HMIS STANDARD REPORTING TERMINOLOGY

GLOSSARY

A reference guide for methods of selecting clients and data used commonly in HMIS-generated reports

Contents

Introduction

HUD's Office of Special Needs Assistance Programs (SNAPs) through the HMIS Data Lab facilitated a group of Homeless Management Information System Vendors who collaboratively met over a five-month period in 2013 to draft this HMIS Standard Reporting Terminology Glossary, henceforth referred to as the Glossary. This remarkable achievement of cooperation allowed vendors to put into words the logic and language required to produce reports required by HUD and the Federal Partners. The Glossary was created by HMIS Vendors for HMIS Vendors.

This document is not intended to be a guidebook instructing communities as to what they must collect or need to do. Rather, the Glossary is designed to provide HMIS systems and their programmers a foundation upon which they can best program HMIS-required reports.

The Glossary is the standard reporting document across different HMISs for HUD. This benefits the HMIS Vendors, who can generate and reuse stored procedures or queries based on the Glossary entries. This benefits the report authors by clearly defining and providing programming logic for common terms. Finally, by establishing the Glossary as the standard, HUD and the Federal Partners are able to utilize accepted methodologies that have been well vetted when creating report, they wish to have programmed in an HMIS.

The Glossary serves as a reference to the programming specifications released by HUD and the Federal Partners for the vendors. Programmers across HMIS systems will be expected to use the logic, terminology, and instructions found within the Glossary unless otherwise advised in the report specifications issued by HUD or the Federal Partners. When a programming specification references the Glossary, the notation uses the initials HG (HMIS Glossary) and the section name (Active Client, Bed Night, etc.). For example, when a report specification uses the programming logic found within the Glossary to determine which clients are leavers or stayers, the specification will use "HG Leaver and Stayer" to indicate reliance upon the Glossary entry on that subject. If a report specification deviates from the Glossary, it will be clearly noted in any specifications issued by HUD.

At a minimum, each entry within the glossary will include the title of the entry, a table indicating HMIS Data Standards and Non-HMIS Data Standards Fields, a description of the entry and a text box containing the agreed upon logic required to accurately report upon the data. Where further explanation is necessary, detailed instructions are provided to ensure a thorough understanding of the topics presented in this document.

Revision History

Date	Version	Description
10/5/2015	2.2	• Data Quality Reporting: changed client universe on Destination from adults and heads of household to all clients, in accordance with 2014 Rev. 3 HMIS Data Standards. • Data Quality Reporting: changed "Length of time on street…" (element 3.17), in accordance with 2014 Rev. 3 HMIS Data Standards. • Removed section on Disabling Condition. 2014 Rev. 3 Data Standards explain the population and use of this element without need for additional programming clarifications.
1/5/2016	2.3	• Data Quality Reporting for UDE: Clarification that [length of time on street, in an

Date	Version	Description
		emergency shelter or safe haven] should reference field 1 of element 3.17 (3.17.1)
9/2016	5	• Age – removed instructions for data entry. • Bed Night – removed instructions for data entry. • Chronic Homelessness – updated for Data Standards and Chronic Homelessness Final Rule.

Definitions

Unless otherwise noted, this document was written using the language of the 2014 HMIS Data Standards v. 5 along with key terms that software providers normally use and understand.   For the purposes of this document the following definitions apply:

Project – A project is identified by the CoC as part of its service system, in which an individual client or family is enrolled. A project further defined as a "lodging project" provides overnight accommodations and meets the needs of people who are homeless. A "services project" does not provide lodging and meets specific needs of people who are homeless or at risk of homelessness.

Program – A program refers to the federal funding source used to fund a project. One project may have simply one funding source or multiple sources.

Report date range – The start and end date of a specific reporting period. Because many reports can be executed for a date range other than one year, "report date range" is more flexible than the term "operating year" which is typically used for a HUD APR. The terms [report start date] and [report end date] are used throughout this document to refer to the user-supplied dates for a specific instance of a report execution.

