Runaway and Homeless Youth Management Information System (RHYMIS) 3.0

Data Collection Instrument

This instrument is for recording and reporting the profiles of youth, their critical issues, and the services received through the Runaway and Homeless Youth (RHY) programs as authorized by the Runaway and Homeless Youth Act (P.L. 108-96). [To replace RHYMIS 2.2 ***OMB Control No: 0970-0123***]

U.S. Department of Health and Human Services (HHS), Administration for Children and Families (ACF), Administration on Children, Youth and Families (ACYF), Family and Youth Services Bureau (FYSB).

RHYMIS 3.0

Data Collection Instrument

This data collection instrument is for recording and reporting information about service providers and the needs, critical issues and support received by the runaway and homeless youth who they are tasked to serve. These outreach, emergency and transitional shelter programs are authorized by the Runaway and Homeless Youth Act (P.L. 108-96) which was reauthorized in 2008. The Statute also governs the basic requirements for this collection effort as follows:

"(7) shall keep adequate statistical records profiling the youth and family members whom it serves (including youth who are not referred to out-of-home shelter services), except that records maintained on individual runaway and homeless youth shall not be disclosed without the consent of the individual youth and parent or legal guardian to anyone other than another agency compiling statistical records or a government agency involved in the disposition of criminal charges against an individual runaway and homeless youth, and reports or other documents based on such statistical records shall not disclose the identity of individual runaway and homeless youth;"

Version 3.0 of this collection instrument represents a new frontier as HHS stands in support of the *Opening Doors: Federal Strategic Plan to End Homelessness*. This Presidential Initiative is being implemented by the US Interagency Council on Homelessness (USICH) through the collaboration of several federal partners. One important strategy involves integrating federal homeless services data into one primary data collection system. For the purposes of this effort, federal agencies will be using the US Department of Housing and Urban Development (HUD) administered Homeless Management Information System (HMIS). Not only does this integration ease the burden for many local service providers who are required to report data to multiple federal funding sources through multiple data systems, it also allows stakeholders to capture and assess the national landscape of need, services and outcomes for homeless individuals, unaccompanied youth and families.

In preparation for the transition, the RHY program has seized the opportunity to improve RHYMIS data elements which will continue to be collected in HMIS. Many of these modifications involve minor changes such as how questions or response categories are worded and organized. In other instances new data elements have been added, while a few data elements have been eliminated.

Data are collected from RHY grantees on a semi-annual basis and are categorized in two parts: Universal Data Elements and RHY Program Specific Elements.

Universal Data Elements are data required to be collected by all federal programs participating in HMIS, regardless of funding agency. The Universal Data Elements serve as the basis for producing unduplicated estimates of the number of people experiencing homelessness, accessing services from homeless services providers, basic demographic characteristics of people experiencing homeless, and patterns of service use, including information on shelter stays and homelessness over time.

RHY Program Specific Elements allow us to continue to capture critical information about the employment and educational status, critical issues, services and outcomes that are unique to the unaccompanied youth who we have served for the past 40 years.

Additional guidance regarding instructions and interpretation regarding this collection effort will be available to grantees as a part of transition training and technical assistance.

3.1 Name

Rationale: The first, middle, last names, and suffix should be collected to support the unique identification of each person served.

Collection Point(s): At client record creation.

Subjects: All clients.

Data Collection Instructions: Projects should obtain and enter the full names and avoid aliases or nicknames.

Data Element Fields:

3.1 Name	
Field Names	**Data Types/Response Categories**
First	(text)
Middle	(text)
Last	(text)
Suffix	(text)
Name Data Quality	Full name reported
	Partial, street name, or code name reported
	Client doesn't know
	Client refused

Response Category Descriptions:

- "Full name reported" should be selected for *Name Data Quality* as long as complete, full first and last names have been recorded. To avoid duplicate record creation, the full first name should be used (e.g., James vs. Jim) and the last name should be recorded as the individual has it recorded on their official legal documents (driver's license, social security card, etc.)
- Select "Partial, street name or code name reported" in the following circumstances: 1) a partial, short, or nickname was used instead of the full first name; 2) a street name or code name was used for street outreach clients at initial intake and until the client was able to supply their full legal name; 3) a name modification was used for victims of domestic violence for security reasons; and 4) for any other reason the name does not match the clients full name as it would appear on identification.
- Select "Client doesn't know" when client does not know their name. Use "Client doesn't know" vs. "Partial, street name or code name reported" if you entered a false name/made up name in order to create a record in the system solely because the client did not know or was unable to provide their name.
- Select "Client refused" when client refuses to provide their name. Use "Client refused" vs. "Partial street name or code name reported" if you entered a false name/made up name in order to create a record in the system solely because the client refused to tell you their name.

Special Considerations: None.

Changes from Previous Data Standards: A data quality field has been added to assist in accurate reporting on data quality.

3.2 Social Security Number

Rationale: The collection of a client's Social Security number (SSN) and other personal identifying information are encouraged for two important reasons. First, unique identifiers are critical to producing an accurate, unduplicated local count of homeless persons accessing services covered by RHY programs. This is particularly true in jurisdictions where continuum projects do not share data at the local level and are, therefore, unable to use a Personal ID (Data Element 3.13) to de-duplicate records across. Where data are not shared, CoCs must rely on a set of unique identifiers to produce an unduplicated count in the central server once the data are sent to the HMIS Lead. Name and date of birth are useful unique identifiers, but these identifiers alone do not facilitate an unduplicated count of homeless persons as accurately as the SSN since names change and people share the same date of birth. Where data are shared across projects, the SSN greatly facilitates the process of identifying clients who have been served and allows projects to de-duplicate upon project entry.

Second, an important objective for ending homelessness is to increase access and utilization of mainstream programs by persons who are homeless or at-risk of homelessness. Since SSN is typically a required data element for many mainstream programs, such as Temporary Assistance for Needy Families (TANF), Medicaid, Supplemental Security Income (SSI), etc., projects may need the SSN along with the other personal identifiers in order to access mainstream services for their clients.

Collection Point(s): At client record creation.

Subjects: All clients.

Data Collection Instructions: In one field, record the nine-digit SSN. In another field, select the appropriate *SSN Data Quality* indicator. If a partial social security number is obtained an 'x' may be entered as a placeholder for any missing digit.

Data Element Fields:

3.2 Social Security Number	
Field Names	**Data Types/Response Categories**
Social Security Number	(9 character text field)
SSN Data Quality	Full SSN reported
	Approximate or partial SSN reported
	Client doesn't know
	Client refused

Response Category Descriptions:

- Select "Full SSN reported" for *SSN Data Quality* when a complete and valid SSN is provided.
- Select "Approximate or partial SSN reported" when any SSN other than a complete and valid 9 digit SSN, regardless of the reason, is provided.
- Select "Client doesn't know" when a client does not know or does not have a SSN.
- Select "Client refused" when a client refuses to provide any part of their SSN.

Special Considerations: The federal statute at 5 U.S.C. Section 552a prohibits a government agency from denying shelter or services to clients who refuse to provide their SSN, unless the requirement was in effect before 1975 or SSN is a statutory requirement for receiving services from the project.

Changes from Previous Data Standards: This is a new data element that encourages grantees to capture identifying information about persons receiving services to help reduce duplicate records and help service providers assess long term outcomes. Grantees are advised to follow their local jurisdiction regarding their legal ability to collect social security information from youth who are under the age of 18 without parental consent. It is important to note: <u>No personally identifying information, including names or social security numbers are forwarded to any federal agency for the purposes of data reporting.</u>

3.3 Date of Birth

Rationale: The date of birth is used to calculate the age of persons served at time of project entry or at any point during project enrollment. It also supports the unique identification of each person served.

Collection Point(s): At client record creation.

Subjects: All clients.

Data Collection Instructions: Collect the month, day, and year of birth for every person served.

Data Element Fields:

3.3 Date of Birth	
Field Names	**Data Types/Response Categories**
Date of Birth	(date)
Date of Birth Type	Full DOB reported
	Approximate or partial DOB reported
	Client doesn't know
	Client refused

Response Category Descriptions:

- "Full DOB reported" must be selected for *Date of Birth Type* when the complete date of birth is provided by the client.
- "Approximate or partial DOB reported" must be selected if a client cannot remember their full or exact date of birth. If the client cannot remember their birth year it may be estimated by asking the person's age and calculating the approximate year of birth. If a client cannot remember the month or day of birth, record an approximate date of "01" for month and "01" for day. CoCs that already have a policy of entering another approximate date may continue their existing policy.
- Select "Client doesn't know" if the client is unable to recall their age within one year. Use "Client doesn't know" vs. "Approximate or partial DOB reported" if you entered

an approximate or partial date of birth because the client did not know their date of birth within one year.

- Select "Client refused" when a client refuses to provide their DOB. Use "Client refused" vs. "Approximate or partial DOB reported" if you entered a partial or approximate date of birth in order to create a record in the system because the client refused to provide their date of birth or their age for you to approximate.

Special Considerations: None.

Changes from Previous Data Standards: Data quality responses have been clarified.

3.4 Race

Rationale: Race is used to count the number of persons who identify themselves within one or more of five different racial categories. In the October 30, 1997 issue of the Federal Register (62 FR 58782), the Office of Management and Budget (OMB) published "Standards for Maintaining, Collecting, and Presenting Federal Data on Race and Ethnicity." All existing federal recordkeeping and report requirements must be in compliance with these Standards as of January 1, 2003. These data standards follow the OMB guidelines.

Collection Point(s): At client record creation.

Subjects: All clients.

Data Collection Instructions: In separate data fields, collect the self-identified race(s) of each client served. Allow clients to identify as many racial categories as apply (up to five). Staff observations should not be used to collect information on race.

Data Element Fields:

3.4 Race	
Field Names	**Data Types/Response Categories**
Race	American Indian or Alaska Native
	Asian
	Black or African American
	Native Hawaiian or Other Pacific Islander
	White
	Client doesn't know
	Client refused

Response Category Descriptions:

- "American Indian or Alaska Native" is a person having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment.
- "Asian" is a person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

- "Black or African American" is a person having origins in any of the black racial groups of Africa. Terms such as "Haitian" can be used in addition to "Black or African American."
- "Native Hawaiian or Other Pacific Islander" is a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- "White" is a person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- "Client doesn't know" or "Client refused" should only be selected when a client does not know or refuses to identify their race(s) from among the five listed races. Neither "Client doesn't know" nor "Client refused" should be used in conjunction with any other response.

Special Considerations: None.

Changes from Previous Data Standards: Response category, "Not Provided", is changed to "Client doesn't know" and "Client refused".

3.5 Ethnicity

Rationale: Ethnicity is used to count the number of persons who do and do not identify themselves as Hispanic or Latino.

Collection Point(s): At client record creation.

Subjects: All clients.

Data Collection Instructions: Collect the self-identified ethnicity of each client served. Staff observations should not be used to collect information on ethnicity.

Data Element Fields:

3.5 Ethnicity	
Field Names	**Data Types/Response Categories**
Ethnicity	Non-Hispanic/Non-Latino
	Hispanic/Latino
	Client doesn't know
	Client refused

Response Category Descriptions: The definition of Hispanic or Latino ethnicity is a person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture of origin, regardless of race.

