing Status | x | x |
| 4.2 | Income and Sources | Δ | Δ |
| 4.3 | Non-Cash Benefits | Δ | Δ |
| 4.4 | Health Insurance | Δ | Δ |
| 4.5 | Physical Disability | x | x |
| 4.6 | Developmental Disability | x | x |
| 4.7 | Chronic Health Condition | x | x |
| 4.8 | HIV/AIDS | Δ | Δ |
| 4.9 | Mental Health Problem | x | x |
| 4.10 | Substance Abuse | x | x |
| 4.12 | Contact | x | x |
| 4.13 | Date of Engagement | x | x |
| 4.14 A | Services Provided - PATH Funded | x | x |
| 4.16 A | Referrals Provided - PATH | x | x |
| 4.20 | Path Status | x | x |
| 4.21 | Connection with SOAR | Δ | Δ |

Updates from 2014 Version 2 – None

4-2 HHS: RHY Program Specific Element Visibility – Collection Requirements

The elements shown are only those in which at least one RHY program component is required to collect information.

X = data collection is required

| Number | Element | BCP – es | BCP – p | MGH | SOP | TLP | DEMO |
|--------|--|-------------|------------|-----|-----|-----|------|
| 4.2 | Income and Sources | | | X | | X | X |
| 4.3 | Non-Cash Benefits | | | X | | X | X |
| 4.4 | Health Insurance | X | X | X | X | X | X |
| 4.5 | Physical Disability | X | X | X | X | X | X |
| 4.6 | Developmental Disability | X | X | X | X | X | X |
| 4.7 | Chronic Health Condition | X | X | X | X | X | X |
| 4.9 | Mental Health Problem | X | X | X | X | X | X |
| 4.10 | Substance Abuse | X | X | X | X | X | X |
| 4.12 | Contact | | | | X | | |
| 4.13 | Date of Engagement | | | | X | | |
| 4.14 B | Services Provided - RHY | X | X | X | X | X | X |
| 4.16 B | Referrals Provided - RHY | X | X | X | X | X | X |
| 4.22 | RHY:BCP Status | X | X | | | | |
| 4.23 | Sexual Orientation | X | X | X | X | X | X |
| 4.24 | Last Grade Completed | X | X | X | | X | X |
| 4.25 | School Status | X | X | X | | X | X |
| 4.26 | Employment Status | X | X | X | | X | X |
| 4.27 | General Health Status | X | X | X | | X | X |
| 4.28 | Dental Health Status | X | X | X | | X | X |
| 4.29 | Mental Health Status | X | X | X | | X | X |
| 4.30 | Pregnancy Status | X | X | X | X | X | X |
| 4.31 | Formerly a Ward of Child Welfare/Foster Care Agency | X | X | X | | X | X |
| 4.32 | Formerly a Ward of Juvenile Justice System | X | X | X | | X | X |
| 4.33 | Young Person's Critical Issues | X | X | X | | X | X |
| 4.34 | Referral Source | X | X | X | | X | X |
| 4.35A | Commercial Sexual Exploitation | X | X | X | X | X | X |
| 4.35B | Commercial Labor Exploitation | X | X | X | X | X | X |
| 4.36 | Transitional, Exit-care, or Aftercare Plan and Actions | X | X | X | | X | X |
| 4.37 | Project Completion Status | X | X | X | | X | X |
| 4.38 | Family Reunification Achieved | X | X | X | | X | X |

Updates from 2014 Version 2: 1) The universe of data collection has changed on most questions to clarify that data is to be collected on all Head of Households, Adults and Unaccompanied Youth. Children of Parenting Youth are not to have most program specific elements collected for them. 2) 4.35A Commercial Sexual Exploitation was reworded and reconfigured and 4.35B Commercial Labor Exploitation was added per OMB data collection requirements.

4-3 HUD:CoC Program Specific Element Visibility – Collection Requirements

The elements shown are only those in which at least one CoC program component is required to collect information.