Active Clients

HMIS Data Standards fields referenced (2.5, 3.10, 3.11, 4.12, 4.14, 4.14E)
- [method for tracking emergency shelter utilization] (2.5)
- [project entry date] (3.10)
- [project exit date] (3.11)
- [contact] (4.12)
- [services provided – date of service] (4.14)
- [services provided – bed night date] (4.14E)

"Active clients" refers to people who have received services from a specific project in a given date range, for inclusion into the universe of clients for a particular reporting question. The determination of active clients may vary based on the type of project for which the report question is being executed. "Services received" may refer to actually being housed in the case of a housing or shelter project, in which case such housing may be indicated by the client's project entry and exit dates (Method 1 below).

In the case of other services-only or night-by-night type projects, the existence of a specific type of service data including bed nights, contacts, or services dated within the report date range and attached to the client record indicates an active client (Method 2 below).

Method 1 - Active Clients

The default method of determining an active client is based on the client's [project entry date], [project exit date], and the date range of the report. The logic below selects active clients according to these parameters.

[project entry date] <= [report end date]
and
([project exit date] is null or [project exit date] >= [report start date])

Method 2 - Active Clients

Some projects have less formal project entry and exit dates, for example a shelter which houses persons on a night-by-night basis or a medical services-only project. These projects often enter clients upon first service, but may not exit clients from the project or exit them (manually or automatically) after a period of inactivity.

These projects should use other data in a client's record to determine who was served in a given date range. In the case of night-by-night shelters, this would be a "bed night" form attached to a client's record or other indicator of the provision of a bed for the night. In the case of a medical project, this might be a form detailing what medical services were delivered on a particular day. In any event, this form must have the date of service.

Projects using Method 2 must include Method 1 as a starting basis, then apply additional filtering based on [services provided – date of service], [services provided – bed night date], or whatever other date or dates is/are consistently used by the given project to determine services provided. For consistency in reporting, these dates of service must also fall within the confines of the client's entry and exit dates. Each specific report will designate which services are applicable.

The logic below selects active clients according to the existence of services dated in the report range and attached to the client record.

[project entry date] <= [report end date]
and
([project exit date] is null or [project exit date] >= [report start date])
and
[date of service] >= [report start date]
and
[date of service] <= [report end date]
and
[date of service] >= [project entry date]
and
([date of service] <= [project exit date] or [project exit date] is null)

A given report may specify that the client's date of service also fall between the client's project entry and exit dates. If so, the italicized lines above also apply. If no such specification exists, ignore the italicized lines.

If the project is street outreach or another project type which utilizes a contact, the [date of contact] (4.12) is used to determine if the client was active within a reporting period and the person must have at least one direct contact

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to be active within the reporting period. These project types utilize Method 2 above replacing date of service with date of contact in the logic statements.

Methods and project types

Below is a chart of each standard HMIS project type and which method should generally be used to determine active clients.

Project type	Active Clients method
Emergency Shelter – which uses 2.5 Method for Tracking ES Utilization - entry /exit date	1
Emergency Shelter – which uses 2.5 Method for Tracking ES Utilization - night-by-night	2
Transitional Housing	1
Permanent Supportive Housing (disability required for entry)	1
Street Outreach	2
Services Only	1 or 2
Other	1 or 2
Safe Haven	1
PH – Housing only	1
PH – Housing with Services (no disability required for entry)	1
Day Shelter	2
Homelessness Prevention	1
PH - Rapid Re-Housing	1
Coordinated Assessment	1 or 2

Bed Night and Length of Stay

HMIS Data Standards fields referenced (2.5, 3.10, 3.11, 4.14E)

- [method for tracking emergency shelter utilization] (2.5)
- [project entry date] (3.10)
- [project exit date] (3.11)
- [services provided – bed night date] (4.14E)

"Bed night" refers to a unit of service where a client is residing overnight in any type of lodging project, e.g. emergency shelter, transitional housing, or permanent housing. For emergency shelters, the method for counting bed nights varies based on the Method for Tracking Emergency Shelter Utilization (2.5). Bed nights are counted using an Entry/Exit Date Method ([method for tracking] = 0) or Night-by-Night Method ([method for tracking] = 3). A count of nights spent in a project is used to determine [length of stay].

Method 1 – Bed Night - Entry/Exit Date

Method one for determining a bed night is based on the comparison between the [project entry date] and [project exit date] and/or **[report end date]** as described below.

Bed nights =   [minimum of ([project exit date], [report end date] + 1)]
                       – [maximum of ([project entry date], [report start date])]

An individual person's bed nights should be a unique count of the relevant dates. If a client has more than one bed night recorded on the same date, that date is only counted once.

