RHY-HMIS Program Manual

A GUIDE FOR RHY-HMIS USERS AND SYSTEM ADMINISTRATORS

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

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ALIGNS TO FY2020 HMIS DATA STANDARDS

Contents

Revision History

September 2018	Updated guidance based on HMIS AAQ submissions for elements 3.2 Social Security Number, R3 Sexual Orientation, and R10 Pregnancy Status.
September 2019	Updated based on FY 2020 HMIS Data Standards: • Add "other" response option and text field to R3 Sexual Orientation • Modified data element numbers to match data elements in FY 2020 • Added clarification to 3.12 common Destinations • Added project set up requirements for BCP funded crisis host homes • Updated links to other resources

About This Manual

This Manual is intended to serve as a reference tool to provide basic guidance on data collection for the Family and Youth Services Bureau's (FYSB) Runaway and Homeless Youth (RHY) Program grantees who are using the integrated Homeless Management Information System (HMIS) data system to capture youth data. The integrated RHY – HMIS data collection system replaces the former Runaway and Homeless Youth Management Information System (RHYMIS) desktop system and is used as the primary means for recording and reporting information about the needs, critical issues, and support received by the runaway and homeless youth who are served by the program. The Street Outreach, Basic Center, and Transitional Living/Maternity Group Home Programs are legislatively required to capture and report data to the Administration on Children, Youth and Families (ACYF) by the Runaway and Homeless Youth Act (P.L. 108-96) which was reauthorized in 2008 and more recently through the Juvenile Justice Reform Act, reauthorized through FY 2019. The Act governs the basic requirements for this data collection, stating that grantees:

> shall keep adequate statistical records profiling the youth and family members whom it serves (including youth who are not referred to out-of-home shelter services), except that records maintained on individual runaway and homeless youth shall not be disclosed without the consent of the individual youth and parent or legal guardian to anyone other than another agency compiling statistical records or a government agency involved in the disposition of criminal charges against an individual runaway and homeless youth, and reports or other documents based on such statistical records shall not disclose the identity of individual runaway and homeless youth. *34 U.S.C. § 11212.*

Data are collected from RHY grantees on a semi-annual basis and are categorized in two parts: Universal Data Elements (UDE) and RHY Program Specific Data Elements (PSDE).

Universal Data Elements are data required to be collected by all federal programs participating in HMIS, regardless of funding agency. The UDEs serve as the basis for producing unduplicated estimates of the number of people experiencing homelessness and accessing services from homeless services providers, basic demographic characteristics of people experiencing homeless, and patterns of service use, including information on shelter stays and homelessness over time.

RHY Program Specific Data Elements allow the FYSB to capture critical information about the employment and educational status, critical issues, services and outcomes that are unique to the unaccompanied youth that RHY programs have served for over 45 years.

RHY Resources

RHY-HMIS Online Service Desk: To ask a question or report a problem with uploading your RHY-HMIS data from your local HMIS into the RHY Data portal, or regarding the RHY-HMIS Data Dashboard, go to the RHY-HMIS Online Service Desk at www.RHYMISServiceDesk.net. There you can create a ticket and RHY-HMIS TA staff and FYSB staff will work together to resolve any issue. You will need to create a username and password the first time you logon.

RHYTTAC RHY-HMIS Webpage: The Runaway and Homeless Youth Training and Technical Assistance Center (RHYTTAC) website has numerous resources related to RHY-HMIS. Visit the RHYTTAC RHY-HMIS page at www.rhyttac.net/rhy-hmis to access user manuals, video training recordings, frequently asked questions and other regularly updated resources.

Ask A Question: To ask a question about any RHY Program RHY-HMIS requirement go to the Ask A Question section of the HUD Exchange. Please be sure to select "HMIS" for your question under "My Question is Related To." HUD and RHY program staff work together to answer questions that come in on Ask A Question related to RHY and HMIS.

Additional HMIS Resources

o There are a variety of documents available on the HUD Exchange HMIS page that detail all HMIS Data and Technical Standards, Federal Partner Information, and information about HMIS forums for HMIS Leads, System Administrators, and Vendors.

o The 2020 HMIS Data Standards page contains a suite of HMIS Data Standard resources, which are briefly described below. Each of the documents has a specific purpose and intended audience. The HMIS Lead should be familiar with all the documents and collectively use them as their HMIS reference materials along with specific materials provided by the software provider.

- FY2020 HMIS Data Manual represents the foundation for the data contained within an HMIS, project setup instructions, and data collection instructions.

- FY2020 HMIS Data Dictionary Table Shells contain the data element tables with relevant programming instructions, system logic and other issues to be used by vendors for HMIS programming. The information in the tables shells aligns with the information contained herein.

- FY2020 CSV Specifications This document provides specifications for a standard set of comma-separated values (CSV) files that include all data elements and fields defined by the FY2020 HMIS Data Standards, along with information that describes an exported data set.

- FY2020 XML Schema The HUD HMIS XML Schema specifies a format for transferring HMIS data. This XML format can be used for data migrations between systems, or the data types defined within it could be individually referenced in custom web methods.

- HMIS Federal Partner Participation Resources Each link on this page contains resources and materials for following the HMIS requirements of HUD and other federal partners.

- HMIS Project Setup Tool provides a general framework to support project setup in HMIS by system administrators. It assists system administrators in ensuring that all HMIS participating projects are set up using the appropriate HMIS project types and are collecting the required data elements.

RHY Grantee Requirements and Expectations Regarding RHY-HMIS Data Collection

Using the CoC-Designated HMIS Software Package

All active RHY grantees are required to use their Continuum of Care (CoC)-designated web-based HMIS system.

The HMIS lead in each CoC is expected to set up all RHY projects and user access in HMIS and provide training to RHY grantees on how to use HMIS to enter data and generate reports. To find contact information for the HMIS lead in your CoC, use the HUD Exchange Contact CoC page.

As HMIS users in their CoC, RHY grantees are expected to pay for costs related to HMIS use, including HMIS licensing fees, CoC membership fees, Internet access, and computer hardware and software. These costs associated with the use of HMIS may be covered by the RHY program grant funding. Contact the RHYMIS/HMIS help account at RHYMIS@acf.hhs.gov for any questions or concerns related to HMIS cost eligibility.

RHY grantees operating several programs over multiple CoC jurisdictions need to join the Continuums of Care that correspond to the location of each program and use the HMIS software in that CoC in order to maximize coordination with other local service providers. This also ensures that housing availability and service volumes are accurately reflected for the local area. In cases where an individual RHY program spans multiple COCs, grantees should contact the RHY-HMIS Help Desk at rhymis@acf.hhs.gov.

RHY grantees will continue to use definitions as specified in the Runaway and Homeless Youth Act which was reauthorized through FY 2019 through the Juvenile Justice Reform Act. *(34 U.S.C. §11279*).

Data quality is an important aspect of RHY data collection. To maximize accuracy, RHY grantees are expected to enter and update records as soon as possible after collecting information. This is especially important as it pertains to shelter entries and exits which allow administrators to maintain 'real-time' shelter utilization and availability.

Rules on Confidentiality of Data Collection and Sharing

No Consent Required for Data Collection

Data collection refers to the process of entering information in an HMIS by program staff or another authorized user. All RHY projects are required to collect all of the Universal Data Elements and the RHY-Program Specific Data Elements for the type of project (Street Outreach Program, Basic Center Program-prevention, Basic Center Program-emergency shelter, and Transitional Living Program, including Maternity Group Homes). Detailed information about each data element is found in this manual.

The Runaway and Homeless Youth Act requires that a RHY grantee "keep adequate statistical records profiling the youth and family members whom it serves (including youth who are not referred to out-of-home shelter services)."

