

Data Completeness Reference Guide

Universal Data Elements

Data Element	Field in HMIS	Screen in HMIS	Universe of Clients (who needs to respond)
Name Data Element 3.01	First Name	Profile Screen	All Clients
	Last Name		
	Name Data Quality		
Social Security Number Data Element 3.02	SSN	Profile Screen	All Clients
	SSN Data Quality		
Date of Birth Data Element 3.03	Date of Birth	Profile Screen	All Clients
	DoB Data Quality		
Race Data Element 3.04	Race	Profile Screen	All Clients
Ethnicity Data Element 3.05	Ethnicity	Profile Screen	All Clients
Gender Data Element 3.06	Gender	Profile Screen	All Clients
Veteran Status Data Element 3.07	Veteran Status	Profile Screen	Adults
Disabling Condition Data Element 3.08	Disabling Condition	Enrollment Screen	All Clients
Project Start Date Data Element 3.10	Project Start Date	Enrollment Screen	All Clients
Project Exit Date Data Element 3.11	Project Start Date	Exit Screen	All Clients
Destination Data Element 3.12	Last Exit Destination	Exit Screen	All Clients
Relationship to Head of Household Data Element 3.15	Relationship to Head of Household	Enrollment Screen	All Clients
Housing Move-in Date Data Element 3.20	Housing Move-in Date	Enrollment Screen	Head of Households (HoH) in PSH, OPH, RRH projects

Living Situation Data Element 3.917	Residence Prior to Project Entry	Enrollment Screen	Head of Households and Adults
	Length of Stay in Prior Living Situation	Enrollment Screen	Head of Households and Adults
	Length of Stay Less Than 90 Days	Enrollment Screen	Adults/HoH enrolling in projects other than SO ES SH ¹ entering from an Institutional Situation ²
	Length of Stay Less Than 7 Nights	Enrollment Screen	Adults/HoH enrolling in projects other than SO ES SH entering from a Transitional & Permanent Situation ³
	On the night before - stayed on the streets, ES or Safe Haven	Enrollment Screen	—Adults/HoH enrolling in projects other than SO ES SH, entering from an Institutional Situation, whose Length of Stay is less than 90 days. —Adults/HoH enrolling in projects other than SO ES SH, entering from a Transitional & Permanent Situation, whose Length of Stay is less than 7 nights.
	Approximate Date Homelessness Started Times Homeless in the Past Three Years	Enrollment Screen	—Adults/HoH enrolling in SO ES SH projects —Adults/HoH enrolling in projects other than SO ES SH, entering from a Literal Homeless Situation —Adults/HoH who answered ‘Yes’ to [On the night before...]
	Times Homeless in the Past Three Years	Enrollment Screen	—Adults/HoH enrolling in SO ES SH projects —Adults/HoH enrolling in projects other than SO ES SH, entering from a Literal Homeless Situation —Adults/HoH who answered ‘Yes’ to [On the night before...]
	Total Months Homeless in Past Three Years	Enrollment Screen	—Adults/HoH enrolling in SO ES SH projects —Adults/HoH enrolling in projects other than SO ES SH, entering from a Literal Homeless Situation —Adults/HoH who answered ‘Yes’ to [On the night before...]

¹ Projects other than SO ES SH are the projects which project type is other than Street Outreach, Emergency Shelter, or Safe Haven.

² Clients entering from an Institutional Situation are clients whose response to the Residence Prior to Project Entry is any of the Institutional responses. See a complete list of these response options in [Appendix A of the HUD HMIS Data Standards Manual](#).

³ Clients entering from a Transitional & Permanent Situation are clients whose response to the Residence Prior to Project Entry is any of the Institutional and Permanent Housing Responses. See a complete list of these response options in [Appendix A of the HUD HMIS Data Standards Manual](#).

Program Specific Data Elements

Data Element	Field in HMIS	Screen in HMIS	Universe of Clients (who needs to respond)
Income and Sources Data Element 4.02	Income from Any Source	Enrollment Screen	Heads of Households and Adults
	Income Sources	Exit Screen	
Non-Cash Benefits Data Element 4.03	Non-Cash Benefits from Any Source	Enrollment Screen	Heads of Households and Adults
	Non-cash benefits Sources	Exit Screen	
Health Insurance Data Element 4.04	Covered by Health Insurance	Enrollment Screen	All Clients
	Health Insurance Sources	Exit Screen	
Physical Disability Data Element 4.05	Physical Disability	Enrollment Screen	All Clients
	Expected to be Long Term	Exit Screen	
Developmental Disability Data Element 4.06	Developmental Disability	Enrollment Screen Exit Screen	All Clients
Chronic Health Condition Data Element 4.07	Chronic Health Condition	Enrollment Screen	All Clients
	Expected to be Long Term	Exit Screen	
HIV/AIDS Data Element 4.08	HIV/AIDS	Enrollment Screen Exit Screen	All Clients
Mental Health Problem Data Element 4.09	Mental Health Problem	Enrollment Screen	All Clients
	Expected to be Long Term	Exit Screen	
Substance Abuse Data Element 4.10	Substance Abuse Problem	Enrollment Screen	All Clients
	Expected to be Long Term	Exit Screen	
Domestic Violence Data Element 4.11	Domestic Violence Victim/Survivor	Enrollment Screen	Heads of Households and Adults
	When experience occurred		
	Are you currently fleeing?		
Date of Engagement Data Element 4.13	Date of Engagement	Enrollment Screen Exit Screen	Head of Household and Adults enrolled in Street Outreach, Services Only, and Emergency Shelter (Nbn)