X = data collection is required

* = data collection is required only for Supportive Services Only components which are funded to provide Street Outreach

? = data collection is determined by how the CoC has structured the coordinated assessment in their area. Placement of the element would be required for any project that is conducting a coordinated assessment. This may be across multiple projects or sited in a central access point or coordinated intake center.

| Number | Element | Homelessness Prevention | Permanent Supportive Housing | Rapid Re-Housing | Supportive Services Only | Transitional Housing |
|--------|--------------------------------|-------------------------|------------------------------|------------------|--------------------------|----------------------|
| 4.2 | Income and Sources | x | x | x | x | x |
| 4.3 | Non-Cash Benefits | x | x | x | x | x |
| 4.4 | Health Insurance | x | x | x | x | x |
| 4.5 | Physical Disability | x | x | x | x | x |
| 4.6 | Developmental Disability | x | x | x | x | x |
| 4.7 | Chronic Health Condition | x | x | x | x | x |
| 4.8 | HIV/AIDS | x | x | x | x | x |
| 4.9 | Mental Health Problem | x | x | x | x | x |
| 4.10 | Substance Abuse | x | x | x | x | x |
| 4.11 | Domestic Violence | x | x | x | x | x |
| 4.12 | Contact | | | | * | |
| 4.13 | Date of Engagement | | | | * | |
| 4.17 | Residential Move-in Date | | | x | | |
| 4.18 | Housing Assessment Disposition | ? | ? | ? | ? | ? |
| 4.19 | Housing Assessment at Exit | x | | | | |

Updates from 2014 Version 2: Element 4.11 Domestic Violence was reconfigured to identify those persons who are victims/survivors of domestic violence and then of those who is currently fleeing domestic violence.

4-4 HUD:ESG Program Specific Element Visibility – Collection Requirements

The elements shown are only those in which at least one RHY program component is required to collect information.

X = data collection is required

? = data collection is determined by how the CoC has structured the coordinated assessment in their area. Placement of the element would be required for any project that is conducting a coordinated assessment. This may be across multiple projects or sited in a central access point or coordinated intake center.

| Number | Element | ESG e/e | ESG nbn | Homelessness Prevention | RRH | Street Outreach |
|--------|--------------------------------|---------|---------|-------------------------|-----|-----------------|
| 4.2 | Income and Sources | x | | x | x | x |
| 4.3 | Non-Cash Benefits | x | | x | x | x |
| 4.4 | Health Insurance | x | | x | x | x |
| 4.5 | Physical Disability | x | x | x | x | x |
| 4.6 | Developmental Disability | x | x | x | x | x |
| 4.7 | Chronic Health Condition | x | x | x | x | x |
| 4.8 | HIV/AIDS | x | x | x | x | x |
| 4.9 | Mental Health Problem | x | x | x | x | x |
| 4.10 | Substance Abuse | x | x | x | x | x |
| 4.11 | Domestic Violence | x | x | x | x | x |
| 4.12 | Contact | | x | | | x |
| 4.13 | Date of Engagement | | x | | | x |
| 4.14E | Bed Night | | x | | | |
| 4.17 | Residential Move-in Date | | | | x | |
| 4.18 | Housing Assessment Disposition | ? | ? | ? | ? | ? |
| 4.19 | Housing Assessment at Exit | | | x | | |

Updates from 2014 Version 2: 1) Element 4.14E Bed Night was added to indicate bed-nights provided in night-by-night shelters. 2) Element 4.11 Domestic Violence was reconfigured to identify those persons who are victims/survivors of domestic violence and then of those who is currently fleeing domestic violence.

4-5 HUD:HOPWA Program Specific Element Visibility – Collection Requirements

The elements shown are only those in which at least one HOPWA program component is required to collect information.

X = data collection is required

| Number | Element | Hotel/ Motel | Housing Info | Permanent Housing | Permanent Housing Placement | Short Term Housing | STRMU | Transitional Housing |
|--------|------------------------------|-----------------|-----------------|----------------------|-----------------------------------|--------------------------|-------|-------------------------|
| 4.1 | Housing Status | x | x | x | x | x | x | x |
| 4.2 | Income and Sources | x | x | x | x | x | x | x |
| 4.3 | Non-Cash Benefits | x | x | x | x | x | x | x |
| 4.4 | Health Insurance | x | x | x | x | x | x | x |
| 4.5 | Physical Disability | x | x | x | x | x | x | x |
| 4.6 | Developmental Disability | x | x | x | x | x | x | x |
| 4.7 | Chronic Health Condition | x | x | x | x | x | x | x |
| 4.8 | HIV/AIDS | x | x | x | x | x | x | x |
| 4.9 | Mental Health Problem | x | x | x | x | x | x | x |
| 4.10 | Substance Abuse | x | x | x | x | x | x | x |
| 4.11 | Domestic Violence | x | x | x | x | x | x | x |
| 4.14 C | Services Provided - HOPWA | x | x | x | x | x | x | x |
| 4.15 A | Financial Assistance - HOPWA | | | | x | | x | |
| 4.19 | Housing Assessment at Exit | x | x | x | x | x | x | x |
| 4.39 | Medical Assistance | x | x | x | x | x | x | X |
| 4.47 | T-cell (CD4) and Viral Load | x | x | x | x | x | x | X |

