

**FY2022 Revision Summary:** Clarifying language and additional guidance added to System Logic and Other System Issues.

**3.20 Data Element Fields and Responses:**

Field Number	Field Name	Dependency	Response Category/ Data Type	Descriptions
1	Housing Move-In Date	None	[Date]	The date the client moved into permanent housing.

**3.20 Specifications:**

<b>Data Collected About</b>	Heads of Household
<b>Funder/Program Component</b>	All Programs - All Permanent Housing Components
<b>Project Type Applicability</b>	3: <u>PH - Permanent Supportive Housing</u> 9: <u>PH - Housing Only</u> 10: <u>PH - Housing with Services</u> 13: <u>PH - Rapid Re-Housing</u>
<b>XML</b>	<MoveInDate>
<b>CSV</b>	Enrollment
<b>Collection Point</b>	Occurrence Point: At move-in - must be entered if/when a household moves into any type of permanent housing, regardless of funding source or whether the project is providing the rental assistance to differentiate between clients who are housed and those who are experiencing homelessness at different points during their enrollment
<b>Relationship to EnrollmentID</b>	No more than one <i>Housing Move-In Date</i> per Enrollment
<b>Relationship to PersonID</b>	One or more <i>Housing Move-In Date</i> per Client

**3.917 Prior Living Situation**

**Rationale:** To identify the type of living situation and length of stay in that situation just prior to project start for all adults and heads of households. This data element is to be used with other information to identify whether a client appears to meet the criteria for chronic homelessness at various points of enrollment (i.e., at the point of project entry, at a point during a project enrollment, or at any point over the course of a specified reporting period).

The element has been constructed to avoid collecting information which is irrelevant or inappropriate for the client population being served in a particular situation. For example, eligibility for Homelessness Prevention requires that a client be in housing. By definition, a person in housing is not chronically homeless at that point in time, so some of the fields in this data element used to determine chronic homeless status are not required in that situation.

**Data Collection Instruction:** Intake staff should ask clients about their homeless history, including specific instances the client spent on the street, in an emergency shelter, or in a Safe Haven project. This may require defining or explaining each field to the client.

Although documentation is required by some funders for programs targeting chronic homeless persons, completing the data fields in HMIS does not require documentation -- a client's responses are all that is required. Different project types have different realities they are working in when it comes to interviewing clients. Some high volume shelters may simply ask people to quickly “ballpark” their responses to the required fields. Other project types are able to have more complex intake processes that allow staff to sit with the client and get a clearer picture of the client's housing history and their official “breaks” in homelessness, according to the definition of chronic homelessness.

PSH projects with documentation requirements are going to be spending time with clients' HMIS records and files to get information for documentation purposes, which they can use to improve data quality in this field. All of these strategies are acceptable, and HUD anticipates that the data quality will vary from project type to project type. This data element is intended to provide a consistent way to capture information about individuals who are likely experiencing chronic homelessness in the HMIS for HUD and CoCs to use for planning purposes.

Note that this data element does not constitute third-party documentation of chronic homelessness for projects that require such documentation (HMIS reports of actual enrollments in ES, SH, or SO projects may be used to meet third-party documentation requirements).

The responses are intended to reflect from the client's last living situation *immediately* prior to the *Project Start Date*. For projects that do not provide lodging, the 'prior' living situation may be the same as the client's current living situation.

1. Select the 'Type of Residence' from the Living Situation Option List that *most closely matches* where the client was living prior to project start. Adult members of the same household may have different prior living situations.
2. Record the length of time the client was residing in their previous place of stay.
  - a. (3.917B) If the client is entering Transitional Housing, any form of Permanent Housing including Permanent Supportive Housing and Rapid Re-Housing, Services Only, Other, Day Shelter, Homelessness Prevention, and Coordinated Entry from an institutional setting:

### 3. Universal Data Elements

- i. Indicate if the client was in the institution for less than 90 days and if so, indicate if the client's living situation immediately prior to entering the institution was on the streets, in an emergency shelter or a safe haven.
    - ii. If 'Yes' to both, proceed to step 3. If 'No' to either, stop collecting data for this element.
  - b. (3.917B) If the client is entering Transitional Housing, any form of Permanent Housing including Permanent Supportive Housing and Rapid Re-Housing, Services Only, Other, Day Shelter, Homelessness Prevention, and Coordinated Entry from any type of temporary, permanent, or other situation:
    - i. Indicate if the client was in the temporary, permanent, or other situation for less than 7 nights and if so, indicate if their living situation immediately prior to entering the temporary, permanent, or other situation was on the streets, in an emergency shelter or a safe haven.
    - ii. If 'Yes' to both, proceed to step 3. If 'No' to either, stop.
  - c. If the client is entering Emergency Shelter, Safe Haven, or Street Outreach, proceed to step 3.
3. Record the actual or approximate date this homeless situation began (i.e., the beginning of the continuous period of homelessness on the streets, in emergency shelters, in safe havens, or moving back and forth between those places).
4. Record the number of times the client has been on the streets, in emergency shelters, or in safe havens in the past three years, including today.
5. Record the cumulative total number of months the client has been homeless on the streets, in emergency shelters, or in safe havens in the past three years.