

October 1, 2016 HUD/Federal Fiscal Year Data Standards Changes

Summary of All Changes Impacting Data Collection and Data Entry

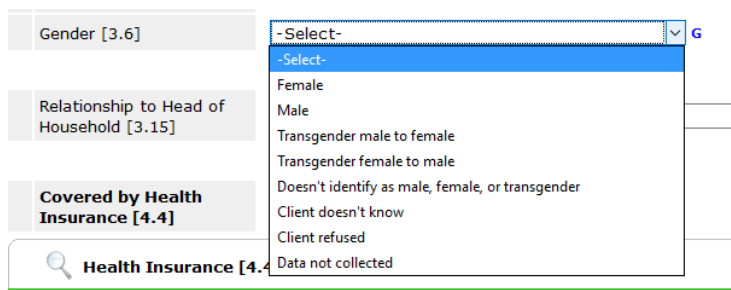
This document outlines the changes to Minnesota’s HMIS effective October 1, 2016. ServicePoint will be updated to align with the changes and new data collection forms will be available at hmismn.org/forms/. Throughout this document, you’ll see numbers in parentheses following the name of a data element; these align with the [HUD Data Standards](#). Changes only affect clients still enrolled in your project as of October 1, 2016 and new clients going forward. ServicePoint Instructions are geared towards HMIS Users/data entry staff.

Changes to Universal Data Elements - All Funding Sources/Programs

- **Gender (3.6)**

The “other” option is being changed to “Doesn’t identify as male, female or transgender.”

ServicePoint Instruction: You can use this field going forward. Any previous “Other” responses will be changed accordingly.




The screenshot shows a form with several fields. The 'Gender [3.6]' field is highlighted, and its dropdown menu is open, displaying the following options: '-Select-', 'Female', 'Male', 'Transgender male to female', 'Transgender female to male', 'Doesn't identify as male, female, or transgender', 'Client doesn't know', 'Client refused', and 'Data not collected'. Other visible fields include 'Relationship to Head of Household [3.15]', 'Covered by Health Insurance [4.4]', and 'Health Insurance [4.4]'.

- **Disabling Condition (3.8)**

This question used to be required for adults only. It is now required for all clients.

ServicePoint Instruction: You were not asked to collect this data element for children upon intake (before 10/1/2016). Collect and enter this data element for children according to what was true for the client at entry. Answer this data element in the client’s Entry Assessment in the Entry/Exit tab.

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



The screenshot shows a question: 'Does client have a disability of long duration?'. To the right of the question is a dropdown menu with the selected option 'No (HUD)'. A small 'G' icon is visible to the right of the dropdown.

- **Living Situation (3.917A and 3.917B)**

This element combines the previous Residence Prior to Project Entry (3.9) and Length of Time on the Streets, in an Emergency Shelter or in a Safe Haven (3.17) to allow for a more logical workflow and to better identify chronically homeless persons. This element will have two subparts: one for Street Outreach, Emergency Shelter & Safe Haven projects (3.917A), and another for all other project types (3.917B).

See Appendix A for details.

ServicePoint Instruction: This data element is the most significant change and will use conditional formatting in ServicePoint. Read more in Appendix A. Previously added responses to 3.9 and 3.17 will be mapped to 3.917. However, we recommend checking that all your data is entered.

Changes to Program Specific Data Elements – Common to Most Funding Sources/Programs

- ### Health Insurance (4.4)

“Indian Health Services Program” and “Other” are being added as sources to this sub-assessment.

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 Type	Covered?			
	Yes	No	Data Not Collected	Incomplete
MEDICAID	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
MEDICARE	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
State Children's Health Insurance Program	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Veteran's Administration (VA) Medical Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Employer - Provided Health Insurance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Health Insurance obtained through COBRA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Private Pay Health Insurance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
State Health Insurance for Adults	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Indian Health Services Program	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Other	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

- ### Residential Move-In Date (4.17) for Rapid Re-Housing Projects Only

The questions “In Permanent Housing?” and “If yes, Date of Move-In” are being replaced by one question: “Residential Move-In Date.”

ServicePoint Instruction: “If yes, Date of Move-In” field will be mapped to the new element. Use this data element going forward.