> **RHY programs funded by FYSB are not required to obtain youth or parental consent to collect and enter youth data into RHY-HMIS or upload to the RHY Portal (RhyPoint).**

Note: In a few states, consent to *enter* data into RHY-HMIS data may be required, however it is not required by federal law or by the RHY Program.

Consent Needed for Data Sharing

Data sharing refers to the electronic sharing of client information via an HMIS. Data sharing can have some important advantages for communities who want to learn more about the experiences of their homeless population and can help improve coordination of services for youth. However, data can only be shared if written consent is obtained from the parent or legal guardian of a youth who is under age 18 or with written consent from a youth who is 18 and older. RHY grantees are encouraged to share identifiable data within the programs using the same HMIS system within a CoC where there is consent but are not required to do so.

The RHY rule states the following regarding data sharing:

> Pursuant to the Act, no records containing the identity of individual youth, including but not limited to lists of names, addresses, photographs, or records of evaluation of individuals served by a Runaway and Homeless Youth project may be disclosed or transferred to any individual or to any public or private agency except:
>
> (1) For Basic Center Program grants, records maintained on individual runaway and homeless youth shall not be disclosed without the informed consent of the individual youth and parent or legal guardian to anyone other than another agency compiling statistical records, or a government agency involved in the disposition of criminal charges against an individual runaway and homeless youth.
>
> (2) For Transitional Living/Maternity Group Home Program, records maintained on individual homeless youth shall not be disclosed without the informed consent of the individual youth to anyone other than an agency compiling statistical records;
>
> (3) Research, evaluation, and statistical reports funded by grants provided under section 343 of the Act are allowed to be based on individual data, but only if such data are de-identified in ways that preclude disclosing information on identifiable individuals;
>
> (4) Youth served by a Runaway and Homeless Youth project shall have the right to review their records; to correct a record or file a statement of disagreement; and to be apprised of the individuals who have reviewed their records.
>
> (5) State law protection. HHS policies regarding confidential information and experimentation and treatment shall not apply if HHS finds that state law is more protective of the rights of runaway or otherwise homeless youth.
>
> (6) Procedures shall be established for the training of project staff in the protection of these rights and for the secure storage of records. 45 CFR §1351.21.

HMIS System Administration Application

HMIS Leads are required to work collaboratively with their Continuum of Care (CoC) to establish data sharing protocols as part of their HMIS policies and procedures. Established protocols must address requirements for all programs using the HMIS. These protocols for projects receiving RHY funding must conform to the data sharing requirement of the RHY regulations as follows:

- The RHY Act requires that RHY grantees agree not to disclose records on individual youth (with a limited exception of sharing de-identified data for purposes of compiling statistics). See Sec 312(b)(7) and 322(a)(13). Thus, absent consent, multiple agencies sharing a single HMIS implementation should not share identifying information between them.
- In CoCs where data are shared automatically after they entered (i.e., an open system), RHY client records CANNOT be shared unless written consent is obtained.

Setting Up RHY Projects in HMIS – Instructions for HMIS Administrators

Project set-up in HMIS is critical to each project's ability to report. Therefore, following the instructions in this guide are essential for HMIS Administrators to review and implement:

Identify Projects for Inclusion in HMIS

FYSB awards multiyear grants, with one grant number that corresponds to the grant for the duration of the grant life cycle. SOP, BCP, TLP and MGH are funded on a three-year basis. To identify all the **projects** within the HMIS implementation that receive RHY funding, check the FYSB Grantee website. RHY grants are made directly to the public and private non-profit youth service providers by HHS.

Establish the HMIS Project Type

RHY funds five types of programs:

- o The **Street Outreach Program (SOP)** is designed to meet the immediate needs of homeless, runaway and street youth to help them find stable shelter or housing and services. Street Outreach Programs are set up in HMIS under the **Street Outreach HMIS** project type.

- o The **Basic Center Program (BCP)** component of RHY is designed to meet the immediate needs of runaway and homeless youth under 18 years of age. **BCPs typically provide shelter as well as out-of-shelter services. Therefore, it is often necessary to set-up BCP programs into two separate projects in the HMIS:**
    - **Basic Center Program – Emergency Shelter** provides emergency shelter and services to homeless youth under age 18. As a requirement of the BCP grant program, BCPs must provide overnight emergency shelter to youth. Therefore, all BCPs must be have an HMIS **Emergency Shelter** (entry/exit) project set up in their HMIS to record all youth they serve in a residential environment designated for youth sheltering. The residential environments that are included as emergency shelters include: building-based shelter facility; safe homes; youth respite rooms/buildings/units; host family homes; and any other residential placement designed specifically to house BCP youth on a short-term, emergency basis.
    - **Basic Center Program – Homelessness Prevention** services may also be provided under RHY BCP funding. Prevention services are all activities/services provided to BCP youth who do not enter the emergency shelter or are not residentially housed by the BCP program. **These services include** case management, family counseling, food, clothing, medical care, individual counseling, crisis intervention, and recreation programs. BCP-prevention programs are set up in HMIS under the **Homelessness Prevention** project type. Not all RHY BCP providers include Homelessness Prevention as part of their service provision. The HMIS Lead will need to determine if a Homelessness Prevention project is needed by determining if the provider serves youth with RHY funds outside of shelter.

A single client may receive either prevention or emergency shelter or both prevention and emergency shelter during one experience at BCP. Below is guidance on how to approach the distinction:

- If a youth receives services that are not shelter stays, the youth would be entered into the **prevention** project.
- If the youth stays in the emergency shelter, the youth would be entered into the **shelter** project.
- If a youth initially comes in contact with the program to only receive preventative services, but afterwards enters a shelter program, the youth should be entered into BCP-Prevention during the date range in which they are only receiving prevention services, and then be exited out of prevention and entered into BCP-Emergency Shelter. It is acceptable, if the HMIS has such capacity, to automate the prevention exit and the emergency shelter project start.
- If the youth leaves the shelter but still receives preventative services, the youth should be exited out of emergency shelter and the preventive services should be recorded as After Care.
- For clients that move on the same day from the prevention program to the shelter (i.e., require overnight sheltering) recording them only in the shelter project is acceptable.

- **The Transitional Living Program**
  - **(TLP)** provides up to 21 months of long-term shelter and services to run away and homeless youth ages 16 to under 22 to help them develop the skills necessary to live independently. The HMIS project type for TLP is **Transitional Housing.**
  - **The Maternity Group Homes for Pregnant and Parenting Youth (MGH)** is a specialized type of Transitional Living Program that provides up to 21 months of long-term shelter and services to pregnant and/or parenting youth aged 16 to under 22, and their young families, to develop the skills necessary to move into self-sufficiency. Like with the TLP component, the HMIS project type for MGH is **Transitional Housing.**
  - **Demonstration Grants** are used to carry out research, evaluation, and service projects and are designed to increase knowledge and improve services for runaway and homeless youth. The project type depends on the nature of the demonstration grant. In 2016, FYSB awarded Transitional Living Program Special Population Demonstration Project grants targeting LGBTQ youth and youth who have left foster care after age 18 that should be set up as an HMIS project type of Transitional Housing.

Set up the Project Descriptor Data Elements (PDDE)

In addition to setting the project type as described above, the following PDDEs must be created in the HMIS for RHY projects:

Organization Information (2.01)

Organization Information includes fields for 'Organization Name,' 'Organization ID' and 'Victim Service Provider' status of the agency or organization that receives grant funding through the RHY program. The 'Organization Name' should be the legal name of the organization receiving RHY funding. Where possible, the legal name should match the one used in the RHY program funding application and award. Note that many RHY projects are also funded by other federal partners (e.g., HUD programs). In this case, the *Organization Information* should be the same *Organization Information* as is used for the other funding source(s). In other words, there will only be one record of *Organization Information* even if the organization is funded by more than one funding source.