Updates from 2014 Version 2: 1) Element 4.11 Domestic Violence was reconfigured to identify those persons who are victims/survivors of domestic violence and then of those who is currently fleeing domestic violence. 2) Element 4.47 T-cell (CD4) and Viral Load was added for the purpose of documenting changes in health in relationship to housing.

4-6 VA Program Specific Element Visibility – Collection Requirements

The elements shown are only those in which at least one VA program component is required to collect information.

X = data collection is required

| Number | Element | SSVF |
|--------|-----------------------------------|--------------|
| 4.2 | Income and Sources | x |
| 4.3 | Non-Cash Benefits | x |
| 4.4 | Health Insurance | x |
| 4.14 D | Services Provided – SSVF | x |
| 4.15 B | Financial Assistance - SSVF | x |
| 4.17 | Residential Move-in Date | x (RRH only) |
| 4.41 | Veteran's Information | x |
| 4.42 | Percent of AMI (SSVF Eligibility) | x |
| 4.43 | Last Permanent Address | X |
| 4.44 | HP Screening Score | X (HP Only) |
| 4.45 | VAMC Station Number | x |

Updates from 2014 Version 2: 1) Element 4.44 HP Screening Score was added. 2) Element 4.45 VAMC Station Number was added.

5. 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. Future programming specifications for reports will reference these Metadata Elements. The Metadata Elements are:

5.1 [Date Created](#)

5.2 [Date Updated](#)

5.3 [Data Collection Stage](#)

5.4 [Information Date](#)

5.5 [Project Identifier](#)

5.6 [Project ID](#)

5.7 [User Identifier](#)

5.1 Date Created

| Header | Instruction |
|-----------------------------|--|
| Element Name | Date Created |
| Field 1 & Response | [date field] |
| Element Type | Metadata |
| Funder:Program- Component | All Programs – All Components |
| Project Type Applicability | All |
| Data Collected About | All Records |
| Collection Point | Record creation |
| System Logic | HMIS auto-generated. HMIS must have the ability to identify the date on which a record was first created in HMIS for any client-level data. 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. |
| Other System Issues | 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). |
| XML | XML attribute: DateCreated |
| CSV | <*><DateCreated> (Field collected across multiple files) |
| Updates from 2014 Version 2 | None |

5.2 Date Updated

| Header | Instruction |
|-----------------------------|--|
| Element Name | Date Updated |
| Field 1 & Response | [date field] |
| Element Type | Metadata |
| Funder:Program- Component | All Programs – All Components |
| Project Type Applicability | All |
| Data Collected About | All Data Elements |
| Collection Point | Record add / edit |
| System Logic | HMIS auto-generated. Created by the HMIS when client-level information is first entered, and updated by the HMIS every time client-level information is saved by an HMIS user. |
| Other System Issues | The HMIS must be able to determine, for all client-level information, 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. |
| XML | XML attribute: DateUpdated |
| CSV | <*><DateUpdated> (Field collected across multiple files) |
| Updates from 2014 Version 2 | None |

5.3 Date Collection Stage

| Header | Instruction |
|----------------------------|---|
| Element Name | Data Collection Stage |
| Field 1 & Response | Data Collection Stage |
| | 1 Project entry |
| | 2 Project update |
| | 5 Project annual assessment |
| | 3 Project exit |
| Element Type | Metadata |
| Funder: Program-Component | All Programs – All Components |
| Project Type Applicability | All |
| Data Collected About | All client level data |
| Collection Point | Client Data Entry of Specified Elements |
| System Logic | <p>HMIS auto-generated or HMIS user selected.</p> <p>An HMIS must be able to distinguish between data collected at project entry, project update (during enrollment), and project exit.</p> <p>Data elements that are collected together on a single form may share a single Data Collection Stage.</p> <p>HMIS users should not have the ability to create more than one record per data element at either project entry 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 entry).</p> <p>The system must allow a user to save a dated record for a client’s annual assessment as an “annual assessment”.</p> |

