

HMIS Data Requirements

- Universal Data Elements
 - What are the HUD Universal Data Elements?
- Program Data Elements
 - What are the HUD Program Data Elements?
- Required Data By Program Type
 - Emergency Shelter
 - Transitional Housing
 - Supportive Housing Program (SHP)
 - Shelter Plus Care (S+C)
 - Single Room Occupancy (SRO)
 - Permanent Supportive Housing
 - Hotel/Motel Vouchers
 - HPRP

CONTENTS

Universal Data Elements

Review of HUD Data Elements

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:

1. Name
2. Social Security Number
3. Date of Birth
4. Race
5. Ethnicity
6. Gender
7. Veteran Status
8. Disabling Condition
9. Residence Prior to Program Entry
10. Zip Code of Last Permanent Address
11. Housing Status
12. Program Entry Date
13. Program Exit Date
14. Unique Person Identification Number
15. Household Identification Number

Data elements 1 through 11 require that staff from a CoC Program enter information provided by a client into the HMIS database.

Data elements 1 to 6 only need to be collected the first time an individual uses a particular CoC Program or, where HMIS data is shared among providers in a CoC, or 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 12 (*Program Entry Date*) and 13 (*Program Exit Date*), are entered by staff every time a client enters or leaves a program.

What are the Universal Data Elements?

Program Data Elements

Program Specific Data Elements

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, and Section 8 Moderate Rehabilitation for Single Room Occupancy Dwellings (SRO) Programs.

The Program data elements are:

1. Income and Sources*
2. Non-Cash Benefits*
3. Physical Disability
4. Developmental Disability
5. Chronic Health Condition
6. HIV/AIDS
7. Mental Health
8. Substance Abuse
9. Domestic Violence
10. Destination at Leaving
11. Date of Contact
12. Date of Engagement
13. Financial Assistance Provided
14. Housing Relocation and Stabilization Services Provided

**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 3 to 8 to determine whether a client is currently receiving services for a condition or received services prior to exiting the program.

PROGRAM DATA ELEMENTS

Program Requirements

Program Specific Data Elements

HMIS REQUIRED DATA ELEMENTS: EMERGENCY SHELTER

General Requirements

- A program is set up for each separate Emergency Shelter program. Program profile data should be completed.

- Client data collected at intake include:

- Name
- Social Security Number
- Date of Birth
- Ethnicity and Race
- Gender
- Veteran Status
- Homeless Status
- Disabling Condition
- Residence Prior to Program Entry
- Zip Code of Last Permanent Address
- Program Entry

(All individuals should be enrolled in the appropriate program on the date that they entered the program. If data is not entered on the same day, back date the program entry date)

- Program Exit

(All individuals should be discharged on the date that they leave the program. If the data is not entered on the same day, back date the program exit date)

EMERGENCY SHELTER

Program Data Element	Which Clients?	When Collected			
		Program Entry	At least once Annually during program enrollment	Program Exit	
Income and Sources	ALL	X	X	X	
Non-Cash Benefits	ALL	X	X	X	
Physical Disability	ALL	X	X	X	
Developmental Disability	ALL	X	X	X	
Chronic Health Condition	ALL	X	X	X	
HIV/AIDS	ALL	X	X	X	
Mental Health	ALL	X	X	X	
Substance Abuse	ALL	X	X	X	
Domestic Violence	ALL	X		X	
Destination	ALL			X	

EMERGENCY SHELTER

HMIS REQUIRED DATA ELEMENTS: MOTEL/HOTEL VOUCHERS

General Requirements

- A program is set up for the Voucher Program. Program profile data should be completed.
- All universal data elements should be completed for each client:

- Name
- Social Security Number
- Date of Birth
- Ethnicity and Race
- Gender
- Veteran Status
- Homeless Status
- Special Needs
- Disabling Condition
- Residence Prior to Program Entry
- Zip Code of Last Permanent Address
- Program Entry

NOTE: If vouchers are provided in multiple counties, ensure that the county where the voucher was provided is recorded

(All individuals should be enrolled in the appropriate program on the date that they receive the voucher. If data is not entered on the same day, back date the program entry date.)