Rapid Rehousing Projects Only




Residential Move-in Date / /    

There are also data element changes to HHS-PATH, SSVF, and HUD-VASH Programs. We will provide a summary of those changes at a later date to relevant projects, but interested parties can view the changes in the [HUD Data Standards Manual](#).

Appendix A: Living Situation (3.917A and 3.917B)

Emergency Shelter and Street Outreach Projects ONLY (3.917A)

The questions beginning with “Residence Prior to Project Entry” have not changed and do not include conditional logic.

Residence Prior to Project Entry [3.9]	<input type="text" value="Rental by client, no ongoing housing subsidy (HUD)"/>
Length of Stay in Previous Place [3.9]	<input type="text" value="90 days or more, but less than one year"/> G
Approximate date homelessness started:	<input type="text" value=""/> / <input type="text" value=""/> / <input type="text" value=""/>    G
Regardless of where they stayed last night - Number of times the client has been on the streets, in ES, or SH in the past three years including today	<input type="text" value="-Select-"/> G
Total number of months homeless on the street, in ES or SH in the past three years	<input type="text" value="-Select-"/> G

However, the options for “Length of Stay in Previous Place” have changed.

-Select-

- One night or less
- Two to six nights
- One week or more, but less than one month
- One month or more, but less than 90 days
- 90 days or more, but less than one year
- One year or longer (HUD)
- Client doesn't know (HUD)
- Client refused (HUD)
- Data not collected (HUD)

For All Other Project Types (3.917B)

The questions beginning with “Residence Prior to Project Entry” have changed and include conditional logic based on a client’s answers to Residence Prior to Project Entry (A) and Length of Stay at Prior Living Situation (B).

A. Type of Living Situation on Night Before Entry (Pick ONLY ONE under literally homeless, institutional, OR transitional and permanent housing)			
<p><i>Literally Homeless Situation</i></p> <input type="checkbox"/> Place not meant for habitation (a vehicle, abandoned building, bus/train/subway station/airport, or anywhere outside)	<p><i>Institutional Situation</i></p> <input type="checkbox"/> Foster care home or foster care group home	<p><i>Transitional and Permanent Housing Situation</i></p> <input type="checkbox"/> Hotel or motel paid for without emergency shelter voucher	
<input type="checkbox"/> Emergency shelter, including hotel or motel paid for with emergency shelter voucher	<input type="checkbox"/> Hospital or other residential non-psychiatric medical facility	<input type="checkbox"/> Owned by client, no ongoing housing subsidy	<input type="checkbox"/> Residential project or halfway house with no homeless criteria
<input type="checkbox"/> Safe Haven	<input type="checkbox"/> Jail, prison, or juvenile detention facility	<input type="checkbox"/> Owned by client, with ongoing housing subsidy	<input type="checkbox"/> Staying or living in a family member's room, apartment or house
<input type="checkbox"/> Interim Housing	<input type="checkbox"/> Long-term care facility or nursing home	<input type="checkbox"/> Permanent housing for formerly homeless persons	<input type="checkbox"/> Staying or living in a friend's room, apartment or house
↓	↓	<input type="checkbox"/> Rental by client, no ongoing housing subsidy	<input type="checkbox"/> Transitional housing for homeless persons (including homeless youth)
<p>B. Length of Stay at Prior Living Situation (<i>Literally homeless situation</i>)</p> <input type="checkbox"/> One night or less	<p>B. Length of Stay at Prior Night Living Situation (<i>Institutional situation</i>)</p> <input type="checkbox"/> One night or less	<input type="checkbox"/> Rental by client, with VASH subsidy	<input type="checkbox"/> Other (specify): _____
<input type="checkbox"/> Two to six nights	<input type="checkbox"/> Two to six nights	<input type="checkbox"/> Rental by client, with GPD TIP subsidy	<input type="checkbox"/> <i>Client doesn't know</i>
<input type="checkbox"/> One week or more, but less than one month	<input type="checkbox"/> One week or more, but less than one month	<input type="checkbox"/> Rental by client, with other ongoing housing subsidy	<input type="checkbox"/> <i>Client refused</i>
<input type="checkbox"/> One month or more, but less than 90 days	<input type="checkbox"/> One month or more, but less than 90 days	↓	<input type="checkbox"/> <i>Data not collected</i>
<input type="checkbox"/> 90 days or more, but less than one year	<input type="checkbox"/> 90 days or more, but less than one year	<p>B. Length of Stay at Prior Night Living Situation (<i>Transitional and permanent situation</i>)</p> <input type="checkbox"/> One night or less	
<input type="checkbox"/> One year or longer	<input type="checkbox"/> One year or longer	<input type="checkbox"/> Two to six nights	<input type="checkbox"/> One week or more, but less than one month
<input type="checkbox"/> Client doesn't know	<input type="checkbox"/> Client doesn't know	<input type="checkbox"/> One month or more, but less than 90 days	<input type="checkbox"/> One month or more, but less than 90 days
<input type="checkbox"/> Client refused	<input type="checkbox"/> Client refused	<input type="checkbox"/> One year or longer	<input type="checkbox"/> 90 days or more, but less than one year
<p>Skip C. Move to D.</p>		<input type="checkbox"/> Client doesn't know	<input type="checkbox"/> One year or longer
		<input type="checkbox"/> Client refused	<input type="checkbox"/> Client refused
<p>If selected an unshaded response, you are done with this series of questions and should move to the next question “How long since client [...]?” on the next page. If selected one of the shaded response (indicating less than 90 days in institutional setting, or less than 7 days in transitional or permanent housing), on the night before did you stay on the streets or in emergency shelter?</p>			
<input type="checkbox"/> Yes (Move to D) <input type="checkbox"/> No (Done with this series of questions, move to next page)			