Special Considerations: None.

Changes from Previous Data Standards: Response category, "Not Provided", is changed to "Client doesn't know" and "Client refused".

3.6 Gender

Rationale: Gender is used to count the number of men, women, transgender, and other gender clients.

Collection Point(s): At client record creation.

Subjects: All clients.

Data Collection Instructions: Record the self-reported gender of each client served. Staff observations should not be used to collect information on gender.

Data Element Fields:

3.6 Gender	
Field Names	**Data Types/Response Categories**
Gender	Female
	Male
	Transgender male to female
	Transgender female to male
	Other
	Client doesn't know
	Client refused
(if Other) ***Specify***	(text)

Response Category Descriptions: Transgender is defined as persons with a gender identity that is different from the sex assigned to them at birth. "Other" may include intersex individuals or persons who prefer not to identify a specific gender.

Special Considerations: None.

Changes from Previous Data Standards: Clarification has been provided about the response category "Other" and a text field *Specify* has been added for "Other".

3.7 Veteran Status

Rationale: Veteran status is used to count the number of clients who are veterans of the United States armed forces.

Collection Point(s): At client record creation.

Subjects: All clients turning 18 or who are over the age of 18.

Data Collection Instructions: Record whether or not the client is a veteran. Asking additional questions may result in more accurate information as some clients may not be aware that they are considered veterans. Examples include: "Have you ever been on active duty in the military?"

Data Element Fields:

3.7 Veteran Status	
Field Names	**Data Types/Response Categories**
Veteran Status	No
	Yes
	Client doesn't know
	Client refused

Response Category Descriptions: Respond "Yes" to *Veteran Status* if the person is someone who has served on active duty in the armed forces of the United States. This does not include inactive military reserves or the National Guard unless the person was called up to active duty.

Special Considerations: A project may collect this data element at entry for clients who are expected to turn 18 while enrolled. An HMIS may automatically populate the *Veteran Status* field for clients who turn 18 during enrollment with a "No" response.

Changes from Previous Data Standards: New data element.

3.8 Disabling Condition

Rationale: Disabling condition is used to count the number of clients who have a disabling condition at project entry. This data element is to be used with other information to identify whether a client meets the criteria for chronic homelessness.

Collection Point(s): At project entry.

Subjects: All clients.

Data Collection Instructions: Record whether the client has a disabling condition based on one or more of the following:

- A physical, mental, or emotional impairment, including an impairment caused by alcohol or drug abuse, post-traumatic stress disorder, or brain injury that:
  (1) Is expected to be long-continuing or of indefinite duration;
  (2) Substantially impedes the individual's ability to live independently; and
  (3) Could be improved by the provision of more suitable housing conditions.

- A developmental disability, as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (42 U.S.C. 15002); or

Additionally for veterans note: if the client is a veteran who is disabled by an injury or illness that was incurred or aggravated during active military service and whose disability meets the disability definition defined in Section 223 of the social security act.

Data Element Fields:

3.8 Disabling Condition	
Field Names	**Data Types/Response Categories**
Disabling Condition	No
	Yes
	Client doesn't know
	Client refused

Response Category Descriptions: Select "Yes" for *Disabling Condition* if any of the disabling condition criteria have been met.

Special Considerations: A project may wish to edit the record of a client who turns 18 during enrollment to add a response for this data element in order to improve the reported overall data quality for the project or if required by a funder.

A client receiving Supplemental Security Income (SSI), Social Security Disability Insurance (SSDI), VA Service-Connected Disability Compensation or VA Non-Service-Connected Disability Pension should be noted as a potential "Yes" for Disabling Condition.

For residential homeless assistance programs, client intake as part of the program admission process must be separated from the collection of disability information in order to comply with Fair Housing laws and practices, unless this information is required to determine program eligibility or is needed to determine whether applicants need units with special features or if they have special needs related to communication.

Changes from Previous Data Standards: New data element.

3.9 Residence Prior to Project Entry

Rationale: To identify the type of residence and length of stay at that residence just prior to (i.e., the night before) project entry.

Collection Point(s): At project entry.

Subjects: All clients or Head of Household for pregnant or parenting youth.

Data Collection Instructions:

Data Element Fields:

3.9 Residence Prior to Project Entry	
Field Names	**Data Types/Response Categories**
Type of Residence	Emergency shelter, including hotel or motel paid for with emergency shelter voucher
	Foster care home or foster care group home
	Hospital or other residential non-psychiatric medical facility
	Hotel or motel paid for without emergency shelter voucher
	Jail, prison or juvenile detention facility
	Long-term care facility or nursing home
	Owned by client, no ongoing housing subsidy
	Owned by client, with ongoing housing subsidy
	Permanent housing for formerly homeless persons (such as: CoC project; HUD legacy programs; or HOPWA PH)
	Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)
	Psychiatric hospital or other psychiatric facility
	Rental by client, no ongoing housing subsidy
	Rental by client, with VASH subsidy
	Rental by client, with GPD TIP subsidy
	Rental by client, with other ongoing housing subsidy
	Residential project or halfway house with no homeless criteria

	Safe Haven
	Staying or living in a family member's room, apartment or house
	Staying or living in a friend's room, apartment or house
	Substance abuse treatment facility or detox center
	Transitional housing for homeless persons (including homeless youth)
	Other
	Client doesn't know
	Client refused
(if Other) ***Specify***	(text)
Length of Stay in Previous Place	One day or less
	Two days to one week
	More than one week, but less than one month
	One to three months
	More than three months, but less than one year
	One year or longer
	Client doesn't know
	Client refused

Response Category Descriptions: Select the residence prior to project entry being careful to identify the correct subsidy, tenant based or project based housing, if the client had subsidized housing prior to entry.

Special Considerations: A project may wish to edit the record of a client who turns 18 during enrollment to add a response for this data element in order to improve the reported overall data quality for the project or if required by a funder. An HMIS may be set up to automatically populate this data element for clients who turn 18 during enrollment with the same response as that recorded for the head of household.

Changes from Previous Data Standards:

- This element departs significantly from the RHYMIS element "Living Situation upon Entrance" to accommodate response categories for all federal program partners.
- The "Hospital (non-psychiatric)" response has been expanded to include other residential non-psychiatric medical facilities. Three response categories have been added: "Long-term care facility or nursing home," "Residential project or halfway house with no homeless criteria," and "Rental by client, with GPD TIP subsidy."
- The "Place not meant for habitation" response category was clarified.
- Clarifications were made about updating records for clients turning 18 during project stay.
- *Length of stay in previous place* was revised to meet federal partner requirements.

3.10 Project Entry Date

Rationale: To determine the start of a client's period of participation with a project. All projects need this data element for reporting; residential continuum projects need it to measure lengths of stay, and services-only continuum projects need it to determine the amount of time spent participating in the project.

Collection Point(s): At project entry.

Subjects: All clients.

Data Collection Instructions: Project staff record the month, day, and year of project entry. The project entry date indicates a client is now being assisted by the project.

- For residential projects, with the exception of Permanent Housing-Rapid Re-Housing (PH-RRH) projects, this should be the first date of occupancy in the project.
- For PH-RRH projects and non-residential projects this should be the date on which the client began receiving services from the project or would otherwise be considered by the project funder to be a project participant for reporting purposes.
- For Street Outreach projects this should be the date of first contact with the client.

If there is a gap in occupancy, as defined by RHY program guidance, clients should be exited from the project; a return to the project should be recorded as a new residential/service record with a new project entry date.

Data Element Fields:

3.10 Project Entry Date	
Field Names	**Data Types/Response Categories**
Project Entry Date	(date)

Response Category Descriptions: None

Special Considerations: For residential projects that have activities or information the project needs to collect prior to occupancy a project may have a “pre-entry” or “non-residential services” project established to facilitate segregation of information for point-in-time and housing inventory count purposes.

Changes from Previous Data Standards: None.

3.11 Project Exit Date

Rationale: To determine the end of a client’s period of participation with a project. All projects need this data element for reporting; residential continuum projects need it to measure lengths of stay, and services-only continuum projects need it to determine the amount of time spent participating in the project.

Collection Point(s): At project exit.

Subjects: All clients.

Data Collection Instructions: Project staff record the month, day and year of last day of occupancy or service. For residential projects this date would represent the last day of continuous stay in the project before the client transfers to another residential project or otherwise stops residing in the project. For example, if a person checked into an overnight shelter on January 30, 2014, stayed overnight and left in the morning, the exit date for that shelter stay would be January 31, 2014.

For non-residential projects the exit date may represent the last day a service was provided or the last date of a period of ongoing service. The exit date should coincide with the date the client is no longer considered a project participant. Projects must comply with RHY Program guidance to determine when a person is no longer considered a client. For example, if a person has been receiving weekly counseling as part of an ongoing treatment project and either formally terminates their involvement or fails to return for counseling, the last date of service is the date of the last counseling session. If a client uses a service for just one day (i.e., starts and stops before midnight of same day), then the *Project Exit Date* may be the same as the *Project Entry Date*.

Data Element Fields:

3.11 Project Exit Date	
Field Names	**Data Types/Response Categories**
Project Exit Date	(date)

Response Category Descriptions: None

Special Considerations: A client with an open record (i.e. project entry without a project exit) for a community-defined extensive length of time in a shelter, outreach, or prevention project may be either automatically exited from the project or may be flagged for HMIS end user intervention and exit, depending on the functionality the HMIS supports. The actual exit date should be based on the last date of lodging or service provision. The length of time without client contact or activity that triggers a project exit should be locally determined based on project design and client profile. RHY program guidance should serve as the basis for determining when to close an open record.

For residential projects with data collection requirements after project exit, a project may have a separate follow-up project established.

Changes from Previous Data Standards: Clarification on dates has been provided.

3.12 Destination

Rationale: To identify where a client will stay just after exiting a project for purposes of tracking and outcome measurement.

Collection Point(s): At project exit.

Subjects: Head of household and adults.

Data Collection Instructions: Select the response category that best describes where the client will be living after the date on which they exit the project. For non-lodging projects this may be the same as the place where the client was living during project participation.

Data Element Fields:

3.12 Destination	
Field Names	**Data Types/Response Categories**
Destination Type	Deceased
	Emergency shelter, including hotel or motel paid for with emergency shelter voucher
	Foster care home or foster care group home
	Hospital or other residential non-psychiatric medical facility
	Hotel or motel paid for without emergency shelter voucher
	Jail, prison or juvenile detention facility
	Long-term care facility or nursing home
	Moved from one HOPWA funded project to HOPWA PH
	Moved from one HOPWA funded project to HOPWA TH
	Owned by client, no ongoing housing subsidy
	Owned by client, with ongoing housing subsidy
	Permanent housing for formerly homeless persons (such as: CoC project; or HUD legacy programs; or HOPWA PH)
	Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)
	Psychiatric hospital or other psychiatric facility
	Rental by client, no ongoing housing subsidy
	Rental by client, with VASH housing subsidy
	Rental by client, with GPD TIP housing subsidy
	Rental by client, with other ongoing housing subsidy
	Residential project or halfway house with no homeless criteria
	Safe Haven
	Staying or living with family, permanent tenure
	Staying or living with family, temporary tenure (e.g., room, apartment or house)
	Staying or living with friends, permanent tenure
	Staying or living with friends, temporary tenure (e.g., room apartment or house)
	Substance abuse treatment facility or detox center
	Transitional housing for homeless persons (including homeless youth)
	Other
	No exit interview completed
	Client doesn't know
	Client refused
(if Other) ***Specify***	(text)

Response Category Descriptions:

- For clients who will be staying with family or friends select the response that includes the expected tenure of the destination (permanent or temporary).
- For “Rental by client” and “Owned by client,” select the response that includes the type of housing subsidy, if any, the client will be receiving. A housing subsidy may be tenant-, project-, or sponsor-based and provides ongoing assistance to reduce rent

burden. This includes housing subsidies provided through HUD-funded subsidies (e.g., public housing, Housing Choice Voucher or “Section 8”) or other housing subsidy (e.g., state rental assistance voucher).

