



2016 HMIS NEW DATA STANDARDS / UPGRADE QUICK REFERENCE

NOTICE:

For all clients who were actively enrolled in a program/project or were actively receiving services any time on or after October 1, 2016:

- New data elements must be completed for clients as of their Entry Date and should be filled in on the Entry Screen for the projects they are enrolled in.
- Data elements where the dropdown choices may have changed or the questions have been re-configured must also be answered as of the client's Entry Date and should be corrected on the Entry Screen.

For more in depth definitions of all HUD Data Elements please see the HMIS Data Standards Manual from www.hudexchange.info.

FOR ALL PROJECTS:

GENDER:

SUBCOOK COMPREHENSIVE ENTRY ASSESSMENT

- "Other" has been changed to: "Doesn't identify as male, female or transgender" and the "Specify" field has been removed.

-Select-
▸ Female
▸ Male
▸ Transgender male to female
▸ Transgender female to male
▸ Doesn't identify as male, female or transgender
▸ Client doesn't know
▸ Client refused
▸ Data not collected

CLIENT LOCATION

SUBCOOK COMPREHENSIVE ENTRY ASSESSMENT

- Client location is now required to be updated if a client changes location while in the project.

ILLINOIS RIN#

- This is the 9 digit Illinois Recipient Identification Number that clients receive if they are receiving Food Stamps or have Medicaid for health insurance.
- Collected for all clients who have a RIN.

These are reconfigured data elements combining Residence Prior to Project Entry and Length of Time on the Streets, in an Emergency Shelter, or in a Safe Haven. See attached sheets for further information.

STREET OUTREACH, EMERGENCY SHELTER, AND SAFE HAVEN PROJECTS

- Collected at Project Entry for all Adults and Heads of Household.
- Type of Residence

-Select-
<i>Homeless Situation</i> (header, not a choice)
‣ Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)
‣ Emergency shelter, including hotel or motel paid for with emergency shelter voucher
‣ Safe Haven
‣ Interim Housing* New choice, please see definition on pp 12 & 15
<i>Institutional Situation</i> (header, not a choice)
‣ Foster care home or foster care group home
‣ Hospital or other residential non-psychiatric medical facility
‣ Jail, prison or juvenile detention facility
‣ Long-term care facility or nursing home
‣ Psychiatric hospital or other psychiatric facility
‣ Substance abuse treatment facility or detox center
<i>Transitional & Permanent Housing Situation</i> (header, not a choice)
‣ Hotel or Motel paid for without emergency shelter voucher
‣ Owned by client, no ongoing housing subsidy
‣ Owned by client, with ongoing housing subsidy
‣ Permanent housing for formerly homeless persons (such as: a CoC Project, HUD legacy programs, or HOPWA PH)
‣ Rental by client, no ongoing housing subsidy
‣ Rental by client, with VASH subsidy
‣ Rental by client, with GPD TIP subsidy
‣ Rental by client, with other ongoing housing subsidy
‣ Residential project or halfway house with no homeless criteria
‣ Staying or living in a family member's room, apartment or house
‣ Staying or living in a friend's room, apartment or house
‣ Transitional housing for homeless persons (including homeless youth)
‣ Client doesn't know
‣ Client refused

- Length of Stay in Prior Living Situation

-Select-
▸ One night or less
▸ Two to six nights
▸ One week or more, but less than one month
▸ One month or more, but less than 90 days
▸ 90 days or more, but less than one year
▸ One year or longer
▸ Client doesn't know
▸ Client refused

- Approximate Date Homelessness Started (this episode)
 - Date field asking for the date **THIS EPISODE** began.
- Total number of times homeless on the street, in ES or SH in the past three years

-Select-
▸ One time
▸ Two times
▸ Three times
▸ Four or more times
▸ Client doesn't know
▸ Client refused

- Total number of months homeless on the street, in ES, or SH in the past three years: _____ (number)

ALL OTHER HMIS PROJECTS (NOT STREET OUTREACH, EMERGENCY SHELTER AND SAFE HAVEN)