Remove [report start date] from above formula if the count of bed nights extends prior to the report date range, i.e. determining Length of Stay from the beginning of the client's stay in the project.

Method 2 – Bed Night - Night-by-Night

A second method for counting bed nights is the Night-by-Night Method.

Bed nights = count of unique nights attached to the client's enrollment
Nights must be:
>= [project entry date]
and < [project exit date] or [project exit date] is null
and >= [report start date]
and <= [report end date]

An individual person's bed nights should be a unique count of the relevant dates. If a client has more than one bed night recorded on the same date, that date is only counted once.

Remove (**and** >= [report start date]) from above formula if the count of bed nights extends prior to the report date range, i.e. when determining Length of Stay.

Chronic Homelessness Status[1]

HMIS Data Standards fields referenced (2.4, 2.5, 3.8, 3.10, 3.917, 4.12, 4.5, 4.6, 4.7, 4.8, 4.9, 4.10)

- [project type] (2.4)
- [method for tracking emergency shelter utilization] (2.5)
- [project entry date] (3.10)
- [living situation] (3.917)
- [disabling condition] (3.8)
- [contact] (4.12)
- [physical disability] (4.5)
- [developmental disability] (4.6)
- [chronic health condition] (4.7)
- [HIV/AIDS] (4.8)
- [mental health problem] (4.9)
- [substance abuse] (4.10)

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[1] Defining Chronically Homeless Final Rule

Overview

The 2014 v5 Data Standards specify that data entry in [living situation] requires some type of dependent fields such that fields used in determining CH are only answerable under certain conditions. Because of these inherent field dependencies, the chronic homelessness calculation can directly reference these fields without checking the parent field responses.

CH at project entry

All adults and heads of household have a chronic homelessness status at project entry using their own data from that entry ([data collection stage] = 1).

CH at project entry because of other household members

The members of a household present at project entry for the household as a whole (i.e. the earliest [project entry date] of anyone in the household on a specific stay) can cause other household members present at entry to be considered chronically homeless AND cause the household as a whole to be considered CH. The CH status of the household cannot change by the addition of household members after the household entry date.

Note that reporting on clients' CH-at-entry status in a specific report date range may require the examination of data on clients who were in the household but left prior to the report date range.

See examples below:

	Month in project		CH at entry	CH people reported	CH household reported
	1 2 3 4 5 6 7				
HH #1 John (HoH)			Yes	1	Y
HH #2 Sue (HoH)			Yes	2	Y
Bob (adult)			Yes (because of Sue)		
HH #3 Jane (HoH)			No	1	N
Billy (adult)			Yes (because of own data)		
Joey (child)			No		
HH #4 Jane (HoH)			Yes	1	Y
Billy (adult)			No (not present at HH entry)		
HH #5 Jane (HoH)			(not in report range)	1	Y
Billy (adult)			Yes (because of Jane)		

Report range

CH at a point-in-time

Individuals in street outreach, shelters, and safe havens ([project type] = 1, 4, or 8) may also have a "point-in-time" chronic homelessness status designed to include time spent from [project entry date] up to a [point-in-time date] as time spent homeless. Reporting on point-in-time chronic homelessness for families and for other project types simply uses the client's CH status at project entry.

CH at project entry

For an adult or head of a household, the following conditions must be true to be considered chronically homeless at entry on a particular project stay:

```
(
        [disabling condition] (3.8) = yes
        or
        [expected to be of long–continued and indefinite duration and substantially impairs ability to
        live independently] = "Yes" (1) for any of the following:
                [physical disability] (4.5),  [developmental disability] (4.6),
                [chronic health condition] (4.7), [HIV/AIDS] (4.8),  [mental health problem] (4.9),
                [substance abuse] (4.10)
)
and (
        [living situation] (3.917.1) = 16, 1, 18 or 27
        or
        [on the night before, did you stay in streets, ES or SH?] (3.917.2c) = yes
        or
        [project type] (2.4) = 1 or 4 or 8
)
and (
        [approximate date started] (3.917.3) <= [project entry date] (3.10) – 365 days
        or
        (
        [regardless of where they stayed last night -- number of times the client has been on the
        streets, in es, or sh in the past three years including today] (3.917.4) = 4 or more times
        and
        [total number of months homeless on the street, in ES, or SH in the past three years] (3.917.5) >= 12
        )
)
```

CH at a point-in-time

Clients in projects *other than* street outreach, shelters, and safe havens may only have a chronic homelessness status at entry and cannot age into chronic homelessness by virtue of being in any of those projects.

