**HMIS Data Elements & Reporting Guide**

Use this guide to gain a better understanding of how each data element affect system-wide reports and project level reports. This guide is based on the 2020 HMIS Data Standards for Project Types: Emergency Shelter (ES), Transitional Housing (TH), Permanent Supportive Housing - Other Permanent Housing (PSH-OPSH), Rapid Re-Housing (RRH), Homeless Prevention (HP), Street Outreach (SO), and Safe Haven (SH).

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**Project Performance Report**

Use this chart to understand which data elements are used for Project Performance Report.

<table>
<thead>
<tr>
<th>Project Performance Report Goal</th>
<th>Data Elements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goal 1: Prevent Client Experiencing Literal Homelessness</td>
<td>x x x x</td>
</tr>
<tr>
<td>Goal 2: Increase Length of Stay in Temporary Shelter &amp; Outreach</td>
<td>x</td>
</tr>
<tr>
<td>Goal 3: Increase Length of Time in Prevention Project</td>
<td>x</td>
</tr>
<tr>
<td>Goal 4: Increase Nonhouseholds in Units as Soon as Possible</td>
<td>x x</td>
</tr>
<tr>
<td>Goal 5: Ensure Projects are being Full Utilized</td>
<td>x x</td>
</tr>
<tr>
<td>Goal 6: Help Adults Increase Their Income &amp; Be Evidenced in the Project</td>
<td>x x</td>
</tr>
<tr>
<td>Goal 7: Help Clients Get Successful Housing Solutions</td>
<td>x x</td>
</tr>
<tr>
<td>Goal 8: Support Client in Permanent Housing</td>
<td>x</td>
</tr>
<tr>
<td>Goal 9: Effectively Use CoC Funds to House Household in Permanent Housing</td>
<td>x</td>
</tr>
<tr>
<td>Goal 10: Ensure Clients Do Not Fall Back into Homelessness after Being House</td>
<td>x x x</td>
</tr>
</tbody>
</table>

**System Performance Measure**

Use this chart to understand which data elements are used for the System Performance Measures and how the measures differ from the Project Performance Report Goals.

<table>
<thead>
<tr>
<th>System Performance Measure Breakdown</th>
</tr>
</thead>
<tbody>
<tr>
<td>Measure 1: Length of Time Person Remains Homeless</td>
</tr>
<tr>
<td>Measure 2: The Extent to Which Person Remains in Permanent Housing Destinations Return to Homelessness</td>
</tr>
<tr>
<td>Measure 3: Number of Homeless Persons</td>
</tr>
<tr>
<td>Measure 4: Employment and Income Growth for Homeless Persons in CoC</td>
</tr>
<tr>
<td>Measure 5: Number of Persons Who Become Homeless for the First Time</td>
</tr>
<tr>
<td>Measure 6: Successful Placement from Street Outreach and Successful Placement in Retention of Permanent Housing</td>
</tr>
<tr>
<td>Measure 7: Successful Placement from Street Outreach and Successful Placement in Retention of Permanent Housing</td>
</tr>
<tr>
<td>Measure 8: Successful Placement from Street Outreach and Successful Placement in Retention of Permanent Housing</td>
</tr>
</tbody>
</table>

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**Differences between SPM and PPR Goal**

<table>
<thead>
<tr>
<th>Measure</th>
<th>Project Types</th>
<th>Data Elements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Measure 1: Length of Time Person Remains Homeless</td>
<td>ES TH PSH-OPSH RRH SH SO</td>
<td></td>
</tr>
<tr>
<td>Measure 2: The Extent to Which Person Remains in Permanent Housing Destinations Return to Homelessness</td>
<td>ES TH PSH-OPSH RRH SH SO</td>
<td></td>
</tr>
</tbody>
</table>

This measure is looking at the average length of time a client stays in the CoC, including time homeless prior to entering a project. This measure is meant to evaluate the CoC as a whole, it’s not included in the PPR.

This measure only looks at the clients who are enrolled in the PPR because it’s meant to count the number of clients who are homeless in the CoC during the reporting period.

This measure is not captured in the PPR because it’s meant to count the number of clients who are homeless in the CoC during the reporting period.

This measure only includes clients in CoC-funded projects, while Goal 4 and 7 in the PPR includes clients in all types of programs regardless of funding sources.

