

# **Homeless Management Information System (HMIS) Data Standards**

## **Revised Notice**

**U.S. Department of Housing and Urban Development  
Office of Community Planning and Development**

**March 2010**

# Table of Contents

<b>1.</b>	<b>Introduction to the 2009 Data Standards Notice .....</b>	<b>1</b>
1.2	Significant Differences between the 2004 and 2009 Notice .....	4
1.3	Statutory Authority .....	5
1.4	Definitions .....	7
1.5	Victim Service Providers.....	10
1.6	Summary of Data Standard Applicability and Collection Requirements .....	11
<b>2.</b>	<b>Program Descriptor Data Elements.....</b>	<b>17</b>
2.1	Organization Identifier .....	18
2.2	Organization Name .....	19
2.3	Program Identifier.....	19
2.4	Program Name .....	20
2.5	Direct Service Code .....	21
2.6	Site Information .....	22
2.7	Continuum of Care Number.....	26
2.8	Program Type Code.....	26
2.9	Bed and Unit Inventory Information .....	27
2.10	Target Population A (Optional) .....	34
2.11	Target Population B .....	35
2.12	Method for Tracking Residential Program Occupancy .....	36
2.13	Grantee Identifier .....	38
<b>3.</b>	<b>Universal Data Elements .....</b>	<b>40</b>
3.1	Name.....	42
3.2	Social Security Number.....	42
3.3	Date of Birth.....	44
3.4	Race .....	45
3.5	Ethnicity .....	46
3.6	Gender .....	47
3.7	Veteran Status .....	48
3.8	Disabling Condition.....	49
3.9	Residence Prior to Program Entry .....	51
3.10	Zip Code of Last Permanent Address.....	53
3.11	Housing Status .....	54
3.12	Program Entry Date .....	57
3.13	Program Exit Date .....	59
3.14	Personal Identification Number .....	61
3.15	Household Identification Number .....	62
<b>4.</b>	<b>Program-Specific Data Elements.....</b>	<b>64</b>
4.1	Income and Sources .....	66
4.2	Non-Cash Benefits.....	69
4.3	Physical Disability .....	72
4.4	Developmental Disability.....	74
4.5	Chronic Health Condition .....	76
4.6	HIV/AIDS .....	78
4.7	Mental Health.....	79

4.8	Substance Abuse .....	81
4.9	Domestic Violence.....	82
4.10	Destination.....	84
4.11	Date of Contact (required for street outreach programs only; optional for other programs) .....	86
4.12	Date of Engagement (required for street outreach only; optional for other programs).....	87
4.13	Financial Assistance Provided (required for HPRP-funded programs only; optional for all other programs) .....	88
4.14	Housing Relocation & Stabilization Services Provided (required for HPRP funded programs only; optional for all other programs).....	91
4.15	Optional Data Elements.....	93
4.15A	Employment .....	94
4.15B	Education.....	95
4.15C	General Health Status .....	97
4.15D	Pregnancy Status .....	98
4.15E	Veteran's Information.....	99
4.15F	Children's Education .....	101
4.15G	Reason for Leaving.....	103
4.15H	Services Provided .....	104

# **1. Introduction to the 2009 Data Standards Notice**

This Notice revises the Homeless Management Information Systems (HMIS) Data and Technical Standards Final Notice (69 FR 146, July 30, 2004). The Notice adds a new set of Program Description Data Elements (Section 2). In addition, the Notice presents revisions to Data Standards for Universal Data Elements (Section 3) and Program-Specific Data Elements (Section 4). These sections replace Section 2 (Universal Data Elements) and Section 3 (Program-Specific Data Elements) of the 2004 Notice. All other sections of the 2004 notice remain in effect.

## ***Background on HMIS and the 2004 Data and Technical Standards***

An HMIS is an electronic data collection system that stores longitudinal person-level information about persons who access the homeless services system in a Continuum of Care (CoC). HMIS is a valuable resource because of its capacity to integrate and unduplicate data from all homeless assistance and homelessness prevention programs in a CoC. Aggregate HMIS data can be used to understand the size, characteristics, and needs of the homeless population at the local, state, and national levels. Today's advanced HMIS applications offer many other benefits as well. They enable organizations that operate homeless assistance and homelessness prevention programs to improve case management by collecting information about client needs, goals, and service outcomes. They also help to improve access to timely resource and referral information and to better manage operations.

Following Congressional directive, HUD has supported the development of local Homeless Management Information Systems by: 1) providing technical support and funding to CoCs to develop local HMIS; and 2) undertaking a research effort to collect and analyze HMIS data from a representative sample of communities in order to understand the nature and extent of homelessness nationally. As part of this effort, HUD published HMIS Data and Technical Standards (HMIS Standards) in 2004 that allow for the collection of standardized client and program-level data on homeless service usage among programs within a community and across all communities. The 2004 HMIS Standards ensure that every HMIS captures the information necessary to fulfill HUD

reporting requirements while protecting the privacy and informational security of all homeless individuals.

### ***Process for Revising the 2004 Data Standards***

Starting in late 2007, HUD began the process of identifying potential changes to the 2004 HMIS Standards. Some changes were anticipated to occur in conjunction with HUD's effort to revise the Annual Progress Report (APR) for Homeless Assistance Programs. (As of 2009, the Annual Progress Report will be re-named the Annual Performance Report (APR). This new title is used in the remainder of this Notice.) In addition, since the publication of the 2004 Notice, HUD has received feedback from communities that suggested the need for clarification or modification to some standards. Thus, HUD's interest in addressing several community concerns and ensuring the alignment of the standards and the APR – along with the ongoing need to keep pace with current industry standards for technology and security – prompted a thorough re-examination of the HMIS Standards.

In order to develop recommendations for changes to the standards, HUD convened a number of work groups – comprised of HMIS administrators, homeless assistance program representatives, homelessness researchers, and legal and technical advisors. Each group focused on a specific topic, such as HMIS security, privacy, data quality, changes to the Universal and Program-Specific data elements, and potential methods for including domestic violence (DV) service provider data in homelessness reporting.

Following the work group meetings, HUD sought feedback on proposed changes from a broader audience. First, HMIS software solution providers were given the opportunity to comment in writing on proposed changes to security, data quality and software requirements. Second, as part of a HMIS Training held in Atlanta, Georgia in September 2008, HMIS administrators, CoC representatives, and other interested parties were presented with proposed changes to the HMIS Standards and given the opportunity to provide verbal and written feedback. Their feedback was collated and discussed by representatives from the work groups prior to preparation of this Notice. Input from all of

these sources was carefully considered by the Department in drafting this Notice for public comment.

### ***The American Recovery and Reinvestment Act of 2009***

The American Recovery and Reinvestment Act of 2009 identified HMIS as the primary tool for the collection of data on the use of funds awarded and persons served through the Homelessness Prevention and Rapid Re-Housing Program (HPRP). The Data Standards have been further modified to provide the necessary data elements and guidance to support uniform and consistent tracking of HPRP activities. These modifications were informed through feedback obtained by HUD in February 2009, from homeless assistance providers, Continuum of Care (CoC) representatives, local and state government agency representatives and their associated professional organizations, and homeless advocacy groups. Modifications were also informed by a review of available literature and current practices related to homelessness prevention and rapid re-housing.

#### **1.1 Contents of the Notice**

This Notice presents revised Data Standards for HMIS. Proposed revisions for HMIS Technical Standards related to privacy, security and other topics will be issued in a subsequent Notice. The remainder of this section reviews major differences between the data standards presented in 2004 Final Notice and this 2009 Notice, describes the statutory authority that allows HUD to prescribe the HMIS Standards, and presents key terms referenced throughout the Notice.

Section 2 of the Notice presents the Program Descriptor Data Standards. These are new standards that have been added to collect information in HMIS about homeless assistance and HPRP homelessness prevention programs. Section 3 presents the Universal Data Elements that HUD has determined must be collected from all clients receiving homeless assistance and HPRP homelessness prevention services. Section 4 presents the Program-Specific Data Elements, the information that is collected from clients served by programs that report this information to HUD. Section 4 also contains additional HUD-recommended but optional data elements. Some of these standards are

based on best practices currently being implemented at the local level. Others have been included in an effort to begin to standardize reporting on homeless clients across federal agencies.

## **1.2 Significant Differences between the 2004 and 2009 Notice**

The key differences between the 2004 Notice and the 2009 Notice with regard to HMIS Data Standards are described below.

### ***Program Descriptor Data Elements***

The 2009 Notice adds a set of *program descriptor data standards* – that is, data to be collected about all homeless assistance and HPRP homelessness prevention programs in the CoC. The purpose of these new data standards is to ensure that the HMIS is the central repository for all information about homelessness in the CoC, including both programs and clients. These data elements are needed for the following HUD reports: the Annual Performance Report (APR), the Quarterly Performance Report (QPR) for HPRP funded programs, the Annual Homeless Assessment Report (AHAR) and the Housing Inventory that is submitted as part of the annual CoC application for funding.

### ***Universal Data Elements***

A new data element, *Housing Status* has been added in order to distinguish persons who are literally homeless from those who are at imminent risk of losing housing, or in a stable housing situation. The Universal Data elements from the 2004 notice are largely unchanged. Minor changes include: 1) response categories have been added to a number of data elements to provide more detailed information and to be consistent with other federal reporting on homeless programs; and 2) “Don’t Know” and “Refused” response categories are added for those data elements that previously did not include those responses.

### ***Program-Specific Data Elements***

In order to align the HMIS Data Standards with the proposed revisions to the APR, this Notice modifies a number of program-specific data elements. For example, certain data elements, such as *Income and Sources* and *Non-Cash Benefits*, must now be

collected at least once annually in addition to being collected at program entry and at exit. A follow-up question has been added to data elements that relate to disabilities (*Physical Disability, Developmental Disability, HIV/AIDS, Mental Health and Substance Abuse*), to determine whether a client is currently receiving services for a condition or received services prior to exiting the program. In addition, response categories for “Don’t Know” and “Refused” have been added to all relevant data elements to ensure consistency in APR reporting.

The *Reasons for Leaving* and *Services Received* (renamed *Services Provided* in this Notice) data elements are no longer required for programs completing APRs. Additionally, a *Chronic Health Condition* data element has been added and there are two new data elements required for street outreach programs that complete APRs. These are: 1) a *Date of Contact* data element that is used to count the number of persons contacted during a program’s operating year; and 2) a *Date of Engagement* data element that is required to count the number of homeless persons engaged by an outreach program during the operating year.

### ***Homelessness Prevention and Re-Housing Program Data Elements***

The American Recovery and Reinvestment Act of 2009 includes provisions for homelessness prevention and rapid re-housing activities. Appropriate tracking, coordination, and reporting of these activities requires the addition of several new data elements and special guidance to HPRP grantees in the use of existing data elements. New data elements include: 1) a program descriptor data element, *Grantee Identifier*, that is used to uniquely identify HPRP grantees and subgrantees; and 2) two specific service data elements, *Financial Assistance Provided* and *Housing Relocation & Stabilization Services Provided*, that are used to track assistance provided to HPRP clients and complete the QPR and APR.

## **1.3 Statutory Authority**

The HMIS Standards were developed in response to a series of Congressional directives beginning with the FY 1999 HUD Appropriations Act. In that year, Congress directed the Department to collect HMIS data from a representative sample of



communities in order to develop an unduplicated count of homeless people nationwide and analyze the use and effectiveness of homeless assistance services. In subsequent years, Senate and House Appropriations Committee reports have reiterated Congress' directive to HUD to: 1) assist communities in implementing local Homeless Management Information Systems (HMIS), and 2) develop an Annual Homeless Assessment Report (AHAR) that is based on HMIS data from a representative sample of communities. Most recently, Congress renewed its support for the HMIS initiative and the AHAR in conjunction with the passage of the Transportation, Treasury, Housing and Urban Development, the Judiciary, the District of Columbia, and Independent Agencies Appropriations Act of 2006 (PL 109-115).

In addition to Congressional direction on HMIS, HUD, other federal agencies and the U.S. Interagency Council on Homelessness are required under various statutory authorities and Congressional direction to collect information about the nature and extent of homelessness. Individual programs authorized under the McKinney-Vento Act require the assessment of homeless needs, the provision of services to address those needs, and reporting on the outcomes of federal assistance in helping homeless people to become more independent. The major congressional imperatives in HUD's McKinney-Vento Act programs are:

- Assessing the service needs of homeless persons;
- Ensuring that services are directed to meeting those needs;
- Assessing the outcomes of these services in enabling homeless persons to become more self-sufficient; and
- Reporting to Congress on the characteristics of homeless persons and effectiveness of federal efforts to address homelessness.

For the Homelessness Prevention and Rapid Re-Housing Program, the American Recovery and Reinvestment Act of 2009 requires that "grantees receiving such assistance shall collect data on the use of the funds awarded and persons served with this assistance in the HUD Homeless Management Information System ("HMIS") or other comparable database."

Both individually and as a whole, these provisions provide statutory requirements for collecting comprehensive data on homeless individuals and persons at-risk of homelessness and their needs.

#### **1.4 Definitions**

This section defines terms commonly used throughout the Notice.

**Annual Homeless Assessment Report (AHAR):** HUD's annual report to Congress on the nature and extent of homelessness nationwide.

**Annual Performance Report (APR):** A reporting tool that HUD uses to track program progress and accomplishments of HUD homeless assistance and HPRP Programs on an annual basis. Formerly known as the Annual Progress Report.

**Client:** A living individual about whom a Contributory HMIS Organization (CHO) collects or maintains protected personal information: (1) because the individual is receiving, has received, may receive, or has inquired about assistance from a CHO; or (2) in order to identify needs, or to plan or develop appropriate assistance within the CoC.

**Continuum of Care (CoC):** The primary decision making entity defined in the funding application to HUD as the official body representing a community plan to organize and deliver housing and services to meet the specific needs of people who are homeless as they move to stable housing and maximum self-sufficiency.

**CoC Program:** A program identified by the CoC as part of its service system, whose primary purpose is to meet the specific needs of people who are experiencing a housing crisis. Continuum of Care Programs may include:

**Homeless Assistance Program:** A program whose primary purpose is to meet the specific needs of people who are literally homeless (as defined in data element 3.11, Housing Status). Homeless assistance programs include outreach, emergency shelter, transitional housing, rapid re-housing, permanent housing and permanent supportive housing.

**Homelessness Prevention Program:** A program whose primary purpose is to meet the specific needs of people who are imminently losing their housing or at

risk of losing their housing (as defined in data element 3.11, Housing Status.).)  
Homelessness prevention programs include those funded by HPRP and other homelessness prevention programs identified by the CoC as part of its service system.

**Contributory CoC Program:** A homeless assistance program or homelessness prevention program that contributes Protected Personal Information (PPI) or other client-level data to an HMIS.

**Contributory Non-CoC Program:** A program that is neither a homeless assistance program nor a homelessness prevention program that contributes PPI or other client-level data to an HMIS.

**Contributory HMIS Organization (CHO):** An organization that operates a contributory homeless assistance program or homelessness prevention program or contributory non-homeless assistance program.

**Data Recipient:** A person who obtains PPI from an HMIS Lead Agency or from a CHO for research or other purposes not directly related to the operation of the HMIS, CoC, HMIS Lead Agency, or CHO.

**End User (or User) :** An employee, volunteer, affiliate, associate, and any other individual acting on behalf of a CHO or HMIS Lead Agency who uses or enters data in the HMIS or another administrative database from which data are periodically uploaded to the HMIS.

**Homeless Management Information System (HMIS):** The information system designated by a CoC to process Protected Personal Information (PPI) and other data in order to create an unduplicated accounting of homelessness within the CoC. An HMIS may provide other functions beyond unduplicated accounting.

**HMIS Lead Agency:** An organization designated by a CoC to operate the CoC's HMIS on its behalf.

**HMIS Participating Bed:** For any residential homeless program, a bed is considered a "participating HMIS bed" if the program makes a reasonable effort to record all universal data elements on all clients served in that bed and discloses that information through agreed upon means to the HMIS Lead Agency at least once annually.

**HMIS Software Solution Provider:** An organization that sells, licenses, donates, builds or otherwise supplies the HMIS user interface, application functionality and database.

**HMIS Vendor:** A contractor who is paid to provide services for the operation of a CoC's HMIS. An HMIS vendor includes an HMIS software solution provider, web server host, and data warehouse provider, as well as a provider of other contracted information technology or support.

**Non-Contributory CoC Program:** A CoC Program that does not contribute PPI or other client-level data to an HMIS.

**Participating CoC Program:** A Contributory CoC Program that makes reasonable efforts to record all the universal data elements and all other required data elements as determined by HUD funding requirements on all clients served and discloses these data elements through agreed upon means to the HMIS Lead Agency at least once annually.

**Protected Personal Information (PPI):** Information about a client: (1) whose identity is apparent from the information or can reasonably be ascertained from the information; or (2) whose identity can, taking into account any methods reasonably likely to be used, be learned by linking the information with other available information or by otherwise manipulating the information.

**Processing:** An operation or set of operations performed on PPI, whether or not by automated means, including but not limited to collection, maintenance, use, disclosure, transmission and destruction of the PPI.

**Quarterly Performance Report (QPR):** A reporting tool that HUD uses to track progress and accomplishments of HPRP funded programs on a quarterly basis.

**Research:** A systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge.

**Unduplicated Accounting of Homelessness:** An unduplicated accounting of homelessness includes measuring the extent and nature of homelessness (including an unduplicated count of homeless persons), utilization of homelessness programs over time, and the effectiveness of homelessness programs.

**Unduplicated Count of Homeless Persons:** An enumeration of homeless persons where each person is counted only once during a defined period of time.

**Victim Service Provider:** A nonprofit or nongovernmental organization including rape crisis centers, battered women's shelters, domestic violence transitional housing programs, and other programs whose primary mission is to provide services to victims of domestic violence, dating violence, sexual assault, or stalking.

### **1.5 Victim Service Providers**

Victim service providers that are funded under HUD's Supportive Housing Program are instructed not to disclose personally identifying data about any client for purposes of HMIS, per the requirements of the Violence Against Women and Department of Justice Reauthorization Act of 2005 (Pub. L. 109-162) (VAWA).

HPRP subgrantees that are victim service providers must collect and record all of the data elements that are required for HPRP subgrantees on all clients served with HPRP funds in a comparable database, and should not directly or indirectly enter personally identifiable information about HPRP beneficiaries in an HMIS.