Families presenting together as a household also have only a chronic homelessness status at entry and cannot age into chronic homelessness in any project type whatsoever.

Individuals in street outreach, shelters, and safe havens ([project type] = 1, 4, or 8) who may not have been considered chronically homeless at project entry may be considered CH later because of their additional time active in that project. In addition to data from project entry, an individual's chronic homeless status may also include disabling condition and special needs data entered subsequent to project entry ([data collection stage] = 1, 2, 3, or 5) to the extent that data is available.

Each report (e.g. AHAR, Point-In-Time for eHIC) must specify the [point-in-time date] of the measurement. This may be a fixed date for all clients reported, or it may be a date relative to each client's record (e.g. [project exit date]). For each different data element in the calculation, use only the latest available data with an [information date] <= [point-in-time date] and <= [project exit date].

In order to include time spent in a project towards a client's total time spent homeless, it's first necessary to determine the number of months the client was homeless immediately prior to entry in the project:

[months homeless prior to entry] = the number of months covered between [approximate date started] and [project entry date]

Use the "one day in a month counts the whole month" strategy when counting months. In other words, any portion of a month covered by this date range causes the entire month to be included. Set [months homeless prior to entry] = 1 even if there is no data in [approximate date started]. See examples below.

Entry-exit shelters

Calculate a client's [months in project] by looking at the months covered in whole or in part from [project entry date] up to and including the lesser of [point-in-time date] or the client's [project exit date]. Count the entire month even if the client was present only on one day of that month. Subtract 1 from this number if the [project entry date] does not fall on the first of the month. This is required so as not to count that particular month twice, since that month is already covered in [months homeless prior to entry].

Night-by-night emergency shelters ([method for tracking emergency shelter utilization] = 3)

Use the individual bed night dates to indicate in which months the client was homeless.

> Bed night [information date] >= [project entry date]
>
> **and** [information date] < [project exit date]
>
> **and** [information date] <= [point-in-time date]
>
> **and** [information date] > month indicated in [project entry date]

Street outreach projects

Use the [contacts] (4.12) where the client was in a place not meant for habitation to indicate in which months the client was homeless. Because of the last criteria – the contact location – dates of engagement do not count as a client contact for this purpose.

> Contact [information date] >= [project entry date]
>
> **and** [information date] < [project exit date]
>
> **and** [information date] <= [point-in-time date]
>
> **and** [information date] > month indicated in [project entry date]
>
> **and** [location of contact] = 1 ("Place not meant for habitation")

[Months in project] Examples

In a project using entry/exit dates, a client comes in January 31st 2015 and leaves March 2nd 2015. The client answered "4/30/2014" for the approximate date she became homeless. The [months homeless prior to entry] = 10 (April through January 2015). The [months in project] = 2 (February and March – January is excluded since it was already counted).

In a project using a night by night method, a client has a [project entry date] of January 31st 2015, the client's first bed night attached to that project stay is also 1/31/2015 with a second bed night on 3/1/2015. He also answered "4/30/2014" for the [approximate date started]. The [months homeless prior to entry] = 10, and [months in project] = 1 (January is excluded, no bed night in February, and one bed night in March).

```
(
        [disabling condition] (3.8) = yes
        or
        [expected to be of long–continued and indefinite duration and substantially impairs ability to
        live independently] = "yes" (1) for any of the following:
                [physical disability] (4.5),  [developmental disability] (4.6),
                [chronic health condition] (4.7), [HIV/AIDS] (4.8),  [mental health problem] (4.9),
                [substance abuse] (4.10)
)
and (
        [project type] (2.4) = 1 or 4 or 8
)
and (
        [months homeless prior to entry] + [months in project] >= 12

        or

        (
        [regardless of where they stayed last night -- number of times the client has been on the
        streets, in es, or sh in the past three years including today] (3.917.4) = 4 or more times
        AND
        [total number of months homeless on the street, in ES, or SH in the past three years] (3.917.5)
                + [months in project] >= 12
        )
)
```

Contact

HMIS Data Standards fields referenced (3.10, 3.11, 4.12)

- [project entry date] (3.10)
- [project exit date] (3.11)
- [contact] (4.12)

[Project entry date] records the first time a person is seen and is the date of first contact.