- If a client exits without providing destination information to project staff, the “No exit interview completed” response value should be used; in such instances, destination information will be considered missing.

Special Considerations: None.

Changes from Previous Data Standards:

- This element departs significantly from the RHYMIS element “Living Situation upon Entrance” to accommodate response categories for all federal program partners.
- The “Hospital (non-psychiatric)” response has been expanded to include other residential non-psychiatric medical facilities.
- Additional program specific destinations have been added.
- There are four new categories: “Long-term care facility or nursing home,” “Residential project or halfway house with no homeless criteria,” “Rental by client with GPD TIP housing subsidy,” and “No exit interview completed.”

3.13 Personal ID

Rationale: To obtain an unduplicated count of persons served within a CoC. Every client entered into an HMIS is assigned a Personal ID, which is a permanent and unique number generated by the HMIS application.

Collection Point(s): At client record creation.

Subjects: All clients.

Data Collection Instructions: Before creating a client record in HMIS, users must first search the HMIS application for an existing record for that client. If an existing record is found, enrollment and service data should be added to that record. If there is no existing record, a new record must be created; the HMIS application will generate a Personal ID for the new client record at the time it is added to the HMIS.

Data Element Fields:

3.13 Personal ID	
Field Names	**Data Types/Response Categories**
Personal ID	There is no specified format for this data element

Response Category Descriptions: **This element requires the HMIS to generate the *Personal ID*; a user should not have to manually enter the *Personal ID*.**

Special Considerations: None.

Changes from Previous Data Standards: New element.

3.14 Household ID

Rationale: To count the number of households served in a project.

Collection Point(s): At project entry.

Subjects: All clients.

Data Collection Instructions: **A Household ID will be assigned to each household at project entry and applies, for the duration of that project stay, to all members of the household served. The Household ID is automatically generated by the HMIS application.**

If it is not evident to project staff whether others are applying for assistance with the person who is being interviewed, then project staff should ask if anyone else is applying for assistance with that person.

A common Household ID should be assigned to each member of the same household. Persons in a household (either adults or children) who are not present when the household initially applies for assistance and later join the household should be assigned the same Household ID that links them to the rest of the persons in the household. The early departure of a household member should have no impact on the Household ID.

Data Element Fields:

3.14 Household ID	
Field Names	**Data Types/Response Categories**
Household ID	There is no specified format for this data element

Response Category Descriptions: A household is a single individual or a group of persons who apply together to a continuum project for assistance and who live together in one dwelling unit (or, for persons who are not housed, who would live together in one dwelling unit if they were housed). The HMIS should generate the *Household ID*. HMIS system instructions should be carefully reviewed to determine how a user is to identify the household within the system.

Special Considerations: An HMIS may track households at a global level over time as part of the HMIS system functionality. HMIS system instructions should clarify how a user identifies persons in the household using a more global system. This global system is allowed but is not required.

Changes from Previous Data Standards: New data element.

3.15 Relationship to Head of Household

Rationale: Identification of the heads of household for each household recorded in HMIS facilitates the identification, tracking and enumeration of households served by projects. In addition, specifying the relationship of household members to the head of household facilitates reporting on household composition.

Collection Point(s): At project entry.

Subjects: All clients.

Data Collection Instructions: The term "Head of Household" is typically reserved for youth who are pregnant or parenting. There may be instances where this designation can be used, for example in the event that siblings show up for services. There cannot be more than one head of household for any given project entry. Identify the head of household and the relationship of all other household members to the head of household for each household at project entry.

Data Element Fields:

3.15 Relationship to Head of Household	
Field Names	**Data Types/Response Categories**
Relationship to Head of Household	Self (head of household)
	Head of household's child
	Head of household's spouse or partner
	Head of household's other relation member (other relation to head of household)
	Other: non-relation member

Response Category Descriptions: A household is a single individual or a group of persons who apply together to a continuum project for assistance and who live together in one dwelling unit (or, for persons who are not housed, who would live together in one dwelling unit if they were housed).

Each CoC must develop guidelines for defining and designating a household member as the head of household and seek to ensure that those guidelines are applied consistently across participating continuum projects. Heads of household may be alternatively thought of as the "primary client," the "eligible individual" etc., rather than as a fixed designation. A particular funder may provide instructions for determining which household member should be designated as the head of household in projects that they fund; in the event that the funder's instructions are in conflict with CoC guidance, the requirements of the funder should supersede CoC guidance for the relevant projects.

Special Considerations: None

Changes from Previous Data Standards: New data element.

3.16 Client Location

Rationale: The Client Location (HUD-assigned CoC Code) is used to link project client data to the relevant CoC and is necessary for projects that operate across multiple CoCs for data export purposes and to ensure accurate counts of persons who are served within a CoC.

Collection Point(s): At project entry.

Subjects: All Clients or Head of Household for pregnant or parenting youth.

Data Collection Instructions: Select or enter the CoC code assigned to the geographic area where the head of household is staying at the time of project entry. If a client changes residence during the course of a project stay and moves into a different CoC then the CoC number must be updated; the Information Date for the update should be the effective date of the move

Data Element Fields:

3.16 Client Location	
Field Names	**Data Types/Response Categories**
Information Date	(date)
HUD-assigned CoC Code	(response categories must correlate to the responses provided to Project Descriptor Data Element 2.3 Continuum of Care Code)

Response Category Descriptions: None.

Special Considerations: An HMIS may automatically populate this field for projects that operate in only one CoC.

Changes from Previous Data Standards: New data element.

3.17 Length of Time on Street, in an Emergency Shelter, or Safe Haven

Rationale: Chronic homeless status is determined by a client's history of homelessness, disability status, and the length of time spent on the street, in an emergency shelter or a Safe Haven. The addition of this data element enables identification of chronically homeless persons in an HMIS.

Collection Point(s): At project entry.

Subjects: All Clients or Head of Household for pregnant or parenting youth.

Data Collection Instructions: In separate data fields, indicate whether or not the client meets the threshold for length of time on the street, in an emergency shelter, or Safe Haven as of the date of project entry for purposes of determining chronic homeless status (in combination with other factors).

Data Element Fields:

3.17 Length of Time on Street, in an Emergency Shelter, or Safe Haven	
Field Names	**Data Types/Response Categories**
Continuously Homeless for at Least One Year	No
	Yes
	Client doesn't know
	Client refused
Number of Times the Client has been	0
	1

Homeless in the Past Three Years	2
	3
	4 or more
	Client doesn't know
	Client refused
Total Number of Months Homeless in the Past Three Years	[integer 0-12
	[integer 12 or higher]
	Client doesn't know
	Client refused
(If more than 12 months) ***Number of Years Continuously Homeless***	[numeric field]
Status Documented	No
	Yes

Response Category Descriptions:

- *Continuously homeless for at least one year:* The client has been homeless and living or residing in a place not fit for human habitation, an emergency shelter, and/or a Safe Haven continuously for at least one year as of the date of project entry. Stays in institutions of 90 days or less do not constitute a break in homelessness, provided the client was homeless prior to entering the institution.
- *Number of Times the Client has been Homeless in the Past Three Years:* Enter "1", "2", "3" or "4 or more" based on the number of times the client was homeless and living or residing in a place not fit for human habitation, an emergency shelter, and/or a Safe Haven over the past three years prior to project entry based on the RHY Program guidance.
- *Total Number of Months Homeless in the Past Three Years*: Similar to number of times the client has been homeless in the past three years, only count months the client was homeless and living or residing in a place not meant for human habitation, an emergency shelter, and/or Safe Haven in the past three years. Any single day or part of a month spent homeless should be counted as one month.
- *Number of Years Continuously Homeless:* If the number of months the client has been homeless exceeds 12 months, indicate the number of years the client has been homeless, understanding that there may have been short breaks in homelessness during the period.
- *Status Documented:* Indicate if there is documentation in the client's paper file or in the HMIS of the client's length of homelessness (either continuously homeless, the number of times homeless, or the number of months homeless in the past three years).

Special Considerations: None

Changes from Previous Data Standards: New data element.

HHS: RHY Program Specific

The elements shown are only those in which least one RHY program component is required to collect information.

X = data collection is required

#	Element	BCPes	BCPp	MGH	SOP	TLP	DEMO
4.2	Income and Sources			x		x	x
4.3	Non-Cash Benefits			x		x	x
4.4	Health Insurance	x	x	x	x	x	x
4.5	Physical Disability	x	x	x	x	x	x
4.6	Developmental Disability	x	x	x	x	x	x
4.7	Chronic Health Condition	x	x	x	x	x	x
4.9	Mental Health Problem	x	x	x	x	x	x
4.10	Substance Abuse	x	x	x	x	x	x
4.12	Contact				x		
4.13	Date of Engagement				x		
4.14 B	Services Provided - RHY	x	x	x	x	x	x
4.16 B	Referrals Provided - RHY	x	x	x	x	x	x
4.22	RHY:BCP Status	x	x				
4.23	Sexual Orientation	x	x	x	x	x	x
4.24	Last Grade Completed	x	x	x		x	x
4.25	School Status	x	x	x		x	x
4.26	Employment Status	x	x	x		x	x
4.27	General Health Status	x	x	x		x	x
4.28	Dental Health Status	x	x	x		x	x
4.29	Mental Health Status	x	x	x		x	x
4.30	Pregnancy Status	x	x	x	x	x	x
4.31	Formerly a Ward of Child Welfare/Foster Care Agency	x	x	x		x	x

#	Element	BCPes	BCPp	MGH	SOP	TLP	DEMO
4.32	Formerly a Ward of Juvenile Justice System	x	x	x		x	x
4.33	Young Person's Critical Issues	x	x	x		x	x
4.34	Referral Source	x	x	x		x	x
4.35	Commercial Sexual Exploitation	x	x	x	x	x	x
4.36	Commercial Labor Exploitation	x	x	x	x	x	x
4.36	Transitional, Exit-care, or Aftercare Plan and Actions	x	x	x		x	x
4.37	Project Completion Status	x	x	x		x	x
4.38	Family Reunification Achieved	x	x	x		x	x

4.2 Income and Sources: RHY

Rationale: Income and sources of income are important for determining service needs of people at the time of project entry, determining whether they are accessing all income sources for which they are eligible, describing the characteristics of the population experiencing homelessness, and allow analysis of changes in the composition of income between entry and exit from the project and annual changes prior to project exit. Increase in income is a key performance measure of most federal partner programs.

