HUD Data Standards Changes 2016

FOUNDATIONS 116

Topics We Will Cover

- **Data Standards Basics |** Overview, resources, and terminology
- **Federal/HUD Universal Data Elements |** Required for all homeless/housing projects participating in HMIS regardless of whether federal or HUD funding is received
- **Common Program Specific Data Elements |** Program specific data elements used by multiple programs, but not required for all
- **Data Quality Tips |** Overview of common issues with data collection and ways to improve data quality

This training is designed to provide supplemental data collection and entry instructions. For complete data entry and reporting instructions, please also view:

- ClientPoint Module – Entry/Exit (Data Entry 123)
- ServicePoint and Advanced Reporting Tool (ART) Reports (Reports 161)
- Program Specific Trainings (for each funding source you have)

Universal Data Elements (UDEs)

- Minimum set of questions that must be answered by all HMIS participating agencies regardless of funding source
  - Includes Federal Universal Data Elements AND Minnesota Universal Data Elements
  - Homeless projects (projects on the Housing Inventory Chart (HIC)) who are participating in HMIS, must answer all UDEs
  - Some agencies use ServicePoint for non-homeless projects; they do not have to complete the UDEs
- Data elements required for unduplicated client counts, as well as reporting and evaluation
- Federal UDEs are outlined in the HMIS Data Standards Manual
  - Current version: 2014 HMIS Data Standards Data Manual v.5.1
  - Numbering on later slides corresponds to numbering in the Manual (e.g., Gender (3.6))
- Updates to the HMIS Data Standards Manual take effect October 1 of each year

Complete List of UDEs

CLIENT PROFILE UDES

- Name
- Social Security Number (SSN)
- Date of Birth
- Race
- Ethnicity
- Gender*
- Veteran Status

UDES CREATED TO TRACK CLIENT PARTICIPATION

- Project Entry Date
- Project Exit Date

UDES GENERATED BY SERVICEPOINT

- Client ID
- Household ID

ASSESSMENT UDES (FEDERAL)

- Disabling Condition*
- Living situation series*
- Relationship to Head of Household
- Client Location
- Destination

ASSESSMENT UDES (MINNESOTA)

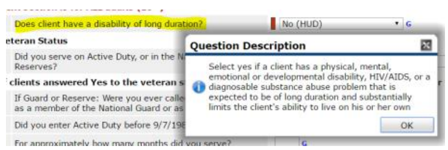
- MN Veteran questions
- Foster Care
- Extent of Homelessness
- Recent Institutional History – series of 2 data elements
- Prior Permanent Residence Series

*Data Element impacted by the 2016 HUD Data Standards changes

Materials and Resources

INSTRUCTIONS

- 2014 HMIS Data Standards Data Manual (Released August 2016)
- Interactive Tutorial: www.hudexchange.info/programs/hmis/guides/data-element/
- Question Descriptions in ServicePoint – Access by clicking on a data element



Visit hmismn.org/forms-and-instructions for links to all materials and resources

HMIS Standard Terms

Important Terminology

- Program
  - Refers to the Federal or State or local funding source
    - i.e. HUD-CoC, MN HSG-FHPAP
- Project
  - Refers to the specific grant
- Provider
  - Each provider in ServicePoint where data entry is done represents a project
    - Example: Clay Co HRA-PSH-WCC-MN HSG-LTH-Gateway Gardens

Common Response Codes

- Client Doesn't Know = You asked and the client responded, "I don't know"
- Client Refused = You asked and the client refused to answer
- Data Not Collected = You forgot to ask! You can use this response code as a reminder to check in with the client. Data elements with the Data Not Collected response code will still appear as missing on your reports.
- Reminder! All client-level data collection is self-reported

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Universal and Common Data Elements

UNIVERSAL DATA ELEMENTS = DATA ELEMENTS REQUIRED FOR ALL PROJECTS PARTICIPATING IN HMIS

COMMON DATA ELEMENTS = DATA ELEMENTS REQUIRED BY A MAJORITY OF PROGRAMS (FUNDERS), BUT NOT ALL PROGRAMS

Gender (3.6)

SUBJECT: All Clients

Data Collection Point: At client record creation

Field Names	Data Types/Response Categories
Gender	Female
	Male
	Transgender male to female
	Transgender female to male
	Doesn't identify as male, female or transgender.
	Client doesn't know
	Client refused
(if Other) ***Specify***	(text)

HUD Data Standards Change 2016: "Other" has been changed to "Doesn't identify as male, female or transgender."

ServicePoint Instruction: N/A. Existing "Other" responses will be automatically updated to reflect the new language.

Disabling Condition (3.8)

SUBJECT: All Clients

Data Collection Point: At project entry

~~Next questions are for ALL adults (18+)~~

Does client have a disability of long duration? No (HUD)

HUD Data Standards Change 2016: Question is required for all clients.

ServicePoint Instruction: Collect and enter this data element for all clients enrolled in your project on 10/1/2016 according to what was true for the client at entry. You will need to answer this data element for every client enrolled in your project as of 10/1/2016. Answer this data element in the client's **Entry Assessment** in the Entry/Exit tab*.

*DHS-OEO ESP projects will answer in the Assessments tab, remember to backdate to Entry Date when entering data as of entry in the Assessments tab.