Project Information (2.02)

Project Information includes the 'Project ID,' 'Project Name,' 'Operating Start Date,' 'Operating End Date,' 'Continuum Project,' 'Project Type,' 'Residential Affiliation,' 'Method for ES Tracking,' 'Housing Type,' 'HMIS Participating Project' and 'Target Population' for the project being established in HMIS to record client data about clients served with RHY funding.

All RHY projects are Continuum Projects (enter "yes" for the response to the field 'Continuum Project'). All RHY projects are HMIS Participating Projects as well (enter "yes" for the response to the field 'HMIS Participating Project'). The project type must be entered for all RHY programs as described in the section below, which is a crosswalk of the RHY program components with HMIS Project Types. Please note that all Basic Center Programs (BCP) should be set up as two project types – homelessness prevention and emergency shelter if both types of services are provided by the RHY grantee. If the RHY BCP project is funded to provide both facility-based emergency shelter and shelter in a host family home setting, two separate 'Emergency Shelter' projects should be set up in HMIS.

RHY Program Component	HMIS Project Type
Street Outreach Program	Street Outreach
Basic Center Program – Prevention	Homelessness Prevention
Basic Center Program – Emergency Shelter	Emergency Shelter
Basic Center Program – Host Home Shelter	Emergency Shelter
Transitional Living Program	Transitional Housing
Maternity Group Home	Transitional Housing
Demonstration Grant	Transitional Housing[1]

All BCPs using the HMIS Project type "Emergency Shelter" should use the *Entry/Exit Date* method for tracking emergency shelter stays. Tracking individual bed nights is not required – as in this method the client is considered "in residence" from the date of project start to the date of project exit. This element is only applicable for BCP Emergency Shelter Programs.

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[1] Refers to the TLP Demonstration Grant for youth aging out of child welfare and/or youth who identify as LGBTQ. Future demonstration projects may have other project types.

Continuum of Care Information (2.03)

The *Continuum of Care Information* in which the project is located. In cases where a particular project serves multiple CoCs, enter all of the CoCs within the HMIS implementation that are included in the grant coverage area. (Note: RHY encourages projects that span HMIS systems to use the system in each CoC and to fully participate in each of the CoC's they serve, but exceptions may be made – the RHY grantee should contact the RHYMIS Help Desk if they have specific CoC/HMIS participation questions at rhymis@acf.hhs.gov.)

Funding Sources (2.06)

Correctly identifying the funding source is critical for RHY reporting. Projects funded by RHY must be identified by their RHY component type. Select an appropriate RHY Funding Source for each project:

RHY Program Component	Funding Source
Street Outreach Program	HHS: RHY – Street Outreach Project
Basic Center Program – Prevention	HHS: RHY – Basic Center Program (prevention and shelter)
Basic Center Program – Emergency Shelter	HHS: RHY – Basic Center Program (prevention and shelter)
Basic Center Program – Host Home shelter	HHS: RHY – Basic Center Program (prevention and shelter)
Transitional Living Program	HHS: RHY – Transitional Living Program
Maternity Group Home	HHS: RHY – Maternity Group Home for Pregnant and Parenting Youth
Demonstration Grant	HHS: RHY – Demonstration Project

The Grant ID for all RHY projects must be the HHS Grant number of the funded project. HHS grant number formats are two digits, followed by two letters, followed by four digits. The two letters denote the RHY component. The following is a set of rules regarding the naming of RHY grants:

- Grant IDs for Transitional Living Programs and Maternity Group Homes for Pregnant and Parenting Youth contain the letters "CX" (e.g., a valid TLP Grant ID is: 90CX6876)
- Grant IDs for Basic Center Programs contain "CY" (e.g., a valid BCP Grant ID is: 90CY6497).
    - Note: Grant IDs for the same project types cannot be duplicated in the RhyPoint upload. Add "HH" to the end of the BCP-funded Emergency Shelter project Grant IDs that are set up (as above in 2.02 Project Information) for Host Home Shelters to avoid this upload issue.
- Grant IDs for Street Outreach Programs contain "YO" (e.g., a valid BCP Grant ID is: 90YO6497).
- Grant IDs for TLP Demonstration Programs contain "LG" (e.g., a valid Demonstration Grant ID is: 90LG6497).

Bed and Unit Inventory Information (2.07)

Projects which provide shelter (BCP-shelter, TLP, and MGH, as well as any demonstration project with a program funded residential component) must complete the bed and unit inventory information. This information matches the information provided by the Continuum of Care for the Housing Inventory Count (HIC) and will be used by RHY to track RHY-funded bed inventory. This includes data for use in Longitudinal Systems Analysis (LSA) reporting, which helps inform the Annual Homeless Assessment Report (AHAR).

Data Collection

Definitions of "Runaway" and "Homeless" Under the RHY Act

Under the RHY Act, a runaway youth is defined as "a person under 18 years of age who absents himself or herself from home or place of legal residence without the permission of his or her family." *42 U.S.C. § 5732a(4).*

A homeless youth means an individual who is less than age 21 (or less than age 18 for BCP and between age 16 and under 22 for TLP) "for whom it is not possible to live in a safe environment with a relative and who has no other safe alternative living arrangement." *42 U.S.C. § 5732a(3).*

In HMIS, youth are identified by age, using the date of birth. Young people age 18 and over are considered adults in the HMIS Data Standards. Thus, when HMIS data standards require data collection on adults for any given element for RHY projects, this includes all individuals age 18 and over.

Understanding Households for RHY

All HMIS systems place individual clients in households. A household may be a single person household (i.e., an unaccompanied youth) or a household with multiple persons (i.e., household of a parenting youth and child or children). Where two or more youth under age 18 present at a project together without children, each youth should be entered in their own household. In this way, all elements required to be collected for youth by RHY grantees should be visible for data collection in HMIS as each youth is their own Head of Household.

Universal Data Elements (UDE)

All Universal Data Elements are required by all RHY funded programs. Instructions for general data collection of all UDE's are published in the HMIS Data Standards Manual. FYSB has provided additional instructions specific to RHY in this manual to address frequent questions and issues HUD and RHY have received.

Basic Client Information:

Data are required for all clients (i.e., youth and children of youth). Basic client information is used to identify clients correctly in the HMIS, to unduplicate clients in the system, and to provide demographic information necessary for grant reporting.

> 3.01 Name
> 3.02 Social Security Number
> 3.03 Date of Birth
> 3.04 Race
> 3.05 Ethnicity
> 3.06 Gender

This information is collected the first time the record is created for the client (which may be by the RHY project, or if the client was served elsewhere in the homeless provider community first – by that provider). When enrolling a client who already has a record created and shared (with consent) within the HMIS, verify that this information is correct and update it as needed. Be sure if you are updating the element information (e.g., name, social security number), you also update the data quality information for the element, as needed.

3.01 Name

Youth records for Basic Center Program and Transitional Living Programs (TLP, MGH, Demonstration) cannot be submitted anonymously. RHY expects all youth records will contain the full name of the youth being served unless the client has refused to provide the information, in which case at least a partial name in RHY-HMIS is expected to be entered.

Street Outreach Program grantees are expected to capture as much information as is possible at the initial interaction with the client. However, given the nature of street outreach, RHY SOP, like all other street outreach projects in HMIS may gather and enter/edit much of the information over multiple interactions or contacts. Grantees should enter and edit the data as they become aware of it. Initial name records may, for example, be "Youth in Raiders cap." Upon further interactions, the case manager might be able to fully engage the youth to create a full named record in HMIS.