HUD does not expect victim service providers funded through other sources to disclose personally identifying information for the purposes of HMIS, therefore HMIS coverage will be calculated excluding victim service providers from the universe of homeless assistance programs.

Regardless of funding sources, Program Descriptor data for each homeless assistance program within the CoC operated by a victim service provider must be recorded in the HMIS (either by provider staff member or by the HMIS system administrator), with the exception of a street address for a facility that provides victim services to clients.

## **1.6 Summary of Data Standard Applicability and Collection Requirements**

As discussed in Sections 2, 3 and 4, the data standards establish uniform definitions for the types of information to be collected and protocols for when data are collected and from whom. Contributory HMIS Organizations may have additional data collection requirements based on other funding sources, the client population served, and the types of data necessary to effectively monitor programs. The following exhibits group the HMIS data elements by type (Program Descriptor, Universal, and Program-Specific) and summarize the requirements regarding: 1) applicability of each data element by program type; 2) from whom the data are collected (for client-specific data elements); and 3) when the data are collected.

Exhibit 1-1: Summary of Program Descriptor Data Elements				
Data Standards	Program Applicability	When collected		
		Assigned once	Assigned once; reviewed annually	At least annually or more frequently if inventory or coverage changes
1 Organization Identifier	All CoC Programs	X		
2 Organization Name	All CoC Programs		X	
3 Program Identifier	All CoC Programs	X		
4 Program Name	All CoC Programs		X	
5 Direct Service Code	All CoC Programs	X		
6 Site Information	All CoC Programs		X	
7 Continuum of Care Number	All CoC Programs		X	
8 Program Type Code	All CoC Programs		X	
9 Bed and Unit Inventory Information	Residential CoC Programs Only			X
10 Target Population A (Optional for all programs)	All CoC Programs		X	
11 Target Population B	Residential CoC Programs Only		X	
12 Method for Tracking Residential Program Occupancy	Residential CoC Programs Only		X	
13 Grantee Identifier	HPRP Programs Only		X	

Exhibit 1-2: Summary of Universal Data Elements							
Data Standards	Program Applicability	Subjects			When Collected		
		All Clients	All Adults	All Adults & Unaccompanied Youth	Initial Program Entry Only	Every Program Entry	Every Program Exit
1 Name <sup>1</sup>	All CoC Programs	X			X		
2 Social Security Number <sup>1</sup>	All CoC Programs	X			X		
3 Date of Birth <sup>1</sup>	All CoC Programs	X			X		
4 Race <sup>1</sup>	All CoC Programs	X			X		
5 Ethnicity <sup>1</sup>	All CoC Programs	X			X		
6 Gender <sup>1</sup>	All CoC Programs	X			X		
7 Veteran Status	All CoC Programs		X			X	
8 Disabling Condition	All CoC Programs	X				X	
9 Residence Prior to Program Entry	All CoC Programs			X		X	
10 Zip Code of Last Permanent Address	All CoC Programs			X		X	
11 Housing Status	All CoC Programs	X				X	X (optional for Emergency Shelters)
12 Program Entry Date	All CoC Programs	X				X	
13 Program Exit Date	All CoC Programs	X					X
14 Personal Identification Number	All CoC Programs	X			X		
15 Household Identification Number	All CoC Programs	X				X	
<sup>1</sup> Note that one or more of these personal identifiers may need to be asked on subsequent visits to find and retrieve the client's record. However, this information only needs to be recorded in HMIS on an initial program entry.							



Exhibit 1-3: Summary of Program-Specific Data Elements								
Data Standards	Program Applicability	Subjects	When Collected					
			During Client Assessment Near Entry	At Least Once Every Three Months During Program Enrollment <sup>2</sup>	At Least Once Annually During Program Enrollment <sup>3</sup>	Every Exit	Every Contact	Each Instance of Financial Assistance
<b>1 Income and Sources</b>	CoC/HUD Competitive Programs <sup>1</sup> HPRP Programs HOPWA Homeless Programs	All Clients	X		X	X		
<b>2 Non-Cash Benefits</b>	CoC/HUD Competitive Programs HPRP Programs HOPWA Homeless Programs	All Clients	X		X	X		
<b>3 Physical Disability</b>	CoC/HUD Competitive Programs HOPWA Homeless Programs	All Clients	X		X	X		
<b>4 Developmental Disability</b>	CoC/HUD Competitive Programs HOPWA Homeless Programs	All Clients	X		X	X		
<b>5 Chronic Health Condition</b>	CoC/HUD Competitive Programs HOPWA Homeless Programs	All Clients	X		X	X		
<b>6 HIV/AIDS</b>	CoC/HUD Competitive Programs HOPWA Homeless Programs	All Clients	X		X	X		
<b>7 Mental Health</b>	CoC/HUD Competitive Programs HOPWA Homeless Programs	All Clients	X		X	X		
<b>8 Substance Abuse</b>	CoC/HUD Competitive Programs HOPWA Homeless Programs	All Clients	X		X	X		
<b>9 Domestic Violence</b>	CoC/HUD Competitive Programs HOPWA Homeless Programs	Adults and Unaccompanied Youth	X					
<b>10 Destination</b>	CoC/HUD Competitive Programs <sup>1</sup>	All Clients				X		

	HPRP Programs HOPWA Homeless Programs							
<b>11 Date of Contact</b>	COC/HUD Street Outreach Programs	All Clients					X	
<b>12 Date of Engagement</b>	COC/HUD Street Outreach Programs	All Clients	X					
<b>13 Financial Assistance Provided</b>	HPRP Programs	All Clients		X				X
<b>14 Housing Relocation and Stabilization Services Provided</b>	HPRP Programs	All Clients		X		X		
<sup>1</sup> CoC/HUD Competitive Programs include the Supportive Housing Program (SHP), Shelter Plus Care, and the Section 8 Moderate Rehabilitation for Single Room Occupancy Dwellings (SRO) Program. <sup>2</sup> Only collected at least once every three months if the period between program entry and exit exceeds three months. <sup>3</sup> Only collected at least once annually if the period between program entry and exit exceeds one year.								

Exhibit 1-4: Additional Program-Specific Data Elements: Optional Data Elements										
Data Standards	Program Applicability	Subjects					When Collected			
	Optional for All CoC Programs	All Clients	All Clients or All Adults and Unaccompanied Youth	All Females of Child-bearing Age	All Veterans	All Children	Every Entry	At Least Once Annually during Program Enrollment <sup>1</sup>	When Services Provided	Every Exit
15A Employment	X		X				X	X		X
15B Education	X		X				X	X		X
15C General Health Status	X		X				X	X		X
15D Pregnancy Status	X			X			X			
15E Veteran's Information	X				X		X			
15F Children's Education	X					X	X	X		X
15G Reasons for Leaving	X	X								X
15H Services Provided	X								X	

<sup>1</sup> Only collected at least once annually if the period between program entry and exit exceeds one year.

## **2. Program Descriptor Data Elements**

This section describes the data to be recorded about each Continuum of Care (CoC) Program (homeless assistance or HPRP homelessness prevention program) in the CoC jurisdiction and updated in the HMIS at least annually. With few exceptions (specified in this section), the CoC must collect program information in the HMIS on all CoC Programs within its jurisdiction, regardless of whether the program participates in the HMIS. Homeless assistance and HPRP homelessness prevention programs that operate in multiple CoCs must be established as distinct programs within each CoC's HMIS.

The general purpose of these requirements is to ensure that the HMIS is the central repository of information about homelessness in the CoC, including information about programs and clients. In prior Notices of Funding Availability (NOFAs), CoCs have been asked to report these data without necessarily having an information system designed to track and process the information.

Including Program Descriptor data in the HMIS ensures that uniform information about each CoC Program is available to: 1) complete required reports including the Annual Performance Report (APR), Quarterly Performance Reports (QPR) for HPRP funded programs, the Annual Homeless Assessment Report (AHAR), and the Housing Inventory that is part of a CoC's annual funding application; 2) track bed utilization; 3) calculate rates of HMIS participation; and 4) monitor data quality. Complete program descriptor information also enhances the HMIS as a tool for supporting information and referral services.

The Program Descriptor Data elements are:

- 2.1. Organization Identifier
- 2.2. Organization Name
- 2.3. Program Identifier
- 2.4. Program Name
- 2.5. Direct Service Code
- 2.6. Site Information
- 2.7. Continuum of Care Number

- 2.8. Program Type Code
- 2.9. Bed and Unit Inventory Information
- 2.10. Target Population A
- 2.11. Target Population B
- 2.12. Method for Tracking Residential Program Occupancy
- 2.13. Grantee Identifier

## 2.1 Organization Identifier

*Rationale:* To uniquely identify an organization that operates a CoC Program within the CoC.

*Data Source:* Automatically generated by the HMIS software.

*When Data are Collected:* The Organization Identifier is assigned once for each organization. An Organization Identifier must be associated with each CoC Program operated by the organization.

*Subjects:* All organizations operating a CoC Program within the CoC.

*Definitions and Instructions:* A unique Organization Identifier needs to be assigned to each distinct organization that operates a CoC Program. There is no specified format for this data element. The Organization Identifier can be a randomly generated number or some other code as long as each organization receives a distinct identifier that is consistently associated with that organization.

*Required Response Categories:*

Program Descriptor Data Element	
2.1 Organization Identifier	Response Categories
	A unique Organization Identifier needs to be assigned to each distinct organization that operates a CoC Program. There is no specified format for this data element.

*Special Issues:* None.

*Changes from Previous Notice:* This is a new data element.

## 2.2 Organization Name

*Rationale:* To identify the name of each organization that operates a CoC Program within the CoC. The organization name must be listed on a CoC's Housing Inventory (if applicable) and on the HUD APR (and, if applicable, QPR) for programs receiving HUD homeless assistance or HPRP homelessness prevention funding.

*Data Source:* HMIS Lead Agency.

*When Data are Collected:* Data is collected once for each organization but must be reviewed annually to ensure that it is up to date.

*Subjects:* All organizations operating a CoC Program within the CoC.

*Definitions and Instructions:* Record the organization name.

*Required Response Categories:*

Program Descriptor Data Element	
2.2 Organization Name	Response Categories
	An Organization Name needs to be identified for each distinct organization that operates a CoC Program.

*Special Issues:* It is recommended that Organization Name and Program Name (Program Descriptor Data Element 2.4) for each CoC agency and program be standardized across all HUD-related information gathering and reporting activities (APR and *e-snaps* Housing Inventory). Generally, use of an organization's legal name will achieve this consistency. CoCs may institute naming conventions to ensure that the HMIS captures consistent and standardized names for organizations and programs referenced in the *e-snaps* system and in individual project APRs and QPRs. It is recommended that HMIS software also track aliases for Organization Name, in order to ensure that the organization can be located in the system based on names that users will recognize.

*Changes from Previous Notice:* This is a new data element; however, most communities already store this information in HMIS.

## 2.3 Program Identifier

*Rationale:* To uniquely identify each CoC Program within the CoC.

*Data Source:* Automatically generated by the software at the time the program is created in the HMIS.

*When Data are Collected:* The Program Identifier is assigned once for each CoC Program. The Program Identifier must be associated automatically with each client for each service record.

*Subjects:* All programs.

*Definitions and Instructions:* A unique Program Identifier needs to be assigned to each distinct CoC Program. There is no specified format for this data element. The Program Identifier can be a randomly generated number or some other code as long as each program receives a distinct identifier that is consistently associated with that program. All other program descriptor data elements must be associated with the Program Identifier.

*Required Response Categories:*

Program Descriptor Data Element	
2.3 Program Identifier	Response Categories
	A unique Program Identifier needs to be assigned to each distinct CoC Program. There is no specified format for this data element.

*Special Issues:* None.

*Changes from Previous Notice:* This is a new data element. The Program Identification Information data element in the 2004 Notice will no longer be used for HUD reporting purposes.

## **2.4 Program Name**

*Rationale:* To identify the name of each CoC Program within the CoC. This can be used within the software to associate a client with a program. This name must be listed on a CoC's Housing Inventory (if applicable), on the HUD APR for programs receiving HUD homeless assistance funding and on the HUD QPR for programs receiving HPRP funding.

*Data Source:* HMIS Lead Agency or program staff.

*When Data are Collected:* Data is collected once for each CoC Program but must be reviewed annually to ensure that it is up to date.

*Subjects:* All programs.

*Definitions and Instructions:* Record the program name.

*Required Response Categories:*

Program Descriptor Data Element	
2.4 Program Name	Response Categories
	A unique Program Name must be recorded to each distinct CoC Program.

*Special Issues:* It is recommended that Program Name and Organization Name for each CoC agency and program be standardized across all HUD-related information gathering and reporting activities (APR and *e-snaps* Housing Inventory). CoCs may institute naming conventions to ensure that the HMIS captures consistent and standardized names for organizations and programs referenced in the *e-snaps* system and in individual project APRs and QPRs. It is recommended that HMIS software also track aliases for Program Name, in order to ensure that the organization can be located in the system based on names that users will recognize.

*Changes from Previous Notice:* This is a new data element; however, most communities already store this information in HMIS.

## **2.5 Direct Service Code**

*Rationale:* To differentiate CoC Programs in the HMIS that provide direct services from organizations that do not provide direct services (such as HMIS Lead Agencies, organizations that oversee or support CoC Programs, or software solution providers). The Direct Service Code has been added so that all client-level HMIS records are linked to a specific direct service program.

*Data Source:* HMIS Lead Agency.

*When Data are Collected:* The Direct Service code is assigned retroactively for all CoC Programs currently participating in HMIS and needs to be assigned for new CoC Programs before data are associated with them.



*Subjects:* All programs.

*Definitions and Instructions:* If clients can directly enroll in the program then the Direct Service code is ‘Yes.’ If the program does not enroll clients directly, then the Direct Service code is ‘No.’ CoC Programs that provide direct services to clients but do not have a formal enrollment process or period (e.g. 2-1-1 Information & Referral programs, street outreach, drop-in or day resource centers, food pantries, or other supportive services) should code ‘Yes.’

*Required Response Categories:*

Program Descriptor Data Element	
2.5. Direct Service Code	Response Categories
	0 = No 1 = Yes

*Special Issues:* Software must be programmed so that only programs with ‘Yes’ in the Direct Service field can enter information about client stays or service encounters into HMIS.

*Changes from Previous Notice:* This is a new data element.

## **2.6 Site Information**

*Rationale:* To describe the overall program configuration and the facility where the CoC Program provides most housing and/or services (i.e. the principal program service site) within the CoC.

*Data Source:* HMIS Lead Agency.

*When Data are Collected:* Data is collected once for each CoC Program but must be reviewed annually to ensure that it is up to date.

*Subjects:* All programs.

*Definition and Instructions:* Site information is collected at the program- and site-level. For each CoC Program, record the program site configuration type in accordance with the guidance below. For the principal program service site within the CoC, or the site where the greatest level of housing or services are provided, record: 1) the site address, 2) geocode, 3) site type, and 4) housing type.

*2.6A Program Site Configuration Type.* For the overall program, record the site configuration type as follows:

1. Single site, single building. Housing units (or service encounters) are at one site, in a single structure.
2. Single site, multiple buildings. Housing units (or service encounters) are at one site, in multiple structures (e.g., single apartment complex with multiple buildings and program units in two or more buildings).
3. Multiple sites. Housing units (or service encounters) are at multiple sites (e.g., scattered-site housing, outreach).

*2.6B Site Address.* For the principal program service site, record the street address, city, state and zip code. Victim service providers are exempt from recording address information. Programs without a principal program service site (e.g., mobile programs such as street outreach and scattered-site housing programs) should record the address of their administrative office.

*2.6C Geocode.* For the principal program service site, record the geocode associated with the geographic location of the site. HUD provides a list of geocodes as part of the annual CoC application process. Geocodes must be updated annually. Mobile programs (e.g., street outreach) should record the Geocode based on the location of their administrative office. Scattered-site housing programs should record the Geocode where the majority of beds are located or where most beds are located as of the last inventory update.

*2.6D Site Type.* For the principal program service site, record the site type as follows:

1. Non-residential: services only. The program only provides supportive services and does not provide overnight accommodations.
2. Residential: special needs and non-special needs. Residential housing (i.e., site that provides overnight accommodation) is located within a

building or complex that houses *both* persons with special needs—e.g., homeless or formerly homeless persons, persons with substance abuse problems, persons with mental illness, or persons with HIV/AIDS—and persons without any special needs.

3. Residential: special needs only. Residential housing is located within a building or complex that houses only persons with special needs—e.g., homeless or formerly homeless persons, persons with substance abuse problems, persons with mental illness, persons with HIV/AIDS, persons with a physical disability, and/or elderly persons.

*2.6E Housing Type.* For the principal program service site, record the appropriate housing type. Non-residential programs should select “Not applicable: non-residential program.”

1. Mass shelter/barracks. Multiple individuals and/or family households sleep in a large room with multiple beds.
2. Dormitory/hotel/motel. Most individuals and/or families share small to medium sized sleeping rooms or have private sleeping rooms. Persons may or may not share a common kitchen, common bathrooms, or both.
3. Shared housing. Most individuals and/or families reside in one or more shared housing units that house up to 8 individuals or 4 families. Each unit includes a kitchen and bath. Each family generally has a private sleeping room, though more than one individual may share sleeping space.
4. Single Room Occupancy (SRO) units. Most individuals reside in a private unit with a sleeping/living room intended for one occupant that contains no sanitary facilities or food preparation facilities, or contains either, but not both, types of facilities.
5. Single apartment (non-SRO) units. Most individuals and/or families reside in a self-contained apartment intended for one individual or family household that includes a private kitchen and bath.

6. Single homes/townhouses/duplexes. Most individuals and/or families reside in a self-contained home/townhouse/duplex intended for one individual or family household.
7. Not applicable: non-residential program. The program does not offer residential services to clients.

*Required Response Categories:*

Program Descriptor Data Element	
2.6 Site Information	Response Categories
Program Site Configuration Type	1 = Single site, single building
	2 = Single site, multiple buildings
	3 = Multiple sites
Site Address	Address
	City
	State (two-letter state abbreviation)
	Zip code (5-digit numeric code)
Geocode	Numeric geocode format
Site Type	1 = Non-residential: services only
	2 = Residential: special needs and non-special needs
	3 = Residential: special needs only
Housing Type	1 = Mass shelter/barracks
	2 = Dormitory/hotel/motel
	3 = Shared housing
	4 = Single Room Occupancy (SRO) units
	5 = Single apartment (non-SRO) units
	6 = Single homes/townhouses/duplexes
	7 = Not applicable: non-residential program

*Special Issues:* Programs may choose to record the Site Information data element for each site or facility operated by the program. For example, if a single emergency shelter program operates two mass shelter facilities, the program may choose to record site information for two sites. The HMIS must have the capability of allowing programs to enter site information for multiple sites.

