

HUD 2016 Version 5.1 Data Standard

Changes Overview

The list below contains a list of the changes released by HUD.

Agencies that rely on paper data collection forms will need to ensure that the forms reflect the changes. The HMIS Team is happy to assist with reviewing paper data collection forms to ensure that they're compliant. As a reminder, no data collection form can be used without approval by the HMIS Program. Those wishing to have their forms reviewed should submit a support request in ClientTrack and attach the pertinent documentation. Additionally, there are standardized, general data collection forms available on the HMIS website. **The vast majority of the data standard changes pertain to the RHY, PATH, and SSVF, programs.**

This is an overview of the major changes, the information below is not an exhaustive list. The following are data elements and associated page numbers in the HMIS Data Standards that are recommend for reading:

- ⇒ **3.6 Gender (pp 23):** the only update is a change from a value of 'Other' to 'Doesn't Identify as Male, Female, or Transgender.'
- ⇒ **3.8 Disabling Condition (pp 25):** this data element is now required for all project participants. This is a change from adults and heads of households only.
- ⇒ **3.917A and 3.917B Prior Living Situation (pp 26—pp 34):** this is, by far, the biggest change. I completely understand how this can be overwhelming. The HMIS Team will be providing extra documentation, specific trainings, and webinars to make everything less scary. J We'll also be prioritizing support requests submitted via ClientTrack that relate to the data standards. I've outlined some of the highlights of 3.917A and 3.917B below.
- ⇒ **3.12 Destination (pp 36—pp 37):** The universe of persons the data is collected on has changed from Heads of Households and Adults to All clients. This change has been made to accommodate instances where the household does not leave all at the same time or to the same destination to improve accuracy.
- ⇒ **3.15 Relationship to Head of Household (pp 39—pp 40):** Minor clarification to data collection instruction.
- ⇒ **4.2 Income and Sources (pp 44—pp 46):** PATH is now required to collect this data.
- ⇒ **4.3 Non-Cash Benefits (pp 48—pp 49):** PATH is now required to collect this data.
- ⇒ **4.4 Health Insurance (pp 50—pp 52):** Indian Health Services Program and Other have been added as response options. PATH is now required to collect this data.
- ⇒ **4.14 Services Provided (pp 64):** Services are not required for CoC funded projects. However, some federal partners (e.g. PATH, SSVF, and RHY) do require them. Program managers should access the HMIS Data Standards via the City of Spokane HMIS website at: www.spokanehmis.org and view an electronic copy of the HMIS Data Standards. **Program managers of PATH, SSVF, and/or RHY funded projects are strongly encouraged to review the guidance.** Doing so, will allow for the selection of the various hyperlinks that will bring up the various services that are required for tracking.

4.16 Referrals Provided (pp 65): PATH Service response options have changed; RHY Services have clarified data collection requirements.

- ⇒ **4.17 Residential Move-In Date (pp 65—pp 66):** Data collection instructions have been clarified to respond to issues identified with this element. Additionally, the “information date” and “yes/no” response have been removed from the element to remove the confusion those responses created. Note: Guidance on reporting abilities related to alternative means of capturing data using a “Pre-Entry Project” have been added to the HMIS Data Dictionary.
 - ⇒ **4.21 Connection with SOAR (pp 72):** PATH is now required to collect this data at project entry, update, annual assessment, and exit.
 - ⇒ **4.24 Last Grade Completed (pp 77):** The element is no longer just a RHY required element, SSVF and VASH will also use the element. This element has been updated with new response categories: “Associate’s degree”, “Bachelor’s degree”, “Graduate degree”, and “Vocational certification”.
 - ⇒ **4.45 VAMC Station Number (pp 104—pp 105):** This is a new data element.
 - ⇒ **4.48 SSVF HP Targeting Criteria (pp 105—pp 106):** This is a new data element. It replaces data element 4.44 HP Screening Score.
 - ⇒ **4.49 Use of Other Crisis Services (pp 107):** This is a new data element.
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One of the biggest changes is the introduction of Data Element 3.917. This data element replaces Prior Living Situation and Length of Time on the Streets, in an Emergency Shelter or in a Safe Haven. HUD’s intent with the introduction of this data element is to better determine chronically homeless status. The data element is broken up into two distinct parts 3.917A and 3.917B. (The workflow will determine which element to make visible depending on responses to questions earlier in the workflow.)

3.917A: This element is used to identify the type of living situation and length of stay in that situation just prior to entry into a Street Outreach, Emergency Shelter (ES), or Safe Haven (SH) project for all adults and heads of households.

DATA COLLECTION INSTRUCTIONS:

Intake staff should ask clients about their homeless history, including specific instances the client spent on the street. This may require explaining what each of these situations are, relative to the HUD definition for each.

1. Record the type of living arrangement of the head of household and each adult household member was residing in just prior to entry into the Street Outreach, ES, or SH project. The living situations have been divided into three different situations: Literally Homeless; Institutional; and Transitional and Permanent Housing. When one of the three situations is identified as the prior living situation of the client then only one of the living situation response elements under that category may be selected. Note: Adult members of the same household may have different prior living situations.
2. Record the length of time the client was residing in just their previous place of stay.

3. Record the Approximate date this homeless situation began. Have the client look back to the date of the last time the client had a place to sleep that was not on the streets, ES, or SH and enter that date.
4. Regardless of where the client stayed last night enter the number of times the client has been homeless on the streets, in ES, or SH in the past three years including today. (Note – if this is the first time the client has been homeless in the past three years then the response is One Time)
5. Record the total number of months homeless the client has been on the streets, in ES or SH in the past three years. (The number of cumulative, but not necessarily consecutive months spent homeless.)