| Header | Instruction |
|-----------------------------|--|
| Other System Issues | <p>The response categories correlate to response categories defined in the XML and CSV specifications.</p> <p>An “annual assessment” is required as noted in the collection stage for some Program Specific Elements.</p> <p>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 <i>Information Date</i> must be no more than 30 days before or after the anniversary of the client’s <i>Project Entry Date</i>; information must be accurate as of the <i>Information Date</i>. The date range of the Annual Assessment is based entirely around the client’s <i>Project Entry Date</i>, not on the date of the client’s previous assessment. For all projects which require an annual assessments, data collected as part of an annual assessment must have a <i>Data Collection Stage</i> of ‘annual assessment.’ There should be one and only one record for each data element with a <i>Data Collection Stage</i> of ‘annual assessment’ within the 60 day period surrounding the anniversary of the client’s <i>Project Entry Date</i>. Regardless of whether or not the responses have changed since project entry 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.</p> |
| XML | XML attribute: DataCollectionStage |
| CSV | <*><DataCollectionStage> (Field collected across multiple files) |
| Updates from 2014 Version 2 | None |

5.4 Information Date

| Header | Instruction |
|----------------------------|--|
| Element Name | Information Date |
| Field 1 & Response | [date field] |
| Element Type | Metadata |
| Funder: Program-Component | All Programs – All Components |
| Project Type Applicability | All |
| Data Collected About | As specified in program specific elements |
| Collection Point | Client Program-Specific Data Entry |
| System Logic | <p>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.</p> <p>Throughout the Data Dictionary 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.</p> <p>Data that is collected only at initial HMIS project entry (e.g., Name, Social Security Number) does not require an Information Date.</p> <p>Data that is collected only at project entry or only at project exit, may be assumed to have an Information Date that matches the Project Entry Date or Project Exit Date, respectively or an HMIS may require that a user specify the date.</p> <p>Data elements that are collected together on a single form may share a single Information Date.</p> |

| Header | Instruction |
|-----------------------------|---|
| Other System Issues | <p>This Metadata Element is applicable to the following Program-Specific Data Elements:</p> <ul style="list-style-type: none"> • Income and Sources • Non-Cash Benefits • Health Insurance • Physical Disability • Developmental Disability • Chronic Health Condition • HIV/AIDS • Mental Health • Substance Abuse • Domestic Violence • Residential Move In Date |
| XML | XML attribute: InformationDate |
| CSV | <*><InformationDate> (Field collected across multiple files) |
| Updates from 2014 Version 2 | None |

5.5 Project Identifier

| Header | Instruction |
|-----------------------------|--|
| Element Name | Project Identifier |
| Field 1 & Response | Project Identifier (2.2) of the project that entered or edited the data |
| Element Type | Metadata |
| Funder: Program-Component | All Programs – All Components |
| Project Type Applicability | All |
| Data Collected About | Specified data elements |
| Collection Point | Record add and edit |
| System Logic | <p>HMIS auto-generated or HMIS user selected.</p> <p>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.</p> |
| Other System Issues | <p>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.</p> |
| XML | Unique Identifier: ProjectID |
| CSV | <*><ProjectID> (Field collected across multiple files) |
| Updates from 2014 Version 2 | None |

5.6 Project Entry ID

| Header | Instruction |
|-----------------------------|--|
| Element Name | Project Entry ID |
| Field 1 & Response | A unique project entry identifier used to associate data with a particular period |
| Element Type | Metadata |
| Funder: Program-Component | All Programs – All Components |
| Project Type Applicability | All |
| Data Collected About | All client level data |
| Collection Point | Record add |
| System Logic | <p>HMIS auto-generated.</p> <p>The data element should be created by the HMIS at the time that the record of a project entry is first entered into HMIS, and should be stored with any data that pertains to that particular period of service.</p> <p>Data elements that are collected together on a single form may share a single Project Identifier. An HMIS should be able to correlate data to a specific project stay.</p> |
| Other System Issues | <p>This metadata element must be stored with the following data elements:</p> <ul style="list-style-type: none"> • Veteran Status • Disabling Condition • Residence Prior to Program Entry • Housing Status • Project Entry Date • Project Exit Date • Destination • Income and Sources • Non-Cash Benefits • Health Insurance • Physical Disability • Developmental Disability • Chronic Health Condition • HIV/AIDS • Mental Health • Substance Abuse • Domestic Violence |
| XML | Unique Identifier: ProjectEntryID |
| CSV | <*><ProjectEntryID> (Field collected across multiple files) |
| Updates from 2014 Version 2 | None |

