HMIS STANDARD REPORTING TERMINOLOGY

GLOSSARY

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

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U.S. Department of Housing and Urban Development

Version 2.2

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 reports 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.

Definitions

Unless otherwise noted, this document was written using the language of the 2014 HMIS Data Standards v. 3.0 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

- [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 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

Project type	Active Clients method
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

- [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 an emergency shelter or hotel/motel voucher project. The method for counting bed nights varies based on the Method for Tracking Emergency Shelter Utilization. Bed nights can be recorded using an Entry/Exit Date Method or Night-by-Night Method. A count of nights spent in a project is used to determine [length of stay].

Method 1 – Bed Night - Entry/Exit Date
One method for determining a bed night is based on the comparison between the [project entry date] and [project exit date] (if applicable). The logic below counts bed nights according to these parameters.

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

Where there is more than a single project stay in a given report date range, each of the calculated bed nights should be summed together for the total bed nights.

Remove [report start date] from above formula if the count of bed nights extends outside 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. If the HMIS solution bed management functionality can store historical information on the actual night(s) of occupancy separately for each client, it can be used as an alternative to project entry and exit dates to track the actual nights a client stays in a residential project. For instance, a seasonal emergency shelter might enroll a client in a project using the [project entry date] the first time the person stays in the shelter. The project might then prefer to track the actual nights the person stayed throughout the season, rather than entering and exiting the individual every time the person left the project. At the end of the season, or after a specified period of non-attendance, the person would be exited from the project creating a [project exit date].

Bed management systems used to track actual lengths of stay for projects must: (1) restrict each bed to one person, such that a bed cannot be assigned to more than one person at any given time; (2) maintain historical bed utilization data for reporting purposes; and (3) provide a mechanism to aggregate distinct nights stayed to calculate each client's total length of stay in the project. If using a bed management system to track shelter stays, the project must record every night of shelter stayed for every client served, mirroring the requirements for project entry and exit date. The logic below counts bed nights according to these parameters.

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]

Where there is more than a single project stay in a given report date range, each of the calculated bed nights should be summed together for the total bed nights.

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

Chronically Homeless Status (Priorities 1 & 2)[1]

HMIS Data Standards fields referenced

- [project type] (2.4)
- [method for tracking emergency shelter utilization] (2.5)
- [project entry date] (3.10)
- [disabling condition] (3.8)
- [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)
- [time on streets emergency shelter or safe haven] (3.17)

A client's chronic homelessness status should be based on HMIS data elements. Each client has a chronic homelessness status at project entry using data from that entry ([data collection stage] = 1). Clients 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 the point in time as time spent homeless. Reporting on point-in-time chronic homelessness for other project types simply uses the client's CH status at project entry.

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[1] Notice on Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status

All household members on a particular project stay are also considered chronically homeless for that project stay if the head of household (who may be a child) or any adult in the household is chronically homeless. This applies to clients regardless of age, relationship to head of household, or any homeless history data specifically on these clients. When reporting on a particular date range, only the members of a household active in that date range can cause other household members to be considered chronically homeless.

Chronic Homelessness status at project entry (CH)

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] = 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 (

[client entering from the streets, es or sh] = yes
or
[project type] = 1 or 4 or 8

)

and (

[approximate date started] <= [project entry date] – 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] = 4 or more times
AND
[total number of months homeless on the street, in ES, or SH in the past three years] >= 12

)

)

Chronic Homelessness status at a point-in-time (CH-PIT)

Clients 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, a client's CH-PIT 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, the Point-In-Time report 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.

For entry-exit projects, 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].

For 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 served. The [information date] on the bed night must be >= [project entry date] and < [project exit date] and <= [point-in-time date] for the date to be included. The [information date] also must be after the month indicated in [project entry date] so as not to count that particular month twice.

