HMIS Data Elements & Reporting Guide

2·1·1 Orange County, CA

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).*

Project Performance Report

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

Project Performance Report Breakdown

Project Performance Report Goal	ES	TH	PSH-OPSH	RRH	HP	SO	Data Elements
Goal 1: Prioritize Clients Experiencing Literal Homelessness	X	X	X	X		X	3.08 – Identifying CH Clients: Disabling Conditions 3.10 – Project Start Date 3.11 – Project Exit Date 3.15 – Relationship to Head of Household 3.917 – Residence Prior to Project Entry 4.11 – Identifying Currently Fleeing DV
Goal 2: Decrease Length of Stay in Temporary Shelter & Outreach	X	X				X	3.10 – Project Start Date 3.11 – Project Exit Date 4.14 – Bed-Night Date
Goal 3: Decrease Length of Time in Prevention Projects					X		3.10 – Project Start Date 3.11 – Project Exit Date
Goal 4: Place Households in Units as Soon as Possible			X	X			3.10 – Project Start Date 3.15 – Relationship to Head of Household 3.20 – Housing Move - In Date
Goal 5: Ensure Projects are being Fully Utilized	X	X	X				3.03 – Date of Birth 3.10 – Project Start Date 3.11 – Project Exit Date 3.15 – Relationship to Head of Household 4.14 – Bed-Night Date
Goal 6: Help Adults Increase Their Income while Enrolled in the Project	X	X	X	X	X		3.03 – Date of Birth 3.10 – Project Start Date 3.11 – Project Exit Date 4.02 – Income from any Sources (Entry, Update & Exit Screen)
Goal 7: Help Adults Increase Their Income as of Project Exit	X	X	X	X	X		3.03 – Date of Birth 3.10 – Project Start Date 3.11 – Project Exit Date 4.02 – Income from any Sources (Entry, Update & Exit Screen)
Goal 8: Help Clients Exit to Successful Housing Situations	X	X		X	X	X	3.10 – Project Start Date 3.11 – Project Exit Date 3.12 – Destination
Goal 9: Stabilize Clients in Permanent Housing			X				3.10 – Project Start Date 3.11 – Project Exit Date 3.12 – Destination
Goal 10: Effectively Use CoC Funds to Place Households in Permanent Housing			X	X			3.10 – Project Start Date 3.11 – Project Exit Date 3.12 – Destination 3.15 – Relationship to Head of Household
Goal 11: Ensure Clients Do Not Fall Back into Homelessness after being Housed	X	X	X	X	X	X	3.10 – Project Start Date 3.11 – Project Exit Date 3.12 - Destination

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.

System Performance Measure Breakdown

SP Measure	ES	TH	PSH-OPSH	RRH	SH	SO	Data Elements	Differences between SPM and PPR Goal
Measure 1a: Length of Time Person Remains Homeless	X	X	X	X	X		3.10-Project Start Date 3.11-Project Exit Date 3.20-Housing Move in Date 3.917-Residence Prior to Project Entry 4.14 - Bed-Night Date	This measure is looking at the average time clients spend in ES, TH, and SH projects. This measure is different from Goal 2 on the PPR because this measure sums all of the client's bed nights during the reporting period regardless of project, while the PPR looks at length of stay by project for performance review. Also, SO projects are included in the PPR.
Measure 1b: Length of Time Person Remains Homeless	X	X	X	X	X		3.10-Project Start Date 3.11-Project Exit Date 3.20-Housing Move in Date 3.917-Residence Prior to Project Entry 4.14 - Bed-Night Date	This measure is meant to determine the average time a client's current episode of homelessness has lasted in our CoC, including time homeless prior to enrolling in project. Because this measure is meant to evaluate the CoC as a whole, it is not included in the PPR.
Measure 2: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness	X	X	X	X		X	3.10-Project Start Date 3.11-Project Exit Date 3.12-Destination	This measure only looks at the client's earliest exit to permanent housing to calculate if the client returned to homelessness in the CoC. Goal 11 in the PPR looks at every exit to permanent housing to calculate returns to homelessness by project.
Measure 3: Number of Homeless Persons	X	X			X		3.10-Project Start Date 3.11-Project Exit Date	This measure is not captured in the PPR because it is meant to count the number of homeless clients in the CoC during the reporting period.
Measure 4: Employment and Income Growth for Homeless Persons in CoC			X	X			3.03 Date of Birth 3.10-Project Start Date 3.11-Project Exit Date 4.02-Income and Sources	This measure only includes clients in CoC funded projects, while Goal 6 and 7 in the PPR includes clients in all project types regardless of funding source.
Measure 5: Number of Persons Who become Homeless for the 1st Time	X	X	X	X	X		3.10-Project Start Date 3.11-Project Exit Date	This measure is not captured in the PPR because this measure is meant to count the number of clients homeless for the first time in the CoC during the reporting period.
Measure 7a.1: Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing	X	X	X	X	X	X	3.10-Project Start Date 3.11-Project Exit Date 3.12-Destination 3..20-Housing Move-in Date	This measure only includes clients that are no longer active in SO projects at the end of the reporting period and only includes the clients latest exit, while Goal 8 on the PPR includes all exits to review project performance.
Measure 7b.1: Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing	X	X	X	X	X	X	3.10-Project Start Date 3.11-Project Exit Date 3.12-Destination 3..20-Housing Move-in Date	This measure includes clients in PSH/OPH projects that exited without a housing move-in date, while Goal 8 on the PPR does not include PSH/OPH projects. Also, this measure only includes clients that are no longer active in ES/TH/PH projects at the end of the reporting period and only includes the clients latest exit, while Goal 8 on the PPR includes all exits to review project performance.
Measure 7c.1: Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing	X	X	X	X	X	X	3.10-Project Start Date 3.11-Project Exit Date 3.12-Destination 3..20-Housing Move-in Date	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 fields 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.

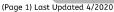### Data Element: 3.15 Relationship to Head of Household

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.

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Data Element: 3.917 Residence Prior to Project Entry

Data Collection Requirements
- 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 Literal Homeless Situation

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

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 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

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: 4.02 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: 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.

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: 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/CAPER 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"

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