5.7 User Identifier

| Header | Instruction |
|----------------------------|---|
| Element Name | User ID |
| Field 1 & Response | A unique ID used to associate data with the user who entered and/or edited it |
| Element Type | Metadata |
| Funder:Program- Component | All Programs – All Components |
| Project Type Applicability | All |
| Data Collected About | All Records |
| Collection Point | All Data Entry |
| System Logic | HMIS generated. |

| Header | Instruction |
|-----------------------------|--|
| | <p>Each authorized user of an HMIS must have a unique identifier stored in the HMIS. Every time data are 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.</p> <p>The data element should be stored with any Universal or Program-Specific Data Element entered or edited in an HMIS.</p> |
| Other System Issues | <p>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.</p> <p>Data elements that are collected together on a single form may share a single User Identifier.</p> <p>HMIS users must not have the ability to enter or to modify the information in this Metadata Element.</p> <p>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.</p> |
| XML | XML attribute: UserID |
| CSV | <*><UserID> (Field collected across multiple files) |
| Updates from 2014 Version 2 | None |

METADATA ELEMENT TABLE SUMMARY

Data elements collected on a single form / stored as fields in one record of a table may share a single set of metadata.

*Associated with project entry; the information date is the entry date.

†Associated with project exit; the information date is the exit date.

| Number | Element | Date Created | Date Updated | Data Collection Stage | Information Date | Project ID | Project Entry ID | User ID |
|--------|----------------------------------|--------------|--------------|-----------------------|------------------|------------|------------------|---------|
| 3.1 | Name | x | x | | | | | x |
| 3.2 | Social Security Number | x | x | | | | | x |
| 3.3 | Date of Birth | x | x | | | | | x |
| 3.4 | Race | x | x | | | | | x |
| 3.5 | Ethnicity | x | x | | | | | x |
| 3.6 | Gender | x | x | | | | | x |
| 3.7 | Veteran Status | x | x | | | | | x |
| 3.8 | Disabling Condition | x | x | * | * | x | x | x |
| 3.9 | Residence Prior to Project Entry | x | x | * | * | x | x | x |
| 3.10 | Project Entry Date | x | x | * | * | x | x | x |
| 3.11 | Project Exit Date | x | x | † | † | x | x | x |
| 3.12 | Destination | x | x | † | † | x | x | x |

| Number | Element | Date Created | Date Updated | Data Collection Stage | Information Date | Project ID | Project Entry ID | User ID |
|--------|--|--------------|--------------|-----------------------|------------------|------------|------------------|---------|
| 3.13 | Personal ID | Auto | generated | | | | | |
| 3.14 | Household ID | Auto | generated | | | | | |
| 3.15 | Relationship to Head of Household | x | x | * | * | x | x | x |
| 3.16 | Client Location | x | x | * | * | x | x | x |
| 3.17 | Length of Time on the Street, in an ES, or SH | x | x | * | * | x | x | x |
| 4.1 | Housing status | x | x | x | x | x | x | x |
| 4.2 | Income and Sources | x | x | x | x | x | x | x |
| 4.3 | Non-Cash Benefits | x | x | x | x | x | x | x |
| 4.4 | Health Insurance | x | x | x | x | x | x | x |
| 4.5 | Physical Disability | x | x | x | x | x | x | x |
| 4.6 | Developmental Disability | x | x | x | x | x | x | x |
| 4.7 | Chronic Health Condition | x | x | x | x | x | x | x |
| 4.8 | HIV/AIDS | x | x | x | x | x | x | x |
| 4.9 | Mental Health Problem | x | x | x | x | x | x | x |
| 4.10 | Substance Abuse | x | x | x | x | x | x | x |
| 4.11 | Domestic Violence | x | x | x | x | x | x | x |
| 4.12 | Contact | x | x | | x | x | x | x |
| 4.13 | Date of Engagement | x | x | | x | x | x | x |
| 4.14 | Services Provided | x | x | | x | x | x | x |
| 4.15 | Financial Assistance Provided | x | x | | x | x | x | x |
| 4.16 | Referrals Provided | x | x | | x | x | x | x |
| 4.17 | Residential Move-In Date | x | x | | x | x | x | x |
| 4.18 | Housing Assessment Disposition | x | x | | x | x | x | x |
| 4.19 | Housing Assessment at Exit | x | x | † | † | x | x | x |
| 4.20 | PATH Status | x | x | | x | x | x | x |
| 4.21 | Connection with SOAR | x | x | † | † | x | x | x |
| 4.22 | RHY-BCP Status | x | x | | x | x | x | x |
| 4.23 | Sexual Orientation | x | x | * | * | x | x | x |
| 4.24 | Last grade completed | x | x | x | x | x | x | x |
| 4.25 | School status | x | x | x | x | x | x | x |
| 4.26 | Employment Status | x | x | x | x | x | x | x |
| 4.27 | General Health Status | x | x | x | x | x | x | x |
| 4.28 | Dental Health Status | x | x | x | x | x | x | x |
| 4.29 | Mental Health Status | x | x | x | x | x | x | x |
| 4.30 | Pregnancy Status | x | x | x | x | x | x | x |
| 4.31 | Formerly a ward of child welfare or foster care agency | x | x | * | * | x | x | x |
| 4.32 | Formerly a ward of juvenile justice system | x | x | * | * | x | x | x |