Programs that are physically located in multiple CoCs must be recorded as distinct programs within each CoC's HMIS.

*Changes from Previous Notice:* These data elements have been added to allow CoCs to use the HMIS to produce a Housing Inventory, Annual Performance Reports and local submissions for the Annual Homeless Assessment Report (AHAR). The site address and geocode replaces the FIPS code requirement that was part of the Program Identifier code in the 2004 Notice.

## **2.7 Continuum of Care Number**

*Rationale:* To associate each CoC Program with a CoC for HUD reporting purposes.

*Data Source:* HMIS Lead Agency.

*When Data are Collected:* The CoC number is collected once for each CoC Program but must be reviewed annually and updated if there are changes to the CoC.

*Subjects:* All programs that directly serve clients.

*Definitions and Instructions:* Each CoC Program is assigned a designated HUD CoC number.

*Required Response Categories:*

Program Descriptor Data Element	
2.7 Continuum of Care Code	Response Categories
	HUD-assigned CoC Number

*Special Issues:* Programs that are located in more than one CoC must either establish separate programs in the HMIS for each CoC (if one HMIS covers multiple CoCs) such that each HMIS program is only associated with a single CoC or establishes separate programs in each CoC's HMIS,.

*Changes from Previous Notice:* The CoC number was previously included as part of the Program Identification Number and is now treated as a separate data element.

## **2.8 Program Type Code**

*Rationale:* To associate each CoC Program with the specific type of service offered.

*Data Source:* HMIS Lead Agency.

*When Data are Collected:* This data element is collected once for each CoC Program but it must be reviewed annually and updated when program types change.

*Subjects:* All programs.

*Definitions and Instructions:* Select the *one* response category that best describes the program. If multiple distinct services (e.g., emergency shelter and follow-up rental assistance) are offered, each component should be treated as a separate program in the HMIS.

*Required Response Categories:*

Program Descriptor Data Element	
2.8 Program Type Code	Response Categories
	1 = Emergency Shelter
	2 = Transitional Housing
	3 = Permanent Supportive Housing
	4 = Homeless Outreach
	5 = Homelessness Prevention and Rapid Re-Housing
	6 = Services Only program
	7 = Other
	8 = Safe Haven
	9 = Permanent Housing (e.g., Mod Rehab SRO, subsidized housing without services)

*Special Issues:* Programs funded in 2009 by HUD’s Rapid Re-housing Demonstration program must select 2: Transitional Housing. HPRP funded programs must select 5: Homelessness Prevention and Rapid Re-Housing.

*Changes from Previous Notice:* Program Type was previously included as part of the Program Identification Information data element. It is now treated as a separate data element. Two response categories (Safe Haven and Permanent Housing) have been added. The “Outreach” response category has been changed to “Homeless Outreach,” and the “Homeless Prevention” response category has been changed to “Homelessness Prevention and Rapid Re-Housing.”

## **2.9 Bed and Unit Inventory Information**

*Rationale:* To record inventory information for each residential CoC Program in order to produce Housing Inventory data for the CoC application and the AHAR.

*Data Source:* HMIS Lead Agency or program staff.

*When Data are Collected:* At least annually, or whenever inventory information changes.

*Subjects:* All residential homeless assistance programs.

*Definitions and Instructions:* One or more Bed and Unit Inventory Information records must be established for each program. Historical values are needed for the inventory in order to generate reports that relate to various reporting periods. These fields must be transactional, meaning they need to be able to record multiple values over time along with the date that the information changed.

An HMIS may track the data in a variety of ways as long as historical data is maintained, the Housing Inventory for the CoC application can be produced, and inventory data can be mapped to the linked inventory data elements described in this section. Data can be collected annually, as long as the data reflects the changes in inventory over the course of the year, rather than at only a single point in time. The inventory history should reflect changes in standard program 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 program decision to target beds to a different household type; or changes in HMIS participation as a standard practice. neglects to enter HMIS data on clients using the bed.

The inventory data elements are: Household Type, Bed Type, Availability, Bed Inventory, Unit Inventory, Inventory Start Date, Inventory End Date, HMIS Participating Beds, HMIS Participation Start Date, and HMIS Participation End Date. Permanent supportive housing programs must also record the Chronic Homeless Bed inventory.

Records must be established for each program depending on the combination of Household Types served, Bed Types, and Availability as described in 2.9A, 2.9B, and 2.9C. A program that serves both households without children and households with children will have at least two Bed and Unit Inventory information records in order to track inventory information by household type. If a program provides different types of beds (e.g., year-round and seasonal) then a separate record is established for each bed type. For example, a program 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.

The bed inventory includes the *total* number of beds for each household type, bed type, and the availability of those beds throughout the year. For example, if a program has 50 year-round facility-based beds as of October 1, 2008, the inventory record should reflect 50 year-round beds. If 50 new year-round facility-based beds are added on January 1, 2009, an end date of December 31, 2008 should be recorded and a new record should be created with a total inventory of 100 year-round facility-based beds and a start date of January 1, 2009. If a year-round program closes, the Bed and Unit Inventory information record must be updated to show an end date equal to the last date of program operation.

If a seasonal program has a change in bed/unit inventory capacity, a new record must be established with the bed/unit inventory revised to reflect the new capacity. The start date must be the date when the new beds are available. For example, a program has 100 seasonal facility-based beds that are available January 1 through March 31, with an additional 50 seasonal facility-based beds available starting February 1 and ending March 31. The program must enter a Bed and Unit Inventory Information record showing 100 seasonal facility-based beds with the start date of January 1 and an end date of January 31. A new Bed and Unit Inventory information record would then be entered for the program with an inventory of 150 seasonal facility-based beds, a start date of February 1, and an end date of March 31.

For HMIS participation, programs must report the total number of beds participating (or covered) in HMIS. For any residential homeless program, a bed is considered a “participating HMIS bed” if the program makes a reasonable effort to record all universal data elements on all clients served in that bed and discloses that information through agreed upon means to the HMIS Lead Agency at least once annually. If a program is only reporting data for clients staying in a portion of its beds, then only that portion of the beds must be counted as participating in HMIS. Non-contributory homeless assistance programs (see Section 1.4 for definitions) must enter “0” in the HMIS participating beds field.



*2.9A Household Type.* This data element describes the household type served by beds and units counted in the Bed and Unit Inventory Information data elements. If some or all beds and units are not designated exclusively for a particular type of household, then record the household type most frequently served by the associated beds and units. For purposes of this data element, persons 18 and over are considered adults and persons under 18 are children. Record the household type for the associated beds and units as follows:

1. *Households without children.* Beds and units are intended for households with adults only. This includes households composed of unaccompanied adults and multiple adults.
2. *Households with children.* Beds and units are intended for households with (at least) one adult and one child, or households with an unaccompanied youth only, or households with multiple children only (e.g., juvenile parent and child).

*2.9B Bed Type.* The Bed Type describes the type of program beds based on whether beds are: located in a residential homeless assistance program facility (including cots or mats); provided through a voucher with a hotel or motel; other types of beds. Record the bed type as follows:

1. *Facility-based.* Beds (including cots or mats) are located in a residential homeless assistance facility dedicated for use by persons who are homeless.
2. *Voucher.* Beds are located in a hotel or motel and made available by the homeless assistance program through vouchers or other forms of payment.
3. *Other.* Beds are located in a campground, church, or other facility not dedicated for use by persons who are homeless

*2.9C Availability.* Describes the availability of beds based on whether beds are available on a planned basis year-round or seasonally (during a defined period of high demand), or on an ad hoc or temporary basis as demand indicates. Record the availability as follows:

1. *Year-round.* Beds are available on a year-round basis.

2. *Seasonal (Emergency Shelters Only)*. Beds/units are available on a planned basis, with set start and end dates, during an anticipated period of higher demand.
3. *Overflow (Emergency Shelters Only)*. Beds/units are available on an ad hoc or temporary basis during the year in response to demand that exceeds planned (year round or seasonal) bed capacity

*2.9D Bed Inventory*. The bed inventory data element is an integer that tracks the total number of beds available for occupancy as of the inventory start date (see 2.9G). Programs that serve a mixed population without a fixed number of beds per household type should divide the beds based on average utilization. For example, a program has 100 beds that could be used by either households without children or households with children. If one-half of the households are without children on an average night, then the program enters two separate Bed and Inventory Records for the 50 beds for households without children and for the 50 beds for households with children. Programs that only have units (no fixed number of beds) can use a multiplier factor to estimate the number of beds (e.g., a program with 30 family units and an average family size of 3 = 90 beds).

*2.9E Chronic Homeless Bed Inventory (Permanent Supportive Housing Programs Only)*. The chronic homeless bed inventory data element is an integer that tracks the total number of beds available for occupancy for chronically homeless persons as of the inventory start date recorded in 2.1.9G. A chronically homeless bed is a bed that is readily available and targeted to chronically homeless persons. The number of beds for chronically homeless persons is a subset of the total permanent supportive housing bed inventory for a given program and must be equal to or less than the total bed inventory.

*2.9F Unit Inventory*. The unit inventory data element is an integer that tracks the total number of units available for occupancy as of the inventory start date recorded in 2.1.9G. Programs that do not have a fixed number of units (e.g., a congregate shelter program) may record the bed inventory, the number of residential facilities operated by the program, or the number of rooms used for overnight accommodation as the unit integer.

*2.9G Inventory Start Date.* The inventory start date is the date when the bed and unit inventory information first applies. This may represent the date when a change in household type, bed type, availability, bed inventory or unit inventory occurs for a given program.

*2.9H Inventory End Date.* The inventory end date is the date when the Bed and Unit inventory information as recorded is no longer applicable (i.e. the day after the last night when the record is applicable). This may be due to a change in household type, bed type, availability, bed inventory or unit inventory. For seasonal beds, this should reflect the projected end date for the seasonal bed inventory.

*2.9I HMIS Participating Beds.* This data element is an integer that tracks the total number of beds participating in HMIS as of the HMIS participation start date recorded in 2.9J. For programs that serve a mixed population without a fixed number of beds per household type, record participating beds according to instructions provided in 2.9D.

*2.9J HMIS Participation Start Date.* This is the date when the HMIS participating bed information first applies (i.e., the date when a change in the number of HMIS participating beds occurs for a program's Bed and Unit inventory record). The HMIS Participation Start Date is the earliest program entry date that could be associated with a client using the bed or unit.

*2.9K HMIS Participation End Date.* The HMIS participation end date is the date when the HMIS Participation information record is no longer applicable (i.e. the day after the last night when the number of HMIS participating beds is applicable for a program's Bed and Unit Inventory record),

*Required Response Categories:*

Program Descriptor Data Element	
2.9 Bed and Unit Inventory Information	Response Categories
Household Type	1 = Households without children
	2 = Households with children
Bed Type	1 = Facility-based
	2 = Voucher
	3 = Other
Availability	1 = Year-round
	2 = Seasonal
	3 = Overflow
Bed Inventory	Integer
CH Bed Inventory (PSH Only)	Integer
Unit Inventory	Integer
Inventory Start Date	___ / ___ / ____ (Month) (Day) (Year)
Inventory End Date	___ / ___ / ____ (Month) (Day) (Year)
HMIS Participating Beds	Integer
HMIS Participation Start Date	___ / ___ / ____ (Month) (Day) (Year)
HMIS Participation End Date	___ / ___ / ____ (Month) (Day) (Year)

*Special Issues:* These data may also be collected separately for distinct sites within a program, as long as they can be aggregated to the program level.

Programs may choose to create a separate Bed and Unit Inventory Information record to track inventory under development. In such instances, a projected start date for a new or expanded program may be tracked by recording the total beds and units expected along with a future start date.

The number of beds participating in HMIS must not exceed the total number of corresponding beds recorded in the Bed and Unit Inventory Information record at any point in time. Beds must only be recorded as participating if they meet the definition of HMIS participation as described in Section 1.4.

Programs that target certain populations are advised that nothing in these standards allow for circumventing fair housing laws.

*Changes from Previous Notice:* Although this information has been collected in the past in order to develop the Housing Inventory for the CoC application, it was not required in the 2004 Notice.

## **2.10 Target Population A (Optional)**

*Rationale:* This information may be used to track bed utilization and service gaps.

*Data Source:* HMIS Lead Agency.

*When Data are Collected:* At least annually, or whenever inventory information changes.

*Subjects:* All residential homeless assistance programs.

*Definitions and Instructions:* Record the appropriate Target Population served by the program. Select only one response. A population is considered a "target population" if the program is designed to serve that population and at least three-fourths of the clients served by the program fit the target group descriptor.

*Response Categories:*

Program Descriptor Data Element		
2.10 Target Population A	Response Categories	Definition
Target Population Type	1 = SM	Single Males (18 years and older)
	2 = SF	Single Females (18 years and older)
	3 = SMF	Single Males and Females (18 years and older)
	4 = CO	Couples Only, No Children
	5 = SM+HC	Single Males and Households with Children
	6 = SF+HC	Single Females and Households with Children
	7 = HC	Households with Children
	8 = YM	Unaccompanied Young Males (under 18)
	9 = YF	Unaccompanied Young Females (under 18)
	10 = YMF	Unaccompanied Young Males and Females (under 18)
	11 = SMF+HC	Single Male and Female and Households with Children

*Special Issues:* None

*Changes from Previous Notice:* Although this information has been collected in the past in order to develop the Housing Inventory for the CoC application, it was not included as a required HMIS data element in the 2004 Notice.

## **2.11 Target Population B**

*Rationale:* To allow HMIS to produce the Housing Inventory data for the for the annual CoC application to HUD.

*Data Source:* HMIS Lead Agency.

*When Data are Collected:* At least annually, or whenever inventory information changes.

*Subjects:* All residential homeless assistance programs.

*Definitions and Instructions:* Record the appropriate Target Population B served by the program. Select only one response. If a residential homeless assistance program does not target one of these populations, select "NA: Not Applicable." A population is considered a "target population" if the program is designed to serve that population and at least three-fourths of the clients served by the program fit the target group descriptor.

1. DV: Domestic Violence victims. The program targets persons who have experienced domestic violence.
2. VET: Veterans. The program targets veterans.
3. HIV: Persons with HIV/AIDS. The program targets persons with HIV/AIDS.
4. NA: Not Applicable. The program does not target domestic violence victims, veterans, or persons with HIV/AIDS.

*Required Response Categories:*

Program Descriptor Data Element	
2.11 Target Population B	Response Categories
Target Population Type	1 = DV: Domestic Violence victims
	2 = VET: Veterans
	3 = HIV: Persons with HIV/AIDS
	4 = NA: Not Applicable

*Special Issues:* None

*Changes from Previous Notice:* Although this information has been collected in the past in order to develop the Housing Inventory for the CoC application, it was not required in the 2004 notice.

## **2.12 Method for Tracking Residential Program Occupancy**

*Rationale:* This data element is needed to identify the method for accurately calculating program utilization and length of stay.

*Data Source:* HMIS Lead Agency.

*When Data are Collected:* Annually.

*Subjects:* All residential homeless assistance programs.

*Definitions and Instructions:* Record the method used to track the actual nights that a client stays in a program. The standard method for residential homeless assistance programs that complete APRs must be based on a comparison of program entry and exit dates. A residential program that is not required to produce an APR may alternatively

use a bed management tool or service transaction approach to report the number of persons receiving shelter/housing on a particular night.

*Required Response Categories:*

Program Descriptor Data Element	
2.12 Method for Tracking Residential Program HMIS Utilization	Response Categories
	0 = Program Entry and Exit Date Comparison 1 = Bed Management Model 2 = Service Transaction Model

*Special Issues:* Taken together, the Program Entry Date and Program Exit Date may be used for tracking length of stay in homeless assistance programs. However, tracking length of stay using these two data elements can be problematic for some programs, especially large shelter programs that experience a high degree of client turnover on a nightly basis. Two alternative methods for tracking length of stay are described below. Note that the Program Entry and Program Exit Date Comparison method must be used by residential programs receiving HUD homeless assistance funding to determine length of stay for APR reporting.

***Bed Management Model.*** If the software bed management functionality can store historical information on the actual night(s) of occupancy separately for each client, bed management modules can be used as an alternative to program entry and exit dates for programs that are not required to produce an APR to track the actual nights a client stays in a residential program. For instance, a seasonal emergency shelter might enroll a client in a program using the Program Entry Date the first time the person stays in the shelter. The program might then prefer to track the actual nights the person stayed throughout the season using a bed management module, rather than entering and exiting the individual every time the person left the program. At the end of the season, or after a specified period of non-attendance, the person would be exited from the program designating a Program Exit Date.

Bed management systems used to track actual lengths of stay for residential programs must: 1) assign a bed to a specific person; 2) restrict each bed to one person, such that a bed cannot be assigned to more than one person at any given time; 3) maintain



historical bed utilization data for reporting purposes; and 4) provide a mechanism to aggregate distinct nights stayed to calculate each client's total length of stay in the program. If using a bed management system to track shelter stays, the program must record every night of shelter stayed for every client served, mirroring the requirements for program entry and exit date.

***Service Transaction Model.*** Programs may use a similar approach to tracking nights of shelter provided using a service transaction approach, where each night of shelter is listed as a shelter service provided to the client wherever “services received” are recorded. The service transaction model is acceptable if: 1) the program records every discrete night (or series of nights) that residential services are recorded; 2) the system maintains historical data on the residential service provided; and 3) the duration of each residential stay can be accurately determined and aggregated to calculate each client's total length of stay in the program. If using a service transaction approach to track shelter stays, the program must record residential services mirroring the requirements for program entry and exit date.

*Changes from Previous Notice:* This is a new data element.

## **2.13 Grantee Identifier**

***Rationale:*** To uniquely identify HPRP grantees and subgrantees that receive funding under the American Recovery and Reinvestment Act of 2009. HPRP state and local government grantees may select one or more organizations (called “subgrantees”) to administer HPRP-funded programs. All subgrantees of a federal HPRP grantee must identify their projects with the original state or local grantee identifier as assigned by HUD.

***Data Source:*** HPRP grantee or subgrantee.

***When Data Are Collected:*** Data is collected once for each HPRP program but must be reviewed annually to ensure that it is up to date.