- These fields are programmed with conditional logic meaning the questions will change depending on what the user chooses from the drop downs.
- The Types of Residence are the same as listed above with the same headings.
 - If the **type of residence is under the –Homeless Situation–heading**, then the user will continue to answer all subsequent fields including:
 - “Length of Stay in Previous Place”
 - “Approximate date homelessness started” (this episode)
 - “Regardless of where they stayed last night - Number of times the client has been on the streets, in ES, or SH in the past three years including today”
 - “Total number of months homeless on the street, in ES or SH in the past three years”

- **If the type of residence is under the –Institutional Situation– heading** the user will continue:
 - Length of stay in previous place
 - If the response is 90 days or longer, the subsequent question “Did you stay less than 90 days?” will be answered with a “No” automatically and the assessment is over.
 - If the response is less than 90 days, the subsequent question “Did you stay less than 90 days?” will be answered with a “Yes” automatically and the user must continue:
 - “On the night before did you stay on the streets, ES or SH?”
 - If the answer is “No” then the assessment is over.
 - If the answer is “Yes” then the rest of the assessment will need to be completed by answering:
 - Approximate date homelessness started (this episode)
 - “Regardless of where they stayed last night - Number of times the client has been on the streets, in ES, or SH in the past three years including today”
 - “Total number of months homeless on the street, in ES or SH in the past three years”
- **If the type of residence is under the –Transitional and Permanent Housing Situation– heading** the user will continue:
 - Length of stay in previous place
 - If the response chosen is above 7 days (e.g. “One week or more, but less than one month”) then the next field, “Did you stay less than 7 nights?” is answered automatically with “No” and the assessment has ended.
 - If the response is either “One night or less” or “Two to Six nights” then the field “Did you stay less than 7 nights?” is answered Automatically with a “Yes” and the user moves on to the next question.
 - “On the night before, did you stay on the streets, ES, SH?”
 - If the answer is “No” the assessment has ended.
 - If the answer is “Yes” then the user must complete...
 - Approximate date homelessness started (this episode)
 - “Regardless of where they stayed last night - Number of times the client has been on the streets, in ES, or SH in the past three years including today”
 - “Total number of months homeless on the street, in ES or SH in the past three years

RHY (RUNAWAY HOMELESS YOUTH) PROJECTS

SERVICES PROVIDED (RHY ONLY)

- HUD provided clarification: Each service type only needs to be recorded once during program enrollment.
 - So if you provide the same service 3 times to a client, only the first service date needs to be recorded.
-

REFERRALS PROVIDED (RHY ONLY)

- HUD provided clarification: Each referral type only needs to be recorded once during program enrollment.
 - So if you provide a client a referral to 3 permanent housing projects, only the first referral given needs to be recorded.
-

VA, SSVF, VASH PROJECTS

LAST GRADE COMPLETED (SSVF & VA)

SUBCOOK SSVF RRH & VASH SUPPLEMENTAL

- This is a RHY standard but a new data element for SSVF and VA.
- Last grade completed?

-Select-
▸ Less than Grade 5
▸ Grades 5-6
▸ Grades 7-8
▸ Grades 9-11
▸ Grade 12
▸ School program does not have grade levels
▸ GED
▸ Some college
▸ Associate degree*
▸ Bachelor's degree*
▸ Graduate degree*
▸ Vocational certification*
▸ Client doesn't know
▸ Client refused

*These are new choices in the drop down.

EMPLOYMENT STATUS (HUD/VASH)

SUBCOOK SSVF RRH & VASH SUPPLEMENTAL

- This RHY 3 part question must now be collected at project entry and project exit for HUD/VASH projects.
 - Employed?

-Select-
▸ No
▸ Yes
▸ Client doesn't know
▸ Client refused

- (If yes) Type of employment?

-Select-
‣ Full-Time
‣ Part-Time
‣ Seasonal/sporadic (including day labor)

- (If no) Why not employed?

-Select-
‣ Looking for work
‣ Unable to work
‣ Not looking for work

GENERAL HEALTH STATUS (HUD/VASH)

SUBCOOK SSVF RRH & VASH SUPPLEMENTAL

- This RHY element is a new element for HUD/VASH to be collected at project entry and exit.
- General Health Status:

-Select-
‣ Excellent
‣ Very Good
‣ Good
‣ Fair
‣ Poor
‣ Client doesn't know
‣ Client refused

SSVF HP TARGETING CRITERIA (SSVF HP)

SUBCOOK SSVF HP SUPPLEMENTAL

- HP Screening Score has been retired and replaced with the following tool.
- These are new elements for SSVF and must be collected for the Head of Household at Project Entry.
 - Referred by Coordinated Entry or a homeless assistance provider to prevent the household from entering an emergency shelter or transitional housing or from staying in a place not meant for human habitation.