Collection Point(s): At project entry, annual assessment, and project exit. Update as income and/or sources change.

Subjects: All Clients.

Federal Partner Requiring Collection: HHS: RHY

Data Collection Instructions: Data on Income and Sources collected at project entry and project exit are to reflect the information as of the date of entry and exit. Data collected at project entry and exit are to be dated the same date as the date of project entry and the date of project exit.

An annual assessment is required for all persons residing in the project one year or more. Income and sources must be recorded in the HMIS as an Annual Assessment even if there is no change in either the income or sources.

When a client has income, but does not know the exact amount, a "Yes" response should be recorded for both the overall income question and the specific source, and the income amount should be estimated.

Income received by or on behalf of a minor child should be recorded as part of household income under the Head of Household, unless the federal funder in the HMIS Program Specific Manual instructs otherwise.

Income data should be recorded only for sources of income that are current as of the information date (i.e. have not been specifically terminated). As an example, if a client's employment has been terminated and the client has not yet secured additional employment, the response for *Earned income* would be "No." As a further example, if a client's most recent paycheck was 2 weeks ago from a job in which the client was working full time for $15.00/hour, but the client is currently working 20 hours per week for $12.00 an hour, record the income from the job the client has at the time data are collected (i.e. 20 hours at $12.00 an hour).

Data Element Fields:

4.2 Income and Sources	
Field Names	**Data Types/Response Categories**
Information Date	(date)
Income from Any Source	No
	Yes
	Client doesn't know
	Client refused
(if yes, indicate all sources and dollar amounts for the sources that apply)	
Earned income (i.e., employment income)	No Yes
(if yes) ***Monthly amount***	(currency)
Unemployment Insurance	No Yes
(if yes) ***Monthly amount***	(currency)
Supplemental Security Income (SSI)	No Yes
(if yes) ***Monthly amount***	(currency)
Social Security Disability Income (SSDI)	No Yes
(if yes) ***Monthly amount***	(currency)
VA Service-Connected Disability Compensation	No Yes
(if yes) ***Monthly amount***	(currency)
VA Non-Service-Connected Disability Pension	No Yes
(if yes) ***Monthly amount***	(currency)
Private disability insurance	No Yes
(if yes) ***Monthly amount***	(currency)

Worker's Compensation	No Yes
(if yes) ***Monthly amount***	(currency)
Temporary Assistance for Needy Families (TANF) *(or use local name)*	No Yes
(if yes) ***Monthly amount***	(currency)
General Assistance (GA) *(or use local name)*	No Yes
(if yes) ***Monthly amount***	(currency)
Retirement Income from Social Security	No Yes
(if yes) ***Monthly amount***	(currency)
Pension or retirement income from a former job	No Yes
(if yes) ***Monthly amount***	(currency)
Child support	No Yes
(if yes) ***Monthly amount***	(currency)
Alimony or other spousal support	No Yes
(if yes) ***Monthly amount***	(currency)
Other source	No Yes
(if yes) ***Monthly amount***	(currency)
(if other source) ***Specify source***	(text)
Total Monthly Income	(currency)

Special Considerations: None.

Changes from Previous Data Standards: New Data Element

4.3 Non Cash Benefits: RHY

Rationale: Non-cash benefits are important to determine whether clients are accessing all mainstream program benefits for which they may be eligible and to develop a more complete picture of their economic circumstances.

Collection Point(s): At project entry, annual assessment, and project exit. Update as Non-cash benefits change.

Subjects: All Clients.

Data Collection Instructions: Data on Non-Cash Benefits collected at project entry and project exit are to reflect the information as of the date of entry and exit. Data collections for project entry and exit information are to be dated the same date as the date of project entry and the date of project exit.

An annual assessment is required for all persons residing in the project one year or more. Non-Cash Benefits must be recorded in the HMIS as an Annual Assessment even if there is no change in the benefits.

Record whether or not the client is receiving each of the listed benefits. A "Yes" response should be recorded only for current benefits. As an example, if a client received food stamps on the first of the month and expects to receive food stamps again on the first of the next month, record "Yes" for *Supplemental Nutritional Assistance Program (SNAP)*. If a client received food stamps on the first of the month but is not eligible to receive food stamps on the first of next month, then the client would not be considered to be currently receiving food stamps and "No" should be recorded for *Supplemental Nutritional Assistance Program (SNAP)*. Clients may identify multiple sources of non-cash benefits. Benefits received by a minor child should be assigned to the head of household. In the event that a minor child enters or leaves the household and the non-cash benefits received by the household change as a result, an update to the head of household's record should be entered to reflect that change.

Updates are required for persons aging into adulthood.

To reduce data collection and reporting burden, if a client reports receiving no non-cash benefit from any source, no additional data collection is required. If *Non-cash benefit from any source* is "Yes," however, project staff should ask clients to respond with a "Yes" or "No" for each of the listed benefits.

Data Element Fields:

4.3 Non-Cash Benefits	
Field Names	**Data Types/Response Categories**
Information Date	(date)
Non-Cash Benefit from Any Source	No
	Yes
	Client doesn't know
	Client refused
(if yes, indicate all sources that apply)	
Supplemental Nutrition Assistance Program (SNAP)	No
	Yes
Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	No
	Yes
TANF Child Care services *(or use local name)*	No
	Yes
TANF transportation services *(or use local name)*	No
	Yes
Other TANF-funded services *(or use local name)*	No
	Yes
Section 8, public housing, or other ongoing rental assistance	No
	Yes
Other source	No
	Yes

Temporary rental assistance	No	
	Yes	
(if other source) **Specify source**	(text)	

Response Category Descriptions:

- *Information Date*: The date of project entry or exit, the date the annual assessment was completed or the date updated information was collected.
- *Non-Cash Benefit from Any Source* and specific *Sources*: If the response to *Non-Cash Benefit from Any Source* is “No” then no further data collection is required. If the response is “Yes” then record which source(s) is being received. The “Client doesn’t know” and “Client refused” responses should only be used when clients do not know or refuse to answer whether they have non-cash benefits.

Special Considerations: None

Changes from Previous Data Standards: New Data Element

4.4 Health Insurance: RHY

Rationale: Health insurance information is important to determine whether clients currently have health insurance coverage and are accessing all mainstream project medical assistance benefits for which they may be eligible, and to ascertain a more complete picture of their economic circumstances.

Collection Point(s): At project entry, annual assessment, and project exit. Update as health insurance changes.

Subjects: All clients.

Federal Partner Requiring Collection: HUD, HHS, VA [refer to Federal Partner Program Specific pages throughout this document.]

Data Collection Instructions: Data on Health Insurance collected at project entry and project exit are to reflect the information as of the date of entry and exit. Data collections for project entry and exit information are to be dated the same date as the date of project entry and the date of project exit.

An annual assessment is required for all persons residing in the project one year or more. Health Insurance must be recorded in the HMIS as an Annual Assessment even if there is no change.

Data Element Fields:

4.4 Health Insurance	
Field Names	**Data Types/Response Categories**
Information Date	(date)
Covered by Health Insurance	No
	Yes
	Client doesn't know
	Client refused
(if yes, indicate all sources that apply)	
MEDICAID	No
	Yes
(Required for HOPWA only) *(if no)* **Reason**	Applied; decision pending
	Applied; client not eligible
	Client did not apply
	Insurance type N/A for this client
	Client doesn't know
	Client refused
MEDICARE	No
	Yes
(Required for HOPWA only) *(if no)* **Reason**	Applied; decision pending
	Applied; client not eligible
	Client did not apply
	Insurance type N/A for this client
	Client doesn't know
	Client refused
State Children's Health Insurance Program *(or use local name)*	No
	Yes
(Required for HOPWA only) *(if no)* **Reason**	Applied; decision pending
	Applied; client not eligible
	Client did not apply
	Insurance type N/A for this client
	Client doesn't know
	Client refused
Veteran's Administration (VA) Medical Services	No
	Yes
(Required for HOPWA only) *(if no)* **Reason**	Applied; decision pending
	Applied; client not eligible
	Client did not apply
	Insurance type N/A for this client
	Client doesn't know
	Client refused
Employer-Provided Health Insurance	No
	Yes
(Required for HOPWA only) *(if no)* **Reason**	Applied; decision pending
	Applied; client not eligible
	Client did not apply
	Insurance type N/A for this client
	Client doesn't know

	Client refused
Health insurance obtained through COBRA	No
	Yes
(Required for HOPWA only) *(if no)* ***Reason***	Applied; decision pending
	Applied; client not eligible
	Client did not apply
	Insurance type N/A for this client
	Client doesn't know
	Client refused
Private Pay Health Insurance	No
	Yes
(Required for HOPWA only) *(if no)* ***Reason***	Applied; decision pending
	Applied; client not eligible
	Client did not apply
	Insurance type N/A for this client
	Client doesn't know
	Client refused
State Health Insurance for Adults *(or use local name)*	No
	Yes
(Required for HOPWA only) *(if no)* ***Reason***	Applied; decision pending
	Applied; client not eligible
	Client did not apply
	Insurance type N/A for this client
	Client doesn't know
	Client refused

Response Category Descriptions:

- *Information Date*: The date of project entry or exit, the date the annual assessment was completed or the date updated information was collected.
- *Covered by Health Insurance* and specific *Sources*: If the response to *Covered by Health Insurance* is "No" then no further data collection is required. If the response is "Yes" then record whether or not the client is covered by each of the listed insurance types. If required by a funder, enter the reason why such insurance is not being received for each health insurance source. To reduce data collection and reporting burden, if a client reports having no health insurance coverage, no additional data collection is required unless required by a specific funder.

Special Considerations: None.

Changes from Previous Data Standards: New Data Element

4.5 Physical Disability: RHY

Rationale: To count the number of physically disabled persons served, determine eligibility for disability benefits, and assess the need for services.

Collection Point(s): At project entry and project exit. Update if information changes anytime during project stay.

Subjects: All clients.

Federal Partner Requiring Collection: HUD, HHS [refer to Federal Partner Program Specific pages throughout this document.]

Data Collection Instructions: Data on Physical Disability collected at project entry and project exit are to reflect the information as of the date of entry and exit. Data collections for project entry and exit information are to be dated the same date as the date of project entry and the date of project exit. Data should be reviewed and updated as necessary any time the information has been known to change.

In separate fields, determine (1) if the client has a physical disability, (2) if the disability is expected to be of long-continued and indefinite duration and impairs the client's ability to live independently, (3) if there is documentation of the disability on file, and (4) if the client is currently receiving services or treatment for this disability or received services or treatment prior to exiting the project.

Data Element Fields:

4.5 Physical Disability	
Field Names	**Data Types/Response Categories**
Information Date	(date)
Physical Disability	No
	Yes
	Client doesn't know
	Client refused
(If yes for physical disability) ***Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently***	No
	Yes
	Client doesn't know
	Client refused
(If yes for physical disability) ***Documentation of the disability and severity on file***	No
	Yes
(If yes for physical disability) ***Currently receiving services/treatment for this disability***	No
	Yes
	Client doesn't know
	Client refused

Response Category Descriptions:

- For the purposes of these Data Standards, a physical disability means a physical impairment.
- *Information date* is the date of project entry, project exit, or the date updated information was collected.
- *Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently* means (1) expected to be of long, continued and indefinite duration, (2) substantially impedes an individual's ability to live independently, and (3) of such a nature that such ability could be improved by more suitable housing conditions.