***Subjects:*** All HPRP programs

*Definition and Instructions:* A unique Grantee Identifier must be assigned to each distinct organization that receives a HPRP subgrant awarded for HPRP homelessness prevention or homeless assistance. All subgrantees of the source grantee will receive the same Grantee Identifier as the federal grantee. The Grantee Identifier is the federal grant or other identifying number assigned by HUD.

*Required Response Categories:*

Program Descriptor Data Element	
2.13 Grantee Identifier	Response Categories
	Integer

### **3. Universal Data Elements**

The Universal Data elements establish the baseline data collection requirements for all Contributory CoC Programs. HUD carefully weighed the reporting burden of the universal data elements against the importance of the information for producing meaningful local and federal reports. Of special concern to HUD was the reporting burden for programs that register large numbers of applicants on a daily basis, with little time to collect information from each applicant. As a result, the number of Universal Data elements was kept to a minimum.

The Universal Data standards are the basis for producing unduplicated estimates of the number of homeless people accessing services from homeless assistance providers, basic demographic characteristics of people who are homeless, and patterns of service use, including information on shelter stays and homelessness episodes over time. The universal data elements are:

- 3.1 Name
- 3.2 Social Security Number
- 3.3 Date of Birth
- 3.4 Race
- 3.5 Ethnicity
- 3.6 Gender
- 3.7 Veteran Status
- 3.8 Disabling Condition
- 3.9 Residence Prior to Program Entry
- 3.10 Zip Code of Last Permanent Address
- 3.11 Housing Status
- 3.12 Program Entry Date
- 3.13 Program Exit Date
- 3.14 Unique Person Identification Number
- 3.15 Household Identification Number

Data elements 3.1 through 3.11 require that staff from a CoC Program enter information provided by a client into the HMIS database. Data elements 3.1 to 3.6 only need to be collected the first time an individual uses a particular CoC Program or, where HMIS data are shared among providers in a CoC, the first time an individual uses a program offered by any provider in that community. If some of this information is not collected the first time a client accesses services or is later found to be inaccurate, it may be added or corrected subsequently. Data elements 3.7 to 3.11 may need to be updated in the course of subsequent client contacts as this information can change over time. The new information should be captured without overwriting the information collected previously.

Data elements 3.12 (*Program Entry Date*) and 3.13 (*Program Exit Date*), are entered by staff (or computer-generated) every time a client enters or leaves a program. Elements 3.14 (*Unique Person Identification Number*) and 3.15 (*Household Identification Number*) are automatically generated by the data collection software, although staff inquiries are essential for the proper generation of these elements.

For each Universal Data element, response categories are provided. For any data element, programs may choose to capture more detailed information as long as this information can be exactly mapped to the required response categories described in this section. Most data elements include a “Don’t Know” or “Refused” response category. These are considered valid responses if the client does not know or the client refuses to respond to the question. It is not HUD’s intention that clients be denied service if they refuse or are unable to supply the information; however, some information may be required by programs or private funders to determine eligibility for housing or services, to assess needed services, or to fulfill reporting requirements. The “Don’t Know” or “Refused” responses should not be used to indicate that the case manager or data entry person does not know the client’s response.

All Universal Data elements must be obtained from each adult and unaccompanied youth who applies for a homeless assistance service, with the exception of 3.7 *Veteran Status*. Most universal data elements are also required for children under 18 years of age. Where a group of persons apply for services together (as a household or family), information about any children under the age of 18 can be provided by the household head who is

applying for services. The children do not need to be present at the time the household head applies for services. However, information should not be recorded for children under age 18 if it is indicated that these children will not be entering the program on the same day as the household head. Information for these children should be recorded when the children join the program. Information on any other adults (18 years of age or older) who are applying for services as part of the household will be obtained directly from that adult. Generally, one adult should not provide information for another adult.

### **3.1 Name**

*Rationale:* The first, middle, last names, and suffix should be collected to support the unique identification of each person served.

*Data Source:* Client interview or self-administered form.

*When Data are Collected:* Upon initial program entry or as soon as possible thereafter.

*Subjects:* All clients.

*Definitions and Instructions:* Four fields should be created in the HMIS database to capture the client's full first, middle, and last names and any suffixes (e.g., John David Doe, Jr.). Programs should seek to obtain legal names only and avoid aliases or nicknames.

*Required Response Categories:*

Universal Data Element		
3.1 Name	Response Categories	Examples
<b>Name</b>	First, Middle, Last, Suffix	John David Doe, Jr.

*Special Issues:* None.

*Changes from Previous Notice:* None.

### **3.2 Social Security Number**

*Rationale:* The collection of a client's Social Security Number (SSN) and other personal identifying information is required for *two* important reasons. First, unique identifiers are key to producing an accurate, unduplicated local count of homeless persons accessing

services covered by HMIS. This is particularly critical in jurisdictions where CoC providers do not share data at the local level and are, therefore, unable to use a *Unique Person Identification Number* to de-duplicate (at intake) across all the programs participating in the CoC's HMIS. Where data are not shared, CoCs must rely on a set of unique identifiers to produce an unduplicated count in the central server once the data are sent to the HMIS Lead Agency. Name and date of birth are useful unique identifiers, but these identifiers alone do not facilitate as accurate an unduplicated count of homeless persons as the SSN since names change and people share the same date of birth. Where data are shared across programs, the SSN greatly improves the process of identifying clients who have been served and allows programs to de-duplicate upon program entry. Second, an important Congressional goal is to increase the use of mainstream programs by homeless persons. To achieve this goal, homeless service providers need the SSN along with the other personal identifiers in order to access mainstream services for their clients.

*Data Source:* Interview or self-administered form.

*When Data are Collected:* Upon initial program entry or as soon as possible thereafter.

*Subjects:* All clients.

*Definitions and Instructions:* In one field, record the nine-digit Social Security Number. In another field, record the appropriate SSN type (data quality code).

*Required Response Categories:*

Universal Data Element		
3.2 Social Security Number	Response Categories	Examples
<b>Social Security Number</b>	____ - ____ - ____	(123-45-6789)
<b>Social Security Number Type</b>	1 = Full SSN Reported	123-45-6789
	2 = Partial SSN Reported	123-4_-____
	8 = Don't Know or Don't have SSN	
	9 = Refused	

*Special Issues:* Although the HMIS application's data entry form may include hyphens or back slashes within the SSN to improve readability, one alphanumeric field without hyphens should be created within the HMIS database. Ideally, if only a partial SSN is

recorded, the database should fill in the missing numbers with blanks so that the numbers provided are stored in the correct place of the Social Security Number. (For example, if only the last four digits of the SSN, “123456789” are given, it should be stored as “\_ \_ \_ \_ 6789” and if only the first three digits are provided, it should be stored as “123\_ \_ \_ \_ \_”). This will allow maximum matching ability for partial SSNs.

Under federal law (5 U.S.C. Section 552a), a government agency cannot deny shelter or services to clients who refuse to provide their SSN, unless the requirement was in effect before 1975 or SSN is a statutory requirement for receiving services from the program. No HUD-administered McKinney-Vento Act program qualifies under this exception.

*Changes from Previous Notice:* None.

### **3.3 Date of Birth**

*Rationale:* The date of birth can be used to calculate the age of persons served at time of program entry or at any point in receiving services. It will also support the unique identification of each person served.

*Data Source:* Client interview or self-administered form.

*When Data are Collected:* Upon initial program entry or as soon as possible thereafter.

*Subjects:* All clients.

*Definitions and Instructions:* Collect the month, day, and year of birth for every person served. If a client cannot remember the year of birth, ask the person’s age and calculate the approximate year of birth. If a client cannot remember the month or day of birth, record an approximate date of “01” for month and “01” for day. CoCs that already have a policy of entering another approximate date may continue this policy. Approximate dates for month and day will allow calculation of a person’s age within one year of their actual age. In another field, record the appropriate date of birth type (data quality code).

*Required Response Categories:*

Universal Data Element		
3.3 Date of Birth	Response Categories	Examples

<b>Date of Birth</b>	__/__/____ (Month) (Day) (Year)	(08/31/1965)
<b>Date of Birth Type</b>	1 = Full DOB Reported	
	2 = Approximate or Partial DOB Reported	
	8 = Don't Know	
	9 = Refused	

*Special Issues:* One date-format field for birth dates should be created in the HMIS database.

*Changes from Previous Notice:* The responses “Don’t Know” and “Refused” have been added as response categories for the *Date of Birth* data element. A *Date of Birth Type* data element is also added to assess data quality.

### 3.4 Race

*Rationale:* Race is used to count the number of homeless persons who identify themselves within five different racial categories. In the October 30, 1997 issue of the Federal Register (62 FR 58782), the Office of Management and Budget (OMB) published “Standards for Maintaining, Collecting, and Presenting Federal Data on Race and Ethnicity.” All existing federal recordkeeping and report requirements must be in compliance with these Standards as of January 1, 2003. The data standards in this Notice follow the OMB guidelines and can be used to complete HUD form 27061.

*Data Source:* Client interview or self-administered form.

*When Data are Collected:* Upon initial program entry or as soon as possible thereafter.

*Subjects:* All clients.

*Definitions and Instructions:* In separate data fields, collect the self-identified race of each client served. Allow clients to identify multiple racial categories. Staff observations should not be used to collect information on race. Definitions of each of the race categories are as follows:

1 = American Indian or Alaska Native *is a person having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment.*



- 2 = Asian is a person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- 3 = Black or African American is a person having origins in any of the black racial groups of Africa. Terms such as “Haitian” can be used in addition to “Black or African American.”
- 4 = Native Hawaiian or Other Pacific Islander is a person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.
- 5 = White is a person having origins in any of the original peoples of Europe, the Middle East or North Africa.

*Required Response Categories:*

Universal Data Element	
3.4 Race	Response Categories
<b>Race</b>	1 = American Indian or Alaska Native 2 = Asian 3 = Black or African American 4 = Native Hawaiian or Other Pacific Islander 5 = White 8 = Don't Know 9 = Refused

*Special Issues:* None.

*Changes from Previous Notice:* Race and Ethnicity were previously combined as a single data element with a two-part question. They are now two distinct data elements. The responses “Don’t Know” and “Refused” have been added as response categories for the *Race* data element.

### 3.5 Ethnicity

*Rationale:* Ethnicity is used to count the number of homeless persons who identify themselves as Hispanic or Latino.

*Data Source:* Client interview or self-administered form.

*When Data are Collected:* Upon initial program entry or as soon as possible thereafter.

*Subjects:* All clients.

*Definitions and Instructions:* Collect the self-identified Hispanic or Latino ethnicity of each client served. Staff observations should not be used to determine ethnicity. The definition of Hispanic or Latino ethnicity is a person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture of origin, regardless of race.

*Required Response Categories:*

Universal Data Element	
3.5 Ethnicity	Response Categories
<b><i>Ethnicity</i></b>	0 = Non-Hispanic/Non-Latino 1 = Hispanic/Latino 8 = Don't Know 9 = Refused

*Special Issues:* None

*Changes from Previous Notice:* Race and Ethnicity were previously combined as a single data element with a two-part question. They are now two distinct data elements. The responses “Don’t Know” and “Refused” have been added as response categories to the *Ethnicity* data element.

### **3.6 Gender**

*Rationale:* To create separate counts of homeless men, women and transgendered clients served.

*Data Source:* Client interview or self-administered form.

*When Data are Collected:* Upon initial program entry or as soon as possible thereafter.

*Subjects:* All clients.

*Definitions and Instructions:* Record the reported gender of each client served. Gender should be assigned based on the client’s self-perceived gender identity. Transgender is defined as identification with, or presentation as, a gender that is different from the gender at birth.

*Required Response Categories:*

Universal Data Element	
3.6 Gender	Response Categories
<b>Gender</b>	0 = Female 1 = Male 2 = Transgendered Male to Female 3 = Transgendered Female to Male 4 = Other 8 = Don't Know 9 = Refused

*Special Issues:* None

*Changes from Previous Notice:* Transgendered has been added as an official response category for the gender data element. Staff observations should not be used as the sole source of information on gender. Staff should ask for the client's self-perceived gender identity. The responses "Other," "Don't Know" and "Refused" have been added as response categories for the *Gender* data element.

### **3.7 Veteran Status**

*Rationale:* To determine the number of homeless veterans.

*Data Source:* Client interview or self-administered form.

*When Data are Collected:* Upon initial program entry or as soon as possible thereafter.

*Subjects:* All adults served.

*Definitions and Instructions:* A veteran is someone who has served on active duty in the Armed Forces of the United States. This does not include inactive military reserves or the National Guard unless the person was called up to active duty.

*Required Response Categories:*

Universal Data Element	
3.7 Veteran Status	Response Categories
<b>Veteran Status</b>	0 = No 1 = Yes 8 = Don't Know 9 = Refused

*Special Issues:* None.

*Changes from Previous Notice:* None.

### **3.8 Disabling Condition**

*Rationale:* Disability condition is needed to help identify clients that meet HUD's definition of chronically homeless and, depending on the source of program funds, may be required to establish client eligibility to be served by the program.

*Data Source:* Client interview, self-administered form, or assessment. Where disability is required to determine program eligibility, the data source is the evidence required by the funding source.

*When Data are Collected:* At any time **after** the client has been admitted into the program (unless a disabling condition is required for determining the client's eligibility for the program).

*Subjects:* All clients served.

*Definitions and Instructions:* For this data element, a disabling condition means: (1) a disability as defined in Section 223 of the Social Security Act; (2) a physical, mental, or emotional impairment which is (a) expected to be of long-continued and indefinite duration, (b) substantially impedes an individual's ability to live independently, and (c) of such a nature that such ability could be improved by more suitable housing conditions; (3) a developmental disability as defined in Section 102 of the Developmental Disabilities Assistance and Bill of Rights Act; (4) the disease of acquired immunodeficiency syndrome or any conditions arising from the etiological agency for acquired immunodeficiency syndrome; or (5) a diagnosable substance abuse disorder.

*Required Response Categories:*

Universal Data Element	
3.8 Disabling Condition	Response Categories
<i>Disabling Condition</i>	0 = No 1 = Yes 8 = Don't Know 9 = Refused

*Special Issues:* For residential homeless assistance programs, client intake as part of the program admission process must be separated from the collection of disability information in order to comply with Fair Housing laws and practices, unless this information is required to determine program eligibility or is needed to determine whether applicants need units with special features or if they have special needs related to communication.

It is possible to derive client responses to the *Disabling Condition* question from certain program-specific data elements if the HMIS software can automatically map those responses to the *Disabling Condition* data element. For example, if a client responds affirmatively to having a physical disability (Data Element 4.3), a developmental disability (Data Element 4.4), HIV/AIDS (Data Element 4.6), or a substance abuse problem (Data Element 4.8), then the response to Disabling Condition is “Yes.” If a client affirms that they have a mental health problem (Data Element 4.7) *and* they also affirm that the problem is expected to be of long duration and substantially impairs their ability to live independently, then the response to Disabling Condition is “Yes.” An affirmative response to Chronic Health Condition (Data Element 4.5) does not provide enough information to assess whether the response to disabling condition is “Yes.” Additional assessment is needed to determine whether the condition substantially impedes a client’s ability to live independently and could be improved by more suitable housing conditions. It is important to note that a “no” to any of the questions in 4.3, 4.4, 4.6, 4.7, or 4.8 does not automatically preclude a client from being disabled under the SSA definition. However, a “no” response may require additional assessment to determine whether a physical, emotional or mental impairment is present, whether the condition is expected to last for a long duration, and whether it significantly impedes the client’s ability to live independently.

Operators of CoC Programs should be especially sensitive to collecting information on disabling condition from clients under the age of 18. In households composed of adults and children, the disabling status of children should be reported by an adult in the household.

*Changes from Previous Notice:* Under the previous notice, collection of this information was limited to all adults served.

### **3.9 Residence Prior to Program Entry**

*Rationale:* To identify the type of residence and length of stay at that residence just prior to (i.e., the night before) program admission.

*Data Source:* Interview or self-administered form.

*When Data are Collected:* At any time **after** the client has been admitted into the program (unless a residence just prior to program admission is required for determining the client's eligibility for the program).

*Subjects:* All adults served and unaccompanied youth served.

*Definitions and Instructions:* Record the type of living arrangement of the client the night before their entry into the program. For rental by client and owned by client, select the response that includes the type of housing subsidy, if any, the client received. A housing subsidy may be tenant-, project- or sponsor-based and provides ongoing assistance to reduce rent burden. This includes either a housing subsidy provided through the Veterans Affairs Supportive Housing (VASH) program or other housing subsidy. Other housing subsidies may include a HUD-funded subsidy (e.g., public housing, Housing Choice Voucher or "Section 8") or other housing subsidy (e.g., state rental assistance voucher).

*Required Response Categories:*

Universal Data Element	
3.9 Residence Prior to Program Entry	Response Categories
<b>Type of Residence</b>	1 = Emergency shelter, including hotel or motel paid for with emergency shelter voucher 2 = Transitional housing for homeless persons (including homeless youth) 3 = Permanent housing for formerly homeless persons (such as SHP, S+C, or SRO Mod Rehab) 4 = Psychiatric hospital or other psychiatric facility 5 = Substance abuse treatment facility or detox center 6 = Hospital (non-psychiatric) 7 = Jail, prison or juvenile detention facility 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 14 = Hotel or motel paid for without emergency shelter voucher 15 = Foster care home or foster care group home 16 = Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside); inclusive of "non-housing service site (outreach programs only)" 17 = Other 18 = Safe Haven 19 = Rental by client, with VASH housing subsidy 20 = Rental by client, with other (non-VASH) ongoing housing subsidy 21 = Owned by client, with ongoing housing subsidy: 22 = Rental by client, no ongoing housing subsidy 23 = Owned by client, no ongoing housing subsidy 8 = Don't Know 9 = Refused
<b>Length of Stay in Previous Place</b>	1 = One week or less 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 = Don't Know 9 = Refused

*Special Issues:* This standard does not preclude the collection of residential history information beyond the residence experienced the night prior to program admission. This data element must be recorded in a transactional field each time a client enters a program. Communities may decide whether to include additional response values as long as they can be mapped to the categories included here, including the "other" category.

*Changes from Previous Notice:* Response value 18, Safe Haven, has been added. A safe haven is a form of transitional supportive housing or a drop-in supportive service center

that serves hard-to-reach homeless persons with severe mental illness who are on the street and have been unable or unwilling to participate in housing or supportive services. Several response values have been eliminated and added to specifically distinguish rental and ownership situations where no housing subsidy exists from those that were supported by an ongoing subsidy. Response values 10 and 11 have been eliminated. These values had referred to rental and ownership situations, but did not specify a subsidy. Response values 19-23 have been added: Response values 19 through 21 capture information on clients who were receiving a housing subsidy prior to program entry; Response values 22 and 23 refer to housing situations without an ongoing subsidy.