This measure includes clients in CoC-funded projects, while Goal 8 in the PPR includes all clients to review project performance.

This measure only counts each client once based on their latest enrollment, while Goal 9 on the PPR includes all clients to review project performance.
**Data elements apply to all clients unless otherwise noted**

**Data Element: 3.03 Date of Birth (DOB)**
- **Possible Data Issues:**
  - Client Doesn't Know/Client Refused
  - Data not collected
  - [DOB] is blank
  - [DOB] is prior to 1/1/1915
  - [DOB] is after the Project Start Date

**Data Issues Impact:**
- SP Measure 4 and PPR Goals 6 & 7 - These measures only include clients age 18 and older, so clients with missing or incorrect DOB will not be included.

**Data Element: 3.08 Disabling Condition***
*With the release of the 2020 Data Standards, if a client answers Yes to having a Developmental Disability or HIV, then the client would be automatically considered as being disabled.

**Possible Data Issues:**
- Client Doesn't Know/Client Refused
- Data not collected
- [Disabling Condition] is marked as "No", but at least one of the following fields is marked as "Yes":
  - [Physical Long Term]
  - [Chronic Health Long Term]
  - [Mental Health Long Term]
  - [Substance Abuse Long Term]

**Data Issues Impact:**
- Clients without a disabling condition cannot be considered Chronically Homeless.
- If a household is entering a project from a non-homeless situation, the entry can be considered "neutral" for Goal 1 on the PPR if the household is Chronically Homeless.
- Households will not be considered for PSH Opportunities through the Coordinated Entry System if they are not Chronically Homeless.

**Data Element: 3.10 Project Start Date**
- **Possible Data Issues:**
  - [Project Start Date] is prior to 1/1/1995
  - [Project Start Date] is not captured correctly
  - There are overlapping enrollments for the same client in the same project

**Data Issues Impact:**
- Project Start Date used in all Goal and Measures on the PPR and SPM reports because this field helps determine whether or not a client was active in a project during the reporting period. Guidance on determining Project Start Dates vary by project. Please consult the HMIS Data Elements: Profile Creation and Enrollment Cheat Sheet for more information.

**Data Element: 3.11 Project Exit Date**
- **Possible Data Issues:**
  - [Project Exit Date] is prior to the [Project Start Date]
  - [Project Exit Date] is not captured correctly
  - [Project Exit Date] is prior to the [Service Start Date] or [Service End Date]

**Data Issues Impact:**
- This data element is used in almost all Goals and Measures on the PPR and SPM reports because this field also helps determine whether or not a client was active in a project during the reporting period. Like Project Start Date, guidance on determining Project Exit Date vary by project type. Please consult the HMIS Data Element: Exiting, Annual and Status Assessments Cheat Sheet for more information.

**Data Element: 3.15 Relationship to Head of Household**
- **Possible Data Issues:**
  - There is no identified Head of Household in households with children under the age of 18, there has to be one and only one Head of Household within a household.
  - If a household consists of only children under the age of 18 each should be entered into HMIS separately, unless the household members are in a parent/child relationship.

**Data Issues Impact:**
- There are multiple PPR Goals (1, 4, 5, and 10) that need a Head of Households identified in order to be captured for the measure.
These elements are to be captured for each Head of Household and all adults in the household.

Is blank

Possible Data Issues:
- [Residence Prior to Project Entry] =
  - Client Doesn't Know
  - Client Refused
  - Data not collected
- [Length of Stay in Prior Living Situation] =
  - Client Doesn't Know
  - Client Refused
  - Data not collected
- [Length of Stay Less Than 90 Nights] =
  - Clients in projects other than SO, ES, and SH entering from an Institutional Situation
  - is inconsistent with the [Length of Stay in Prior Living Situation] field
- [On the night before...] =
  - Clients in projects other than SO, ES, or SH entering from an Institutional Setting, whose Length of Stay is less than 90 days
  - Clients in projects other than SO, ES, or SH entering from a Transitional & Permanent Situation, who’s Length of Stay is less than 7 nights
  - Is blank
- [Approx. Date Homelessness Started] =
  - is blank for entries in SO, ES, or SH projects
  - is blank for projects other than SO, ES, or SH entering from a Literally Homeless Situation
  - is blank for clients who answered “Yes” to [On the night before = stayed on the streets, ES or SH
  - Date is after Project Start Date
- [Time Homeless in the Past Three Years] =
  - Client Doesn't know or Client Refused for adults/HoH enrolled in SO, ES, SH projects
  - Client Doesn't Know or Client Refused for adults/HoH enrolled in projects other than SO, ES, SH entering from a Literally Homeless Situation