- *Documentation of the disability and severity on file* requirements vary by federal funding program so specific guidance around acceptable documentation will be provided in the Program Specific Manuals.

Special Considerations: Projects should be especially sensitive to the collection of disability information from clients under the age of 18. In households with children accompanied by an adult, children's disabilities should be determined based on an interview with the adult in the household.

Changes from Previous Data Standards: New Data Element

4.6 Developmental Disability: RHY

Rationale: To count the number of developmentally disabled persons served, determine eligibility for disability benefits, and assess their need for services.

Collection Point(s): At project entry and project exit. Update if information changes anytime during project stay.

Subjects: All clients.

Data Collection Instructions: Data collected on Developmental Disability at project entry and project exit are to reflect the information as of the date of entry and exit. Data collections for project entry and exit information are to be dated the same date as the date of project entry and the date of project exit. Data should be reviewed and updated as necessary any time the information has been known to change.

In separate fields, determine (1) if the client has a physical disability, (2) if the disability is expected to substantially impair the client's ability to live independently, (3) if there is documentation of the disability on file, and (4) if the client is currently receiving services or treatment for this disability or received services or treatment prior to exiting the project.

Data Element Fields:

4.6 Developmental Disability	
Field Names	**Data Types/Response Categories**
Information Date	(date)
Developmental Disability	No
	Yes
	Client doesn't know
	Client refused
(If yes for developmental disability) ***Expected to substantially impair ability to live independently***	No
	Yes
	Client doesn't know
	Client refused
(If yes for developmental disability) ***Documentation of the disability and severity on file***	No
	Yes
(If yes for developmental disability) ***Currently receiving services/ treatment for this disability***	No
	Yes
	Client doesn't know

	Client refused

Response Category Descriptions:

- For the purposes of these Data Standards, 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 22 years of age and limits the capacity for independent living and economic self-sufficiency.
- *Information date* is the date of project entry, project exit, or the date updated information was collected.
- *Expected to substantially impair ability to live independently* means (1) substantially impedes an individual's ability to live independently and (2) of such a nature that such ability could be improved by more suitable housing conditions.
- *Documentation of the disability and severity on file* requirements vary by federal funding program so specific guidance around acceptable documentation will be provided in the Program Specific Manuals.

Special Considerations: Projects should be especially sensitive to the collection of disability information from clients under the age of 18. In households with children accompanied by an adult, children's disabilities should be determined based on an interview with the adult in the household.

Changes from Previous Data Standards: New Data Element

4.7 Chronic Health Condition: RHY

Rationale: To count the number of persons served with severe health conditions and assess their need for healthcare and other medical services.

Collection Point(s): At project entry and project exit. Update if information changes anytime during project stay.

Subjects: All clients.

Data Collection Instructions: Data on Chronic Health Condition collected at project entry and project exit are to reflect the information as of the date of entry and exit. Data collections for project entry and exit information are to be dated the same date as the date of project entry and the date of project exit. Data should be reviewed and updated as necessary any time the information has been known to change.

In separate fields, determine (1) if the client has a chronic health condition, (2) if the condition is expected to be of long-continued and indefinite duration and impairs the client's ability to live independently, (3) if there is documentation of the condition on file, and (4) if the client is currently receiving services or treatment for this condition or received services or treatment prior to exiting the project.

Data Element Fields:

4.7 Chronic Health Condition	
Field Names	**Data Types/Response Categories**
Information Date	(date)
Chronic Health Condition	No
	Yes
	Client doesn't know
	Client refused
(If yes for chronic health condition) ***Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently***	No
	Yes
	Client doesn't know
	Client refused
(If yes for chronic health condition) ***Documentation of the disability and severity on file***	No
	Yes
(If yes for chronic health condition) ***Currently receiving services/ treatment for this condition***	No
	Yes
	Client doesn't know
	Client refused

Response Category Descriptions:

- For the purposes of these Data Standards, a chronic health condition means 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 of chronic health conditions 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.
- *Information date* is the date of project entry, project exit, or the date updated information was collected.
- *Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently* means (1) expected to be of long, continued and indefinite duration, (2) substantially impedes an individual's ability to live independently, and (3) of such a nature that such ability could be improved by more suitable housing conditions.
- *Documentation of the disability and severity on file* requirements vary by federal funding program so specific guidance around acceptable documentation will be provided in the Program Specific Manuals.

Special Considerations: Projects should be especially sensitive to the collection of disability information from clients under the age of 18. In households with children accompanied by an adult, children's disabilities should be determined based on an interview with the adult in the household.

Changes from Previous Data Standards: New Data Element

4.9 Mental Health Problem: RHY

Rationale: To count the number of persons with mental health problems served and to assess the need for treatment.

Collection Point(s): At project entry and project exit. Update if information changes anytime during project stay.

Subjects: All clients.

Federal Partner Requiring Collection: HUD, HHS [refer to Federal Partner Program Specific pages throughout this document.]

Data Collection Instructions: Data on Mental Health Problem collected at project entry and project exit are to reflect the information as of the date of entry and exit. Data collections for project entry and exit information are to be dated the same date as the date of project entry and the date of project exit. Data should be reviewed and updated as necessary any time the information has been known to change.

In separate data fields, determine: (1) if the client has a mental health problem, (2) if the problem is expected to be of long-continued and indefinite duration *and* substantially impedes a client's ability to live independently, (3) if there is documentation of the problem on file, and (4) if the client is currently receiving services or treatment for the problem or received services or treatment prior to exiting the project.

If required by a funder, identify how the mental health problem was confirmed, whether the mental health problem qualifies as a serious mental illness (SMI) and, if so, how SMI was confirmed.

Data Element Fields:

4.9 Mental Health Problem	
Field Names	**Data Types/Response Categories**
Information Date	(date)
Mental Health Problem	No
	Yes
	Client doesn't know
	Client refused
(If yes for mental health problem) ***Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently***	No
	Yes
	Client doesn't know
	Client refused
(If yes for mental health problem)	No

Documentation of the disability and severity on file	Yes
(If yes for mental health problem) ***Currently receiving services/ treatment for this condition***	No
	Yes
	Client doesn't know
	Client refused
(Required for PATH only) *(If yes for mental health problem)* ***How confirmed***	Unconfirmed; presumptive or self-report
	Confirmed through assessment and clinical evaluation
	Confirmed by prior evaluation or clinical records
(Required for PATH only) *(If yes for mental health problem)* ***Serious mental illness (SMI) and, if SMI, how confirmed***	No
	Unconfirmed; presumptive or self-report
	Confirmed through assessment and clinical evaluation
	Confirmed by prior evaluation or clinical records
	Client doesn't know
	Client refused

Response Category Descriptions:

- *Information date* is the date of project entry, project exit, or the date updated information was collected.
- *Mental Health Problem* select "Yes" if the mental health problem was a cause of homelessness, a significant issue for the individual, or is of a serious nature. A mental health problem may range from situational depression to serious mental illnesses. The dependent fields are designed to gauge the severity of the mental health problem.
- *Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently* means (1) expected to be of long, continued and indefinite duration, (2) substantially impedes an individual's ability to live independently, and (3) of such a nature that such ability could be improved by more suitable housing conditions.
- *Documentation of the disability and severity on file* requirements vary by federal funding program so specific guidance around acceptable documentation will be provided in the Program Specific Manuals.

Special Considerations: Projects should be especially sensitive to the collection of disability information from clients under the age of 18. In households with children accompanied by an adult, children's disabilities should be determined based on an interview with the adult in the household.

Changes from Previous Data Standards: New Data Element

4.10 Substance Abuse: RHY

Rationale: To count the number of persons served with substance abuse problems and to assess the need for treatment.

Collection Point(s): At project entry and project exit. Update if information changes anytime during project stay.

Subjects: All clients.

Federal Partner Requiring Collection: HUD, HHS [refer to Federal Partner Program Specific pages throughout this document.]

Data Collection Instructions: Data on Substance Abuse collected at project entry and project exit are to reflect the information as of the date of entry and exit. Data collections for project entry and exit information are to be dated the same date as the date of project entry and the date of project exit. Data should be reviewed and updated as necessary any time the information has been known to change.

In separate data fields, determine: (1) if the client has an alcohol or drug abuse problem or both, (2) if the problem is expected to be of long-continued and indefinite duration *and* substantially impedes a client's ability to live independently, (3) if there is documentation of the problem on file, and (4) if the client is currently receiving services or treatment for the condition or received services or treatment prior to exiting the project. If required by a funder, identify how the substance abuse problem was confirmed.

Data Element Fields:

4.10 Substance Abuse	
Field Names	**Data Types/Response Categories**
Information Date	(date)
Substance Abuse Problem	No
	Alcohol abuse
	Drug abuse
	Both alcohol and drug abuse
	Client doesn't know
	Client refused
(If alcohol abuse, drug abuse, or both alcohol and drug abuse for substance abuse problem) ***Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently***	No
	Yes
	Client doesn't know
	Client refused
(If alcohol abuse, drug abuse, or both alcohol and drug abuse for substance abuse problem) ***Documentation of the disability and severity on file***	No
	Yes

(If alcohol abuse, drug abuse, or both alcohol and drug abuse for substance abuse problem) ***Currently receiving services/ treatment for this condition***	No Yes Client doesn't know Client refused
(Required for PATH only) *(If alcohol abuse, drug abuse, or both alcohol and drug abuse for substance abuse problem)* ***How confirmed***	Unconfirmed; presumptive or self-report Confirmed through assessment and clinical evaluation Confirmed by prior evaluation or clinical records

Response Category Descriptions:

- *Information date* is the date of project entry, project exit, or the date updated information was collected.
- *Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently* means: (1) expected to be of long, continued and indefinite duration, (2) substantially impedes an individual's ability to live independently, and (3) of such a nature that such ability could be improved by more suitable housing conditions.
- *Documentation of the disability and severity on file* requirements vary by federal funding program so specific guidance around acceptable documentation will be provided in the Program Specific Manuals.

Special Considerations: Projects should be especially sensitive to the collection of disability information from clients under the age of 18. In households with children accompanied by an adult, children's disabilities should be determined based on an interview with the adult in the household.

Changes from Previous Data Standards: New Data Element

4.12 Contact: RHY

Rationale: To record and count the number of contacts with homeless persons by street outreach and other service projects and to provide information on the number of contacts required to engage the client.

Collection Point(s): At project entry, project exit and each contact between entry and exit.

Subjects: Head of household and adults.

Federal Partner Requiring Collection: HUD, HHS [refer to Federal Partner Program Specific pages throughout this document.]

Data Collection Instructions: Record the date and location of each contact with a client. To record a contact in HMIS requires that a client record be established with at least minimal client descriptors included in the Universal Data Elements (e.g., name, gender, and race). This data element is required for all Street Outreach Projects.