### **3.10 Zip Code of Last Permanent Address**

*Rationale:* To identify the former geographic location of persons experiencing homelessness or current geographic location of persons who are at risk of homelessness.

*Data Source:* Interview or self-administered form.

*When Data are Collected:* Upon any program entry or as soon as possible thereafter.

*Subjects:* All adults and unaccompanied youth served.

*Definitions and Instructions:* In one field, record the five-digit zip code of the apartment, room, or house where the client last lived for 90 days or more. In another field, record the appropriate zip code type (data quality code).

*Required Response Categories:*

Universal Data Element		
3.10 Zip Code of Last Permanent Address	Response Category	Examples
<b>Zip Code</b>	— — — — —	12345
<b>Zip Code Type</b>	1 = Full or Partial Zip Code Reported	12345
	8 = Don't Know	
	9 = Refused	

*Special Issues:* HPRP and other homelessness prevention programs serving persons who are currently living in housing that they have resided in for 90 days or longer (as of the



Program Entry Date) should record the zip code of the apartment, room, or house, where the client is currently living.

*Changes from Previous Notice:* Zip Code Type response value 1 was changed to “Full or Partial Zip Reported”.

### **3.11 Housing Status**

*Rationale:* To identify persons who, at program entry and program exit, are literally homeless; housed, but at imminent risk of losing their housing; housed, but at-risk of losing their housing; or in a stable housing situation. This data element allows programs that serve homeless and non-homeless persons to separate these two populations for reporting purposes. This data element is not intended to be used for program eligibility determination purposes, as program eligibility criteria may vary by program and/or funding source. This information can help homelessness prevention programs target their resources appropriately.

*Data Source:* Client interview or self-administered form.

*When Data are Collected:* Upon initial program entry or as soon as possible thereafter and at program exit for all programs except emergency shelters. This information may be needed prior to admission to determine program eligibility.

*Subjects:* All clients.

*Definitions and Instructions:* For each client, determine whether the client is: literally homeless; imminently losing their housing; unstably housed and at-risk of losing their housing; or stably housed at program entry and exit. A client must be coded to a single response category. For clients exiting a program, the Housing Status should reflect their housing status immediately after exiting the program as determined by the client’s housing destination and anticipated housing stability.

Persons who are ***literally homeless*** include people who at program entry or program exit are in one of the following:

- Places not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;

- A supervised publicly or privately operated shelter designated to provide temporary living arrangements (including hotels and motels paid for by Federal, State, or local government programs for low-income individuals or by charitable organizations, congregate shelters, and transitional housing for homeless persons);
- A hospital or other institution, if the person was sleeping in an emergency shelter or other place not meant for human habitation (cars, parks, streets, etc.) immediately prior to entry into the hospital or institution;
- Fleeing a domestic violence situation.

Persons who are ***imminently losing their housing*** include people who at program entry or program exit:

- Are currently housed and not literally homeless, per above definition;
- Are imminently losing their housing, whether permanent or temporary;
- Have no subsequent housing options identified; and
- Lack the resources or support networks needed to retain current housing or obtain temporary or permanent housing.

Examples of imminent housing loss include:

- Being evicted from a private dwelling unit (including housing they own, rent, or live in without paying rent, are sharing with others, and rooms in hotels or motels not paid for by Federal, State, or local government programs for low-income individuals or by charitable organizations);
- Being discharged from a hospital or other institution;
- Living in housing that has been condemned by housing officials and is no longer considered meant for human habitation;

Persons who are ***unstably housed and at-risk of losing their housing*** include people who at program entry or program exit:

- Are currently housed and not literally homeless or imminently losing their housing, per above definitions;

- Are experiencing housing instability, but may have one or more other temporary housing options; and
- Lack the resources or support networks to retain or obtain permanent housing.

Housing instability may be evidenced by:

- Frequent moves because of economic reasons;
- Living in the home of another because of economic hardship;
- Being evicted from a private dwelling unit (including housing they own, rent, or live in without paying rent, are sharing with others, and rooms in hotels or motels not paid for by Federal, State, or local government programs for low-income individuals or by charitable organizations);
- Living in a hotel or motel not paid for by Federal, State, or local government programs for low-income individuals or by charitable organizations;
- Living in severely overcrowded housing;
- Being discharged from a hospital or other institution; or
- Otherwise living in housing that has characteristics associated with instability and an increased risk of homelessness.

Persons who are ***stably housed*** are in a stable housing situation and not at risk of losing this housing (i.e., do not meet the criteria for any of the other housing response categories, per above definitions).

*Required Response Categories:*

Universal Data Element	
3.11 Housing Status	Response Categories
	1 = Literally homeless 2 = Imminently losing their housing 3 = Unstably housed and at-risk of losing their housing 4 = Stably housed 8 = Don't Know 9 = Refused

*Special Issues:* For programs that serve only persons who are literally homeless, the HMIS software application may default the value of this data element to “1 = literally homeless.”

*Changes from Previous Notice:* This is a new data element.

### **3.12 Program Entry Date**

*Rationale:* To determine the start of a client’s period of program involvement with any CoC Program. This data element is needed for reporting purposes for all programs and to measure lengths of stay for residential programs.

*Data Source:* Program staff.

*When Data are Collected:* Upon any program entry (whether or not it is an initial program entry).

*Subjects:* All clients.

*Definitions and Instructions:* Record the month, day, and year of first day of service or program entry. For residential programs, this date would represent the first day of residence in the program following residence at any other place. There should be a new program entry date (and corresponding exit date) for each continuous period of residence. If there is a gap in residence (except for gaps allowed in Permanent Supportive Housing programs), a return to the residential program should be recorded as a new program entry date. Residential programs not required to collect program-specific data that are using alternative models to track length of stay, as described in Section 2.12, may determine a specified period of non-attendance after which a program exit date is generated and a subsequent return to the residential program requires a new program entry date along with the collection of other data required upon each new program admission.

For services, this date may represent the day of program enrollment, the day a service was provided, or the first date of a period of continuous participation in a service (e.g., daily, weekly or monthly). There should be a new program entry date (and corresponding program exit date) for each period of service. Therefore, any return to a program after a break in treatment, completion of the program, or termination of the

program by the user or provider must be recorded as a new program entry date. A definition of what constitutes a break in the treatment depends on the program and needs to be defined by program staff. For example, programs that expect to see the same client on a daily (or almost daily) basis may define a break in treatment as one missed day that was not arranged in advance or three consecutive missed days for any reason. Treatment programs that are scheduled less frequently than a daily basis may define a break in treatment as one or more missed weekly sessions.

*Required Response Categories:*

Universal Data Element		
3.12 Program Entry Date	Response Categories	Examples
<i>Program entry date</i>	__/__/____ (Month) (Day) (Year)	(08/01/2007)

*Special Issues:* Two methods are suggested below for noting and tracking supportive services provided/received by a client prior to *Program Entry*. It may be useful to record these service events for case management purposes although they would not be included in the APR (for a HUD funded homeless assistance program) or other reports that define clients served based on program entry and exit dates associated with the program.

*Service Transaction Model.* To track services provided before official program entry and/or after program exit, program staff can use the optional “Services Provided” data element described under the Program-Specific Data Element section of this Notice, if the software supports this approach. CoC Programs may select a service type from the response categories in the “Services Provided” data element to track client contacts, engagements, enrollment processes and/or screenings that occur prior to program entry and/or aftercare services provided after program exit.

*Separate Program Model.* Alternatively, CoC Programs may establish a separate program profile within the locally-defined profile of program types in HMIS as another option for tracking provision of services prior to program entry date. Services received by clients in a pre-program entry setting may include enrollment screening, eligibility determination, housing search assistance prior to move to residential-based programs, and/or services that are not eligible activities under the primary program’s funding

criteria. A separate, pre-entry program will need its own unique *Program Identification Number* in HMIS. Programs may choose to use this option for tracking provision of services prior to program entry or after program exit. Again, these services are not included in a program's APR.

*Changes from Previous Notice:* *Program Entry* continues to be the primary tool for tracking length of stay in residential homeless assistance programs. The standards outline additional methods for noting and tracking periods of service provision that occur outside the traditional residential stay period or outside the official APR reporting period. For a more detailed description of the suggested methods for noting and tracking length of stay see the Program Descriptor Data Standards in Section 2.

### **3.13 Program Exit Date**

*Rationale:* To determine the end of a period of program involvement for all clients of CoC Programs. This data element is required for reporting purposes for all programs and to calculate the lengths of stay in residential programs or the amount of time spent participating in services-only CoC Programs.

*Data Source:* Program staff.

*When Data are Collected:* Upon any program exit.

*Subjects:* All clients.

*Definitions and Instructions:* Record the month, day and year of last day of service. For a program providing housing or shelter to a client, this date would represent the last day of continuous residence in the program's housing before the client transfers to another residential program or otherwise stops residing in the shelter or housing program. For example, if a person checked into an overnight shelter on January 30, 2008, stayed over night and left in the morning, the last date of service for that shelter stay would be January 31, 2008. If the client returned on February 2, 2008, a new program entry date is recorded. To minimize staff and client burden at shelters that require most (or all) clients to reapply for service on a nightly basis, the provider can enter the entry and exit date at the same time or can specify software that automatically enters the exit date as the day after the entry date for clients of the overnight program.

For programs that are not required to collect program-specific data, alternate methods can be used for recording actual dates stayed in the program. HUD-funded Transitional Housing programs should use *Program Exit Date* to record the day that the client leaves the residential portion of the program; follow-up services can be recorded using the methods discussed under Special Issues below, but should not be reported as part of the APR.

For non-residential service programs, the exit date may represent the day a service was provided or the last date of a period of ongoing service. The exit date should coincide with the date the client is no longer considered a program participant. Programs should have a clear and consistently applied procedure for determining when a client who is receiving supportive services is no longer considered a client. For example, if a person has been receiving weekly counseling as part of an ongoing treatment program and either formally terminates his or her involvement or fails to return for counseling, the last date of service is the date of the last counseling session. If a client uses a service for just one day (i.e., starts and stops before midnight of same day, such as an outreach encounter), the entry and exit date would be the same date.

For HPRP programs the *Program Exit Date* may be the same as the *Program Entry Date* if the participation in the service begins and ends on the same day. For a client receiving short-term or medium-term rental assistance for two or more consecutive months, the *Program Exit Date* should be equivalent to the last day of the last month for which the rental assistance payment applies.

*Required Response Categories:*

Universal Data Element		
3.13 Program Exit Date	Response Categories	Examples
<i>Program exit date</i>	___/___/___ (Month) (Day) (Year)	(08/31/2007)

*Special Issues:* Programs may choose to track client contacts or provision of service after a program exit. For example some transitional housing programs offer a period of “aftercare” or “follow up” that corresponds to a period of client contact after the client has exited the residential program component. Depending on the software, service transactions that occur after exit may be able to be tracked using the optional *Services Provided* data

element. Note that for HUD funded homeless assistance programs, services provided after the exit date are not included in the APR. HUD-funded service only programs should use the *Program Exit Date* to indicate the date of service exit for APR reporting purposes.

Service only/non-residential programs may identify a period of no client contact that can be used as a flag for program exit determination by the HMIS software. For example, a period of 30 consecutive days with no client contact could trigger a program exit. The actual exit date should be based on the last date of service provision. The length of time without client contact or activity that triggers a program exit should be locally determined based on program design and client profile. Ideally, software that supports this function should provide a data field in each program's set-up/profile to record the period of no client contact after which a client would be flagged for a default exit.

*Changes from Previous Notice:* None.

### **3.14 Personal Identification Number**

*Rationale:* Every client receiving services from a contributory CoC program within a CoC is assigned a *Personal Identification Number* (PIN), which is a permanent and unique number generated by the HMIS application. The PIN is used to obtain an unduplicated count of persons served within a CoC.

*Data Source:* The PIN is generated automatically by the HMIS application. Where data are shared across programs in a CoC, staff will determine at intake whether a client has been assigned a PIN previously by any of the participating programs. To make this determination, the staff enters personal identifying information (*Name, SSN, Date of Birth, and Gender*) into the HMIS application. The application then searches the HMIS for matching records. If a match is found and a PIN is retrieved, the same PIN will be assigned to the client. If no matches are found, a new randomly generated PIN is assigned to the client.

Where data are not shared across programs, staff will similarly determine at intake whether a client has been assigned a PIN previously by their agency or program. If the client is found within their program records, the same PIN will be assigned to the



client. If the client has not been served by their program previously, a PIN is randomly generated and assigned to the client.

*When Data Are Collected:* Upon program entry.

*Subjects:* All clients.

*Definition and Instructions:* Assign a unique ID number to each client served. The PIN is a number automatically generated by the HMIS application. The PIN will not be based on any client-specific information, but instead should be a randomly assigned, computer-generated number.

The HMIS must have functionality to allow the HMIS Lead Agency to de-duplicate clients with distinct PINs using identifying information.

*Required Response Categories:*

Universal Data Element	
3.14 Personal Identification Number	Response Categories
	A PIN must be created, but there is no required format as long as there is a single unique PIN for every client served in the CoC using a consistent format and it contains no personally identifying information.

*Special Issues:* None.

*Changes from Previous Notice:* None.

### **3.15 Household Identification Number**

*Rationale:* To count the number of households served in a program.

*Data Source:* Interview or staff observation that a client is participating in a program as a single person household or as a household with two or more members. May be generated automatically by the HMIS application.

*When Data Are Collected:* Upon any program entry.

*Subjects:* All clients.

*Definition and Instructions:* A household is a single individual or a group of persons who together apply to a CoC program for services. Assign a unique ID number to each household

served. There is no specified format for this data element. The *Household Identification Number* can be a randomly generated number or some other code as long as each household receives a distinct identifier that is associated with each member of that household.

*Required Response Categories:*

Universal Data Element	
3.15 Household Identification Number	Response Categories
	A Household ID number must be created, but there is no required format as long as the number allows identification of clients that receive services as a member of a specific household.

*Special Issues:* If it is not evident to program staff whether or not others are applying for assistance with the person who is being interviewed, then program staff should ask if anyone else is applying for assistance with that person.

Persons can join a household with members who have already begun a program stay or leave a program although other members of the household remain in the program. A common household identification number should 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 identification number that links them to the rest of the persons in the household.

*Changes from Previous Notice:* None.

## **4. Program-Specific Data Elements**

Program-Specific Data elements provide information about the characteristics of clients, the services that are provided, and client outcomes. These data elements must be collected from all clients served by programs that are required to report this information to HUD. Specifically, programs that receive funding through HUD's Supportive Housing Program, Shelter Plus Care, Section 8 Moderate Rehabilitation for Single Room Occupancy Dwellings (SRO) Program, and the homeless programs funded through the Housing Opportunities for Persons with AIDS (HOPWA) Program are required to collect most of this information in order to complete Annual Performance Reports (APRs). Likewise, programs that are funded through the Homelessness Prevention and Rapid Re-Housing Program are required to collect some of these data elements in order to submit Quarterly and Annual Performance Reports.

For programs with no such reporting requirements, these data standards are optional but recommended since they allow local Continuums of Care (CoCs) to obtain consistent information across a range of providers that can be used to plan service delivery, monitor the provision of services, and identify client outcomes. However, these data elements do not constitute a client assessment tool, and providers will need to develop their own data collection protocols in order to properly assess a client's need for services.

The Program-Specific Data elements that are needed for HUD reporting include:

- 4.1 Income and Sources
- 4.2 Non-Cash Benefits
- 4.3 Physical Disability
- 4.4 Developmental Disability
- 4.5 Chronic Health Condition
- 4.6 HIV/AIDS
- 4.7 Mental Health
- 4.8 Substance Abuse
- 4.9 Domestic Violence
- 4.10 Destination
- 4.11 Date of Contact

- 4.12 Date of Engagement
- 4.13 Financial Services Provided
- 4.14 Housing Relocation & Stabilization Services Provided

Of this group, the following data elements are required for HPRP grantees: 4.1 Income and Sources, 4.2 Non-Cash Benefits, 4.10 Destination, 4.13 Financial Services Provided, and 4.14 Housing Relocation & Stabilization Services Provided.

Additional optional Program-Specific Data elements are presented in this section, including: Employment, Education, General Health Status, Pregnancy Status, Veteran's Information, Children's Education, Reason for Leaving, and Services Provided.

The Program-Specific data elements require that staff from a CoC agency collect information from clients and enter it into a HMIS database. In most cases, this information may be:

- Provided by the client; and/or
- Taken from case manager interviews or records, assuming that this information has been collected consistent with the baseline privacy standards of the 2004 Data and Technical Standards.

In the 2004 Notice, HUD established requirements for maintaining client privacy and data confidentiality to ensure that clients are notified of possible uses and disclosures of their information and that all information collected remains secure. These requirements remain in effect.

For each Program-Specific Data element, multiple response categories are provided. Programs 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. The HMIS software must be able to produce the QPR (for HPRP programs only) and the APR using the response categories exactly as they are presented in this section.

Most data elements include a "Don't Know" or "Refused" response category. These are considered valid responses if the client does not know or the client refuses to respond to

the question. It is not HUD's intention that clients be denied service if they refuse or are unable to supply the information; however, some information may be required by programs or public or private funders to determine eligibility for housing or services, to assess needed services, or to fulfill reporting requirements. The "Don't Know" or "Refused" responses should not be used to indicate that the case manager or data entry person does not know the client's response.

Finally, many of these data elements represent transactions or information that may change over time. Most Program-Specific Data elements should be captured at program entry and exit, and a few must be captured at program entry, exit, and on an annual basis. Programs may decide when to collect the information on an annual basis, but HUD encourages programs that are required to complete an APR to update these data elements near the end of their APR operating year.

#### **4.1 Income and Sources**

*Rationale:* Income and sources of income are important for determining service needs of people at the time of program entry, determining whether they are accessing all income sources for which they are eligible, and describing the characteristics of the homeless population. Capturing the receipt of cash income from various sources will help to: ensure all income sources are counted in the calculation of total income; enable program staff to take into account the composition of income in determining needs; determine if people are receiving the mainstream program benefits to which they may be entitled; help clients apply for benefits assistance; and allow analysis of changes in the composition of income between entry and exit from the program and annual changes prior to program exit. Income data are also needed to complete APRs for all HUD funded CoC Programs, including HPRP programs.