- Program Exit

(All individuals should be discharged on the date that they no longer have a voucher. If the data is not entered on the same day, back date the program exit date.)

MOTEL/HOTEL VOUCHERS

HMIS REQUIRED DATA ELEMENTS: TRANSITIONAL HOUSING

General Requirements

- A program is set up for each separate Transitional Housing Program. Program profile data should be completed.

- At intake, all universal data elements should be completed for each client

- Name
- Social Security Number
- Date of Birth
- Ethnicity and Race
- Gender
- Veteran Status
- Homeless Status
- Disabling Condition
- Residence Prior to Program Entry
- Zip Code of Last Permanent Address
- Program Entry Date
- Income and Income Sources at Entry

- All individuals should be enrolled in the appropriate program on the date that they entered the program. If data is not entered on the same day, back date the program entry date.

- All individuals should be discharged on the date that they leave the program. If the data is not entered on the same day, back date the program exit date.

- At Program Exit the following universal data elements should be completed

- Program Exit Date
- Income at Exit
- Income Sources at Exit
- Special Needs
- Services Received
- Destination/Reasons for Leaving

- *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*

TRANSITIONAL HOUSING

Program Data Element	Which Clients?	When Collected		
		Program Entry	At least once Annually during program enrollment	Program Exit
Income and Sources	ALL	X	X	X
Non-Cash Benefits	ALL	X	X	X
Physical Disability	ALL	X	X	X
Developmental Disability	ALL	X	X	X
Chronic Health Condition	ALL	X	X	X
HIV/AIDS	ALL	X	X	X
Mental Health	ALL	X	X	X
Substance Abuse	ALL	X	X	X
Domestic Violence	Adults and Unaccompanied Youth	X		X
Destination	ALL			X

TRANSITIONAL HOUSING

HMIS REQUIRED DATA ELEMENTS: PERMANENT SUPPORTED HOUSING

General Requirements

- A program should be set up for each separate Permanent Supported Housing project. Program profile data should be completed.

- At intake, all universal data elements should be completed for each client

- Name
- Social Security Number
- Date of Birth
- Ethnicity and Race
- Gender
- Veteran Status
- Homeless Status
- Disabling Condition
- Residence Prior to Program Entry
- Zip Code of Last Permanent Address
- Program Entry Date
- Income and Income Sources at Entry

- All individuals should be enrolled in the appropriate program on the date that they entered the program. If data is not entered on the same day, back date the program entry date.

- All individuals should be discharged on the date that they leave the program. If the data is not entered on the same day, back date the program exit date.

- At Program Exit the following universal data elements should be completed

- Program Exit Date
- Income at Exit
- Income Sources at Exit
- Special Needs
- Services Received
- Destination/Reasons for Leaving

- *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*

PERMANENT SUPPORTIVE HOUSING

Program Data Element	Which Clients?	When Collected		
		Program Entry	At least once Annually during program enrollment	Program Exit
Income and Sources	ALL	X	X	X
Non-Cash Benefits	ALL	X	X	X
Physical Disability	ALL	X	X	X
Developmental Disability	ALL	X	X	X
Chronic Health Condition	ALL	X	X	X
HIV/AIDS	ALL	X	X	X
Mental Health	ALL	X	X	X
Substance Abuse	ALL	X	X	X
Domestic Violence	Adults and Unaccompanied Youth	X		X
Destination	ALL			x

PERMANENT SUPPORTIVE HOUSING

HMIS REQUIRED DATA ELEMENTS: Shelter Plus Care

General Requirements

- A program should be set up for each separate Permanent Supported Housing project. Program profile data should be completed

- At intake, all universal data elements should be completed for each client

- Name
- Social Security Number
- Date of Birth
- Ethnicity and Race
- Gender
- Veteran Status
- Homeless Status
- Disabling Condition
- Residence Prior to Program Entry
- Zip Code of Last Permanent Address
- Program Entry Date
- Income and Income Sources at Entry

- All individuals should be enrolled in the appropriate program on the date that they entered the program. If data is not entered on the same day, back date the program entry date.