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] = 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] = 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] = 4 or more times
        AND
        [total number of months homeless on the street, in ES, or SH in the past three years]
                + [months in project] >= 12
        )

)
```

Contact

HMIS Data Standards fields referenced

- [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 Reporting for UDE

HMIS Data Standards fields reported on for data quality

- [name] (3.1)
- [social security number] (3.2)
- [date of birth] (3.3)
- [race] (3.4)
- [ethnicity] (3.5)
- [gender] (3.6)
- [veteran status] (3.7)
- [disabling condition] (3.8)
- [residence prior to project entry] (3.9)
- [destination] (3.12)
- [relationship to head of household] (3.15)
- [client location] 3.16
- [length of time on street, in an emergency shelter or safe haven] (3.17)

Additional HMIS Data Standards fields required in calculation

- [date of engagement] (4.13)

Data Quality for Universal Data Elements is to be calculated using data from each client's last project stay of the reporting period, providing the most opportunity for complete data entry for a client with multiple stays.

Data Quality reporting should utilize the following logic for a full system or for any subset of data as needed for a particular report. The base definitions will remain the same even when specific data records to include are for the full system, full continuum, or a specific project type.

Data Quality is applicable to all project types. However, when the project type = "Street Outreach" then data quality is only calculated for clients who have been engaged in the project. 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. Therefore, this excludes clients where the following is true:

> [date of engagement] (4.13) is null
> **or**
> [date of engagement] (4.13) > [report end date]

Each logic item below represents a count of all clients in the universe who have a record for the appropriate stay as defined by each report that meets the specified criteria for each element.

Active client – Adults – refers to active clients who are 18 or older either as of the date of project entry or report start date, depending on the report specification.

Active clients – Heads of Households – refers to the active client who is marked as the primary or only family member regardless of age.

Default Value or NULL/BLANK – In 2014, HUD included a value to indicate data is simply missing for an element, not that the client doesn't know or refused to answer, and the HMIS 2014 Data Standards Dictionary defined this default as "99".   Systems may use this value for fields which do not allow a user to proceed forward with data entry without an answer.   This value does not address systems that prevent a user to proceed without an answer to non-pick-list based fields, such as date of birth. In those cases, the user interface may be capturing a System Default Value (DEFAULT) that is equivalent to the NULL/BLANK value and indicates in those systems the data is missing or not collected from the client. Data Quality reporting is designed to determine the accuracy of data being supplied by users and it is inappropriate to use a default value to represent accurate information on a client. Systems which function in this matter must report their system default values as missing where indicated in the following logic.

First or Last Name

Universe: All Active Clients
Client Doesn't Know or Client Refused
If [name (first or last)] is BLANK OR DEFAULT **and** [name data quality] = 8 or 9
Missing
If [name (first or last)] is BLANK OR DEFAULT **and** [name data quality] ≠ 8 or 9

SSN

Universe: All Active Clients
Client Doesn't Know or Client Refused
If [social security number] is BLANK OR DEFAULT **and** [SSN data quality] = 8 or 9
Missing
If [social security number] is BLANK OR DEFAULT **and** [SSN data quality] ≠ 8 or 9

Date of Birth

Universe: All Active Clients
Client Doesn't Know or Client Refused
If [date of birth] is BLANK OR DEFAULT **and** [date of birth type] = 8 or 9
Missing
If [date of birth] is BLANK OR DEFAULT **and** [date of birth type] ≠ 8 or 9

Race

Universe: All Active Clients
Client Doesn't Know or Client Refused
If [race] = 8 or 9
Note: If system collects multiple [race] fields and any [race] not = 8 or 9 – DO NOT include in count
Missing
If [race] = 99
Note: If system collects multiple [race] fields and any [race] not = 99 – DO NOT include in count

Ethnicity

Universe: All Active Clients
Client Doesn't Know or Client Refused
If [ethnicity] = 8 or 9
Missing
If [ethnicity] = 99

Gender

Universe: All Active Clients
Client Doesn't Know or Client Refused
If [gender] = 8 or 9
Missing
If [gender] = 99

Veteran Status

Universe: All Active Clients – Adults
Client Doesn't Know or Client Refused
If [veteran status] = 8 or 9
Missing
If [veteran status] = 99

Disabling Condition

Universe: All Active Clients – Adults
Client Doesn't Know or Client Refused
If [disabling condition] = 8 or 9
Missing
If [disabling condition] = 99

Residence Prior to Project Entry - Type of Residence

Universe: All Active Clients – Heads of Household and Adults