Data Issues Impact:
- These fields are used to calculate Goal 1 on the PPR.
- The following are considered entries from homelessness:
  - Emergency Shelter
  - Transitional Housing
  - Place Not Meant for Human Habitation
  - Safe Haven
- The following are considered “neutral entries”, which are excluded from the calculation:
  - CH clients entering from non-homeless situations
  - Clients entering from non-homeless situations that are currently fleeing domestic violence
  - Clients entering from an institution where their length of stay was less than 90 days, and the client was homeless prior to entering the institution
  - Clients entering from a non-homeless situation where their length of stay was less than 7 nights, and the client was homeless prior to entering the non-homeless situation
  - Clients entering a PSH/OPH project from a Rapid Rehousing project who exited the RRH enrollment to a permanent destination and the PSH entry is within 14 days of exit
  - Clients entering a PSH/OPH project from another PSH project

Possible Data Issues:
- [Length of Stay Less than 7 Nights]
  - is blank for projects other than SO, ES, or SH and are entering from a Transitional & Permanent Situation
  - is inconsistent with the [Length of Stay in Prior Living Situation] field
- [Time Homeless in the Past Three Years] - continued
  - Data not collected or enrollments in projects other than SO, ES, SH entering from a Literal Homeless Situation
  - Client Doesn't Know or Client Refused for adults/HoH who answered “Yes” to [On the night before...]
Data Element: 3.20 Housing Move-In Date

Data Collection Requirements:
- Head of Households in PSH-OPH and RRH projects

Possible Data Issues:
- [Housing Move-In Date] is blank for clients that have been housed
- [Housing Move-In Date] is prior to Project Entry Date
- [Housing Move-In Date] is after the Project Exit Date

Data Issues Impact:
- Heads of Households without Housing Move-In Dates are not included in the calculation for Goal 4 on the PPR.
- Head of Households without a Housing Move-In Date are Stayers (and their family members) and so are not included in Goal 9 of the PPR or Measure 7b.2 on the SPM.
- Heads of Households without a Housing Move-In Date (and their family members) will continue to be considered homeless and may negatively impact the CoC score for Measure 1b on the SPM.

Data Element: 4.02 Income and Sources

Data Collection Requirements:
- Head of Households and Adults

Possible Data Issues:
- Not creating an income record for a child once they turn 18
- If you notice the client's income was entered incorrectly, edit the existing record do not create a new one
- [Income] = Data Not collected
- [Income] = Client Doesn't Know
- [Income] = Client Refused

Data Issues Impact:
- Enrollments with missing data for income at Entry, Annual Assessment, or Exit will be considered unsuccessful outcomes for Goal 6 and 7 on the PPR and Measure 4 (for CoC funded projects) on the SPM.

Data Element: 3.12 Destination

Possible Data Issues:
- Client Doesn't Know/ Client Refused
- Data not collected/ No exit interview completed
- [Destination] is blank for clients with exit dates
- [Destination] = Other

Data Issues Impact:
- The possible data issues mentioned above are considered unsuccessful exits for all the project types in HMIS.
- Successful exit destinations vary by project types; please review pg. 85 if the APR/CAFER HMIS Programming Specifications for details.
- If a client's exit destination does not appear to match any of the available destination options please enter a ticket with the HMIS Help Desk instead of selecting "Other"

Data Element: 3.917 Residence Prior to Project Entry (Continued)

Data Issues Impact (Continued)
- These fields are also used to determine if an adult or Head of Household is Chronically Homeless.
- Households will not be considered for PSH Opportunities through the Coordinated Entry System if they are not Chronically Homeless.

Data Element: 4.11 Domestic Violence

Possible Data Issues:
- [Domestic Violence Victim/Survivor] = Yes
- [Are you currently fleeing?] = Data Not Collected/ Client Refused/ Client Doesn't Know

Data Issues Impact:
- Clients entering a project from non-homeless situations that are currently fleeing domestic violence are counted as "neutral" entries for Goal 1 on the PPR.