Data Element Fields:

4.12 Contact	
Field Names	**Data Types/Response Categories**
Date of Contact	(date)
Location of Contact	Place not meant for habitation
	Service setting, non-residential
	Service setting, residential

Response Category Descriptions: A contact is defined as an interaction between a worker and a client. Contacts may range from simple a verbal conversation between the street outreach worker and the client about the client's well-being or needs or may be a referral to service.

- *Place not meant for habitation* could include a vehicle, abandoned building, bus/train/subway station/airport or anywhere outside that is not a Homeless Connect-type event.
- *Service setting, non-residential* could include a Homeless Connect-type event, drop in center, day services center, soup kitchen, etc.
- *Service setting, residential* could include emergency, transitional or permanent housing; treatment facility, including health, mental health, or substance abuse clinic or hospital; jail, prison, or juvenile detention facility; family or friend's room, apartment, condo, or house; foster care or group home.

Special Considerations: None

Changes from Previous Data Standards: New Data Element

4.14B Services Provided: RHY

Rationale: To determine the services provided to youth during project participation.

Collection Point(s): Update as required – each time services are provided.

Subjects: All clients.

Federal Partner Requiring Collection: HHS: RHY

Data Collection Instructions: Services should be recorded for the youth to whom they were provided; a service that benefits the whole household in TLP or MGH may be recorded solely for the youth head of household. For each service provided, projects should record the service date and service type.

Data Element Fields:

4.14B Services Provided: RHY						
Field Names	**Response Categories**	**BCP-Prev.**	**BCP-ES**	**TLP & MGH**	**SOP**	**Demo**
Date of Service	(date)	X	X	X	X	X
Type of RHY Service	Basic support services	X	X	X		X
	Community service/service learning (CSL)	X	X	X		X
	Counseling/therapy	X	X	X		X
	Dental care	X	X	X		X
	Education	X	X	X		X
	Employment and training services	X	X	X		X
	Criminal justice/legal services	X	X	X		X
	Life skills training	X	X	X		X
	Parenting education for parent of youth	X	X	X		X
	Parenting education for youth with children	X	X	X		X
	Peer (youth) counseling	X	X	X		X
	Post-natal care			X		X
	Pre-natal care			X		X
	Health/medical care	X	X	X		X
	Psychological or psychiatric care	X	X	X		X
	Recreational activities	X	X	X		X
	Substance abuse assessment and/or treatment	X	X	X		X
	Substance abuse prevention	X	X	X		X
	Support group	X	X	X		X
	Preventative – overnight interim, respite	X				
	Preventative – formal placement in an alternative setting outside of BCP	X				

	Preventative – entry into BCP after preventative services	X				
		4.14B Services Provided: RHY				
Field Names	**Response Categories**	**BCP-Prev.**	**BCP-ES**	**TLP & MGH**	**SOP**	**Demo**
	Street Outreach – Health and Hygiene Products Distributed				X	
	Street Outreach – Food and Drink Items				X	
	Street Outreach – Services Information/Brochures				X	

Response Category Descriptions:

- Components of the RHY program (BCP, TLP, etc.) are only required to collect those services indicated with an "X" above.
- Services provided are those that are provided either by the grant organization or elsewhere in the local community and with which the client has been connected.
- "Basic support services": Includes provision of food, clothing, shelter, transportation, etc.
- "Community service/service learning (CSL)": Activities that involve youth in helping others or the community.
- "Counseling/therapy": The provision of guidance, support, and advice designed to address interfamilial problems or help youth decide on a future course of action. (Examples of counseling/therapy include crisis intervention, individual youth counseling, home-based services, group counseling, outdoor adventure/challenge activities, expressive/art therapy, and meditation.)
- "Dental care": Provision of dental services by a licensed dentist or other oral health specialist.
- *"*Education": Includes learning disability assessment, tutoring, GED preparation, local school enrollment, vocational education, etc.
- *"*Employment and training services": Includes services related to helping young people obtain and retain employment, such as assessment, coaching, filling out applications, interviewing, practicing and conducting job searches, referrals, and job maintenance skills.
- *"*Criminal justice/legal services": Legal services or guidance provided through an attorney or an attorney-supervised paralegal.
- *"*Life skills training": Includes formal and informal coaching and training in communications skills, health promotion, conflict/anger management, assertiveness, goal setting, budgeting, life planning, nutrition, hygiene, etc.

- "Parenting education for parent of youth" and "Parenting education for youth with children": Services designed to build improved parenting skills.
- "Peer (youth) counseling": Counseling provided by trained youth volunteers or youth staff to the young person.
- "Post-natal care": Service provided to teen parent.
- "Pre-natal care": Service provided to a pregnant teen.
- "Health/medical care": Provision of general health care or surgical services by licensed medical practitioners. May include prenatal testing, STD testing, and other types of health screening.
- "Psychological or psychiatric care": Provision of assessment or treatment services by a licensed/certified medical mental health professional or professional psychologist.
- "Recreational activities": Includes sports, arts, and crafts, field trips, nature hikes, etc.
- "Substance abuse assessment and/or treatment": Comprehensive assessment of an individual's current or past involvement with alcohol and/or drugs and/or provision of treatment, including screening, aimed at stopping their substance abuse.
- "Substance abuse prevention": includes activities related to alcohol and drug abuse prevention, such as education, group activities, peer coaching, refusal skills, etc.
- "Support group": Participation in one or more support groups, such as Alateen, Alcoholics Anonymous, Al-Anon, or a faith-based group.
- "Preventative – overnight interim, respite": The youth was provided not more than a few nights of interim, provisional accommodations at the BCP shelter (for respite, but not as a full program participant although within the care and supervision of the program.) This experience could be for a "cooling off" period or during transfer to an appropriate permanent living setting. The expectation is that the youth returns to the original household or alternative permanent living situation in the following day or few days.
- "Preventive – formal placement in an alternative setting outside of BCP": It was determined that the interests of the youth would be served by placement away from the household of residence and not in the BCP shelter. The new living situation should be safe, appropriate and suitable to the needs and development of the youth.
- "Preventive – entry into BCP after preventative services": The youth was provided more than one night of temporary shelter (full intake at the BCP shelter) after prevention efforts during a crisis intervention period, with anticipation of reunification with the family or in an alternative placement. The youth may have previously received any combination of preventative services.
- "Street Outreach – Health and Hygiene Products Distributed": Distribution of health and hygiene products such as First Aid or reproductive health products.
- "Street Outreach – Food and Drink Items": Distribution of food and drink items or packages.
- "Street Outreach – Services Information/Brochures": Distribution of written materials such as brochures or fliers.

Special Considerations: None.

Changes from Previous Data Standards: "Preventive Services" categories added.

4.16B Referrals Provided: RHY

Rationale: To record the referrals provided to clients during program participation.

Collection Point(s): Update as required – each time referrals are provided.

Subjects: All Clients and Head of Household for pregnant or parenting youth.

Federal Partner Requiring Collection: HHS: RHY

Data Collection Instructions: The referrals to be recorded in HMIS are those which the project made for the benefit of the client being referred. In separate fields record the date of referral and the type of referral.

Data Element Fields:

4.16B Referrals Provided: RHY	
Field Names	**Data Types/Response Categories**
Date of Referral	(date)
Type of Referral	Child Care Non-TANF
	Supplemental Nutritional Assistance Program (Food Stamps)
	Education – McKinney/Vento Liaison Assistance to Remain in School
	HUD Section 8 or Other Permanent Housing Assistance
	Individual Development Account
	Medicaid
	Mentoring Program Other than RHY Agency
	National Service (Americorp, VISTA, Learn and Serve)
	Non-Residential Substance Abuse or Mental Health Program
	Other Public – Federal, State, or Local Program
	Private Non-profit Charity or Foundation Support
	SCHIP
	SSI, SSDI, or other Disability Insurance
	TANF or other Welfare/Non-Disability Income Maintenance (all TANF Services)
	Unemployment Insurance
	WIC
	Workforce Development (WIA)

Response Category Descriptions: A RHY referral is provided after substantial interaction with the youth or family to promote healthy development or strengthen a youth's assets. Record all referrals made for the youth in HMIS. A single youth may have multiple referrals of the same type.

Special Considerations: None.

Changes from Previous Data Standards: None.

4.22 RHY - BCP Status

Rationale: To determine the number of homeless persons eligible for FYSB in RHY BCP-funded emergency shelter projects.

Collection Point(s): In the course of client assessment for purposes of determining eligibility.

Subjects: All clients.

Federal Partner Requiring Collection: HHS: RHY.

Data Collection Instructions: The RHY-BCP status occurs at the point which eligibility for FYSB has been determined. The RHY-BCP status date may be on or after the project entry date.

Data Element Fields:

4.22 RHY - BCP Status	
Field Names	**Data Types/Response Categories**
Date of Status Determination	(date)
FYSB Youth	No
	Yes
(If no) ***Reason for not providing services***	Out of age range
	Ward of the State – Immediate Reunification
	Ward of the Criminal Justice System – Immediate Reunification
	Other

Response Category Descriptions: Youth who meet the service eligibility as outlined in the RHY Act should be indicated by a "Yes".

Special Considerations: None.

Changes from Previous Data Standards: New data element.

4.23 Sexual Orientation

Rationale: To identify the sexual orientation of youth served in RHY programs.

Collection Point(s): At project entry.

Subjects: All Clients and Head of Household for pregnant or parenting youth.

Federal Partner Requiring Collection: HHS: RHY.

Data Collection Instructions: Choose one response category indicating how the client describes their sexual orientation.

Data Element Fields:

4.23 Sexual Orientation	
Field Names	**Data Types/Response Categories**
Sexual Orientation	Heterosexual
	Gay

	Lesbian
	Bisexual
	Questioning/Unsure
	Client doesn't know
	Client refused

Response Category Descriptions: None.

Special Considerations: Any questions regarding a client's sexual orientation must be voluntary and clients must be informed prior to responding of the voluntary nature of the question and that their refusal to respond will not result in a denial of services.

Changes from Previous Data Standards: Response category "Not Provided" was replaced with "Client doesn't know" and "Client refused".

4.24 Last Grade Completed

Rationale: To identify the educational attainment of youth served in RHY projects.

Collection Point(s): At project entry.

Subjects: Head of household and youth age 18 or older.

Federal Partner Requiring Collection: HHS: RHY.

Data Collection Instructions: Choose one response category describing the last grade level completed by the client.

Data Element Fields:

4.24 Last Grade Completed	
Field Names	**Data Types/Response Categories**
Last Grade Completed	Less than Grade 5
	Grades 5-6
	Grades 7-8
	Grades 9-11
	Grade 12
	School program does not have grade levels
	GED
	Some college
	Client doesn't know
	Client refused

Response Category Descriptions: None.

Special Considerations: None.

Changes from Previous Data Standards: Response category "Not Provided" was replaced with "Client doesn't know" and "Client refused".

4.25 School Status

Rationale: To identify the educational status of youth served in RHY projects.

Collection Point(s): At project entry.

Subjects: All Clients or Head of Household for pregnant or parenting youth.

Federal Partner Requiring Collection: HHS: RHY.