General Collection information:
- o "Full name reported" should be selected for Name Data Quality if complete, full first and last names have been recorded. To avoid duplicate record creation, the full first name should be used (e.g., James vs. Jim) and the last name should be recorded as the individual has it recorded on their official legal documents (driver's license, social security card, etc.).
- o Select "Partial, street name or code name reported" in the following circumstances: 1) a partial, short, or nickname was used instead of the full first name; 2) a street name or code name was used for street outreach clients at initial intake and until the client was able to supply their full legal name; 3) a name modification was used for victims of domestic violence or trafficking for security reasons; and 4) for any other reason the name does not match the clients full name as it would appear on identification.
- o Select "Client doesn't know" when client does not know their name. Use "Client doesn't know" vs. "Partial, street name or code name reported" if the client did not know or was unable to provide their name. Do not make up a false name if the client doesn't know their name.
- o Select "Client refused" when client refuses to provide their name. Use "Client refused" instead of "Partial street name or code name reported" if the client refused to tell you their name. Do not make up a false name if the client refused to provide you a name.

3.02 Social Security Number

RHY expects the Social Security Number (SSN) to be collected for all youth. Use the following guidance to determine the most appropriate way to record the social security number. The federal statute at 5 U.S.C. § 552a prohibits a government agency from denying shelter or services to clients who refuse to provide their SSN. For general data collection information on this element, refer to the HMIS Data Standards Manual.

- o Full SSN Reported: A complete and valid SSN is provided.
- o Approximate or partial SSN reported: Any SSN other than a complete and valid 9-digit SSN, regardless of the reason, is provided.
- o Client doesn't know: A client does not know or does not have a SSN.
- o Client refused: A client refuses to provide any part of their SSN, regardless of the reason.
- o Data not collected: When leaving SSN blank for any other reason not identified above

3.03 Date of Birth

Date of Birth (DOB) is important in order to document that youth served are within the age ranges allowed under RHY.

RHY expects a full DOB is collected. However, if only the year or the month and year are known, follow the instructions for local HMIS data entry. For general data collection information on this element, refer to the HMIS Data Standards Manual. If the client cannot remember their birth year, it may be estimated by asking the youth's age and calculating the approximate year of birth. If a client cannot remember the month or day of birth, record an approximate date of '01' for month and '01' for day. CoCs that already have a policy of entering another approximate date may continue to use their existing policy. Select 'approximate or partial date of birth' In the case of estimating a youth's age using a year of birth.

3.04 Race

Race is used to count the number of persons who identify themselves within one or more of five different racial categories. In the October 30, 1997 issue of the Federal Register (62 FR 58782), the Office of Management and Budget (OMB) published "Standards for Maintaining, Collecting, and Presenting Federal Data on Race and Ethnicity." All existing federal recordkeeping and report requirements must be in compliance with these Standards as of January 1, 2003. These data standards follow the OMB guidelines. For general data collection information on this element, refer to the HMIS Data Standards Manual.

3.05 Ethnicity

Ethnicity is used to count the number of persons who do and do not identify themselves as Hispanic or Latino. For general data collection information on this element, refer to the HMIS Data Standards Manual.

3.06 Gender

Gender is used to count the number of clients who identify as Male, Female, Trans Female (MTF), Trans Male (FTM), or Gender non-conforming. For general data collection information on this element, refer to the HMIS Data Standards Manual.

3.07 Veteran Status

Veteran status is used to count the number of clients who are veterans of the United States armed forces.

Veteran status is only applicable to TLP, MGH and Demonstration projects based on age requirements. BCP shelter projects should automatically set veteran status to "no." It may not be possible to enter veteran status in some HMIS software unless the youth being served is age 18 or older, as data collection is only required for adults. If the RHY youth turns 18 during their project stay, some HMIS systems will automatically enter "no" for the youth for Veteran Status, while other HMIS systems will require the grantee to manually enter the data. Check with your HMIS Lead on your systems functionality for veteran status to know if you will need to update the record manually. For general data collection information on this element, refer to the HMIS Data Standards Manual.

3.08 Disabling Condition

Disabling condition is used to count the number of clients who have a disabling condition at project start. A disabling condition combined with the length of time homeless determine if the individual is chronically homeless for HUD eligibility purposes. It is collected at project start and then edited as necessary to reflect new information about the client.

An HMIS may be programmed to automatically determine if a client has a disabling condition based on the responses provided under special needs or the user may be required to record whether the client has a disabling condition based on one or more of the following:

- A physical, mental, or emotional impairment, including an impairment caused by alcohol or drug abuse, post-traumatic stress disorder, or brain injury that:
  1. Is expected to be long-continuing or of indefinite duration;
  2. Substantially impedes the individual's ability to live independently; and
  3. Could be improved by the provision of more suitable housing conditions.

- A developmental disability, as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (42 U.S.C. §15002); or

- The disease of acquired immunodeficiency syndrome (AIDS) or any condition arising from the etiologic agency for acquired immunodeficiency syndrome (HIV).

A client receiving Supplemental Security Income (SSI), Social Security Disability Insurance (SSDI), VA Service-Connected Disability Compensation, or VA Non-Service-Connected Disability Pension should be noted as "Yes" for Disabling Condition. For general data collection information on this element, refer to the HMIS Data Standards Manual.

3.10 Project Start Date

The project start date is used to determine the start of a client's period of participation with a project. All projects need this data element for reporting; residential continuum projects need it to measure lengths of stay, and services-only continuum projects need it to determine the amount of time spent participating in the project.

- BCP – Emergency Shelter – The project start date is the night the client first stayed in the shelter for the consecutive shelter period from start to exit.
- BCP – Homelessness Prevention - The project start date is the date the client first receives out-of-shelter services.
- TLP, MGH and Demonstration projects with residential components - The project start date is the date of the first night of residence for the client in the project.
- SOP – The Project start date is the date of first contact with the client. SOP projects should record a separate contact in addition to the Project Start Date.

The purpose of the project exit date is to determine the end of a client's period of participation with a project. All projects need this data element for reporting; residential continuum projects need it to measure lengths of stay, and other projects need it to determine the amount of time spent participating in the project.

RHY Specific Instruction:

For BCP Emergency Shelter, the exit date would represent the last day of continuous stay in the shelter before the client transfers to another residential project or otherwise stops residing in the project, regardless of funding source. For example, if a person checked into an overnight shelter on January 30, 2014, stayed overnight and left in the morning, the exit date for that shelter stay would be January 31, 2014.

The RHY Act allows youth to receive up to 21 days of emergency shelter through BCP programs. Alternative funds may be used to support the youth after the limit of FYSB funding has been reached. The project exit date should indicate when the youth actually exited the shelter, rather than when the youth reaches the allowable RHY limit under FYSB funds. A change in program status should be noted in the case notes for the client. This will allow for a more accurate account for how long the youth remains in care and the destination outcomes.

For TLP, MGH, and TLP Demonstration Projects, the exit date would represent the last day of continuous stay in the project, before the client transfers to another residential project or otherwise stops residing in the project.

The RHY Act allows up to 18 months of shelter and services through the Transitional Living and Maternity Group Homes (up to 21 months in certain cases). Alternative funds may be used to support the youth after the limit of FYSB funding has been reached for up to 24 months. The project exit date should indicate when the youth actually exited the project, rather than when the youth reaches the allowable RHY limit. This will allow for a more accurate account of how long the youth remains in care and the destination outcomes.

For BCP Homelessness Prevention, the exit date should represent the last day a service was provided. The exit date should coincide with the date the client is no longer considered a project participant. Projects must have a clear and consistently applied procedure for determining when a client who is receiving services is no longer considered a client. For example, if a youth is dropping in regularly to connect with a worker and receive advice/support as part of an ongoing effort to prevent their homelessness, the last date of service is the date of the last client contact or when the worker is able to close the case. If a client uses a service for just one day (i.e., starts and stops before midnight of same day), then the *Project Exit Date* may be the same as the *Project Start Date*.