*Data Source:* Client interview, self-administered form, and/or case manager records.

*When Data Are Collected:* In the course of client assessment nearest to program entry, at program exit and at least once annually during program enrollment, if the period between program entry and exit exceeds one year. Programs may decide when to collect the

information on an annual basis, but HUD encourages programs that are required to complete an APR to update these data elements near the end of their APR operating year.

*Subjects:* All clients served.

*Definition and Instructions:* In separate fields, determine (a) whether the client receives any income from any source listed below in the past 30 days, (b) if the client received any earned income, the amount of income received in the past 30 days (recording the amount of income received is optional for all other income sources, although recording client's total income is still required) and (c) the client's total monthly income (rounded to the nearest U.S. dollar). Allow clients to identify multiple sources of income.

As a general rule, income is assigned to a household member if the income source/amount leaves the household upon the departure of that member. The same income source and income amount should not be assigned to more than one person in the same household. For example, for a household with one adult and three children, if only the adult member of the household reports earned income then that adult's record should have a "Yes" for earned income, and the amount of earned income received over the past 30 days. The children in the household should have a "No" value for earned income. For Temporary Assistance for Needy Families, Child Support, Alimony or other spousal support income, the "Receiving Income from Source" and "Amount from Source" responses should be assigned to the adult member of the household who is issued the income payment. For Supplemental Security Income (SSI) received on behalf of a minor child, income source/amount should be assigned to the minor child. However, if it is not possible to discern which minor child the SSI benefit is intended for, the program may assign the SSI benefit to the child's parent or legal guardian.

*Required Response Categories:*

Program-Specific Data Element			
4.1 Income and Source	Response Categories		
Financial Resources	Income received from any source in past 30 days?	0 = No 1 = Yes 8 = Don't Know 9 = Refused	
Source and Amount of Income	Source of Income	Receiving income source?	Amount from Source
	1 = Earned Income (i.e., employment income)	0 = No 1 = Yes	\$____.00
	2 = Unemployment Insurance	0 = No 1 = Yes	\$____.00
	3 = Supplemental Security Income (SSI)	0 = No 1 = Yes	\$____.00
	4 = Social Security Disability Income (SSDI)	0 = No 1 = Yes	\$____.00
	5 = Veteran's disability payment	0 = No 1 = Yes	\$____.00
	6 = Private disability insurance	0 = No 1 = Yes	\$____.00
	7 = Worker's compensation	0 = No 1 = Yes	\$____.00
	10 = Temporary Assistance for Needy Families (TANF) (or use local program name)	0 = No 1 = Yes	\$____.00
	11 = General Assistance (GA) (or use local program name)	0 = No 1 = Yes	\$____.00
	12 = Retirement income from Social Security	0 = No 1 = Yes	\$____.00
	13 = Veteran's pension	0 = No 1 = Yes	\$____.00
	14 = Pension from a former job	0 = No 1 = Yes	\$____.00
	15 = Child support	0 = No 1 = Yes	\$____.00
	16 = Alimony or other spousal support	0 = No 1 = Yes	\$____.00
	17 = Other source	0 = No 1 = Yes	\$____.00
Total Monthly Income	Monthly income from all sources		\$____.00

*Special Issues:* Income should be reported at the client-level. Programs may choose to disaggregate the sources of income into more detailed categories as long as these categories can be aggregated into the above stated sources of income. Programs collecting data through client interviews should ask clients whether they receive income from each of the sources listed under “Required Response Categories” rather than asking them to state the sources of income they receive. The “Don’t Know” and “Refused” responses should only be used when clients do not know or refuse to answer whether they have any income. When a client has income, but does not know the amount, a “Yes” response should be recorded for both the overall income question and the specific source, and the income amount should be left blank.

To reduce data collection and reporting burden, if a client reports receiving no income from any source in the past 30 days, no additional data collection is required. If a client reports receiving income, an HMIS may be designed such that programs only need to directly enter “Yes” for the benefits the clients received. The HMIS software may automatically generate a “No” response for the other income sources. The HMIS may also be designed to automatically generate a “Yes” response where income amounts are recorded. However, since clients often know the source of income, but not the precise amount, users should have the ability to enter “Yes” without recording an exact amount.

*Changes from Previous Notice:* Under the previous notice, collection of this information was required only at program entry and exit. Income information also is required to be collected at least once annually during program enrollment, if the period between program entry and exit exceeds one year. A general question on whether any income has been received has been added. In the 2004 notice, programs were required to collect the amount of income received in the past 30 days. Now they are required to record whether or not the client received that income source; however, aside from earned income, capturing the dollar amount is optional.

## **4.2 Non-Cash Benefits**

*Rationale:* Non-cash benefits are important to determine whether clients are accessing all mainstream program benefits for which they may be eligible and to ascertain a more



complete picture of their economic circumstances. This information is needed to complete APRs and QPRs for HUD funded CoC Programs, including HPRP programs.

*Data Source:* Client interview, self-administered form, and/or case manager records.

*When Data Are Collected:* In the course of client assessment nearest to program entry, at program exit and at least once annually during program enrollment, if the period between program entry and exit exceeds one year. Programs may decide when to collect the information on an annual basis, but HUD encourages programs that are required to complete an APR to update these data elements near the end of their APR operating year.

*Subjects:* All clients served.

*Definition and Instructions:* For each source listed below, determine if the client received any non-cash benefits in the past 30 days. Clients may identify multiple sources of non-cash benefits. For households with more than one member, non-cash benefits should be assigned in HMIS to all members of the household for whom the benefit is intended. For example, if an entire family is enrolled in Medicaid, the “Non-cash benefits received from any source in the past 30 days” question would be assigned as “Yes” for all household members and the “Source of non-cash benefit: Medicaid health insurance program” would be assigned as “Yes” for all household members.

*Required Response Categories:*

Program-Specific Data Element		
4.2 Non-Cash Benefits	Response Categories	
Non-Cash Benefit	Non-cash benefit received from any source in past 30 days?	0 = No 1 = Yes 8 = Don't Know 9 = Refused
	Source of Non-cash Benefit	Receive Benefit
	1 = Supplemental Nutrition Assistance Program (SNAP) (Previously known as Food Stamps)	0 = No 1 = Yes
	2 = MEDICAID health insurance program (or use local name)	0 = No 1 = Yes
	3 = MEDICARE health insurance program (or use local name)	0 = No 1 = Yes
	4 = State Children's Health Insurance Program (or use local name)	0 = No 1 = Yes

Program-Specific Data Element		
4.2 Non-Cash Benefits	Response Categories	
	5 = Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	0 = No 1 = Yes
	6 = Veteran's Administration (VA) Medical Services	0 = No 1 = Yes
	7 = TANF Child Care services (or use local name)	0 = No 1 = Yes
	10 = TANF transportation services (or use local name)	0 = No 1 = Yes
	11 = Other TANF-funded services (or use local name)	0 = No 1 = Yes
	12 = Section 8, public housing, or other ongoing rental assistance	0 = No 1 = Yes
	13 = Other source	0 = No 1 = Yes
	14 = Temporary rental assistance	0 = No 1 = Yes

*Special Issues:* Programs may choose to disaggregate the non-cash sources of income into more detailed categories as long as these categories can be aggregated into the above-stated non-cash sources of income. Programs may also choose to record additional information about non-cash sources of income, including: information related to benefit eligibility (e.g., if a person is not receiving a service, is it because they are not eligible or eligibility has not yet been determined); date of application; amount of benefits; and start and stop dates for receipt of benefits.

In order to determine whether the client received any non-cash benefits, program's collecting data through client interviews are advised to ask clients whether they receive non-cash benefits from each of the sources listed under "Required Response Categories" rather than asking whether they received any benefit and to state the sources of income they receive. To reduce data collection and reporting burden, if a client reports receiving no non-cash benefit from any source in the past 30 days, no additional data collection is required. If a client reports receiving non-cash benefits, an HMIS may be designed such that programs only need to directly enter "Yes" for the benefits the clients received. The HMIS software may automatically generate a "No" response for the other non-cash benefit sources.

*Changes from Previous Notice:* Under the previous notice, collection of this information was required only at program entry and program exit. Non-cash benefits information also is now required to be collected at least once annually during program enrollment, if the period between program entry and exit exceeds one year. Data collection in the 2004 Notice was limited to adults and unaccompanied youth. Also, a general question on whether any non-cash benefit has been received has been added, as well as response categories to determine if a client is receiving a non-cash benefit from each source. Response category 12 has been changed to clarify that it refers specifically to ongoing rental assistance. A new response category 14 has been added to track temporary rental assistance.

### **4.3 Physical Disability**

*Rationale:* To count the number of physically disabled persons served, determine eligibility for disability benefits, and assess the need for services. Needed to complete APRs for HUD-funded homeless assistance programs (excluding HPRP).

*Data Source:* Client interview, self-administered form, or case manager records.

*When Data Are Collected:* In the course of client assessment once the individual is admitted—unless this information is needed prior to admission to determine program eligibility—at program exit, and at least once annually during program enrollment if the period between program entry and exit exceeds one year. Programs may decide when to collect the information on an annual basis, but HUD encourages programs that are required to complete an APR to update these data elements near the end of their APR operating year.

*Subjects:* All clients served.

*Definition and Instructions:* In separate fields, determine (a) if the client has a physical disability, and (b) if the client is currently receiving services or treatment for this disability or received services or treatment prior to exiting the program. For the purposes of this Notice, a physical disability means a physical impairment which is (a) expected to be of long, continued and indefinite duration, (b) substantially impedes an individual's

ability to live independently, and (c) of such a nature that such ability could be improved by more suitable housing conditions.

*Required Response Categories:*

Program-Specific Data Element	
4.3 Physical Disability	Response Categories
Physical disability	0 = No 1 = Yes 8 = Don't Know 9 = Refused
(If yes) [At entry] Currently receiving services or treatment for this condition? [At annual assessment and at exit]: Received services/treatment while in the program?	0 = No 1 = Yes 8 = Don't Know 9 = Refused

*Special Issues:* Programs should be especially sensitive to the collection of disability information from clients under the age of 18. In households with children accompanied by an adult, children's disability should be determined based on an interview with the adult in the household.

If the response to physical disability is yes, the case manager records must document the physical disability. Documentation includes written verification from a state-licensed professional, such as a medical service provider or a health-care provider, the Social Security Administration, or the receipt of a disability check (i.e., SSDI check or VA disability benefit check).

*Changes from Previous Notice:* Under the previous notice, collection of this information was required only at program entry, and data collection was limited to adults and unaccompanied youth. The second part of the question related to services or treatment has been added. Response categories for "Don't Know" and "Refused" were also added to capture information when the client does not know or the client refuses to respond and to ensure consistency in data quality reporting.

#### **4.4 Developmental Disability**

*Rationale:* To count the number of developmentally disabled persons served, determine eligibility for disability benefits, and assess their need for services. Needed to complete APRs for HUD-funded homeless assistance programs (excluding HPRP).

*Data Source:* Client interview, self-administered form and/or case manager records.

*When Data Are Collected:* In the course of client assessment once the individual is admitted—unless this information is needed prior to admission to determine program eligibility—at program exit, and at least once annually during program enrollment if the period between program entry and exit exceeds one year. Programs may decide when to collect the information on an annual basis, but HUD encourages programs that are required to complete an APR to update these data elements near the end of their APR operating year.

*Subjects:* All clients served.

*Definition and Instructions:* In separate fields, determine (a) if the client has a developmental disability, and (b) if the client is currently receiving services or treatment for this disability or received services or treatment prior to exiting the program. For the purposes of this Notice, a developmental disability means a severe, chronic disability that is attributed to a mental or physical impairment (or combination of physical and mental impairments) that occurs before 22 years of age and limits the capacity for independent living and economic self-sufficiency.

*Required Response Categories:*

Program-Specific Data Element	
4.4 Developmental Disability	Response Categories
Developmental disability	0 = No 1 = Yes 8 = Don't Know 9 = Refused
(If yes) [At entry] Currently receiving services or treatment for this condition? [At annual assessment and at exit]: Received services/treatment while in the program?	0 = No 1 = Yes 8 = Don't Know 9 = Refused

*Special Issues:* Programs should be especially sensitive to the collection of disability information from clients under the age of 18. In households with children accompanied

by an adult, children's disability should be determined based on an interview with the adult in the household.

If the response to developmental disability is yes, the case manager records must document the developmental disability. Documentation includes written verification from a state-licensed professional, such as a medical service provider or a health-care provider, the Social Security Administration, or the receipt of a disability check (i.e., SSDI check or VA disability benefit check).

*Changes from Previous Notice:* Under the previous notice, collection of this information was required only at program entry, and data collection was limited to adults and unaccompanied youth. The second part of the question related to treatment has been added. Response categories for "Don't Know" and "Refused" were also added to capture information when the client does not know or the client refuses to respond and to ensure consistency in data quality reporting.

#### **4.5 Chronic Health Condition**

*Rationale:* To count the number of persons served with severe health conditions and assess their need for healthcare and other medical services. Needed to complete APRs for HUD-funded homeless assistance programs (excluding HPRP).

*Data Source:* Client interview, self-administered form or case manager records.

*When Data Are Collected:* In the course of client assessment once the individual is admitted—unless this information is needed prior to admission to determine program eligibility—at program exit, and at least once annually during program enrollment if the period between program entry and exit exceeds one year. Programs may decide when to collect the information on an annual basis, but HUD encourages programs that are required to complete an APR to update these data elements near the end of their APR operating year.

*Subjects:* All clients served.

*Definition and Instructions:* In separate fields, determine (a) if the client has a chronic health condition, and (b) if the client is currently receiving services or treatment for this condition or received services or treatment prior to exiting the program. For the purposes

of this Notice, a chronic health condition means a diagnosed condition that is more than three months in duration and is either not curable or has residual effects that limit daily living and require adaptation in function or special assistance. Examples of chronic health conditions include, but are not limited to, heart disease (including coronary heart disease, angina, heart attack and any other kind of heart condition or disease); severe asthma; diabetes; arthritis-related conditions (including arthritis, rheumatoid arthritis, gout, lupus, or fibromyalgia); adult onset cognitive impairments (including traumatic brain injury, post-traumatic distress syndrome, dementia, and other cognitive related conditions); severe headache/migraine; cancer; chronic bronchitis; liver condition; stroke; or emphysema.

*Required Response Categories:*

Program-Specific Data Element	
4.5 Chronic Health Condition	Response Categories
<b>Chronic Health Condition</b>	0 = No 1 = Yes 8 = Don't Know 9 = Refused
(If yes) [At entry] <b>Currently receiving services or treatment for this condition?</b> [At annual assessment and at exit]: <b>Received services/treatment while in the program?</b>	0 = No 1 = Yes 8 = Don't Know 9 = Refused

*Special Issues:* Programs should be especially sensitive to the collection of disability information from clients under the age of 18. In households with children accompanied by an adult, children's disability should be determined based on an interview with the adult in the household.

If the response to chronic health condition is yes, the case manager records must document the chronic health condition. Documentation includes written verification from a state-licensed professional, such as a medical service provider or a health-care provider, the Social Security Administration, or the receipt of a disability check (i.e., SSDI check or VA disability benefit check).

*Changes from Previous Notice:* This is a new data element.



## 4.6 HIV/AIDS

*Rationale:* To count the number persons served who have been diagnosed with AIDS or have tested positive for HIV and assess their need for services. Needed to complete APRs for HUD-funded homeless assistance programs (excluding HPRP).

*Data Source:* Client interview, self-administered form and/or case manager records.

*When Data are Collected:* In the course of client assessment once the individual is admitted—unless this information is needed prior to admission to determine program eligibility—at program exit, and at least once annually during program enrollment if the period between program entry and exit exceeds one year. Programs may decide when to collect the information on an annual basis, but HUD encourages programs that are required to complete an APR to update these data elements near the end of their APR operating year.

*Subjects:* All clients served.

*Definition and Instructions:* In separate fields, determine if the client (a) has been diagnosed with AIDS or has tested positive for HIV, and (b) if the client is currently receiving services or treatment for this diagnosis or received services or treatment prior to exiting the program.

*Required Response Categories:*

Program-Specific Data Element	
4.6 HIV/AIDS	Response Categories
HIV / AIDS	0 = No 1 = Yes 8 = Don't Know 9 = Refused
(If yes) [At entry] Currently receiving services or treatment for this condition? [At annual assessment and at exit]: Received services/treatment while in the program?	0 = No 1 = Yes 8 = Don't Know 9 = Refused

*Special Issues:* This information is required for determining eligibility for the HOPWA program. Such information is covered by confidentiality requirements. As in other areas involving sensitive or protected client information, information should be recorded only when a program or project has adequate data confidentiality protections. These protections include agency policies and procedures and staff training to ensure that HIV-related information cannot be learned by anyone without the proper authorization.

Programs should be especially sensitive to the collection of disability information from clients under the age of 18. In households with children accompanied by an adult, children's disability should be determined based on an interview with the adult in the household.

*Changes from Previous Notice:* Under the previous Notice, collection of this information was required only at program entry, and data collection was limited to adults and unaccompanied youth. The second part of the question related to treatment has been added. Response categories for "Don't Know" and "Refused" were also added to capture information when the client does not know or the client refuses to respond and to ensure consistency in data quality reporting.

#### **4.7 Mental Health**

*Rationale:* To count the number of persons with mental health problems served and to assess the need for treatment. Needed to complete APRs for HUD-funded homeless assistance programs (excluding HPRP).

*Data Source:* Client interview, self-administered form or case manager records.

*When Data are Collected:* In the course of client assessment once the individual is admitted—unless this information is needed prior to admission to determine program eligibility—at program exit, and at least once annually during program enrollment if the period between program entry and exit exceeds one year. Programs may decide when to collect the information on an annual basis, but HUD encourages programs that are required to complete an APR to update these data elements near the end of their APR operating year.

*Subjects:* All clients served.

*Definition and Instructions:* In separate data fields, determine: (a) if the client has a mental health problem, (b) if the problem is expected to be of long-continued and indefinite duration *and* substantially impedes a client's ability to live independently, and (c) if the client is currently receiving services or treatment for the condition or received services or treatment prior to exiting the program. A mental health problem may include serious depression, serious anxiety, hallucinations, violent behavior or thoughts of suicide.

