

HMIS Data Collection Elements Defined

Unknown: Unknown is provided as option for all questions. Unknown must only be selected when the “client” does not know the answer to the question. If the worker does not know or does not ask the question the question is left blank.

Refused: Refused is provided as option for all questions. Select this option only when a client declines to answer the question.

Name: Use full name, no nicknames.

Social Security Number: The collection of SS numbers is important for two reasons; first unique identifiers are key to producing an accurate, unduplicated local count of homeless persons and helps to improve the process of identifying clients who have been served previously. There is also a congressional mandate to increase the use of mainstream programs to achieve this goal services providers need SSN and other person identifiers to access mainstream services for their clients. If the number is not known by the client enter 000-00-0000, if the client declines to provide select “refused” if a partial number is known insert all zeros and the known numbers example last 4 digits (000-00-1234)

Date of Birth Date of birth is required for all clients, in the absence of a social security number the date of birth helps to avoid duplication and helps to create a unique ID to help identify the client.

Veteran Status: A veteran is someone who has served on active duty the U.S. Armed Forces. This does not include inactive military reserves or the National Guard unless the person was called to active duty.

Unaccompanied youth: *A youth under the age of 18 who enters the program without any adult guardian.*

Disabling Condition: *1) A disability as defined in Section 223 of the Social Security act 2) A physical, mental or emotional impairment expected to be of long-continued and indefinite duration and substantially impedes a individuals ability to live independently and of such 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; 5) a diagnosable substance abuse disorder.*

Residence Prior to Program Entry: Record the type of living arrangement of the client the night before their entry into the program. For “rental by client” or “owned by client” select the responses that includes the type of housing subsidy, if any, the client received. This includes

either a housing subsidy provided under the Veterans' Affairs Supportive Housing (VASH) program or other housing subsidy.

Length of Stay in previous place: Note how long the client stayed at the place noted under Residence prior to program entry.

How many times homeless in past three years: Note how many episodes of being unsheltered including the most current episode if currently homeless during the past three years.

Zip Code of last permanent residence: Permanent is last place stayed for more than 3 months.

HOUSING STATUS

Literally Homeless: *A person who is living in a place not meant for human habitation. Example: street, car, park, open space. Or living in emergency or transitional housing for the homeless. Or a person; before program entry, was in a hospital or other institution for up to 30 consecutive days. Or a person fleeing a domestic violence situation.*

Imminently losing their housing: *[removed "within one week" from first two bullets]*

People at program entry who are experiencing one of the following:

- Being evicted from a private dwelling unit (including housing provided by family or friends).*
- Being discharged from an institution in which the person has been a resident for more than 30 consecutive days.*
- Living in housing that has been condemned by housing officials and is no longer considered meant for human habitation.*
- Fleeing domestic violence housing situation.*

Additionally, if a person resides in one of those places, the person must also meet the following conditions:

- no appropriate subsequent housing options have been identified and*
- The person lacks the financial resources or support networks needed to maintain or obtain but are not in immediate danger of becoming literally homeless.*

Unstably housed and at risk of losing housing: *Persons at program entry who 1) are in their own housing or doubled up with friends or family or relatives and are at high risk of losing*

housing due to high housing costs, conflict or other conditions negatively impacting their ability to remain housed; and 2) lack resources and support networks to maintain or obtain housing.

Stably Housed: Not at risk of losing their housing.

Chronic Health Problem: *A health condition is a diagnosed condition that is more than 3 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: heart disease, severe asthma, diabetes, chronic bronchitis, cancer, severe migraine, emphysema.*

Physical disability: *Physical impairment which expected to be of long-continued and indefinite duration and substantially impedes an individual's ability to live independently and of such nature that such ability could be improved by more suitable housing conditions.*

Developmental Disability: *severe chronic disability that occurs before the age of 22 and limits capacity for independent living and economic self-sufficiency.*

Mental Health: *Mental health problem may include serious depression, serious anxiety, hallucinations, violent behavior or thoughts of suicide.*

Condition expect to be of long duration: if a problem is expected to be of long continued and indefinite duration and substantially impedes a client's ability to live independently.

Income and Sources: Income is based on individual income earned or unearned in the last 30 days. Each adult must report any income. It is optional to provide the amount of income received.

Non-cash benefits: List any non-cash benefits received by the individual in the last 30 days.
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