For SOP, the exit date should be the date in which the Street Outreach worker is able to transfer the case to another youth provider case worker (shelter, transitional housing, permanent housing) or no longer needs to provide services to the youth. A client with an open record (i.e., project start without a project exit) for a community-defined extensive length of time or longer than 90-days in outreach may be either automatically exited from the project or may be flagged for HMIS end user intervention and exit, depending on the functionality the HMIS supports. The CoC may be involved in the determination of "extended length of time" and to which projects the solution is to be applied. The exit date should be the last day a contact was made.

Note: The 2017 Data Standards supports a new element for Aftercare. All BCP and TLP/MGH projects are required to use this element once a youth is exited from the program. The aftercare information is added after the exit date for a minimum of three (3) months.

The purpose is to identify where a youth will stay just after exiting a project for purposes of tracking and outcome measurement.

Select the response category that best describes where the youth will be living after the date on which they exit the project. For BCP – Homelessness Prevention, this may be the same as the place where the client was living during project participation.

Below is a crosswalk of common destination situations and the appropriate HMIS responses for those situations. This list is not exhaustive, and response options for 'Destination' have been modified from prior years; please pay close attention to the response list to ensure an accurate destination is captured for each client. For general data collection information on this element, refer to the HMIS Data Standards Manual.

Common Destination Situations	HMIS Destination Response
Youth has reunified with family and is permanently returning to the home of a parent or legal guardian	Staying or living with family, permanent tenure
Youth is exiting to a RHY funded Host Home shelter or other crisis-based host home	Emergency shelter, including hotel or motel paid for with emergency shelter voucher or RHY-funded Host Home shelter
Youth is exiting to a RHY funded non-crisis host home or other non-crisis host home	Host home (non-crisis)
Youth is exiting to a TLP funded or other transitional housing project	Transitional Housing

3.15 Relationship to Head of Household

This element enables HMIS users to identify one person to whom all other household members can be linked at the time they enter a project. This facilitates the identification and enumeration of households. In addition, specifying the relationship of household members to the head of household facilitates reporting on household composition.

Children born during a residential project enrollment who are expected to live with the residential youth should be entered into the HMIS as of their birth date and then identified as part of the household through this element.

For projects funded by RHY, and where two or more people under age 18 present at a project together (where none of the people presenting are the child of the client being served by a project), each person should be entered as their own record in their own household Entering them separately must not be a barrier to or impact future interventions.

A good rule of thumb to remember is the following
- Each unaccompanied youth is a Head of Household ("Self")
- Youth with child(ren): The youth is a Head of Household ("Self") and the child(ren) is(are) "Head of Household's Child"
- Youth coming together would be considered their own Head of Household (this includes youth who are married or siblings)

The intention is to capture the outcomes for all youth experiencing homelessness for each youth (even if married or siblings).

3.16 Client Location

The Client Location (HUD-assigned CoC Code) is used to link project client data to the relevant CoC and is necessary for projects that operate across multiple CoCs for data export purposes and to ensure accurate counts of persons who are served within a CoC.

An HMIS may automatically populate this field for projects that operate in only one CoC. If there is not an automatic population function in the HMIS or the project may serve clients in multiple CoCs, select or enter the CoC code assigned to the geographic area for the project site where the head of household is being served. A new 'Client Location' record must be created any time a client moves to a project site location in a different CoC while enrolled. 'Information Date' for those records must reflect the date of the data collection.

A Street Outreach Program should populate this field with the CoC code of the project site that the projected is funded to operate in. It is not necessary for workers to change the CoC code when street outreach clients near CoC boundaries cross regularly between boundaries. However, if a street outreach client moves to another CoC's funded location for a longer period of time, the outreach worker may update the CoC code to the new CoC.

3.917 Prior Living Situation

Element 3.917A is to be used for all youth entering a Street Outreach Program or BCP – Emergency Shelter and 3.917B is to be used for youth entering TLP, MGH, Demonstration and BCP – Homelessness Prevention. With this separation and clarification, the definition of chronic homelessness for HUD program eligibility as identified in the final rule in the Federal Register published December 5, 2015 is able to be fully reported through an HMIS.

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 can 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 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 'Prior Living Situation' that *most closely matches* where the youth was living prior to project start. Siblings or other youth 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 Assessment (Coordinated Entry) <u>from an institutional setting</u>:
      i. Indicate if the client was in the institution for <u>less than 90 days</u> and if so, indicate if the client's living situation <u>immediately prior</u> 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 Assessment (Coordinated Entry) <u>from any type of transitional or permanent housing</u>:
      i. Indicate if the client was in the transitional or permanent housing situation for <u>less than 7 nights</u> and if so, indicate if their living situation <u>immediately prior</u> to entering the transitional or permanent housing 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 <u>actual or approximate date</u> 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 <u>number of times</u> 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 <u>total number of months</u> the client has been homeless on the streets, in emergency shelters, or in safe havens in the past three years.

Response Category Descriptions:
"The streets" is being used as short-hand for any place unfit for human habitation (a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground).

For clients that are being served in projects targeted for persons "at-risk of homelessness" such as homelessness prevention, the client would be residing in a housing situation and unless they were residing in that situation for a very short time (less than 7 nights), and immediately prior to that they were homeless, then the questions on length of time on the streets, in ES or SH should not be asked/recorded.

No documentation is required for RHY to document the length of time the youth has been homeless.

For **Street Outreach Program**, the length of time spent homeless is determined by the length of time the youth has spent on the streets or in another place not meant for human habitation. For youth who are couch-surfing or doubled-up in precarious situations, for the purposes of this element, the first month would be counted upon starting in the SOP.

RHY Program Specific Data Element Visibility - Collection Requirements

Within HMIS, different funding sources and projects require collection of different program specific information. The Program Specific Data Elements are elements that are designed and managed by at least one of the HMIS federal partner programs. Some of program specific data elements are collected across most federal partner programs; these are called "Common" Program Specific Data Elements. The table below shows all Program Specific Data Elements in which at least one RHY program component is required to collect information.

Number	Element	BCP - es	BCP - p	MGH	SOP	TLP	DEMO
4.02	Income and Sources			x		x	x
4.03	Non-Cash Benefits	x	x	x		x	x
4.04	Health Insurance	x	x	x	x	x	x
4.05	Physical Disability	x	x	x	x	x	x
4.06	Developmental Disability	x	x	x	x	x	x
4.07	Chronic Health Condition	x	x	x	x	x	x
4.09	Mental Health Problem	x	x	x	x	x	x
4.10	Substance Abuse	x	x	x	x	x	x
4.12	Current Living Situation				x		
4.13	Date of Engagement				x		
R1	Referral Source	x	x	x		x	x
R2	RHY: BCP Status	x	x				
R3	Sexual Orientation	x	x	x	x	x	x
R4	Last Grade Completed	x	x	x		x	x
R5	School Status	x	x	x		x	x
R6	Employment Status	x	x	x		x	x
R7	General Health Status	x	x	x		x	x
R8	Dental Health Status	x	x	x		x	x
R9	Mental Health Status	x	x	x		x	x
R10	Pregnancy Status	x	x	x	x	x	x
R11	Formerly a Ward of Child Welfare/Foster Care Agency	x	x	x		x	x
R12	Formerly a Ward of Juvenile Justice System	x	x	x		x	x
R13	Family Critical Issues	x	x	x		x	x
R14	RHY Service Connections	x	x	x		x	x
R15	Commercial Sexual Exploitation/Sex Trafficking	x	x	x	x	x	x
R16	Labor Trafficking	x	x	x	x	x	x
R17	Project Completion Status	x		x		x	x
R18	Counseling	x	x	x		x	x
R19	Safe and Appropriate Exit	x		x		x	x
R20	Aftercare	x	x	x		x	x

X = data collection is required

Common Program Data Elements

4.02 Income and Sources

Income and sources of income are important for determining service needs of people at the time of project start, determining whether they are accessing all income sources for which they are eligible, describing the characteristics of the population experiencing homelessness, and allowing analysis of changes in the composition of income between start and exit from the project and annual changes prior to project exit.