D. Approximate date homelessness started ____/____/____

E. Number of times the client has been on the streets or in emergency shelter in the past three years (including today)

1 time 2 times 3 times 4 or more times Client doesn't know Client refused

F. Total number of months homeless on the street or in emergency shelter in the past 3 years

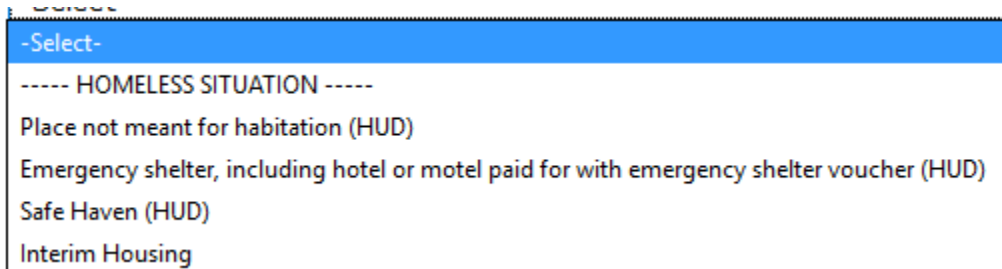
1 month (this time is the first) 2 months 3 months 4 months 5 months 6 months 7 months 8 months
 9 months 10 months 11 months 12 months More than 12 months Client doesn't know Client refused

Residence Prior to Project Entry

Pick ONLY ONE under literally homeless, institutional, OR transitional and permanent housing. This responds to where the client stayed the night before entering the project. There are three categories:

1. **Literally Homeless Situation** (Read about the conditional formatting if a client selects this situation on: Page 6)
2. **Institutional Situation** (Read about the conditional formatting if a client selects this situation on: Page 8)
3. **Transitional and Permanent Housing** (Read about the conditional formatting if a client selects this situation on: Page 10)

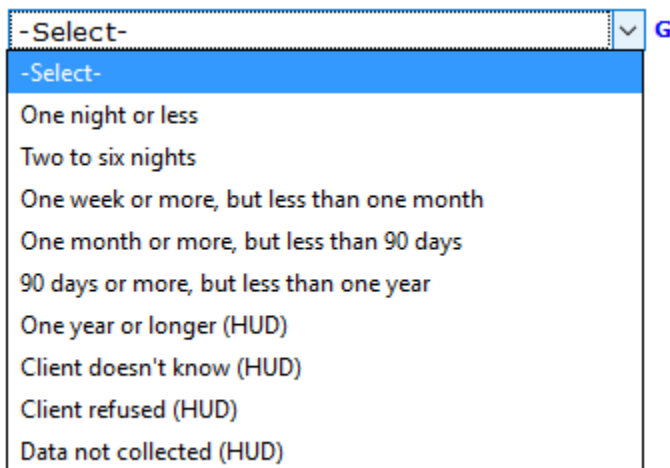
1. If Residence Prior to Project Entry = a Literally Homeless Situation