- All individuals should be discharged on the date that they leave the program. If the data is not entered on the same day, back date the program exit date.

- At Program Exit the following universal data elements should be completed

- Program Exit Date
- Income at Exit
- Income Sources at Exit
- Special Needs
- Services Received
- Destination/Reasons for Leaving

- 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

SHELTER + CARE (S+C)

Program Data Element	Which Clients?	When Collected		
		Program Entry	At least once Annually during program enrollment	Program Exit
Income and Sources	ALL	X	X	X
Non-Cash Benefits	ALL	X	X	X
Physical Disability	ALL	X	X	X
Developmental Disability	ALL	X	X	X
Chronic Health Condition	ALL	X	X	X
HIV/AIDS	ALL	X	X	X
Mental Health	ALL	X	X	X
Substance Abuse	ALL	X	X	X
Domestic Violence	Adults and Unaccompanied Youth	X		X
Destination	ALL			X

SHELTER + CARE (S+C)

HMIS REQUIRED DATA ELEMENTS: HPRP

General Requirements

- A program is set up for each separate HPPR program. Program profile data should be completed.

- All universal data elements should be completed

- Name*
- Social Security Number*
- Date of Birth*
- Ethnicity and Race*
- Gender*
- Veteran Status*
- Homeless Status*
- Disabling Condition*
- Residence Prior to Program Entry*
- Zip Code of Last Permanent Address*
- Program Entry Date*
- Program Exit Date*

➤ All individuals should be enrolled in the appropriate program on the date that they entered the program. If data is not entered on the same day, back date the program entry date.

The following program data elements are required for HPRP grantees:

- ✓ *Income and Sources*
- ✓ *Non-Cash Benefits*
- ✓ *Destination*
- ✓ *Financial Services Provided*
- ✓ *Housing Relocation & Stabilization Services Provided*

HPRP

Program Data Element	Which Clients?	When Collected		
		Program Entry	At least once Annually during program enrollment	Program Exit
Income and Sources	ALL	X	X	X
Non-Cash Benefits	ALL	X	X	X
Physical Disability				
Developmental Disability				
Chronic Health Condition				
HIV/AIDS				
Mental Health				
Substance Abuse				
Domestic Violence				
Destination	ALL			X
Financial Assistance Provided	ALL	X	Each instance of financial assistance must be recorded	
Housing Relocation and Stabilization Services Provided	ALL	X		X

HPRP

HMIS REQUIRED DATA ELEMENTS: Service Only Programs

General Requirements

- A program should be set up for each Service Only program. Program profile data should be completed.
- At intake, all universal data elements should be completed for each client
 - Name
 - Social Security Number
 - Date of Birth
 - Ethnicity and Race
 - Gender
 - Veteran Status
 - Homeless Status
 - Disabling Condition
 - Residence Prior to Program Entry
 - Zip Code of Last Permanent Address
 - Program Entry Date
 - Income Sources at Program Entry
- At Program Exit the following universal data elements should be completed
 - Program Exit Date
 - Destination/Reasons for Leaving
 - Income Sources at Program Exit

SERVICE ONLY PROGRAMS

Program Data Element	Which Clients?	When Collected		
		Program Entry	At least once Annually during program enrollment	Program Exit
Income and Sources	ALL	X	X	X
Non-Cash Benefits	ALL	X	X	X
Physical Disability				
Developmental Disability				
Chronic Health Condition				
HIV/AIDS				
Mental Health				
Substance Abuse				
Domestic Violence				
Destination	ALL			X

Program Entry

For supportive service only programs, 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).

Program Exit

For supportive service only programs, the exit date may represent the last day a service was provided or the last date of a period of continuous service. If a client leaves the program temporarily (e.g., for a hospitalization) but is expected to return within 30 days, do not count that client as having left the program.

SERVICE ONLY PROGRAMS

Contacts