-Select-
‣ No (0 points)
‣ Yes

- Current housing loss expected within...

-Select-
‣ 0-6 days
‣ 7-13 days
‣ 14-21 days
‣ More than 21 days (0 points)

- Current household income is \$0

-Select-
▸ No (0 points)
▸ Yes

- Annual household gross income amount

-Select-
▸ 0-14% of Area Median Income (AMI) for household size
▸ 15-30% of AMI for household size
▸ More than 30% of AMI for household size (0 points)

- Sudden and significant decrease in cash income (employment and/or cash benefits) AND/OR unavoidable increase in nondiscretionary expenses (e.g., rent or medical expenses) in the past 6 months

-Select-
▸ No (0 points)
▸ Yes

- Major change in household composition (e.g., death of family member, separation/divorce from adult partner, birth of new child) in the past 12 months

-Select-
▸ No (0 points)
▸ Yes

- Rental Evictions within the past 7 years

-Select-
▸ 4 or more prior rental evictions
▸ 2-3 prior rental evictions
▸ 1 prior rental eviction
▸ No prior rental evictions (0 points)

- Currently at risk of losing a tenant-based housing subsidy or housing in a subsidized building or unit?

-Select-
▸ No (0 points)
▸ Yes

- History of Literal Homelessness (street/shelter/transitional housing)

-Select-
▸ 4+ times OR a total of 12+ months in the past three years
▸ 2-3 times in the past three years
▸ 1 time in the past three years
▸ None (0 points)

- Head of Household with disabling condition (physical health, mental health, substance abuse) that directly affects ability to secure/maintain housing

-Select-
▸ No (0 points)
▸ Yes

- Criminal record for arson, drug dealing or manufacture, or felony offense against persons or property

-Select-
▸ No (0 points)
▸ Yes

- Registered Sex Offender

-Select-
▸ No (0 points)
▸ Yes

- At least one dependent child under age 6

-Select-
▸ No (0 points)
▸ Yes

- Single parent with minor child(ren)

-Select-
▸ No (0 points)
▸ Yes

- Household size of 5 or more requiring at least 3 bedrooms (due to age/gender mix)

-Select-
▸ No (0 points)
▸ Yes

- Any Veteran in household served in Iraq or Afghanistan

-Select-
▸ No (0 points)
▸ Yes

- Female Veteran

-Select-
▸ No (0 points)
▸ Yes

- HP applicant total points: _____ (enter integer)

- Grantee targeting threshold score: _____ (enter integer)

IN PERMANENT HOUSING

- This Yes/No data element has been removed.

USE OF OTHER CRISIS SERVICES (SSVF HP & RRH)

SUBCOOK SSVF RRH & VASH SUPPLEMENTAL

- For head of household and All Adults as of the date of Project Entry
 - Number of visits to an emergency room in the past year

-Select-
▸ 0
▸ 1-2
▸ 3-5
▸ 6-10
▸ 11-20
▸ More than 20
▸ Client doesn't know
▸ Client refused

- Approximate number of nights in jail/prison in the past year

-Select-
▸ 0
▸ 1-2
▸ 3-5
▸ 6-10
▸ 11-20
▸ More than 20
▸ Client doesn't know
▸ Client refused

- Approximate number of nights spent in an inpatient medical facility in the past year

-Select-
▸ Never
▸ 1-2
▸ 3-5
▸ 6-10
▸ 11-20
▸ More than 20
▸ Client doesn't know
▸ Client refused

HOPWA (HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS)

T-CELL (CD4) AND VIRAL LOAD (HOPWA ONLY)

SUBCOOK HUD HOPWA ENTRY SUPPLEMENTAL

- T-Cell (CD4) Count Available

-Select-
▸ No
▸ Yes
▸ Client doesn't know
▸ Client refused

- If Yes, T-Cell Count: _____ (0-1500)

- How was the data obtained?