Data Collection Instructions: Choose one response category describing the client's school status. If the client is currently in school and school is not in session at the time of the client's project entry, this question pertains to the school year just completed.

Data Element Fields:

4.25 School Status	
Field Names	**Data Types/Response Categories**
School Status	Attending school regularly
	Attending school irregularly
	Graduated from high school
	Obtained GED
	Dropped out
	Suspended
	Expelled
	Client doesn't know
	Client refused

Response Category Descriptions: None.

Special Considerations: None.

Changes from Previous Data Standards: None.

4.26 Employment Status

Rationale: To assess client's employment status and need for employment services.

Collection Point(s): At project entry and project exit.

Subjects: Head of household and youth age 18 or older.

Federal Partner Requiring Collection: HHS: RHY.

Data Collection Instructions: Enter the date that the information was collected from the client or to which the information is relevant. For example, if information is collected several days after project entry, it may be entered using an *Information date* that is the same as the entry date as long as the information accurately reflects the client's income as of the entry date. Select the response category that most accurately reflects the client's employment status.

Data Element Fields:

4.26 Employment Status	
Field Names	**Data Types/Response Categories**
Information Date	(date)
Employed	No
	Yes
	Client doesn't know
	Client refused
(if yes) ***Type of employment***	Full-time
	Part-time
	Seasonal/sporadic (including day labor)
(if no) ***Why not employed***	Looking for work
	Unable to work
	Not looking for work

Response Category Descriptions:

- "Seasonal/sporadic (including day labor)": Youth is employed occasionally, with periods of unemployment interspersed with employment. This includes summer or holiday-specific employment.
- "Looking for work": Youth is not employed and is actively looking for work.
- "Unable to work": Youth is not employed because he or she is unable to work due to a physical disability, a developmental disability, or an illness.
- "Not looking for work": Youth is not employed and is not looking for employment.

Special Considerations: Projects may ask additional information about a person's employment status, including more detailed information on the type of employment.

Changes from Previous Data Standards:

- *Information date* is a new field.

4.27 General Health Status

Rationale: Information on general health status is a first step to identifying what types of health services a client may need. This element permits comparison between homeless youth to other youth their age.

Collection Point(s): At project entry and project exit.

Subjects: All Clients and Head of Household for pregnant or parenting youth.

Federal Partner Requiring Collection: HHS: RHY.

Data Collection Instructions: Ask the youth to select one of the response options and record the option selected by the youth.

Data Element Fields:

4.27 General Health Status	
Field Names	**Data Types/Response Categories**
General Health Status	Excellent
	Very good
	Good
	Fair
	Poor
	Client doesn't know
	Client refused

Response Category Descriptions: None.

Special Considerations: None.

Changes from Previous Data Standards: Additional fields have been added. "Not provided" was changed to "Client doesn't know" and "Client refused".

4.28 Dental Health Status

Rationale: To assess client's dental health status. This element permits comparison between homeless youth to other youth their age.

Collection Point(s): At project entry and project exit.

Subjects: All Clients or Head of Household for pregnant or parenting youth.

Federal Partner Requiring Collection: HHS: RHY.

Data Collection Instructions: Ask the youth to select one of the response options and record the option selected by the youth.

Data Element Fields:

4.28 Dental Health Status	
Field Names	**Data Types/Response Categories**
Dental Health Status	Excellent
	Very Good
	Good
	Fair
	Poor
	Client doesn't know
	Client refused

Response Category Descriptions: None.

Special Considerations: None.

Changes from Previous Data Standards: Additional fields have been added. "Not provided" was changed to "Client doesn't know" and "Client refused".

4.29 Mental Health Status

Rationale: To assess client's mental health status at exit. This element permits comparison between homeless youth to other youth their age.

Collection Point(s): At project entry and project exit.

Subjects: All Clients or Head of Household for pregnant or parenting youth.

Federal Partner Requiring Collection: HHS: RHY.

Data Collection Instructions: Ask the youth to select one of the response options and record the option selected by the youth.

Data Element Fields:

4.29 Mental Health Status	
Field Names	**Data Types/Response Categories**
Mental Health Status	Excellent
	Very good
	Good
	Fair
	Poor
	Client doesn't know
	Client refused

Response Category Descriptions: None.

Special Considerations: None.

Changes from Previous Data Standards: Additional fields have been added. "Not provided" was changed to "Client doesn't know" and "Client refused".

4.30 Pregnancy Status

Rationale: To determine the number of women entering continuum projects while pregnant and to determine eligibility for benefits and need for services.

Collection Point(s): At project entry and update.

Subjects: All females.

Federal Partner Requiring Collection: HHS: RHY.

Data Collection Instructions: In separate fields, indicate if a client is pregnant and, if so, the due date. If the exact date is unknown, projects are encouraged to record as much of the date as known. Default to January, the first day of the month, and current year for any part of the due date not known. Communities that already have a policy of entering another approximate day may continue this policy.

Data Element Fields:

4.30 Pregnancy Status	
Field Names	**Data Types/Response Categories**
Pregnancy Status	No
	Yes
	Client doesn't know
	Client refused
(If yes) ***Due Date***	(date)

Response Category Descriptions: If Due Date is unknown, default to January first of current year.

Special Considerations: None.

Changes from Previous Data Standards: Additional fields have been added. "Not provided" was changed to "Client doesn't know" and "Client refused".

4.31 Formerly a Ward of Child Welfare/Foster Care Agency

Rationale: To identify clients with child welfare or foster care histories.

Collection Point(s): At project entry.

Subjects: All Clients or Head of Household for pregnant or parenting youth.

Federal Partner Requiring Collection: HHS: RHY.

Data Collection Instructions: Choose one response category to indicate whether the client was formerly the responsibility of the child welfare or foster care agency.

Data Element Fields:

4.31 Formerly a Ward of Child Welfare/Foster Care Agency	
Field Names	**Data Types/Response Categories**
Formerly a Ward of Child Welfare or Foster Care Agency	No
	Yes
	Client doesn't know
	Client refused
(If yes) ***Number of Years***	Less than one year
	1 to 2 years
	3 to 5 or more years
(If number of years is less than one year) ***Number of Months***	(a number between 1 and 11)

Response Category Descriptions: None.

Special Considerations: None.

Changes from Previous Data Standards: "Not provided" has been changed to "Client doesn't know" and "Client refused".

4.32 Formerly a Ward of Juvenile Justice System

Rationale: To identify clients with juvenile justice histories.

Collection Point(s): At project entry.

Subjects: All Clients or Head of the Household for pregnant or parenting youth.

Federal Partner Requiring Collection: HHS: RHY.

Data Collection Instructions: Choose one response category to indicate whether the client was formerly the responsibility of the juvenile justice system.

Data Element Fields:

4.32 Formerly a Ward of the Juvenile Justice System	
Field Names	**Data Types/Response Categories**
Formerly a Ward of the Juvenile Justice System	No
	Yes
	Client doesn't know
	Client refused
(If yes) ***Number of Years***	Less than one year
	1 to 2 years
	3 to 5 or more years
(If number of years is Less than one year) ***Number of Months***	(a number between 1 and 11)

Response Category Descriptions: None.

Special Considerations: None.

Changes from Previous Data Standards: "Not provided" has been changed to "Client doesn't know" and "Client refused".

4.33 Young Person's Critical Issues

Rationale: To identify specific issues faced by youth in RHY programs.

Collection Point(s): Project Entry

Subjects: All Clients or Head of Household for pregnant or parenting youth.

Federal Partner Requiring Collection: HHS: RHY.

Data Collection Instructions: Choose appropriate response categories to identify the young person's critical issues, as identified by staff and the young person. These categories are for reporting purposes and are therefore general and broad.

Data Element Fields:

4.33 Young Person's Critical Issues	
Field Names	**Data Types/Response Categories**
Household Dynamics	No
	Yes
Sexual Orientation/Gender Identity – Youth	No
	Yes
Sexual Orientation/Gender Identity – Family member	No
	Yes
Housing Issues – Youth	No
	Yes
Housing Issues – Family member	No
	Yes
School or Educational Issues – Youth	No
	Yes
School or Educational Issues – Family member	No
	Yes
Unemployment – Youth	No
	Yes
Unemployment – Family member	No
	Yes
Mental Health Issues – Youth	No
	Yes
Mental Health Issues - Family member	No
	Yes
Health Issues – Youth	No
	Yes
Health Issues – Family member	No
	Yes
Physical Disability – Youth	No
	Yes
Physical Disability - Family member	No
	Yes
Mental Disability – Youth	No
	Yes
Mental Disability – Family member	No
	Yes
Abuse and Neglect – Youth	No
	Yes
Abuse and Neglect - Family member	No
	Yes
Alcohol or other drug abuse – Youth	No
	Yes
Alcohol or other drug abuse – Family member	No
	Yes
Insufficient Income to support youth – Family member	No
	Yes

Active Military Parent – Family member	No
	Yes
Incarcerated Parent of Youth	No
	Yes
(If 'Incarcerated Parent of Youth' is yes) ***Please specify***	One parent/legal guardian is incarcerated
	Both parents/legal guardians are incarcerated
	The only parent/legal guardian is incarcerated

Response Category Descriptions:

- *Household dynamics*: Issues related to interactions and interrelationships within the household (for example, frequent arguments between household members.)
- *Housing Issues*: Issues related to lack of sufficient housing or shelter.
- *Abuse and neglect*: Physical, sexual, or emotional abuse, or neglect.
- *Insufficient Income to support youth*: Issues related to insufficient incomes of the parents/legal guardians to support the basic needs of the youth (e.g., food, clothing, and shelter.)

Special Considerations: None.

Changes from Previous Data Standards: None.

4.34 Referral Source

Rationale: To identify the source of referral for incoming clients.

Collection Point(s): At project entry.

Subjects: All Clients or Head of Household for pregnant or parenting youth.

Federal Partner Requiring Collection: HHS: RHY.

Data Collection Instructions: Choose one response category to indicate the individual or organization through which the client was advised about, sent, or directed to your project.

Data Element Fields:

4.34 Referral Source	
Field Names	**Data Types/Response Categories**
Referral Source	Self-Referral
	Individual: Parent/Guardian
	Individual: Relative or Friend
	Individual: Other Adult or Youth
	Individual: Partner/Spouse
	Individual: Foster Parent
	Outreach Project: FYSB
	Outreach Project: Other
	Temporary Shelter: FYSB Basic Center Project

	Temporary Shelter: Other Youth Only Emergency Shelter
	Temporary Shelter: Emergency Shelter for Families
	Temporary Shelter: Emergency Shelter for Individuals
	Temporary Shelter: Domestic Violence Shelter
	Temporary Shelter: Safe Place
	Temporary Shelter: Other
	Residential Project: FYSB Transitional Living Project
	Residential Project: Other Transitional Living Project
	Residential Project: Group Home
	Residential Project: Independent Living Project
	Residential Project: Job Corps
	Residential Project: Drug Treatment Center
	Residential Project: Treatment Center
	Residential Project: Educational Institute
	Residential Project: Other Agency project
	Residential Project: Other Project
	Hotline: National Runaway Switchboard
	Hotline: Other
	Other Agency: Child Welfare/CPS
	Other Agency: Non-Residential Independent Living Project
	Other Project Operated by your Agency
	Other Youth Services Agency
	Juvenile Justice
	Law Enforcement/Police
	Religious Organization
	Mental Hospital
	School
	Other Organization
	Client doesn't know
	Client refused
(If Outreach Project: FYSB was selected) Number of times approached by outreach prior to entering the project	Integer response

Response Category Descriptions: None.