Living Situation (3.917)

SUBJECT:

- Head of Household (Including Singles and Unaccompanied Youth) and
- Adults (18+)

Data Collection Point: At project entry

- **HUD Data Standards Change 2016**: 3.917 combines previous elements Residence Prior to Project Entry (3.9) and Length of Time on Streets (3.17) to allow for a more logical workflow and to better identify chronically homeless persons. This data element is separated into two sections. If entering a Street Outreach, Emergency Shelters, and Safe Haven project, you will be prompted to ask the client 3.917A. If client is entering any other project types, you will be prompted to answer 3.917B.
- **ServicePoint Instruction:** Though existing responses to these questions will be maintained, we strongly encourage users to review each client enrolled on 10/1/2016 to ensure all required questions are completed.

Living Situation (3.917A)

3.917A for Shelters, Outreach, and Safe Haven

- Series of questions

1. Type of Residence
   - Ask where the client stayed immediately prior to project entry. Household members can have different answers.
2. Length of Stay in Prior Living situation
3. Approximate date started (refers to current homeless situation)
   - Ask last time client was not on the streets or shelter. Use that date.
4. Number of Times Homeless in the Past Three Years, including today (on the streets or in shelter)
5. Total number of months homeless in the Past Three Years (on the streets or in shelter)

Living Situation (3.917B)

3.917B for All other project types (not shelter, outreach, or safe haven)

- Series of questions
  1. Type of Residence
     - Ask where the client stayed immediately prior to project entry. Household members can have different answers.
  2. Length of Stay in Prior Living situation
     - Depending on Type of Residence, additional questions may be required for length of stay
     - Depending on answer, an additional question may auto-populate to assist in chronic homeless calculation

If answer to 1 and 2 potentially qualify as chronically homeless – additional questions may appear to complete

3. Approximate date homelessness started (refers to current homeless situation)
   - Ask last time client was not on the streets or shelter. Use that date.
4. Number of Times Homeless in the Past Three Years, including today (on the streets or in shelter)
5. Total number of months homeless in the Past Three Years (on the streets or in shelter)

Health Insurance (4.4)

SUBJECT:

- Federal: All Clients
- State: Head of Household (Including Singles and Unaccompanied Youth) and Adults (18+)

Data Collection Point:

- Project Entry,
- Interim Update, and
- Project Exit

HUD Data Standards Change 2016: New options are being added as sources of Health Insurance: “Indian Health Services Program” and “Other.”

ServicePoint Instruction: If your funding source requires you to complete the Health Insurance sub-assessment, you will be required to update the HUD Verification for clients in your program as of October 1st. For new clients, these options will be added to the current list of sources but not require a change to your workflow.

Health Insurance — HUD Verification

Start Date*	Health Insurance Type	Covered?	End Date
03/29/2016	MEDICAID	Yes	
10/02/2014	Employer - Provided Health Insurance	Yes	
09/09/2014	State Health Insurance for Adults	Yes	
09/09/2014	Private Pay Health Insurance	No	
09/09/2014	Health Insurance obtained through COBRA	No	

Add — Showing 1-5 of 10 — First Previous Next Last

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Program Specific Data Elements

PROGRAM SPECIFIC DATA ELEMENTS = DATA ELEMENTS REQUIRED FOR CERTAIN PROGRAMS (FUNDERS)

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Residential Move-In Date (4.17)

SUBJECT:

- All Clients in HUD-CoC, HUD-ESG, SSVF Rapid Re-Housing (RRH) projects

Programs Requiring Collection: HUD-CoC, HUD-ESG, SSVF

Data Collection Point:

- At Entry into Permanent Housing

HUD Data Standards Change 2016: Two parts, “In Permanent Housing” and “If yes, date of move-in,” are being merged into one question: “Residential Move-In Date.”

ServicePoint Instruction: N/A. Existing responses in the old date field will be maintained. If the client is NOT housed at Entry, then leave the date field blank. Upon the client’s move into Permanent Housing, enter the move-in date using an Update or at Exit, as appropriate.

Other Program Specific Changes

SSVF, PATH, HUD-VASH, RHY, and HOPWA each have program-specific changes effective 10/1/2016. ICA will communicate directly with affected agencies with more information.

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Data Quality Tips

What to Update When Client Turns 18

- Veteran Status (update made in Client Profile section)
- Domestic Violence Status
- Income/Non-Cash Benefits (Federal Programs only, State programs optional)
  - Yes/No
  - Sub-Assessments
  - Total Monthly Income
- Living Situation (shelter and outreach clients only)
  - Based on situation day before 18^{th} birthday

Avoiding Data Quality Errors

COMMON CAUSES OF DATA QUALITY ERRORS

- Illegible writing on intake form
- Client misunderstands the question
- Inconsistent interpretation (by clients/staff)
- Language barriers
- Misspellings, use of nicknames and/or aliases
- Transposing numbers
- Accidently selecting the wrong response
- Entering incorrect dates (Check system date frequently!)

Consider these common issues and make sure you and your agency have a plan to address them.

- Have a consistent process for all data collectors and data entry staff
- Run data checking reports frequently. Especially after entering a large amount of data.
- Consider doing “live” data entry with the client OR do data entry at a time when you can control interruptions

Stay in touch

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