-Select-
▸ Medical Report
▸ Client Report
▸ Other

- Viral Load available?

-Select-
▸ Not available
▸ Available
▸ Undetectable
▸ Client refused
▸ Data not collected

- Viral Load: _____ (0-999999)

- How was the data obtained?

-Select-
▸ Medical Report
▸ Client Report
▸ Other

HUD STANDARDS FOR LIVING SITUATION

3.917 LIVING SITUATION

The universal data elements 3.9 *Residence Prior to Project Entry* and 3.917 *Length of Time on the Streets, in an Emergency Shelter or in a Safe Haven* have been combined in the 2014 Version 5 data standards to one element 3.917 Living Situation. Further, to facilitate data entry and in response to multiple user questions, the element has been identified as 2 elements which use only the fields and responses necessary for the population being asked the information. 3.917A is to be used for all persons entering a Street Outreach, Emergency Shelter or Safe Haven project and 3.917B is to be used for persons entering in all other HMIS project types. With this separation and clarification, the definition of chronic homelessness as identified in the final rule in the [Federal Register](#) published December 5, 2015 is able to be fully reported through an HMIS.

For persons entering HMIS Project Type: Street Outreach, Emergency Shelter, & Safe Haven

Rationale: 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.

Collection Point(s): At project entry.

Subjects: Head of household and adults.

Data Collection Instructions:

Intake staff should ask clients about their homeless history, including specific instances the client spent on the street, in an emergency shelter, or Safe Haven project. 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.

Response Category Descriptions:

“*The streets*” is being used as short-hand for any place unfit for human habitation (a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground).

The element adds a new response option “*interim housing*”. Interim housing is not a type of housing but rather a housing situation where a chronically homeless person has: applied for permanent housing, has been accepted, a unit/voucher for permanent housing has been reserved for them, but for which there is some other situation that prevents them from moving immediately into housing (e.g. apartment getting painted, old tenant moving out, has a voucher but is looking for the unit, etc.). In such cases, where it has been determined to be absolutely necessary that to keep the client engaged and moving towards housing a temporary solution must be utilized and transitional housing is used the client should then be identified upon move in to the permanent house as coming from “interim housing”. This will enable that individual/household to be identified as chronically homeless at intake for reporting

purposes based on the responses to the elements that will follow. Note: This housing is not a substitute for a waiting list or for any situation other than identified here.

The key concepts to help determine the approximate start date are:

1. 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.
2. As the client looks back, there may be breaks in their stay on the streets, ES, or SH. The breaks are allowed to be included in the look back period to calculate the approximate start date ONLY:
 - a. If the client moved continuously between the streets, shelters, or safe havens. The date would go back as far as the first time they stayed in one of those places; or
 - b. If the break in their time on the street, ES or SH was less than 7 nights. A break is considered 6 or less consecutive nights not residing in a place not meant for human habitation, in shelter or in a Safe Haven. The look back time would not be broken by a stay less than 7 consecutive nights; or
 - c. If the break in their time on the streets, ES, or SH was less than 90 days due to an institutional stay (i.e. jail, substance abuse or mental health treatment facility, hospital, or other similar facility). The look back time would include all of those days (up to 89 days) when looking back for the start date.
3. If the client knows the actual date – enter the date they indicate. If they know the month and year but not the day, the worker may substitute the day of the month with the same day of the month as project entry. For example: a client enters the project on March 15, 2015. During the intake interview, the client answers the start date question with a response of “a couple of months”. The worker clarifies - “It’s March, would that mean you started sleeping on the streets in January this year?” Client affirms, yes, January. The worker clarifies: “Do you know the day?” Client responds: “no.” - Worker then enters January 15 (day of the month of project entry), (this year).
4. If the HMIS displays information about the person’s entry date on the streets, ES or SH, the worker may share that information with the client to help jog their memory. However, administrative information may not be substituted for the information provided directly by the client or entered in lieu of asking the client the question.

Total number of months homeless on the Streets, in ES, or SH in the past three years. Responses are either:

1. *One month - this is the first month* - Meaning in the past three years this is the first month the client has resided on the Streets, ES, or SH.
2. *2-12 months* - Count the total number of months the client indicates they have been on the streets, ES, or SH in the past three years. If the client has 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.