RHY Projects Requiring Collection: MGH, TLP, DEMO

RHY Specific Instruction: None. For general data collection information on this element, refer to the [HMIS Data Standards Manual](#).

4.03 Non-Cash Benefits

Non-cash benefits are important to determine whether clients are accessing all mainstream program benefits for which they may be eligible and to develop a more thorough picture of their economic circumstances.

RHY Projects Requiring Collection: BCP-p, BCP-es, MGH, TLP, DEMO

RHY Specific Instruction: None. For general data collection information on this element, refer to the [HMIS Data Standards Manual](#).

4.04 Health Insurance

Health insurance information is important to determine whether clients currently have health insurance coverage and are accessing all mainstream project medical assistance benefits for which they may be eligible, and to ascertain a more complete picture of their economic circumstances.

RHY Projects Requiring Collection: SOP, BCP-p, BCP-es, MGH, TLP, DEMO

RHY Specific Instruction: None. For general data collection information on this element, refer to the [HMIS Data Standards Manual](#).

4.05, 4.06, 4.07, 4.09, 4.10 Special Needs

        4.05 Physical Disability
        4.06 Developmental Disability
        4.07 Chronic Health Condition
        4.09 Mental Health Problem
        4.10 Substance Abuse

Special needs are used to identify the special conditions of runaway and homeless youth.

RHY Projects Requiring Collection: SOP, BCP-p, BCP-es, MGH, TLP, DEMO

RHY Specific Instruction: Projects should be especially sensitive to the collection of disability information from clients under the age of 18. In households with children accompanied by an adult 18 and over, children's disabilities should be determined based on an interview with the adult in the household.

RHY does not require documentation of disability on file for any of their projects. For general data collection information on any of the special needs, refer to the [HMIS Data Standards Manual](#).

4.12 Current Living Situation

Formerly named "Contact," all street outreach and other service projects should record each contact with people experiencing homelessness in order to provide information on the number of contacts required to engage the client and to document a current living situation as needed in any applicable project. Each contact a client has with an outreach worker should be recorded in HMIS by recording the client's 'Current Living Situation.'

All street outreach projects are expected to record every contact made with each client, including when the *Project Start Date* or *Date of Engagement* is recorded on the same day. There may or may not be a contact made at project exit. Each SOP contact should be recorded in the client record, the first contact should be the same date as the Project Start Date.

Contacts that require the collection of 'Current Living Situation' include activities such as a conversation between a street outreach worker and client about the client's well-being or needs, an office visit to discuss their housing plan, or a referral to another community service provider.

RHY Projects Requiring Collection: SOP

RHY Specific Instruction: None. For general data collection information on this element, refer to the HMIS Data Standards Manual.

4.13 Date of Engagement

All street outreach projects record the date of engagement to count the number of homeless persons who are engaged by the project. Only one date of engagement is allowed between project start and project exit.

Date of engagement is defined as the date on which an interactive client relationship results in a deliberate client assessment or beginning of a case plan. The date of engagement should be entered into RHY-HMIS at the point that the client has been engaged. It may be on or after the project start date and prior to project exit. If the client exits without becoming engaged the engagement date should be left blank.

RHY Projects Requiring Collection: SOP

RHY Specific Instruction: RHY grantees should keep in mind that only records of clients with a date of engagement are evaluated for data completeness and quality during the biannual upload period to FYSB.

Focus on data quality to ensure that the Date of Engagement is on or after the Project Start Date and before or on the Project Exit Date. For general data collection information on this element, refer to the HMIS Data Standards Manual.

RHY Program Data Elements

R1 Referral Sources

Referral sources indicate the person, place or organization that referred the youth to the project they are entering.

RHY Projects Requiring Collection: BCP-p, BCP-es, MGH, TLP, DEMO

Enter one referral source that most closely matches the youth's answer for each head of household. For example, for youth referred by a TLP or MGH program, the referral source would be "Residential Project." If more than one organization provided a referral, enter only one that most closely matches the referral source. If entering from an outreach project, also enter the number of times approached by outreach prior to entering the project.

R2 RHY - BCP Status

This element serves a three-fold purpose:
   A. Enables a BCP emergency shelter to record a youth that is not eligible under the FYSB-RHY program and collect information about them. Upon reporting to RHY for the federal transfer, RHY is then able to remove these youth from their program and congressional reports.
   B. Facilitates the local CoC and HMIS to utilize participation in BCP as part of their point-in-time and other counts and measures.
   C. Identifies the number of runaway youth.

RHY Projects Requiring Collection: BCP-p, BCP-es

The RHY-BCP status occurs on the date when eligibility for RHY Services has been determined. The RHY-BCP date of status determination may be on or after the project start date. If the status is identified as "No," the worker must select one of the following reasons for not being able to fund services using RHY funding. The project can continue to provide services to youth not eligible for RHY, as long as the funding does not come from the RHY grant.

   1. "Out of Age Range": refers to youth who have reached the age of 18 and are thereby ineligible for Basic Center Program shelter per RHY program regulations.
   2. "Ward of the State": pertains to youth who are currently the responsibility of child welfare or foster care services.
   3. "Ward of the Criminal Justice system": defines youth who are currently under a court order to attend a residential juvenile facility.
   4. "Other": youth who are not eligible for Basic Center Program shelter services for reasons not covered by other responses.

If the status is identified as "Yes," then identify if the youth is a runaway, meaning an individual under 18 years of age who absents himself or herself from home or place of legal residence without the permission of a parent or legal guardian. 42 U.S.C. §5701 et seq.

R3 Sexual Orientation

The purpose is to identify the sexual orientation of all heads of household and adults served in RHY programs.

RHY Projects Requiring Collection: SOP, BCP-p, BCP-es, MGH, TLP, DEMO

The response options include: Heterosexual, Gay, Lesbian, Bisexual, Questioning/Unsure, Other, Client doesn't know, and Client refused. Any questions regarding a client's sexual orientation must be voluntary and clients must be informed prior to responding of the voluntary nature of the question and that their refusal to respond will not result in a denial of services. It is important that this measure be updated if a youth discloses this information at a later time when a trusting relationship is established. In the case of "pansexual" or "asexual" or other options that may not be listed, RHY grantees are instructed to select the "Other" and to describe the "Other" response in a separate text response option should the client choose to provide a response to this question.

R4 Last Grade Completed

The purpose is to identify the educational attainment of youth served in RHY projects as well as, when appropriate, measure a change in education from project start to project exit for all head of households and youth.

RHY Projects Requiring Collection: BCP-p, BCP-es, MGH, TLP, DEMO
Choose one response category describing the last grade level completed by the client at the time of project start. At project exit, indicate the last grade completed by the client as of the date of exit.

R5 School Status

The purpose is to identify the educational status of youth served in RHY projects as well as, when appropriate, measure a change in school status from project start to project exit for all head of households and youth.

RHY Projects Requiring Collection: BCP-p, BCP-es, MGH, TLP, DEMO

Choose one response category describing the client's school status. If the client is currently in school and school is not in session at the time of the client's project start, this question pertains to the prior school year.