Client Doesn't Know or Client Refused
If [residence prior to project entry] = 8 or 9
Missing
If [residence prior to project entry] = 99

Destination

Universe: All leavers
Client Doesn't Know or Client Refused
If [destination] = 8 or 9
Missing
If [destination] = 99

Relationship to Head of Household

Universe: All Active Clients
Missing
If [relationship to head of household] = NULL

Client Location

Universe: All Active Clients - Heads of Household
<u>Missing</u>
If [location] = NULL

Length of Time on the Street, in an Emergency Shelter or Safe Haven – Continuously homeless for at least one year

Universe: All Active Clients – Heads of Household and Adults
<u>Client Doesn't Know or Client Refused</u>
If [Client entering from the streets, ES, or SH] = 8 or 9
<u>Missing:</u>
If [Client entering from the streets, ES, or SH] = 99

Length of Time on the Street, in an Emergency Shelter or Safe Haven – Number of times the client has been homeless in the past three years

<u>Client Doesn't Know or Client Refused</u>
If [number of times the client has been homeless in the past three years] = 8 or 9
<u>Missing</u>
If [number of times the client has been homeless in the past three years] = 99

Date of Birth / Age

HMIS Data Standards fields referenced

- [date of birth] (3.3)
- [project entry date] (3.10)
- [project exit date] (3.11)

The Date of Birth (DOB) field in HMIS software is a critical element for users to complete. Whenever possible the date of birth is to be recorded as the actual date of birth provided to you by the client.

In addition to the date of birth an HMIS system is required to identify the quality of the data entered. These fields indicate whether the DOB entered is of sufficient quality to use it in reporting. The response choices include: Full DOB reported, Approximate or partial DOB reported, Client doesn't know, and Client refused.

When to use what choice:

1. Full DOB reported: Use this response when you know the client's full birthdate – Month, Day, and Year of birth.
2. Approximate or partial DOB reported: Use this response if you know how old the client is and have then calculated his/her year of birth, e.g. the client tells you in 2013 that he/she is 23 and you enter 1989. Place 01 (Month /January) and 01 (Day) into the system for the rest of the information.
3. Client doesn't know: Use this response if the client does not know or for some other reason cannot tell you his/her age or date of birth.
4. Client refuses: Use this response if the client refuses to tell you his/her age or date of birth.

HMIS Software may elect to make the DOB field a mandatory field to increase data quality and thus in some cases cause you to record a date of birth even if you don't know it. However, reports generated from that software must report the age of a client on any HMIS required reports based on the data quality response choices. In these cases the HMIS Software uses the full DOB and the Approximate/partial DOB to calculate and report on the client's age.   If the Client doesn't know option or Client refused option is marked, despite having a default value entered in

DOB field, the data is to be reported as client doesn't know or client refused, regardless of the value entered. Thus, if you enter "Client doesn't know" but still had to put in a date because the software required it, reports generated out of that software must be programmed to disregard the default date and utilize the "Client doesn't know" option. When utilizing a "Client doesn't know" or "Client refused" response, the software may not be able to determine the type of household being served (i.e. household with children, etc.) and will enter those households in "unknown household types" on reports.

Global Variable: Age

To determine the age of clients for use in reports, a global variable known as Age provides programmers and report consumers with a common construct.

For most reporting needs, a client's age is defined as of project entry or the start of the report, whichever is greater. Therefore, if the client is already in the project as of the report start date, use the client's age as of the start of the report. If the client entered the project after the report start date, use the client's age as of the date of project entry.

If [project entry date] <= [report start date] THEN
Age = [report start date] – [date of birth]
or
If [project entry date] > [report start date] THEN
Age = [project entry date] – [date of birth]

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

Child = any client under the age 18.

Unknown Age = a client with an unspecified birth date or system default value.

Date of Engagement

HMIS Data Standards fields referenced

- [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

- [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

[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.

<u>Unduplicated Household Counts</u>

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.

<u>Unduplicated Household Counts by Individual Attribute</u>

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.

<u>Unduplicated Client Counts by Household Type</u>

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
- [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