Information should be gathered on all clients at project entry. For those with active records on October 1, 2016 the data should have been mapped from the prior HMIS information and no data entry should be required. HUD recommends that the data for this element be reviewed as part of a record review the first time the record is opened after deployment, to assure accuracy and to account for any previously blank responses.

Status Documented: This question does not require documentation of the responses. It does not replace documentation requirements of chronic homelessness for projects that require such documentation.

Special Considerations: When an individual turns 18 and is residing in an emergency shelter or safe haven or is on the streets and enrolled in a street outreach project then the element should be asked of the individual with the answers being based on their prior living situation – as the day prior to their 18th birthday.

3.917 LIVING SITUATION

For persons entering all other HMIS project types (i.e. NOT - Street Outreach, Emergency Shelter, or Safe Haven)

Rationale: 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. A flow chart to further describe this element can be found in [Exhibit 3](#).

Collection Point(s): At project entry.

Subjects: Head of household and adults.

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.

Response Category Descriptions:

“*The streets*” is being used as short-hand for any place unfit for human habitation (a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground).

The element adds a new response option “*interim housing*”. Interim housing is not a type of housing but rather a housing situation where a chronically homeless person has: applied for permanent housing, has been accepted, a unit/voucher for permanent housing has been reserved for them, but for which there is some other situation that prevents them from moving immediate move into housing (e.g. apartment getting painted, old tenant moving out, has a voucher but is looking for the unit, etc.). In such cases, where it has been determined to be absolutely necessary that to keep the client engaged and moving towards housing a temporary solution must be utilized and transitional housing is used the client should then be identified upon move in to the permanent house as coming from “*interim housing*”. This will enable that individual/household to be identified as chronically homeless at intake for reporting purposes based on the responses to the elements that will follow. Note: This housing is not a substitute for a waiting list or for any situation other than identified here.

The key concepts to help determine the actual or approximate start date are:

1. 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.
2. As the client looks back, there may be breaks in their stay on the streets, ES, or SH. The breaks are allowed to be included in the look back period to calculate the approximate start date ONLY:
 - a. If the client moved continuously between the streets, shelters, or safe havens. The date would go back as far as the first time they stayed in one of those places; or
 - b. If the break in their time on the street, ES or SH was under 7 nights. A break is considered at least 7 or more consecutive nights not residing in a place not meant for human habitation, in shelter or in a Safe Haven. The look back time would not be broken by a stay less than 7 consecutive nights; or

- c. If the break in their time on the streets, ES, or SH was less than 90 days due to an institutional stay (i.e. jail, substance abuse or mental health treatment facility, hospital, or other similar facility). The look back time would include all of those days (up to 89 days) when looking back for the start date.
3. If the client knows the month and year but not the day, the worker may substitute the day of the month with the same day of the month as project entry. For example: a client enters the project on March 15, 2015. During the intake interview, the client answers the start date question with a response of “a couple of months”. The worker clarifies - “It’s March, would that mean you started sleeping on the streets in January this year?” Client affirms, yes, January. The worker clarifies: “Do you know the day?” Client responds: “no.” - Worker then enters January 15 (day of the month of project entry), (this year).
4. If the HMIS displays information about the person’s entry date on the streets, ES or SH, the worker may share that information with the client to help jog their memory. However, administrative information may not be substituted for the information provided directly by the client or entered in the case that the client refuses to answer or does not know the answer, or in the case the data was not collected by the project for the client.

Information should be gathered on all clients at project entry. For those with active records on October 1, 2016 the data should have been mapped from the prior HMIS information and no data entry should be required. HUD recommends that the data for this element be reviewed as part of a record review the first time the record is opened after deployment, to assure accuracy and to account for any previously blank responses.

Status Documented: This question does not require documentation of the responses. It does not replace documentation requirements of chronic homelessness for projects that require such documentation.

Special Considerations: When an individual turns 18 and is residing in an emergency shelter or safe haven or is on the streets and enrolled in a street outreach project then the element should be asked of the individual with the answers being based on their prior living situation – as the day prior to their 18th birthday.