1. *"Attending School Regularly"*- The youth is enrolled in an educational program and attends classes regularly, without extended absenteeism.
2. *"Attending School Irregularly"* - The youth is enrolled in an educational program and attends classes 1-3 days per week on average.
3. *"Graduated High School"* - The youth has earned a high school diploma.
4. *"Obtained GED"* – The youth has earned a GED.
5. *"Dropped Out"* - The youth has formally withdrawn from school prior to completing the course of study.
6. *"Suspended"* - The youth has been temporarily removed from school through official school action.
7. *"Expelled"* - The youth has been permanently removed from school through official school action.
8. *"Client Doesn't Know"* – The client did not know about their school status.
9. *"Client Refused"* – The client refused to answer the question.

R6 Employment Status

The purpose is to assess a client's employment status and need for employment services as well as, when appropriate, measure a change in employment from project start to project exit for all head of households and adults.

RHY Projects Requiring Collection: BCP-p, BCP-es, MGH, TLP, DEMO

Enter the date that the information was collected from the client or to which the information is relevant. For example, if information is collected several days after project start, it may be entered using an *Information date* that is the same as the start date as long as the information accurately reflects the client's income as of the start date. Select the response category that most accurately reflects the client's employment status.

Response Category Descriptions:

1. *"Full-time"* – Youth is employed full-time.
2. *"Part-time"* – Youth is employed part-time.
3. *"Seasonal/sporadic (including day labor)"* – Youth is employed occasionally, with periods of unemployment interspersed with employment. This includes summer or holiday-specific employment.
4. *"Looking for work"* – Youth is not employed and is actively looking for work.
5. *"Unable to work"* – Youth is not employed because he or she is unable to work due to a physical disability, a developmental disability, or an illness.
6. *"Not looking for work"* – Youth is not employed and is not looking for employment. This would include persons who are not looking for work because of full-time education, under-age, etc.

R7, R8, R9 Health Status
R7 General Health Status
R8 Dental Health Status
R9 Mental Health Status

Information on health status (general health, dental health, and mental health) is a first step to identifying what types of health services a client may need. This element permits comparison between homeless youth to other youth their age as well as measure a change in status from project start to project exit for all heads of household and adults.

The general health status is a scale from 1 to 5, where 1 is excellent and 5 is poor. Thus, a lower health score at exit actually indicates an increase in well-being, and a higher score at exit indicates a decline in well-being.

RHY Projects Requiring Collection: BCP-p, BCP-es, MGH, TLP, DEMO

Ask the youth to select the response which best describes their health: excellent, very good, good, fair, poor, client doesn't know, or client refused.

R10 Pregnancy Status

The purpose is to determine the number of women starting projects while pregnant and to determine eligibility for benefits and need for services.

RHY Projects Requiring Collection: SOP, BCP-p, BCP-es, MGH, TLP, DEMO

Indicate if any female adult in the household, or minor female head of household (i.e. the female head of household (any age) and/or female youth (age 18+)) is pregnant and, if so, the expected due date. If the expected due date is unknown, projects are encouraged to record as much of the date as known. Default to January, the first day of the month, and current year for any part of the expected due date not known. If a youth becomes pregnant during their project stay, update the information to record the pregnancy.

R11 Formerly a Ward of Child Welfare/Foster Care Agency

The purpose is to identify clients with child welfare or foster care histories.

RHY Projects Requiring Collection: BCP-p, BCP-es, MGH, TLP, DEMO

Choose the response category that indicates whether the client was formerly the responsibility of the child welfare or foster care agency at or before project start: no, yes, Client doesn't know, or Client refused.

R12 Formerly a Ward of Juvenile Justice System

The purpose is to identify clients with juvenile justice system responsibility histories.

RHY Projects Requiring Collection: BCP-p, BCP-es, MGH, TLP, DEMO

Choose the response category to indicate whether the client was formerly the responsibility of the juvenile justice system at or any time before project start: no, yes, Client doesn't know, or Client refused.

R13 Family Critical Issues

The purpose is to identify specific family issues faced by youth in RHY programs that may have contributed to the youth's homelessness or is a factor in family reunification

RHY Projects Requiring Collection: BCP-p, BCP-es, MGH, TLP, DEMO

Choose appropriate response categories to identify the family issues, as identified by staff and the young person for each head of household and adult. These issues should be those of other family members in the household the youth absented, not of the youth themselves or of any of the youth's children.

Response Category Descriptions:

1. *"Unemployment"* – Issues associated with the inability to of an adult member in the youth's family to find and secure steady employment.
2. *"Mental Health Issues"* – Issues related to a family member's mental health status.
3. *"Physical Disability"* - Issues related to a family member's physical disability or impairment.
4. *"Alcohol or Substance abuse"* – Any misuse of alcohol, or legal or illegal drugs within the household.
5. *"Insufficient Income to support youth"* – Issues related to insufficient incomes of the parents/legal guardians to support the basic needs of the youth (e.g., food, clothing, and shelter).
6. *"Incarcerated Parent"* – Issues related to the incarceration of a parent or legal guardian.

R14 RHY Service Connections

The RHY service connections enable projects to report on the services that they either directly provided youth through their project or at their organization or which they facilitated being provided by another provider during the project stay for all heads of household and adults.

RHY Projects Requiring Collection: BCP-p, BCP-es, MGH, TLP, and DEMO

Record the date of the initial service connection in the date field and indicate the type of service. Services which require repeat visits for the same kind of service (e.g. community service/learning, pre-natal care, etc.) are only required to enter the first service of the type (i.e. not one entry for each pre-natal care visit).

The following chart indicates which projects collect which service connections:

RHY Service Connections	BCP-p	BCP-es	TLP& MGH	DEMO
Community service/service learning (CSL)			X	X
Criminal justice /legal services	X	X	X	X
Education	X	X	X	X
Employment and/or training services			X	X
Health/medical care	X	X	X	X
Home-based Services	X			
Life skills training	X	X	X	X
Parenting education for youth with children	X	X	X	X
Post-natal newborn care (wellness exams; immunizations)			X	X
Post-natal care for mother			X	X
Pre-natal care			X	X
STD Testing	X	X		
Street-based Services	X			
Substance abuse treatment	X	X	X	X
Substance Abuse Ed/Prevention Services	X	X	X	X

Response Category Descriptions:
1. "Community service/service learning (CSL)": Activities that involve youth in helping others or the community.
2. "Criminal justice/legal services": Legal services or guidance provided through an attorney or an attorney-supervised paralegal.
3. "Education": Includes learning disability assessment, tutoring, GED preparation, local school enrollment, vocational education, etc.
4. "Employment and training services": Includes services related to helping young people obtain and retain employment, such as assessment, coaching, filling out applications, interviewing, practicing and conducting job searches, referrals, and job maintenance skills.
5. "Health/medical care": Provision of general health care or surgical services by licensed medical practitioners.
6. "Home-based services": Includes any range of services offered at home, usually aimed at keeping a youth from running away or the family stabilized.

7. "Life skills training": Includes formal and informal coaching and training in communications skills, health promotion, conflict/anger management, assertiveness, goal setting, budgeting, life planning, nutrition, hygiene, etc.
8. "Parenting education for youth with children": Services designed to build improved parenting skills for RHY clients with children.
9. "Post-natal newborn care": Services and healthcare provided to the baby after birth, including wellness exams and immunizations.
10. "Post-natal care for mother": Services and healthcare provided to the mother after birth, including wellness exams and immunizations.
11. "Pre-natal care": Services and healthcare provided to expectant clients to ensure a healthy pregnancy, labor, and delivery.
12. "STD testing": Procedures to test for a range of Sexually Transmitted Infections (STIs)
13. "Street-based Services": Services provided to youth on the street, including gateway services, assessment, harm reduction, crisis stabilization, and continuum service linkages.
14. "Substance Abuse Treatment": Any research-based youth treatment service aimed at stopping substance use disorders and related problems.
15. "Substance Abuse Ed/Prevention Services": Comprehensive assessment of an individual's current or past involvement with alcohol and/or drugs and/or provision of treatment, including screening, aimed at stopping their substance abuse.