NOTE: Although documentation is required by some funders for programs targeting chronic homeless persons, completing the data fields in HMIS does not require documentation -- a client's responses are all that is required.

Information regarding how to define the various Types of Residences can be found on pages 27-29.

3.917B: This element is used to identify the type of living situation and length of stay in that situation just prior to project entry for all adults and heads of households entering any of the following HMIS project types: Transitional Housing, any form of Permanent Housing including Permanent Supportive Housing and Rapid Re-Housing, Service Only, Other, Day Shelter, Homelessness Prevention, and Coordinated Assessment (Coordinated Entry).

The element has been carefully constructed to apply the logic appropriate to the client's responses in order to avoid asking for information which is irrelevant or inappropriate for the client population being served in a particular situation. For example – eligibility for Homelessness Prevention requires that a client be in housing. By definition, a person in housing is not chronically homeless, so the series of questions asked to determine chronic homeless status are not required.

DATA COLLECTION INSTRUCTIONS:

HUD strongly encourages HMIS users to just ask the client for the information and record their answer. Attempting to tie each individual's response with definitions or documentation requirement is not the attempt of this question.

The responses are designed to flow from the client's last living situation. For projects that do not provide lodging, the 'last' living situation will be the same as the current living situation. For projects that do provide lodging, this will be the client's living situation prior to moving in to the project-provided residence

If the client's prior living situation was a homeless situation, then:

1. Record the last type of homeless situation the client was previously residing in. Note: Adult members of the same household may have different prior living situations.
2. Record the length of time the client was residing in their previous place of stay.

3. Then determine if the client is chronically homeless by:

- a. Recording the Approximate date this homeless situation began. Have the client look back to the date of the last time the client had a place to sleep that was not on the streets, ES, or SH and enter that date.
- b. Recording the number of times, the client has been homeless on the streets, in ES, or SH in the past three years including today, regardless of where the client stayed last night. (Note – if this is the first time the client has been homeless in the past three years then the response is One Time)
- c. Record the total number of months the client has been homeless on the streets, in ES or SH in the past three years. (The number of cumulative, but not necessarily consecutive months spent homeless.) [For example: If have been on the streets, ES, or SH since January and it is now March, the cumulative total would be 3 months (January = 1, February = 2, and March = 3). If they were also homeless for a month back in October, the cumulative total would then be 4 months.]

If the client's prior living situation was an institutional situation, then:

1. Record the type of institutional situation they were residing in immediately prior to project entry.
2. Identify if the client resided in the institution for less than 90 days and indicate the amount of time they were in the institution. *[If they were in the institution 90 days or more, indicate the amount of time and then 3.917 is complete – no other questions are required.]*
3. If the client was in the institution for less than 90 days (90 days or more is considered a “break” by the chronic homeless definition) then determine if their living situation immediately prior to entering the institution was on the streets, in an emergency shelter or a safe haven. *[If they did not enter the institution from a homeless situation then 3.917 is complete – no other questions are required.]*
4. If they were residing in an institution for less than 90 days and were homeless on the streets, in an ES, or in SH immediately prior to that, then determine the client's length of time on the streets, in an ES, or in SH by:
 - a. Recording the Approximate date this homeless situation began. Have the client look back to the date of the last time the client had a place to sleep that was not on the streets, ES, or SH and enter that date.
 - b. Recording the number of times, the client has been homeless on the streets, in ES, or SH in the past three years including today, regardless of where the client stayed last night. (Note – if this is the first time the client has been homeless in the past three years then the response is One Time)
 - c. Record the total number of months the client has been homeless on the streets, in ES or SH in the past three years. (The number of cumulative, but not necessarily consecutive months spent homeless.) [For example: If have been on the streets, ES, or SH since January and it is now March, the cumulative total would be 3 months (January = 1, February = 2, and March = 3). If they were also homeless for a month back in October, the cumulative total would then be 4 months.]

If the client's prior living situation was a Transitional or Permanent Housing situation or the refused to answer, don't know, or the information is missing then:

1. Record the client's response to type of housing situation they were previously residing in.
2. Identify if the client resided in the housing situation for less than seven nights. *[If they were in the housing situation 7 nights or longer, indicate the amount of time and then 3.917 is complete – no other questions are required.]*

3. If the client was in the housing for seven days or less then determine if their living situation immediately prior to entering the institution was on the streets, in an emergency shelter or a safe haven. *[If they did not enter the short term housing situation from a homeless situation then 3.917 is complete – no other questions are required.]*

4. If they were residing in a housing situation for less than 7 nights and immediately prior to that were homeless then determine the length of time on the streets, in ES or SH by:

- a. Recording the Approximate date this homeless situation began. Have the client look back to the date of the last time the client had a place to sleep that was not on the streets, ES, or SH and enter that date.
- b. Recording the number of times, the client has been homeless on the streets, in ES, or SH in the past three years including today, regardless of where the client stayed last night. (Note – if this is the first time the client has been homeless in the past three years then the response is One Time)
- c. Record the total number of months the client has been homeless on the streets, in ES or SH in the past three years. (The number of cumulative, but not necessarily consecutive months spent homeless.) [For example: If have been on the streets, ES, or SH since January and it is now March, the cumulative total would be 3 months (January = 1, February = 2, and March = 3). If they were also home.

NOTE: For clients that are being served in programs targeted for persons “at-risk of homelessness” such as homelessness prevention then the client would be residing in a housing situation and unless they were residing in that situation for a very short time (less than 7 nights) and immediately prior to that were homeless then the questions to determine length of time on the streets, in ES or SH should not be asked/recorded.

NOTE: Although documentation is required by some funders for programs targeting chronic homeless persons, completing the data fields in HMIS does not require documentation -- a client’s responses are all that is required.