*Required Response Categories:*

Program-Specific Data Element	
4.7 Mental Health	Response Categories
<b>Mental health problem</b>	0 = No 1 = Yes 8 = Don't Know 9 = Refused
<b>(If client has a mental health problem) Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently</b>	0 = No 1 = Yes 8 = Don't Know 9 = Refused
<b>(If client has a mental health problem) {At entry} Currently receiving services or treatment for this condition? [At annual assessment and at exit]: Received services/treatment while in the program?</b>	0 = No 1 = Yes 8 = Don't Know 9 = Refused

*Special Issues:* Programs should be especially sensitive to the collection of disability information from clients under the age of 18. In households with children accompanied by an adult, children's disability should be determined based on an interview with the adult in the household.

If the response to mental health condition is yes, the case manager records must document the mental health condition. Documentation includes written verification should from a state-licensed professional, such as a medical service provider or a health-care provider, the Social Security Administration, or the receipt of a disability check (i.e., SSDI check or VA disability benefit check).

*Changes from Previous Notice:* Under the previous notice, collection of this information was required only at program entry, and data collection was limited to adults and unaccompanied youth. The third part of the question related to treatment has been added. Response categories for “Don’t Know” and “Refused” were also added to capture information when the client does not know or the client refuses to respond and to ensure consistency in data quality reporting.

#### **4.8 Substance Abuse**

*Rationale:* To count the number of persons served with substance abuse problems and to assess the need for treatment. Needed to complete APRs for HUD-funded homeless assistance programs (excluding HPRP).

*Data Source:* Client interview, self-administered form and/or case manager records.

*When Data are Collected:* In the course of client assessment once the individual is admitted—unless this information is needed prior to admission to determine program eligibility—at program exit, and at least once annually during program enrollment if the period between program entry and exit exceeds one year. Programs may decide when to collect the information on an annual basis, but HUD encourages programs that are required to complete an APR to update these data elements near the end of their APR operating year.

*Subjects:* All clients served.

*Definition and Instructions:* In separate data fields, determine (a) if the client has an alcohol or drug abuse problem or both, (b) if the problem is expected to be of long-continued and indefinite duration *and* substantially impedes a client’s ability to live independently, and (c) if the client is currently receiving services or treatment for the condition or received services or treatment prior to exiting the program.

*Required Response Categories:*

Program-Specific Data Element	
4.8 Substance Abuse	Response Categories

<b>Substance abuse problem</b>	0 = No 1 = Alcohol abuse 2 = Drug abuse 3 = Both alcohol and drug abuse 8 = Don't Know 9 = Refused
<b>(If client has a substance abuse problem) Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently</b>	0 = No 1 = Yes 8 = Don't Know 9 = Refused
<b>(If client has a substance abuse problem)</b> <b>[At entry]</b> <b>Currently receiving services or treatment for this condition?</b> <b>[At annual assessment and at exit]:</b> <b>Received services/treatment while in the program?</b>	0 = No 1 = Yes 8 = Don't Know 9 = Refused

*Special Issues:* Programs should be especially sensitive to the collection of disability information from clients under the age of 18. In households with children accompanied by an adult, children's disability should be determined based on an interview with the adult in the household.

*Changes from Previous Notice:* For the substance abuse data element, the “dually diagnosed” response category has been changed to “Both alcohol and drug abuse.” Under the previous Notice, collection of this information was required only at program entry, and data collection was limited to adults and unaccompanied youth. A response option of “No” was added to the “Substance abuse problem” question to ensure consistency in data quality reporting. The third part of the question related to treatment has been added. Response categories for “Don't Know” and “Refused” were also added to capture information when the client does not know or the client refuses to respond and to ensure consistency in data quality reporting.

#### **4.9 Domestic Violence**

*Rationale:* Ascertaining whether a person is a victim of domestic violence is necessary to provide the person with the appropriate services to prevent further abuse and to treat the physical and psychological injuries from prior abuse. Also, ascertaining that a person may be experiencing domestic violence may be important for the safety of program staff

and other clients. At the aggregate level, knowing the size of the homeless population that has experienced domestic violence is critical for determining the resources needed to address the problem in this population. Needed to complete APRs for HUD-funded homeless assistance programs (excluding HPRP).

*Data Source:* Client interview, self-administered form and/or case manager records.

*When Data are Collected:* In the course of client assessment.

*Subjects:* All adults and unaccompanied youth served.

*Definition and Instructions:* In separate fields, determine (a) if the person has ever been a victim of domestic violence, and (b), if so, how long ago did the person have the most recent experience.

*Required Response Categories:*

Program-Specific Data Element	
4.9 Domestic Violence	Response Categories
<b>Domestic violence victim/survivor</b>	0 = No 1 = Yes 8 = Don't Know 9 = Refused
<b>(If yes) When experience occurred</b>	1 = Within the past three months 2 = Three to six months ago 3 = From six to twelve months ago 4 = More than a year ago 8 = Don't Know 9 = Refused

*Special Issues:* Programs should be especially sensitive to the collection of domestic violence information from clients and should implement appropriate interview protocols to protect client privacy and safety such as: asking this question in a private location and not in the presence of a romantic partner; delaying all entry of data about clients identified with a recent history of domestic violence; or choosing not to disclose data about clients with a history of domestic violence to other homeless programs.

*Changes from Previous Notice:* Response categories for “Don’t Know” and “Refused” were also added to capture information when the client does not know or the client refuses to respond and to ensure consistency in data quality reporting.

#### **4.10 Destination**

*Rationale:* Destination is an important outcome measure needed to complete APRs and QPRs for all HUD funded CoC Programs, including HPRP programs.

*Data Source:* Client interview or self-administered form.

*When Data Are Collected:* At program exit.

*Subjects:* All clients served.

*Definition and Instructions:* Determine the response value that best describes where the client will be staying after they leave the program. For clients who will be staying with family or friends, select the response that includes the expected tenure of the destination (permanent or temporary). For rental by client and owned by client, select the response that includes the type of housing subsidy, if any, the client will be receiving. A housing subsidy may be tenant-, project- or sponsor-based and provides ongoing assistance to reduce rent burden. This includes either a housing subsidy provided through the Veterans Affairs Supportive Housing (VASH) program or other housing subsidy. Other housing subsidies may include a HUD-funded subsidy (e.g., public housing, Housing Choice Voucher or “Section 8”) or other housing subsidy (e.g., state rental assistance voucher).

*Required Response Categories:*

Program-Specific Data Element	
4.10 Destination	Response Categories
<b>Destination Type</b>	<p>1 = Emergency shelter, including hotel or motel paid for with emergency shelter voucher*</p> <p>2 = Transitional housing for homeless persons (including homeless youth)*</p> <p>3 = Permanent supportive housing for formerly homeless persons (such as SHP, S+C, or SRO Mod Rehab)</p> <p>4 = Psychiatric hospital or other psychiatric facility</p> <p>5 = Substance abuse treatment facility or detox center</p> <p>6 = Hospital (non-psychiatric)</p> <p>7 = Jail, prison or juvenile detention facility</p> <p>10 = Rental by client, no ongoing housing subsidy</p> <p>11 = Owned by client, no ongoing housing subsidy</p> <p>12 = Staying or living with family, temporary tenure (e.g., room, apartment or house)</p> <p>13 = Staying or living with friends, temporary tenure (e.g., room apartment or house;)</p> <p>14 = Hotel or motel paid for without emergency shelter voucher</p> <p>15 = Foster care home or foster care group home</p> <p>16 = Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)</p> <p>17 = Other</p> <p>18 = Safe Haven</p> <p>19 = Rental by client, VASH Subsidy</p> <p>20 = Rental by client, other (non-VASH) ongoing housing subsidy</p> <p>21 = Owned by client, with ongoing housing subsidy:</p> <p>22 = Staying or living with family, permanent tenure</p> <p>23 = Staying or living with friends, permanent tenure</p> <p>24 = Deceased</p> <p>8 = Don't Know</p> <p>9 = Refused</p>

*Special Issues:* For response categories marked with an asterisk (\*), these destinations are currently not permissible destinations for HOPWA-funded programs that provide short-term payments to prevent homelessness.

*Changes from Previous Notice:* There are a number of changes to the response categories. At the request of the Department of Veterans Affairs, programs are now asked to track subsidies provided through the Veterans Affairs Supportive Housing (VASH) program as a separate destination type. Tenure and housing subsidy type information have been incorporated into the destination field, and non-VASH housing subsidy types have been combined. The term “Transitional” has been changed to “Temporary.” Accordingly, response categories 10 and 11 have been revised to refer specifically to



destinations where no housing subsidy exists. Response categories 12 and 13 have been revised to refer specifically to destinations with temporary tenure. New response categories 19 through 21 refer to destinations that include ongoing subsidies. New response values 22 and 23 refer to destinations with permanent tenure. Finally, two other new response categories were added: “Safe Haven” and “Deceased.”

#### **4.11 Date of Contact (required for street outreach programs only; optional for other programs)**

*Rationale:* To record and count the number of contacts with homeless persons by street outreach programs. Needed to complete APRs for HUD-funded homeless assistance programs that conduct street outreach.

*Data Source:* Program staff

*When Data Are Collected:* Each time a client is contacted.

*Subjects:* All clients served.

*Definition and Instructions:* The definition of a client contact may vary among programs and communities. As a matter of general principle, a contact is defined as an *interaction* between the street outreach worker and the client. A contact may include the distribution of brochures or other materials, a verbal conversation between the street outreach worker and the client about the client’s well being or service needs, or a referral to service. For the purpose of the APR, street outreach programs must report the total number of contacts during the operating year by location of contact.

*Required Response Categories:*

Program-Specific Data Element	
4.11 Date of Contact	Response Categories
<i>Date of contact</i>	<div> <div> <div>__</div> <div>/</div> <div>__</div> <div>/</div> <div>__</div> <div>__</div> </div> <div> <div>__</div> <div>:</div> <div>__</div> </div> </div> <div> <div>(Month)</div> <div>(Day)</div> <div>(Year)</div> <div>(Hour)</div> <div>(Minute)</div> <div>(Use 24-hour “military” time)</div> </div>

<b>Location of Contact</b>	<p>1 = Place not meant for habitation (e.g. vehicle, abandoned building, bus/train/subway station/airport or anywhere outside that is not a Homeless Connect-type event)</p> <p>2 = Service setting, non-residential (e.g. Homeless Connect-type event, drop in center, day services center, soup kitchen, etc.)</p> <p>3 = Service setting, residential (e.g. emergency, transitional or permanent housing; treatment facility, including health, mental health, or substance abuse clinic or hospital; jail, prison, or juvenile detention facility; family or friend's room, apartment, condo, or house; foster care or group home)</p>
----------------------------	--

*Special Issues:* Because a client may be contacted multiple times on the same day, the response category must include a time stamp (i.e., hour and minute) indicating when the contact occurred in order to uniquely identify each contact. Note that to record a contact in HMIS requires that a client record be established with at least minimal client descriptors included in the Universal Data elements (e.g., name, gender, race).

*Changes from Previous Notice:* This is a new data element and is required for street outreach programs only.

#### **4.12 Date of Engagement (required for street outreach only; optional for other programs)**

*Rationale:* To count the number of homeless persons engaged by street outreach programs during the operating year. Needed to complete APRs for HUD funded homeless assistance programs that provide street outreach.

*Data Source:* Program staff

*When Data Are Collected:* In the course of client assessment.

*Subjects:* All clients served.

*Definition and Instructions:* The definition of a client engagement may vary among programs and communities. As a matter of general principle, an engagement is defined as an interactive client relationship that results in a deliberate client assessment. Program staff may decide whether this is equivalent to the program entry date or a distinct date that may occur before, concurrent with, or after the program entry date. For the purpose of the APR, street outreach programs must report the number of clients that were engaged. Record this date as the two-digit month, two-digit day and four-digit year.

*Required Response Categories:*

Program-Specific Data Element	
4.12 Date of Engagement	Response Category
<i>Date of engagement</i>	____/____/_____ (Month) (Day) (Year)

*Special Issues:* None.

*Changes from Previous Notice:* This is a new data element and is required for street outreach programs only.

**4.13 Financial Assistance Provided (required for HPRP-funded programs only; optional for all other programs)**

*Rationale:* To determine the type of financial assistance (including rental assistance, security deposits, utility deposits, utility payments, moving cost assistance, and motel and hotel vouchers) and amount provided during program participation. This data element is required for HPRP-funded programs only in order to complete the QPR and APR.

*Data Source:* Case manager records.

*When Data are Collected:* When HPRP financial assistance is provided as a one-time transaction and at least once every three months for participants receiving medium-term rental assistance.

*Subjects:* All clients served.

*Definition and Instructions:* Record HPRP financial assistance that is provided to a third party for the benefit of program clients. In separate fields record the following financial assistance information: start date for financial assistance, end date of financial assistance, type of financial assistance, and amount of HPRP financial assistance. Response categories for the types of financial assistance are consistent with the requirements of the HPRP Notice (FR-5307-N-01). Financial Assistance Provided data should be collected for each member of the household benefiting from HPRP financial assistance.

Programs that provide on-going rental assistance for consecutive months (i.e., short-term rental assistance for two to three months or medium-term rental assistance) must minimally enter one *Financial Assistance Provided* record for each three-month period of

consecutive rental assistance. Programs may choose to record rental assistance on a monthly basis. HPRP-funded programs are required to re-evaluate the eligibility of program participants who receive medium-term rental assistance. Recording rental assistance at least every three months may help programs monitor compliance with this requirement.

For one-time payments of rental assistance for a current month or first month and for one-time or multiple payments of rental assistance for consecutive months, the start date in the Financial Assistance Provided record must correspond to the first day of the month for which rental assistance applies and the end date must correspond to the last day of the last month for which rental assistance applies.

A new *Financial Assistance Provided* record must be entered if there is a break in rental assistance for one or more months during a period of program participation (as determined by program entry and exit date).

For one-time payment of rental arrears, last month rent, utility payments (including payment for arrears), security deposit, utility deposit, and moving cost assistance the start date in the Financial Assistance Provided record must correspond to the day the Financial Assistance was approved. The end date should be identical to the start date.

Programs that provide hotel/motel voucher assistance should enter one *Financial Assistance Provided* record with a start date that corresponds to the first day for which the voucher assistance applies and an end date that corresponds to the last day voucher assistance applies. A separate record should be entered if there is a break in hotel/motel voucher assistance for one or more days during a period of program participation (as determined by program entry and exit date).

With the exception of on-going rental assistance for consecutive months and hotel/motel voucher assistance for consecutive days, as described above, clients who receive multiple instances of financial assistance for a single type of financial assistance (e.g., utility payment assistance for two consecutive months) or who are assisted with two or more distinct types of financial assistance (utility deposit, security deposit, etc.) should have a separate *Financial Assistance Provided* transaction recorded for each instance of assistance.

Programs must record the amount of HPRP financial assistance provided for each instance of one-time or ongoing financial assistance, as described above. Programs may also choose to record information on financial assistance provided through other sources. However, this should be recorded as a separate transaction in order to distinctly record and track HPRP financial assistance payments.

*Required Response Categories:*

<b>Program-Specific Data Element</b> <b>Required for HPRP-Funded Programs; Optional for All Other Programs</b>		
<b>4.13 Financial Assistance</b>	<b>Response Categories</b>	<b>Examples</b>
<b>Start Date of Financial Assistance</b>	___/___/___ (Month) (Day) (Year)	(09/01/2009)
<b>End Date of Financial Assistance</b>	___/___/___ (Month) (Day) (Year)	(11/30/2009)
<b>Financial Assistance Type</b>	1 = Rental assistance	
	2 = Security deposits	
	3 = Utility deposits	
	4 = Utility payments	
	5 = Moving cost assistance	
	6 = Motel & hotel vouchers	
<b>Financial Assistance Amount</b>		\$____.00

*Special Issues:* For HPRP reporting, categorization as short- or medium-term rental assistance is determined based on the number of months for which rental assistance is provided during a period of continuous program participation (as determined by the program entry and exit dates or end of reporting period). Programs also may choose to record the number of specific months for which assistance with rental or utility arrearage payments apply in order to assist with recordkeeping and compliance monitoring related to adherence to the financial assistance eligibility requirements of the HPRP Notice (FR-5307-N-01). However, this is not a requirement of this Notice. :

To minimize staff burden at programs that provide only one-time financial assistance to clients, the program may enter the start and end dates at the same time or may specify software that automatically enters the end date as the day after the start date for clients receiving one-time financial assistance.

HMIS software must allow HPRP programs to record transactional data for each instance of one-time financial assistance or each three-month period of ongoing financial assistance in order to meet HPRP reporting requirements.

While Financial Assistance Provided data must be collected for each client receiving HPRP financial assistance (i.e. all members of the assisted household), data collection can either occur by entering a Financial Assistance Provided record for each member of the household enrolled in the program or HMIS software can automate the process of adding records to all household members whenever one member receives the service. If automated, HMIS software may only add records for other household members if the other household members have the same Household Identification Number and Housing Status at program entry as the client for whom Financial Assistance Provided is recorded, and if other household members are enrolled in the program on the date in which the service was delivered, as indicated by Program Entry Date and Program Exit Date. Financial assistance amounts should not be divided or pro-rated among household members. Rather, each household member should be associated with the full amount.

*Changes from Previous Notice:* This is a new data standard and is required for HPRP-funded programs only.

#### **4.14 Housing Relocation & Stabilization Services Provided (required for HPRP funded programs only; optional for all other programs)**

*Rationale:* To determine the housing relocation and stabilization services provided during program participation. This data element is required for HPRP-funded programs in order to complete the QPR and APR.

*Data Source:* Case manager records.

*When Data are Collected:* At least once every three months during program enrollment, if the period between program entry and exit exceeds three months, and at program exit.

*Subjects:* All clients served.

*Definition and Instructions:* Services provided are those that the program provides directly for the benefit of program clients. In separate fields record the following information: start date of services, end date of services, and type of service(s) provided. Response categories for the types of housing relocation and stabilization services are consistent with the requirements of the HPRP Notice (FR-5307-N-01).

To minimize staff burden at programs that provide one-time services to clients, the program can enter the start and end dates at the same time or can specify software that automatically enters the end date as the day of or the day after the start date for clients receiving one-time services.

For data collection purposes, a period of service (determined by start and end dates) must not exceed three months and should not overlap with other recorded periods. A new service record with start and end dates must be recorded at least every three months during a period of program participation (as established by a program entry date and program exit date). Programs may decide to record services provided information for intervals less than three months (e.g. every month).