A screenshot of a dropdown menu. The top option is highlighted in blue and reads "-Select-". Below it are several options: "----- HOMELESS SITUATION -----", "Place not meant for habitation (HUD)", "Emergency shelter, including hotel or motel paid for with emergency shelter voucher (HUD)", "Safe Haven (HUD)", and "Interim Housing".

Interim Housing (New response option) = Interim housing is not a type of housing but rather a housing situation where a chronically homeless person has: applied for permanent housing, has been accepted, a unit/voucher for permanent housing has been reserved for them, but for which there is some other situation that prevents them from moving immediately into housing (e.g. apartment getting painted, old tenant moving out, has a voucher but is looking for the unit, etc.). In such cases, where it has been determined to be absolutely necessary that to keep the client engaged and moving towards housing a temporary solution must be utilized and transitional housing is used the client should then be identified upon move in to the permanent house as coming from “interim housing”. This will enable that individual/household to be identified as chronically homeless at intake for reporting purposes based on the responses to the elements that will follow. Note: This housing is not a substitute for a waiting list or for any situation other than identified here.

If one of these answers is selected, additional questions are shown that must be answered. The answers for “Length of Stay in Previous Place” have changed:





A screenshot of a dropdown menu. The top option is highlighted in blue and reads "-Select-". Below it are several options: "One night or less", "Two to six nights", "One week or more, but less than one month", "One month or more, but less than 90 days", "90 days or more, but less than one year", "One year or longer (HUD)", "Client doesn't know (HUD)", "Client refused (HUD)", and "Data not collected (HUD)".

For a Homeless Situation, it also asks for “Approximate date homelessness started”. Answer this the same as before (the approximate or actual date the client started living in that “homeless situation” immediately before entering the project).

Approximate date homelessness started: *	<input type="text"/> / <input type="text"/> / <input type="text"/>	   
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The “Regardless of where they stayed last night...” and “Total number of months homeless...” questions show up for a Homeless Situation answer as well. Again, answer these as you normally have.

Regardless of where they stayed last night *	
- Number of times the client has been on the streets, in ES, or SH in the past three years including today	<input type="text" value="-Select-"/> 
Total number of months homeless on the street, in ES or SH in the past three years *	
	<input type="text" value="-Select-"/> 

2. If Residence Prior to Project Entry = an Institutional Situation

----- INSTITUTIONAL SITUATION -----

- Foster care home or foster care group home (HUD)
- Hospital or other residential non-psychiatric medical facility (HUD)
- Jail, prison or juvenile detention facility (HUD)
- Long-term care facility or nursing home (HUD)
- Psychiatric hospital or other psychiatric facility (HUD)
- Substance abuse treatment facility or detox center (HUD)

If one of these answers is selected, additional questions are shown that must be answered. The answers for “Length of Stay in Previous Place” have changed:

-Select-




- One night or less
- Two to six nights
- One week or more, but less than one month
- One month or more, but less than 90 days
- 90 days or more, but less than one year
- One year or longer (HUD)
- Client doesn't know (HUD)
- Client refused (HUD)
- Data not collected (HUD)

Depending the answer, the “Did you stay less than 90 days” answer will automatically default to “Yes” or “No”. If the answer to “Did you stay less than 90 days” is “Yes”, then there is an additional question that shows:

On the night before did you stay on the streets, ES or SH? *

-Select- v G

If the answer to the above question is “Yes”, then the additional questions of “Approximate date...”, “Regardless of where they stayed last night...”, and “Total number of months homeless...” appear to be answered. This is because if a client stayed in an Institutional Situation for less than 90 days and was experiencing homelessness on the streets or in shelter immediately before going into that Institutional Situation, the stay in the Institutional Situation does not constitute a break in their length of homelessness.