| Number | Element | Date Created | Date Updated | Data Collection Stage | Information Date | Project ID | Project Entry ID | User ID |
|--------|--|--------------|--------------|-----------------------|------------------|------------|------------------|---------|
| 4.33 | Young Person's Critical Issues | x | x | * | * | x | x | x |
| 4.34 | Referral Source | x | x | * | * | x | x | x |
| 4.35A | Commercial Sexual Exploitation | x | x | * | * | x | x | x |
| 4.35B | Commercial Labor Exploitation | x | x | * | * | x | x | x |
| 4.36 | Transitional, Exitcare, or Aftercare Plans and Actions | x | x | † | † | x | x | x |
| 4.37 | Project Completion Status | x | x | † | † | x | x | x |
| 4.38 | Family Reunification Achieved | x | x | † | † | x | x | x |
| 4.39 | Medical Assistance | x | x | x | x | x | x | x |
| 4.40 | Worst Housing Situation | x | x | * | * | x | x | x |
| 4.41 | Veteran's Information | x | x | | | | | x |
| 4.42 | Percent of AMI | x | x | * | * | x | x | x |
| 4.43 | Last Permanent Address | x | x | * | * | x | x | x |
| 4.44 | HP Screening Score | x | x | * | * | x | x | x |
| 4.45 | VAMC Station Number | x | x | * | * | x | x | x |
| 4.47 | T-cell and Viral Load | x | x | | x | x | x | x |

SUMMARY OF CHANGES

This release **2014 HMIS Data Dictionary and Data Manual is Version 3** and is an update of the 2014 Data Standards where HUD and the federal partners updated the standards to reflect critical changes that were needed in 2015.

| Element Number | Element Name | Federal Partner(s) Requesting and Used By | Change Requirement |
|----------------|--|--|--|
| 3.12 | Destination | All Partners/Programs | Change of data collection universe |
| 3.17 | Time on the Streets, Emergency Shelters or Safe Havens | HUD - CoC & ESG UDE - Used by all Partners | Structural and wording change |
| 4.11 | Domestic Violence | HUD - CoC & ESG Program Specific - Used by all HUD programs | Structural and definition change |
| 4.14 E | Bed night | HUD - CoC & ESG Program Specific - Used only by HUD | New element |
| 4.35A | Commercial Sexual Exploitation | HHS - RHY Program Specific - Used only by RHY | Structural and wording change |
| 4.35B | Labor Exploitation | HHS - RHY Program Specific - Used only by RHY | New Element |
| 4.44 | HP Screening Score | VA - SSVF Program Specific - Used only by VA | New Element |
| 4.45 | VAMC Station Number | VA - All Program Specific - Used only by VA | New Element |
| 4.47 | T-cell and Viral Load | HUD - HOPWA Program Specific - Used only by HOPWA | New Element |
| 4.22-4.38 | RHY Required Elements | HHS - RHY Program Specific - Used only by RHY | Clarified the data collection universe |