

**PRELIMINARY 2011-2012 HMIS DATA REQUIREMENTS
FOR EMERGENCY SHELTER/SOLUTIONS GRANTEES (ESG)**

SET UP REQUIREMENTS

1. Ensure correct agency name in HMIS. Work with Pathways staff to ensure that agency name on ESG application matches agency name in HMIS. Some agencies may need to provide DCA staff with explanation.
2. Ensure agency has at least one HMIS user and at least one agency administrator. It is preferable to have more than one administrator.
3. Participate in trainings or utilize tutorials offered by Pathways Community Network, Inc. as relevant (Confidentiality, agency admin., data cleaning, etc.)
4. Establish unique program in HMIS.
5. Establish Housing inventory in HMIS (shelter and transitional programs only).
6. Establish discharge follow-ups per contract obligations

4a Establish Unique Program in HMIS Program type

Program name- should be "DCA11-12, (ES, TH, RRH, Prev., Services), program name"

Program type

Primary site

Expected length of stay

5a Establish Housing and bed inventory in HMIS (ES, TH only)

Number of households with children and without children

Bed type

Availability of housing/beds

Target population A

Target population B (can be listed as N/A)

USAGE REQUIREMENTS

- A. Universal Data Elements-Required for all individuals in all program types except outreach (see contract)

Social Security Number

Date of Birth

Race

Ethnicity

Gender

Veteran Status

Disabling Condition

Residence Prior to Program Entry

Zip Code of Last Permanent Address

Housing Status

Program Entry Date

Program Exit Date

B. Program Specific Data Elements Standards -(see contract for requirements)

Amount and Sources of income

Sources of Noncash benefits

Physical Disability

Developmental Disability

Chronic Health Condition

HIV/AIDS

Mental Health

Substance Abuse

Domestic Violence

Destination

Date of Contact (Required for outreach only)

Date of Engagement (Required for outreach only)

Financial Service provided (Required for prevention and rapid re-housing, optional for other programs)

Housing Relocation & Stabilization Services Provided (Required for prevention and rapid re-housing, optional for other programs) examples are:

- Case Management
- Outreach and Engagement
- Housing search and placement
- Legal Services
- Credit Repair

REQUIRED SCREENS IN HMIS

a. Client Tab

- 1) General Information
- 2) Household
- 3) Finance
- 4) Veteran (if applicable)
- 5) Special Needs
- 6) Benefits
- 7) Employment

b. Client Visit Tab

- 1) Services
- 2) Programs
- 3) Assessment (Barriers to Housing Stability)
- 4) Case notes
- 5) Progress

HOUSING SUPPORT STANDARDS

A. Barriers to Housing Stability-required for all except some services, outreach programs

B. Client Status Indicators and Client Goals

- 1) Entered at entry and discharge, updated throughout enrollment
- 2) 90 days after Barriers to Housing Stability Assessment is complete
- 3) 30, 90, 180 days after discharge