R15 Commercial Sexual Exploitation/Sex Trafficking

The purpose is to assess the extent of sexual exploitation among homeless youth.

RHY Projects Requiring Collection: SOP, BCP-p, BCP-es, MGH, TLP, DEMO

RHY grantees are encouraged to use the following language to collect the fields in this data element:

Field Name	RHY preferred wording
Ever received anything in exchange for sex (e.g. money, food, drugs, shelter)	"Have you ever received anything in exchange for having sexual relations with another person, such as money, food, drugs, or shelter?"
If yes to 1 - In the last three months	If they say "yes" to the question above, then ask "Has it been in the past three months?"
If yes to 1 - How many times	"How many times have you received something in exchange for having sexual relations with another person, such as money, food, drugs, or shelter?"
If yes to 1 - Ever made/persuaded to have sex in exchange for something	"Did someone ever make you or persuade you to have sex with anyone else in exchange for something, such as money, food, drugs or shelter?"
If yes to Dependent C – In the last three months?	If they say "yes" to the question above, then ask "Has it been in the past three months?"

R16 Labor Exploitation/Trafficking

The purpose is to assess the extent of labor exploitation among homeless youth.

RHY Projects Requiring Collection: SOP, BCP-p, BCP-es, MGH, TLP, DEMO

RHY grantees are encouraged to use the following language to collect the fields in this data element:

Field Name	RHY preferred wording
Ever afraid to quit/leave work due to threats of violence to yourself, family, or friends	"Have you ever been afraid to leave or quit a work situation due to fears of violence or other threats of harm to yourself, family or friends?"
Ever promised work where work or payment different than you expected	"Have you ever been promised work where the work or payment ended up being different from what you expected?"
If yes to 1 – Felt forced, pressured or tricked into continuing the job	"Did you feel forced, pressured or tricked into continuing this job?"
If yes to 1 – In the last 3 months	"Have you had any jobs like these in the last 3 months?"

R17 Project Completion Status

The purpose is to identify whether the youth completed the project or exited without completion. This data is only collected on heads of household and adults at project exit.

RHY Projects Requiring Collection: BCP-es, MGH, TLP, DEMO

Choose one response category that describes the youth's project completion status. If the youth, was expelled or was otherwise involuntarily discharged from the project, choose the major reason for leaving.

Response Category Descriptions:

1. "Completed project" – The youth completed the project.

2. "Youth voluntarily left early" – The youth voluntarily terminated from the project to pursue other opportunities. These could include: a safe appropriate independent living situation an educational or vocational opportunity; military service or any other positive disposition.

3. "Youth was expelled or otherwise involuntarily discharged from project" – The youth was involuntarily terminated from the project with no plan or invitation to return.

   - *Criminal activity/Destruction of Property/Violence* – Youth left for displaying behavior that was a threat to safety to themselves, others, or property.
   - *Non-compliance with Project Rules* – Youth refused to follow program rules or participate in activities as outlined in their plan.
   - *Non-payment of Rent/Occupancy Charge* – Youth failed to make full or partial payments for their accommodations per rental or lease agreement.
   - *Reached Maximum Time Allowed by Projects* – Youth reached maximum time allowed by the project without completing goals as out lined in their goal plan.
   - *Project Terminated* – Youth required to exit the project prematurely as a result of a closure of the program or facility.
   - *Unknown/Disappeared* – Youth was exited from the project after absenting themselves without developing an exit plan or providing notification of destination.

Note: A youth who is exited from a program because of their disappearance without advanced planning or notice, should be accurately reflected in Data Element 3.12 Destination, as "No exit interview."

R18 Counseling

The purpose of this element is to identify the type and amount of counseling received by adults and heads of households enrolled in RHY projects.

RHY Projects Requiring Collection: BCP-p, BCP-es, MGH, TLP, Demo

Counseling per the RHY Rule [45 CFR §1351] means the provision of guidance, support, referrals for services including, but not limited to, health services, and advice to runaway or otherwise homeless youth and their families, as well as to youth and families when a young person is at risk of running away, as appropriate. These services are provided in consultation with clients and are designed to alleviate the problems that have put the youth at risk of running away or contributed to his or her running away or being homeless. Any treatment or referral to treatment that aims to change someone's sexual orientation, gender identity, or gender expression is prohibited.

Indicate if the youth received counselling during their project say and the primary type of counseling received: individual, family, or group counseling. Group counseling may include topical counseling (e.g. substance abuse) and/or peer counseling.

For each youth that received counseling, indicate the total number of sessions the youth received between project start and exit. Also, indicate the number of sessions planned for in the youth's treatment or service plan, and whether a plan is in place to either start or to continue counseling after project exit.

R19 Safe and Appropriate Exit

The purpose of this element is to determine the number of youth who exited to safe and appropriate destinations as determined by the youth (head of household and adult) themselves and as determined by the project/caseworker.

RHY Projects Requiring Collection: BCP-es, MGH, TLP, Demo

Safe and Appropriate Exits per the RHY Rule [45 CFR §1351] means settings that reflect achievement of the intended purposes of the Basic Center and Transitional Living Programs as outlined in section 382(a) of the Act. Examples of Safe and Appropriate Exits are exits to:

1. Private residence of a parent, guardian, another adult relative, or another adult that has the youth's best interest in mind and can provide a stable arrangement, or
2. Another residential program if the youth's transition to the other residential program is consistent with the youth's needs, or
3. Independent living if consistent with the youth's needs and abilities.

Safe and appropriate exits are not exits to:

1. The streets;
2. Locked correctional institute or detention center if the youth became involved in activities that lead to this exit after entering the program;
3. Another residential program if the youth's transition to the other residential program is inconsistent with the youth's needs; or
4. An unknown or unspecified other living situation.

45 C.F.R. §1351.1

For each youth, identify if the exit destination is safe (as defined above); if the youth has a permanent positive adult connection outside of the RHY project; and if the youth has permanent positive community connections outside of the RHY project.

If the youth exits without completing this information, the worker is required to answer the question "Exit destination safe – as determined by the client" with "data not collected" and complete the remaining worker-based responses.

The worker response should be provided by the primary staff person/case worker for the youth served or the staff person the youth most engaged with in the project. The worker's responses should be based on their knowledge of the youth and their situation and be a reflection of the workers best professional judgement. Where workers have not engaged with youth enough to feel comfortable with their knowledge of the young person to render an opinion, they may enter "worker does not know".

R20 Aftercare Plans

The purpose is to identify the extent of aftercare plans which were executed post-exit from the project.

RHY Projects Requiring Collection: BCP-p, BCP-es, MGH, TLP, DEMO

Aftercare per the RHY Rule [45 CFR §1351] means additional services provided beyond the period of residential stay that offer continuity and supportive follow-up to youth served by the program. Aftercare entries that will be considered are those entered from the date of project exit for a minimum of 3 months after the date of exit. Each client must have at least one Aftercare record entered indicating if aftercare was provided (yes/no/client refused). If no aftercare was provided enter the information date as the date of project exit and "no" to aftercare was provided.

For each type of aftercare provided the information date should be the date of the first provision of aftercare service. Then indicate the method of aftercare provision as either:
- Via email or social media contact
- Via telephone
- In person – one-on-one contact
- In person – where the youth participated in a group

A record of each type of aftercare service should be made if a youth receives more than one type. Although after care services can be ongoing, this element only seeks to record the immediate provision of aftercare services. FYSB does not require the creation of a new project to track services beyond 180 days to clients offered after they leave a RHY-funded program.