HMIS 2015 Data Standards Update

**NOTICE**

Any client who was actively enrolled in a program/project or was actively receiving services any time on or after **October 1, 2015** must have their data updated to reflect the new data standards.

**Changes for All Projects** *(SSVF, HOPWA, and RHY Specific Changes are Forthcoming)*

**Domestic Violence Additional Question** *(Comprehensive Entry Assessment)*

- (If Yes) Are you currently fleeing?

  - Select-
    - Yes
    - No
    - Client Doesn’t Know
    - Client Refused

**Exit Destination** *(Entry Exit Exit Dialogue)*

- This field is required for all clients (it used to be only for Adults however Suburban Cook County has always collected this for all clients).

*Special Note: If a client exits a project without providing project staff with their destination, the “No exit interview completed” response value should be used; in such instances, destination information will be considered missing.*

**Time on Streets, Emergency Shelter or Safe Haven** *(Establishing Chronic Homeless)* *(Comprehensive Entry Assessment)*

- Client Entering from street, emergency shelter or safe haven?

  - Select-
    - Yes
    - No
    - Client Doesn’t Know
    - Client Refused

- (If Yes) Approximate Date Started: *(Add Date)*

Continued on next page.
• Regardless of where they stayed last night — Number of times the client has been homeless on the streets, in ES, or SH in the past three years including today.

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<th>-Select-</th>
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<tr>
<td>• Never in 3 years</td>
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<tr>
<td>• One time</td>
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<td>• Two Times</td>
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<td>• Three Times</td>
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<td>• Four or more times</td>
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<td>• Client Doesn’t Know</td>
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<td>• Client Refused</td>
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• Total number of months homeless on the street, in ES, or SH in the past 3 years.

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<td>• One month (this time is the first month)</td>
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<td>• 2-12 months (select an integer)</td>
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<td>• More than 12 months</td>
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<td>• Client Doesn’t Know</td>
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<td>• Client Refused</td>
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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 90 days or less 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 90 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.

• 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. Responses are either:

• Never in the past three years - Meaning either the client has never been on the streets, in an ES, or SH; or the last time they were in any of those situations was longer than three years ago. If the client reports being homeless prior,
but indicates that they did not stay in one of the identified places (streets, ES, or SH) this would be the correct response.

- This is the first time - This is the first time the client has been on the streets, in an ES, or SH.
- Enter two times, three times, four or more times, or client refused, client doesn’t know based on client responses.
- Total number of months homeless on the Streets, in ES, or SH in the past three years. Responses are either:
  - 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.
  - 2-12 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 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.

Information should be gathered on all clients at project entry. For those with active records on October 1, 2015, the client should be asked the questions based on where they were prior to entry into the current project and the appropriate response recorded. If the client can’t remember, “client doesn’t know” is an acceptable response.

**HELPFUL NOTES ON INCOME**

- Income and Source are intended to identify regular, recurrent earned income and cash benefits. Services and/or gifts such as phone cards and vouchers that are provided by a project to clients during enrollment are fundamentally different and are not considered income.

- Income data may be entered in HMIS consistent with guidelines for calculating household income provided by a projects funder, if such guidelines exist. For example, for eligibility purposes, both CoC and ESG-funded projects are instructed to exclude income from the employment of a minor child from calculations of household income. The same is true for SSVF. In the absence of income calculation guidelines provided by a funder, as a general rule, any income associated with a minor used for household expenses and support should be included in the head of households Income and Sources data. Where the income is not relevant for household expenses, it could reasonably be excluded from entry.

- Income received for a minor (e.g. SSI) should be recorded as part of the household income under the Head of Household.

- Student financial aid is not to be considered income unless the financial aid includes a cash stipend.

- Recording income in an HMIS is not the same as performing an income evaluation for purposes of project eligibility determination or a rent calculation for the purpose of determining rental subsidy (24 CFR 5.609 and 24 CFR 5.611(a)). Data recorded in HMIS also does not replace required income verification documentation that may be required by a funder.

- Lump sum amounts received by a family, such as inheritances, insurance settlements, or proceeds from sale of property, or back pay from Social Security are considered assets, not income and are not recorded in HMIS.