[Contact] is an interaction between a street outreach worker (or other project type requiring a contact) and a client. Each time the outreach worker contacts a client a record of that contact is entered into HMIS, including where the contact occurred.

A client may have more than one contact on a given date. When counting contacts within a given date range, each contact should be included in the count.

```
[project entry date] <= [report end date]
and
([project exit date] is null or [project exit date] >= [report start date] )
and
(
[date of contact] >= [report start date] and [date of contact] <= [report end date]
```

and [date of contact] >= [project entry date] and ([date of contact] <= [project exit date] or [project exit date] is null)
)
A given report may specify that the client's contact dates fall between the client's project entry and exit dates. If so, the italicized lines above also apply. If no such specification exists, ignore the italicized lines.

Data Quality

(placeholder for new DQ report)

Age

HMIS Data Standards fields referenced (3.3, 3.10)

- [date of birth] (3.3)
- [date of birth data quality] (3.3)
- [project entry date] (3.10)

A client's age is defined as of [project entry date] or [report start date], whichever is greater. If the client is already in the project as of the [report start date] , use the client's age on that date. If the client entered the project after the [report start date] , use the client's age as of project entry.

If a report includes data from multiple project stays for the same client, the client's age for the report should be as of the *latest* [project entry date] or [report start date], whichever is greater.

If [project entry date] <= [report start date] Then
      Age = [report start date] – [date of birth]
Else
      Age = [project entry date] – [date of birth]

Adult = any client with an age of 18 or over.

Child = any client under the age 18.

The [date of birth data quality] field should be used to determine a client's age category in the event [date of birth] is blank or a system default.

Date of Engagement

HMIS Data Standards fields referenced (3.10, 3.11, 4.13)

- [project entry date] (3.10)
- [project exit date] (3.11)
- [date of engagement] (4.13)

[Date of Engagement] is the date on which an interactive client relationship results in a deliberate client assessment or beginning of a case plan. It is when the engagement date is recorded that data quality starts. Engagement date may be the same date as project entry date or contact date.

Projects should only be able to record one date of engagement for each client.

To generate a count of clients with a date of engagement in a given report date range:

> [project entry date] <= [report end date]
> **and (** [project exit date] is null **or** [project exit date] >= [report start date])
> **and** [date of engagement] >= [report start date]
> **and** [date of engagement] <= [report end date]
> **and** [date of engagement] >= [project entry date]
> **and (** [date of engagement] <= [project exit date] **or** [project exit date] is null)

Date of Enrollment

HMIS Data Standards fields referenced (3.10, 3.11, 4.20)

- [project entry date] (3.10)
- [project exit date] (3.11)
- [PATH Status] (4.20)

"Date of Enrollment" is the date on which a client is enrolled into a PATH funded project, usually indicated by the client signing an enrollment form. Date of Enrollment may be the same date as project entry date, contact date, or date of engagement. Date of Enrollment is strictly a PATH program element.

PATH projects should only be able to record one date of enrollment for each client per project stay.

Using PATH Status Element 4.20, a client is enrolled in PATH if the following is true:

> [Date of Status Determination] is not null
> **and**
> [Client became enrolled in PATH] = Yes
>
> If the client became enrolled in PATH, [date of status determination] is the [date of enrollment].
>
> The Data Standards indicate the date of status determination is collected once at or before project exit.

To generate a count of clients who are enrolled in a given report date range:

> [project entry date] <= [report end date]
> **and** [project exit date] is null **or** [project exit date] >= [report start date]
> **and** [date of enrollment] >= [report start date]
> **and** [date of enrollment] <= [report end date]
> **and** [date of enrollment] >= [project entry date]
> **and (** [date of enrollment] <= [project exit date] **or** [project exit date] is null)

Household Types

HMIS Data Standards fields referenced (3.14)

[household id] (3.14)

Non-HMIS Data Standards fields referenced

[global variable: age]

"Household Types" are commonly utilized in reporting in order to provide meaningful information about the types of household configurations that are experiencing homelessness or accessing homeless prevention services. Households are defined as a single individual or group of persons who either currently live together in one dwelling unit or would live together in one dwelling unit were they able to maintain suitable housing accommodations. As such, a Household ID should be assigned to an individual or group of persons upon each project entry. While individuals may legitimately be added or removed from the household over time due to changes in familial makeup, the household identifier will remain constant for that project stay.