HMIS software must allow HPRP programs to record transactional data for services provided in intervals not greater than three months in order to meet HPRP reporting requirements. Each record must allow one or more types of HPRP services that were provided during the service period to be selected.

While Housing Relocation & Stabilization Services Provided data must be collected for each client receiving HPRP assistance (i.e. all members of the assisted household), data collection can either occur by entering a record for each member of the household enrolled in the program or HMIS software can automate the process of adding records to all household members whenever one member receives the service. If automated, HMIS software can only add records for other household members if the other household members have the same Household Identification Number and Housing Status at program entry as the client for whom the Housing Relocation & Stabilization

Services Provided is recorded, and if other household members are enrolled in the program on the date in which the service was delivered, as indicated by Program Entry Date and Program Exit Date.

*Required Response Categories:*

<b>Program-Specific Data Element</b> <b>Required for HPRP Funded Programs; Optional for All Other Programs</b>		
<b>4.14 Housing Relocation &amp; Stabilization Services Provided</b>	<b>Response Categories</b>	<b>Examples</b>
<b>Start Date of Service</b>	__/__/____ (Month) (Day) (Year)	(08/31/2009)
<b>End Date of Service</b>	__/__/____ (Month) (Day) (Year)	(09/25/2009)
<b>Type(s) of Service</b>	1 = Case management	
	2 = Outreach and engagement	
	3 = Housing search and placement	
	4 = Legal services	
	5 = Credit repair	

*Special Issues:* None.

*Changes from Previous Notice:* This is a new data element and is required for HPRP funded programs only.

#### **4.15 Optional Data Elements**

In addition to the data elements that are required for APR reporting, additional program-specific data elements have been recommended by a team of HMIS practitioners, federal agency representatives, and researchers. These data elements are based on best practices that are currently being implemented at the local level. They optional data elements include:

- 4.15A            Employment
- 4.15B            Adult Education



4.15C	General Health Status
4.15D	Pregnancy Status
4.15E	Veteran's Information
4.15F	Children's Education
4.15G	Reason for Leaving
4.15H	Services Provided

#### **4.15A Employment**

*Rationale:* To assess client's employment status and need for employment services.

*Data Source:* Client interview or self-administered form.

*When Data Are Collected:* In the course of client assessment nearest to program entry, at program exit and at least once annually during program enrollment, if the period between program entry and exit exceeds one year.

*Subjects:* All clients served or all adults and unaccompanied youth.

*Definition and Instructions:* In separate fields, determine: (1) if the client is currently employed; (2) if currently employed, how many hours did the client work in the last week; (3) if currently employed, is the work permanent, temporary, or seasonal; and (4) if the client is not currently working, if they are currently looking for work and/or increased work hours. Seasonal employment is work that can, by the nature of it, ordinarily only be performed during a certain season in the year. Temporary employment is work for a limited time only or for a specific piece of work and that work will last a short duration. Permanent employment is work that is contemplated to continue indefinitely.

*Required Response Categories:*

Optional Program-Specific Data Element	
4.15A Employment	Response Categories
<i>Employed</i>	0 = No 1 = Yes 8 = Don't Know 9 = Refused
<i>If currently working, number of hours worked in the past week</i>	_____ hours

<b><i>Employment tenure</i></b>	1 = Permanent 2 = Temporary 3 = Seasonal 8 = Don't Know 9 = Refused
<b><i>[If unemployed] Is the client looking for work? [If employed] Is the client looking for additional employment or increased hours at their current job?</i></b>	0 = No 1 = Yes 8 = Don't Know 9 = Refused

*Special Issues:* Programs may choose to ask additional information about a person's employment status, for example any benefits (health insurance) received through employment or more detailed information on the type of employment.

*Changes from Previous Notice:* Under the previous notice, it was recommended that information on employment be collected from all adults and unaccompanied youth. Under the revised notice, this information may be collected from all persons served or just all adults and unaccompanied youth. Response categories for "Don't Know" and "Refused" were added to capture information when the client does not know or the client refuses to respond and to ensure consistency in data quality reporting. In addition, the revised data element includes the recommendation that this information be collected at program entry, program exit and on an annual basis.

#### **4.15B Education**

*Rationale:* To assess client's readiness for employment and need for education services.

*Data Source:* Client interview or self-administered form.

*When Data are Collected:* In the course of client assessment nearest to program entry, at program exit and at least once annually during program enrollment, if the period between program entry and exit exceeds one year.

*Subjects:* All clients served or all adults and unaccompanied youth.

*Definition and Instructions:* In four separate fields, determine: (1) if the client is currently in school or working on any degree or certificate; (2) whether the client has received any vocational training or apprenticeship certificates; (3) what is the highest level of school that the client has completed; and (4) if the client has received a high

school diploma or General Equivalency Diploma (GED), what degree(s) has the client earned. Allow clients to identify multiple degrees.

*Required Response Categories:*

Optional Program-Specific Data Element	
4.15B Education	Response Categories
<b><i>Currently in school or working on any degree or certificate</i></b>	0 = No 1 = Yes 8 = Don't Know 9 = Refused
<b><i>Received vocational training or apprenticeship certificates</i></b>	0 = No 1 = Yes 8 = Don't Know 9 = Refused
<b><i>Highest level of school completed</i></b>	0 = No schooling completed 1 = Nursery school to 4th grade 2 = 5th grade or 6th grade 3 = 7th grade or 8th grade 4 = 9th grade 5 = 10th grade 6 = 11th grade 7 = 12th grade, No diploma 10 = High school diploma 11 = GED 12 = Post-secondary school 8 = Don't Know 9 = Refused
<b><i>If client has received a high school diploma, GED or enrolled in post-secondary education, what degree(s) has the client earned</i></b>	0 = None
	1 = Associates Degree
	2 = Bachelors Degree
	3 = Masters Degree
	4 = Doctorate Degree
	5 = Other graduate/professional degree
	6 = Certificate of advanced training or skilled artisan
	8 = Don't Know
	9 = Refused

*Special Issues:* None.

*Changes from Previous Notice:* Information on education may be collected from all clients or all adults and unaccompanied youth served by the program. The previous notice recommended limiting data collection to adults and unaccompanied youth. In

addition, the revised data element recommends collecting this information at program entry, program exit and on an annual basis. Response categories for “Don’t Know” and “Refused” were added to capture information when the client does not know or the client refuses to respond and to ensure consistency in data quality reporting.

#### **4.15C General Health Status**

*Rationale:* Information on general health status is a first step to identifying what types of health services a client may need. This data element permits the self-reported health status of clients to be compared with the self-reported health status of the U.S. population in general.

*Data Source:* Client interview or self-administered form.

*When Data are Collected:* In the course of client assessment nearest to program entry, at program exit and at least once annually during program enrollment, if the period between program entry and exit exceeds one year.

*Subjects:* All clients served or all adults and unaccompanied youth.

*Definition and Instructions:* Determine how the client assesses his/her health (and the health of minors with the household, if applicable) in comparison to other people their age.

*Required Response Categories:*

Optional Program-Specific Data Element	
4.15C General Health	Response Categories
	1 = Excellent 2 = Very good 3 = Good 4 = Fair 5 = Poor 8 = Don't Know 9 = Refused

*Special Issues:* None.

*Changes from Previous Notice:* Information on general health status may be collected from all clients or all adults and unaccompanied youth served by the program. A response category for “Refused” was added to this data element to capture information

when the client refuses to respond and to ensure consistency in data quality reporting. In addition, it is recommended that the revised data element be collected at program entry, program exit and on an annual basis.

#### **4.15D Pregnancy Status**

*Rationale:* To determine eligibility for benefits and need for services, and to determine the number of women entering CoC programs while pregnant.

*Data Source:* Client interview or self-administered form.

*When Data are Collected:* In the course of client assessment nearest to program entry.

*Subjects:* All females of child-bearing age served.

*Definition and Instructions:* In separate fields, determine (a) if a client is pregnant and (b), if so, what is the due date. The due date is one field that consists of the two-digit month, two-digit day and four-digit year. If the day is unknown, programs are encouraged to record “01” as a default value. Communities that already have a policy of entering another approximate day may continue this policy. If the month is unknown, programs should leave the data field blank.

*Required Response Categories:*

Optional Program-Specific Data Element	
4.15D Pregnancy Status	Response Categories
<i>Pregnancy status</i>	0 = No 1 = Yes 8 = Don't know 9 = Refused
<i>If yes, due date</i>	___/___/_____ (Month) (Day) (Year)

*Special Issues:* Records for pregnant clients should be updated automatically to account for changes in clients’ pregnancy status (e.g., following the birth of a child). Using the “If yes, due date” field, the HMIS should automatically update, but not overwrite, the client’s record by changing the “Pregnancy status” field from “Yes” to “No” once the due

date passes. This is a transactional data element and changes in pregnancy status should be recorded in data fields without overwriting previously entered data.

*Changes from Previous Notice:* Response categories for “Don’t Know” and “Refused” were added to capture information when the client does not know or the client refuses to respond and to ensure consistency in data quality reporting.

#### **4.15E Veteran’s Information**

*Rationale:* To collect a more detailed profile of the homeless veteran’s experience and to determine eligibility for Department of Veterans Affairs (VA) programs and benefits. These questions were developed in consultation with the VA and reflect HUD’s continuing effort to standardize data definitions and standards across federal agencies.

*Data Source:* Client interview or self-administered form.

*When Data are Collected:* In the course of client assessment nearest to program entry.

*Subjects:* All persons who answered “Yes” to Veterans Status data element.

*Definition and Instructions:* In separate fields, determine: 1) which military service era did the client serve; 2) how many months did the client serve on active duty in the military; 3) if the client served in a war zone; 4) if the client served in a war zone, the name of the war zone; 5) if the client served in a war zone, the number of months served in the war zone; 6) if the client served in a war zone, whether the client received hostile or friendly fire; 7) what branch of the military did the client serve in; and 8) what type of discharge did the client receive. In identifying the military service era served by the client, programs are encouraged to begin with the most recent service era and proceed in descending order through the various eras. Allow clients to identify multiple service eras and branches of the military.

*Required Response Categories:*

Optional Program-Specific Data Element	
4.15E Veteran's Information	Response Categories
<b>Military service eras</b>	1 = Persian Gulf Era (August 1991 – September 10, 2001) 2 = Post Vietnam (May 1975 – July 1991) 3 = Vietnam Era (August 1964 – April 1975) 4 = Between Korean and Vietnam War (February 1955– July 1964) 5 = Korean War (June 1950 – January 1955) 6 = Between WWII and Korean War (August 1947 – May 1950) 7 = World War II (September 1940 – July 1947) 8 = Don't know 9 = Refused 10 = Post September 11, 2001 (September 11, 2001 -Present)
<b>Duration of active duty</b>	_____ months
<b>Served in a war zone</b>	0 = No 1 = Yes 8 = Don't know 9 = Refused
<b>If yes, name of war zone</b>	1 = Europe 2 = North Africa 3 = Vietnam 4 = Laos and Cambodia 5 = South China Sea 6 = China, Burma, India 7 = Korea 8 = South Pacific 9 = Persian Gulf 10 = Other 11 = Afghanistan 12 = Don't know 13 = Refused
<b>If yes, number of months in war zone</b>	_____ Months
<b>If yes, received hostile or friendly fire</b>	0 = No 1 = Yes 8 = Don't know 9 = Refused

Optional Program-Specific Data Element	
4.15E Veteran's Information	Response Categories
Branch of the military	1 = Army 2 = Air Force 3 = Navy 4 = Marines 5 = Other 8 = Don't know 9 = Refused
Discharge status	1 = Honorable 2 = General 3 = Medical 4 = Bad conduct 5 = Dishonorable 6 = Other 8 = Don't know 9 = Refused

*Changes from Previous Notice:* Response categories for “Don’t Know” and “Refused” were added to each field in this data element to capture information when the client does not know or the client refuses to respond and to ensure consistency in data quality reporting. Also, two reporting categories were deleted: (1) Between WWI and WWII, December 1918 – August 1940; and (2) World War I, April 1917 - November 1918. Following the latest guidance received from the Department of Veterans Affairs, the date range for the response value “Persian Gulf Era” has been revised to end on September 10, 2001. A new response value has been added to represent the period after September 11, 2001. In addition, “Afghanistan” has been added as a separate category under the list of war zones.

#### **4.15F Children’s Education**

*Rationale:* To determine if homeless children and youth have the same access to free, public education, including public preschool education, that is provided to other children and youth. It can also serve as an important outcome measure. These questions were developed in consultation with the U.S. Department of Education.

*Data Source:* Client interview or case manager records.



*When Data are Collected:* In the course of client assessment nearest to program entry, at program exit and at least once annually during program enrollment, if the period between program entry and exit exceeds one year.

*Subjects:* All children between 5 and 17 years of age.

*Definition and Instructions:* For each child, determine in separate fields: 1) if the child is currently enrolled in school; 2) if the child is currently enrolled, the name of the school; 3) if the child is currently enrolled, indicate if the child is connected with the McKinney-Vento Homeless Assistance Act school liaison; 4) the type of school; 5) if the child is not currently enrolled in school, what date was the child last enrolled in school; and 6) what problems has the head of household had in getting the child enrolled into school. The last date of enrollment consists of the two-digit month and four-digit year. If the month is unknown, programs are encouraged to record “01” as a default value. Communities that already have a policy of entering another approximate month may continue this policy. If the year is unknown, programs should leave the data field blank. When identifying the problems the head of household encountered when enrolling the child in school, allow clients to identify multiple reasons for not enrolling the child in school.

*Required Response Categories:*

Optional Program-Specific Data Element	
4.15F Children's Education	Response Categories
<b>Current enrollment status</b>	0 = No 1 = Yes 8 = Don't know 9 = Refused
<b>If yes, name of child's school</b>	_____ (Example: Lone Pine Elementary School)
<b>If yes, was/is the child connected to the McKinney-Vento Homeless Assistance Act school liaison?</b>	0 = No 1 = Yes 8 = Don't know 9 = Refused
<b>If yes, type of school</b>	1 = Public school 2 = Parochial or other private school 8 = Don't know 9 = Refused
<b>If not enrolled, last date of enrollment</b>	___/___/____ (Month) (Year)

Optional Program-Specific Data Element	
4.15F Children's Education	Response Categories
<i>If not enrolled, identify problems in enrolling child</i>	1 = None
	2 = Residency requirements
	3 = Availability of school records
	4 = Birth certificates
	5 = Legal guardianship requirements
	6 = Transportation
	7 = Lack of available preschool programs
	10 = Immunization requirements
	11 = Physical examination records
	12 = Other
	8 = Don't know
	9 = Refused

*Special Issues:* Programs may choose to obtain additional information related to children's education, such as the number of school days missed over a specific period of time, the barriers to school attendance and the name and type of the school.

*Changes from Previous Notice:* Response categories for "Don't Know" and "Refused" were added to each field in this data element to capture information when the client does not know or the client refuses to respond and to ensure consistency in data quality reporting. In addition, the revised data element recommends collecting this information at program entry, program exit and on an annual basis.

#### **4.15G Reason for Leaving**

*Rationale:* Reason for leaving is used, in part, to identify the barriers and issues clients face in completing a program or staying in a residential facility, which may affect their ability to achieve economic self-sufficiency.

*Data Source:* Client interview, self-administered form or case manager records.

*When Data Are Collected:* At program exit.

*Subjects:* All clients served.

*Definition and Instructions:* Identify the reason why the client left the program. If a client left for multiple reasons, record only the primary reason.

*Required Response Categories:*

Optional Program-Specific Data Element	
4.15G Reason for Leaving	Response Categories
<i>Reason for leaving</i>	1 = Left for a housing opportunity before completing program
	2 = Completed program
	3 = Non-payment of rent/occupancy charge
	4 = Non-compliance with program
	5 = Criminal activity/destruction of property/violence
	6 = Reached maximum time allowed by program
	7 = Needs could not be met by program
	8 = Disagreement with rules/persons
	9 = Death
	10 = Unknown/disappeared
	11 = Other

*Special Issues:* None.

*Changes from Previous Notice:* Under the previous notice, this information was required for all programs; it is now optional.

#### **4.15H Services Provided**

*Rationale:* To determine the services provided to clients during program participation. This data element can be used to track referrals from street outreach programs. It may also be useful in identifying service gaps in a community and for meeting monitoring and reporting requirements for non-HUD funded programs.

*Data Source:* Case manager records.

*When Data are Collected:* When services are provided during the course of program participation.

*Subjects:* All clients served.

*Definition and Instructions:* *Services Provided* are those that the program provides directly for the benefit of program clients. For each service encounter, two types of information are recorded in separate fields. Record “date of service” as the two-digit month, two-digit day and four-digit year. Record “type of service” as one of the service types listed below.

*Required Response Categories:*

Program-Specific Data Element		
4.15H Services Provided	Response Categories	Examples
<b>Date of Service</b>	__ __ / __ __ / __ __ __ (Month) (Day) (Year)	(08/31/2009)
<b>Type(s) of Service</b>	1 = Food	Emergency food programs and food pantries.
	2 = Housing placement	Housing search
	3 = Material goods	Clothing and personal hygiene items.
	4 = Temporary housing and other financial aid	Rent payment or deposit assistance
	5 = Transportation	Bus passes and mass transit tokens
	6 = Consumer assistance and protection	Money management counseling and acquiring identification/SSN
	7 = Criminal justice/legal services	Legal counseling and immigration services
	10 = Education	GED instruction, bilingual education, and literacy programs
	11 = HIV/AIDS-related services	HIV testing, AIDS treatment, AIDS/HIV prevention and counseling
	12 = Mental health care/counseling	Telephone crisis hotlines and psychiatric programs
	13 = Other health care	Disability screening, health care referrals, and health education (excluding HIV/AIDS-related services, mental health care/counseling, and substance abuse services)
	14 = Substance abuse services	Detoxification and alcohol/drug abuse counseling
	15 = Employment	Job development and job finding assistance
	16 = Case/care management	Development of plans for the evaluation, treatment and/or care of persons needing assistance in planning or arranging for services
	17 = Day care	Child care centers and infant care centers
	18 = Personal enrichment	Life skills education, social skills training, and stress management
	19 = Referral to other service(s)	Street outreach referral, intra agency service referral, referral to services from other agencies
	20 = Outreach	Street outreach
	21 = Other	Other service

*Special Issues:* None

*Changes from Previous Notice:* Under the previous Notice, this information was required for all programs under the *Services Received* data element; it is now renamed *Services Provided* and is optional for all programs. Several values have also been added and renumbered.