On the night before did you stay on the streets, ES or SH? *	Yes <input type="button" value="G"/>
Approximate date homelessness started: *	<input type="text"/> / <input type="text"/> / <input type="text"/>    <input type="button" value="G"/>
Regardless of where they stayed last night - Number of times the client has been on the streets, in ES, or SH in the past three years including today *	-Select- <input type="button" value="G"/>
Total number of months homeless on the street, in ES or SH in the past three years *	-Select- <input type="button" value="G"/>

If the answer to “On the night before did you stay on the streets, ES, or SH?” is No, then the other questions do not appear and you can move on with the assessment.

On the night before did you stay on the streets, ES or SH? *	No <input type="button" value="G"/>
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3. If Residence Prior to Project Entry = Transitional and Permanent Housing Situation

----- TRANSITIONAL AND PERMANENT HOUSING SITUATION -----

- Hotel or motel paid for without emergency shelter voucher (HUD)
- Owned by client, no ongoing housing subsidy (HUD)
- Owned by client, with ongoing housing subsidy (HUD)
- Permanent housing for formerly homeless persons (HUD)
- Rental by client, no ongoing housing subsidy (HUD)
- Rental by client, with VASH subsidy (HUD)
- Rental by client, with GPD TIP subsidy (HUD)
- Rental by client, with other ongoing housing subsidy (HUD)
- Residential project or halfway house with no homeless criteria (HUD)
- Staying or living in a family member's room, apartment or house (HUD)
- Staying or living in a friend's room, apartment or house (HUD)
- Transitional housing for homeless persons (including homeless youth) (HUD)
- Client doesn't know (HUD)
- Client refused (HUD)
- Data not collected (HUD)
- Other (please specify) (HUD)

If one of these answers is selected, additional questions are shown that must be answered. The answers for “Length of Stay in Previous Place” have changed:




-Select-

- One night or less
- Two to six nights
- One week or more, but less than one month
- One month or more, but less than 90 days
- 90 days or more, but less than one year
- One year or longer (HUD)
- Client doesn't know (HUD)
- Client refused (HUD)
- Data not collected (HUD)

Depending on the answer to the question above, the “Did you stay less than 7 nights?” answer will automatically default to “Yes” or “No”. If the answer to “Did you stay less than 7 nights?” Is “Yes”, then the question “On the night before did you stay on the streets, ES or SH?” will show to answer.

Residence Prior to Project Entry [3.9] *	<input type="text" value="Rental by client, with other ongoing housing subsidy (HUD)"/>
Length of Stay in Previous Place [3.9] *	<input type="text" value="Two to six nights"/> G
Did you stay less than 7 nights? *	Yes G
On the night before did you stay on the streets, ES or SH? *	<input type="text" value="No"/> G

If the answer to “On the night before did you stay on the streets, ES or SH?” is Yes, then the “Approximate date...”, “Regardless of where they stayed last night...”, and “Total number of months homeless...” questions will show to answer.

Residence Prior to Project Entry [3.9] *	<input type="text" value="Rental by client, with other ongoing housing subsidy (HUD)"/>
Length of Stay in Previous Place [3.9] *	<input type="text" value="Two to six nights"/> G
Did you stay less than 7 nights? *	Yes G
On the night before did you stay on the streets, ES or SH? *	<input type="text" value="Yes"/> G
Approximate date homelessness started: *	<input type="text" value=""/> / <input type="text" value=""/> / <input type="text" value=""/>    G
Regardless of where they stayed last night - Number of times the client has been on the streets, in ES, or SH in the past three years including today *	<input type="text" value="-Select-"/> G
Total number of months homeless on the street, in ES or SH in the past three years *	<input type="text" value="-Select-"/> G

If the answer to “Length of Stay in Previous Place” is more than 7 nights, the answer to “Did you stay less than 7 nights” defaults to “No” and the additional questions do not show to be answered and you can move on with the assessment.

Residence Prior to Project Entry [3.9] *	Rental by client, with other ongoing housing subsidy (HUD)
Length of Stay in Previous Place [3.9] *	One week or more, but less than one month ▾ G
Did you stay less than 7 nights? *	No G