The following guidance is specific to the APR and other reports but **excludes** the AHAR, which does not allow for unknown household types.

A household type may be determined to be one of the following four (4) types:
- Household without Children
- Household with Children and Adults
- Household with Only Children
- Unknown Household Type

To determine a household type, reporting logic should utilize information from all <u>active </u>clients during the reporting period that share the same [household ID]. Reporting logic should utilize each clients' age for the reporting period (see Global Variable: Age) to classify each client as an Adult (18 and over), a Child (under the age of 18), or Unknown Age (clients with an unspecified birth date).

The following logic should be applied in order:

If ever in the reporting period there is at least one active child and at least one active adult in the household, the household and all individuals should be categorized as "Household with Children and Adults".

If ever in the reporting period there is at least one active adult, zero active children and zero active Unknown Age clients, the household and all individuals should be categorized as "Household without Children".

If ever in the reporting period there is at least one active child, zero active adults and zero active Unknown Age clients, the household and all individuals should be categorized as "Household with Only Children".

If ever in the reporting period none of the previous statements apply, then the household and all individuals should be categorized as an "Unknown Household Type".

Household type	adults	children	unknown
a. Without children	> 0	0	0
b. With children and adults	> 0	> 0	n/a
c. With only children	0	> 0	0
d. Unknown household type	0	0	> 0
d. Unknown household type	0	> 0	> 0
d. Unknown household type	> 0	0	> 0

Unduplicated Household Counts and Unduplicated Client Counts by Household Type
HMIS Data Standards fields referenced

- [personal id] (3.13)
- [household id] (3.14)
- [relationship to head of household] (3.15)

For many reports, especially for longitudinal research, it is common to provide information on an unduplicated number of households and/or a count of clients by household attributes.

Unduplicated Household Counts

Unduplicated household counts should be determined by performing a distinct count of [personal IDs] of all heads of households (people who have [relationship to head of household] = Self) in the report range.

In the event that your system identifies people in the date range with no head of household, a flag to the system user may be in order, i.e. the head of household may have left the household and a new head of household may not have been assigned.

Unduplicated Household Counts by Individual Attribute

Some reports will report on unduplicated households broken out by attributes that can be collected for each household member such as destination or housing status. When this occurs, report the information recorded for the [personal ID] of the head of household (people who have [relationship to head of household] = Self) for the most recent head of household for that household.

Unduplicated Client Counts by Household Type

To provide a breakout of the number of clients by household type, reports should perform a distinct count of clients by their associated household type. Because it is possible that an active client may have been associated with more than one household during the reporting period, the sum of unduplicated clients by household type may exceed the total number of unduplicated clients.

Project Leavers and Stayers

HMIS Data Standards fields referenced (3.10, 3.11)

- [project entry date] (3.10)
- [project exit date] (3.11)

Project Leavers

Leavers are persons who exited the project and are no longer enrolled in the project as of the last day of the reporting period.

The method of determining a leaver is based on the client's last project exit [project exit date] in the reporting period for the project(s) being reported on. For clients with multiple project entries and exits during the reporting period the report should consistently use the last exit recorded for projects(s) being reported on.

[project exit date] >= [report start date]
and [project exit date] <= [report end date]

Project Stayers

Stayers are persons who are active in the project on the last day of the report date range. A stayer's project exit date is blank or populated with a date after the report end date. This would include a person who exited the project and re-entered the project before the report end date.

The method of determining a stayer is based on the client's last project enrollment during the reporting period for the project(s) being reported on. If on the last day of the reporting period the client does not have a project exit date or the exit date is after the end of the reporting period the client is considered a stayer.

[project entry date] <= [report end date]
and
([project exit date] is null **or** [project exit date] > [report end date])

Acknowledgements

The HMIS Standard Reporting Terminology glossary

was developed for HMIS vendors by HMIS vendors.