Special Considerations: None.

Changes from Previous Data Standards: "Not provided" has been changed to "Client doesn't know" and "Client refused".

4.35 Commercial Sexual Exploitation

Rationale: To assess the extent of sexual exploitation among homeless youth.

Collection Point(s): At project entry.

Subjects: All Clients or Head of Household for pregnant or parenting youth.

Federal Partner Requiring Collection: HHS: RHY.

Data Collection Instructions: Indicate if the client has been commercially exploited for sex prior to entering the project. If so, indicate the number of times and whether the client was asked or made to do so.

Data Element Fields:

4.35 Commercial Sexual Exploitation	
Field Names	**Data Types/Response Categories**
1. Have you ever received anything in exchange for having sexual relations with another person, such as money, food, drugs or shelter?	No
	Yes
	Client doesn't know
	Client refused
(if yes to 1) ***1a. In the last three months?***	No
	Yes
	Client doesn't know
	Client refused
(if yes to 1) ***2. How many times have you received something in exchange for having sexual relations with another person, such as money, food, drugs or shelter?***	1-3
	4-7
	8-11
	12 or more
	Client doesn't know
	Client refused
(If yes to 1.) 3a. Did someone ever make you or persuade you to have sex with anyone else in exchange for something such as money, food, drugs or shelter?	No
	Yes
	Client doesn't know
	Client refused
(If yes to 1a.) 3a. In the last 3 months?	No
	Yes
	Client doesn't know
	Client refused

Response Category Descriptions: None.

Special Considerations: None.

Changes from Previous Data Standards: New data element.

4.36 Commercial Labor Exploitation

Rationale: To assess the extent of sexual exploitation among homeless youth.

Collection Point(s): At project entry.

Subjects: All Clients or Head of Household for pregnant or parenting youth.

Federal Partner Requiring Collection: HHS: RHY.

Data Collection Instructions: Indicate if the client has been commercially exploited for labor prior to entering the project. If so, indicate the number of times and whether the client was asked or made to do so.

Data Element Fields:

4.36 Commercial Labor Exploitation	
Field Names	**Data Types/Response Categories**
1a. Ever been afraid to leave or quit a work situation due to fears of violence or other threats of harm to yourself, family or friends?	No
	Yes
	Client doesn't know
	Client refused
1b. Ever been promised work where the work or payment ended up being different from what you expected?	No
	Yes
	Client doesn't know
	Client refused
(if yes to 1a or 1b) ***1c. Did you feel forced, pressured or tricked into continuing this job?***	No
	Yes
	Client doesn't know
	Client refused
1d. Have you had any jobs like these (1a or 1b) in the last three months?	No
	Yes
	Client doesn't know
	Client refused

Response Category Descriptions: None.

Special Considerations: None.

Changes from Previous Data Standards: New data element.

4.37 Transitional, Exit-care, or Aftercare Plans and Actions

Rationale: To identify the extent of transitional, exit and aftercare plans and actions which were afforded to RHY clients.

Collection Point(s): At project exit.

Subjects: All Clients or Head of Household for pregnant or parenting youth.

Federal Partner Requiring Collection: HHS: RHY.

Data Collection Instructions: Record a response for all plans and actions listed.

Data Element Fields:

4.37 Transitional, Exit-care, or Aftercare Plans and Actions	
Field Names	**Data Types/Response Categories**
A written transitional, aftercare or follow-up plan or agreement	No
	Yes
	Client refused
Advice about and/or referral to appropriate mainstream assistance programs	No
	Yes
	Client refused
Placement in appropriate, permanent, stable housing (not a shelter)	No
	Yes
	Client refused
Due to unavoidable circumstances or scarcities of appropriate housing, the youth must be transported or accompanied to a temporary shelter	No
	Yes
	Client refused
Exit counseling	No
	Yes
	Client refused
A course of further follow-up treatment or services	No
	Yes
	Client refused
A follow-up meeting or series of staff/youth meetings or contacts has been scheduled	No
	Yes
	Client refused
A "package" of such things as maps, information about local shelters and resources	No
	Yes
	Client refused
Other	No
	Yes
	Client refused

Response Category Descriptions:

- *A written transitional, aftercare or follow-up plan or agreement:* Plan or agreement has been worked out with the youth, understood, and agreed to.
- *Advice about and/or referral to appropriate mainstream assistance programs:* Advice or referral has been provided.
- *Placement in appropriate, permanent, stable housing (not a shelter):* This goes beyond mere referral to mainstream housing assistance and assumes the youth is eligible for and guaranteed an immediately available or reserved slot with a waiting period for reserved accommodations of no longer than 2 weeks and suitable interim arrangements.
- *Due to unavoidable circumstances or scarcities of appropriate housing, the youth must be transported or accompanied to a temporary shelter*: The shelter must be able to provide age-appropriate safety, security and services, and supervision if available.
- *Exit counseling:* Exit counseling has been provided, including at a minimum, a discussion between staff and the youth of exit options, resources, and destinations appropriate for their well-being and continued progress, possibly including continued follow-up.
- *A course of further follow-up treatment or services:* Follow-up treatment or services (e.g., incremental family reunification, formal or informal counseling, etc.) has been prescribed and scheduled, via referral, or on a non-residential, drop-in, or appointment basis.
- *A follow-up meeting or series of staff/youth meetings or contacts has been scheduled:* To be held after youth has departed the program.
- *A "package" of such things as maps, information about local shelters and resources:* “Package” may also include a phone card, fare tokens, healthy snacks, etc.

Special Considerations: None.

Changes from Previous Data Standards: None.

4.38 Project Completion Status

Rationale: To identify whether the youth completed the project or exited without completion.

Collection Point(s): At project exit.

Subjects: All Clients or Head of Household for pregnant or parenting youth.

Federal Partner Requiring Collection: HHS: RHY.

Data Collection Instructions: Choose one response category that describes the youth’s project completion status. If the youth left early, was expelled or was otherwise involuntarily discharged from the project, choose the major reason for leaving.

Data Element Fields:

4.38 Project Completion Status	
Field Names	**Data Types/Response Categories**
Project Completion Status	Completed project
	Youth voluntarily left early
	Youth was expelled or otherwise involuntarily discharged from project
(If Youth voluntarily left early) ***Select the major reason***	Left for other opportunities – Independent living
	Left for other opportunities - Education
	Left for other opportunities - Military
	Left for other opportunities - Other
	Needs could not be met by project
(If Youth was expelled or otherwise involuntarily discharged from project) ***Select the major reason***	Criminal activity/destruction of property/violence
	Non-compliance with project rules
	Non-payment of rent/occupancy charge
	Reached maximum time allowed by project
	Project terminated
	Unknown/disappeared

Response Category Descriptions:

- "Completed project": The youth completed the project.
- "Youth voluntarily left early": The youth voluntarily terminated from the program to pursue other opportunities or with no definite plan.
- "Youth was expelled or otherwise involuntarily discharged from project": The youth was involuntarily terminated from the program with no plan or invitation to return.

Special Considerations: None.

Changes from Previous Data Standards: None.

4.39 Family Reunification Achieved

Rationale: To identify youth that achieved family reunification.

Collection Point(s): At project exit.

Subjects: All Clients or Head of Household for pregnant or parenting youth.

Federal Partner Requiring Collection: HHS: RHY.

Data Collection Instructions: Choose one response category to indicate whether family reunification was achieved at project exit.

Data Element Fields:

4.39 Family Reunification Achieved	
Field Names	**Data Types/Response Categories**
Family Reunification Achieved	No
	Yes
	Client doesn't know
	Client refused

Response Category Descriptions: None.

Special Considerations: None.

Changes from Previous Data Standards: New data element.

4.40* Brief Services Contact Report

Rationale: To capture aggregate data for youth who present for services but who are not entered into the program.

Collection Point(s): Upon contact.

Subjects: Youth to whom Basic Center or Transitional Living Program staff provide informal, unstructured, or partial-day (drop-in type) services.

Federal Partner Requiring Collection: HHS: RHY.

Data Collection Instructions: A brief service contact occurs when a basic center or transitional living program staff member counsels or otherwise works for less than six (6) consecutive hours with either of the following:

(1) a young person who has not been formally admitted to the program at the time of the contact (2) other individuals associated with a young person who has not been formally admitted to the program at the time of the contact.

A brief service contact might include, for example, a 45-minute phone consultation with a young person seeking assistance, in which you provided a referral to an appropriate program. Brief contacts may also be one-time interactions with parents, friends, and professionals to link a youth with appropriate services outside your FYSB program. (This does not include formal drop in services or street outreach services).

Data Element Fields:

Response Category Descriptions: None.

4.40 Brief Services Contact	
Field Names	**Data Types/Response Categories**
RHY Program Type	Basic Center Program
	Transitional Living Program
	Other (text)
Contact Type	Call in
	Drop in
	Other

Individual contacting the agency	Youth
	Parent/legal guardian of young person
	Relative or friend of young person
	Other adult or youth calling on behalf of young person
	Partner/spouse of young person
	Youth professional calling on behalf of young person
	Other community professional calling on behalf of the young person (such as police officer, social worker or school personnel)
Contact Count (number of persons in need of services during this specific brief contact)	[Numeric field]
Program referrals	Foster Care/Child Welfare/Independent Living Program
	Juvenile Justice or other youth correctional Program
	Mental Health Services Program
	Other [Type in referral name]
	Client refused
	Not applicable

Special Considerations: Provide aggregate report on quarterly basis.

Changes from Previous Data Standards:

4.41 Turnaway/Waitlist Report*

Rationale: To capture aggregate data for youth who are otherwise eligible for Basic Center or Transitional Living program services, but who are unable to receive shelter services due to agency capacity.

Collection Point(s): Upon contact.

Subjects: All Clients.

Federal Partner Requiring Collection: HHS: RHY.

Data Collection Instructions: Enter aggregate counts of the number of youth who are turned away or waitlisted.

Only TLP programs utilize "Waitlist" data element. Youth who are expected to be waitlisted for 30 days or more should be counted as a "Turnaway" record.

Data Element Fields:

Response Category Descriptions: None.

4.41 Turnaway/Waitlisted	
Field Names	**Data Types/Response Categories**
RHY Program Type	Basic Center Program
	Transitional Living Program
	Other

Reporting Period	[Start Date: mm/dd/yyyy End Date: mm/dd/yyyy]
Number of "turnaway" requests for assistance received by phone	[Numeric field]
Number of "turnaway" requests for assistance received in person	[Numeric field]
[TLP Only]Number of youth on waitlist who cannot receive shelter services but who are waitlisted to receive services within 30 days.	[Numeric field]

Special Considerations: For Basic Centers, this question is used in conjunction with question 4.22 RHY- BCP Status.

Changes from Previous Data Standards:

*These questions will not be integrated into the HMIS data system but will still be required for reporting through their quarterly report or other means.