

## 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 know 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 indentify 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 a shelter designated to provide temporary living arrangements (including hotels and motels paid for by local programs, congregate shelters, and transitional housing for homeless persons); or a hospital or other institution, if the person was sleeping in an emergency shelter or other place not meant for human habitation (cars, parks, streets, etc.) immediately prior to entry into the hospital or institution; or a person fleeing a domestic violence situation.*

**Imminently losing their housing:** *Persons who:*

- Are currently housed and not literally homeless, per above definition;
- Are imminently losing their housing, whether permanent or temporary;
- Have no subsequent housing options identified; and
- Lack the resources or support networks needed to retain current housing or obtain temporary or permanent housing.

Examples of imminent housing loss include:

- Being evicted from a private dwelling unit (including housing they own, rent, or live in without paying rent, are sharing with others, and
- rooms in hotels or motels not paid for by programs for low-income individuals or by charitable organizations);
- Being discharged from a hospital or other institution;
- Living in housing that has been condemned by housing officials and is no longer considered meant for human habitation.

**Unstably housed and at risk of losing housing:** *Persons at program entry who:*

- Are currently housed and not literally homeless or imminently losing their housing, per above definitions;
- Are experiencing housing instability, but may have one or more other temporary housing options; and lack the resources or support networks to retain or obtain permanent housing.

Housing instability may be evidenced by:

- Frequent moves because of economic reasons;
- Living in the home of another because of economic hardship;
- Being evicted from a private dwelling unit (including housing they own, rent, or live in without paying rent, are sharing with others, and rooms in hotels or motels);
- Living in a hotel or motel not paid for by charitable
- Living in severely overcrowded housing;
- Being discharged from a hospital or other institution; or
- Otherwise living in housing that has characteristics associated with instability and an increased risk of homelessness.

**Stably Housed:** Not at risk of losing their housing.

## **SPECIAL NEEDS**

**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: include but are not limited to, heart disease (including coronary heart disease, angina, heart attack and any other kind of heart condition or disease); severe asthma; diabetes; arthritis-related conditions (including arthritis, rheumatoid arthritis, gout, lupus, or fibromyalgia); adult onset cognitive impairments (including traumatic brain injury, post-traumatic distress syndrome, dementia, and other cognitive related conditions); severe headache/migraine; cancer; chronic bronchitis; liver condition; stroke; or 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:** *a developmental disability means a severe, chronic disability that is attributed to a mental or physical impairment (or combination of physical and mental impairments) 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.

If the response to physical disability, developmental disability or mental health problem is "yes", the case manager records must document the physical disability. Documentation includes written verification from a state-licensed professional, such as a medical service provider or a health-care provider, the Social Security Administration, or the receipt of a disability check (i.e., SSDI check or VA disability benefit check).

**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.