Office of Homeless Services HMIS Data Standards 2017-18

This document outlines the HMIS data standards for the OHS Homeless Management Information System for 2017-18, including the up-coming data standard changes. It is intended to give a quick overview of the upcoming changes & what is expected of HMIS end users & agencies. Data Standard Changes Trainings will be made available in the near future. Changes effective October 1, 2017 are highlighted for your convenience.

Expectations of End Users & Agencies

- The responsibility for data quality and completeness is on the end user who enters the data. End users are expected to:
  - Enter data into the system in a timely manner.
  - Record update & annual assessments correctly (if and when they become due).
  - Exit all household members upon project completion.
  - Adhere to privacy & security standards.
- Participating agencies agree to ensure the accuracy of information that staff enters into the system.
- Participating agencies are strongly encouraged to have and follow a data quality monitoring and correction plan.

Data Standards & Security Standards Testing

- All users must complete the Data Standards & Security Standards Testing and must receive a score of 80% or higher to pass.
- Current users will be required to complete testing within a 30 day window of their HMIS activation anniversary. (15 days before & 15 days after the date the user account was activated. Notification will be sent when due.
- All new users must complete testing before gaining access to the system.

- Scores will be displayed to you on the last screen, as well as the correct answers to any questions missed. All scores will be captured in a report and reviewed by OHS HMIS staff.
- The link to the test will be made available at a later date.

Consent

Effective 10/1/2017, providers must obtain informed, signed consent prior to entering any client identifiable information into HMIS. The client must sign an *Authorization to Disclose Client Information* form. Clients that provide permission to enter personal information allow sharing of client and household data within the continuum.

If client refuses to consent, end users should not include the client's First & Last Name, Social Security Number, or Date of Birth in the record. End users should create a name to identify the client record by, indicate it as "Partial, street name, or code name reported" & enter Client Refused for the SSN & DOB. Services are not to be denied if a client chooses not to include personal information.

Universal Data Elements

- HMIS Universal Data Elements are elements required to be collected by all projects participating in HMIS, regardless of funding source.
- Projects funded by any one or more of the federal partners must collect the Universal Data Elements. Projects that are not funded by any federal partner but are entering data as part of the Continuum of Care's HMIS implementation also must collect these elements.

Client Names (3.1)

- HMIS records should use a client's full, legal name whenever possible.
- Names must be properly capitalized.
- Name Data Quality
  - Use "Full name reported" as long as the client's full first and last names are recorded.
  - Use "Partial, street name, or code name reported" if a name that does not match official identification is utilized (e.g., nickname, street name for street outreach clients, etc.).
  - Use "Client doesn't know" if the client does not know their name. You must still create a false/made up name for purpose of recording information in the HMIS.
  - Use "Client refused" if the client refuses to provide their name. You must still create a false/made up name for the purpose of recording information in the HMIS.

Social Security Numbers (3.2)

- HMIS records should have all clients' full SSN.
- If a client declines to give their SSN, ask if they're willing to give the last four digits. If the client agrees, leave the first two SSN fields blank & enter the last four in the last field. If not, then mark "Client refused"
- SSN Data Quality
  - "Full SSN reported" will default. Use if client's full SSN has been provided.
  - Change to "Approximate or partial SSN reported" if any data other than a complete and valid 9-digit SSN is provided.
  - Use "Client doesn't know" if the client doesn't know or have an SSN.
  - Use "Client refused" if the client refuses to provide any part of their SSN.
  - Data not collected: Should not be used, as it indicates that the end user did not ask the client the question.

Date of Birth (3.3)

- HMIS records should have the client's full date of birth for all clients, including children.
- Date of Birth Type
  - Use "Full DOB reported" as long as the client has provided their full date of birth.
  - Use "Approximate or partial DOB reported" if the client cannot remember their full or exact date of birth, but knows their age within one year. Enter January 1 for the date, then the approximate year of birth in the year field.
  - Use "Client refused" if the client refused to provide their date of birth or age.
  - Data not collected: Should not be used, as it indicates that the end user did not ask the client the question.

Race (3.4)

- Ask and record the client's self-reported race. Do not use observations under any circumstances.
- HMIS records can have more than one race indicated. If the client reports more than one race, you are able to select the races indicated, as the table is multi-select. The available responses are:
  - American Indian or Alaska Native: A person having origins in any of the original peoples of North, South, or Central America who maintains tribal affiliation or community attachment.
  - Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, but not limited to: Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
  - Black or African American: A person having origins in any of the black racial groups of Africa.
  - Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
  - White: A person having origins in any of the original people of Europe, the Middle East, or North Africa.
  - Client doesn't know: Use only when the client does not know their race(s) from any of the five options above.
  - Client refused: Use only when the client refuses to identify their race(s) from any of the five options above.
  - Data not collected: Should not be used, as it indicates that the end user did not ask the client the question.

Ethnicity (3.5)

- Ask and record the client's self-reported ethnicity. Never use observations to determine ethnicity.
- Available responses:
  - Non-Hispanic/Non-Latino: A person that does NOT have a Spanish culture of origin, regardless of race.
  - Hispanic/Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture of origin, regardless of race.
  - Client doesn't know: Use only when the client does not know their ethnicity.
  - Client refused: Use only when the client refuses to identify their ethnicity.
  - Data not collected: Should not be used, as it indicates that the end user did not ask the client the question.

Gender (3.6)

- Ask and record the client's self-reported gender. Never use observations to determine client gender. Gender does not have to match legal documents. Available responses:
  - Female: Clients who live or identify as women and were assigned female at birth.
  - Male: Clients who live or identify as men and were assigned male at birth.
  - Trans Female (MTF or Male to Female): Clients who live or identify as women, even though they were assigned male at birth.
  - Trans Male (FTM or Female to Male): Clients who live or identify as men, even though they were assigned female at birth.

Gender (3.6 cont.)

- Gender Non-Conforming: Use for clients who do not identify as exclusively male or female.
- Client doesn't know: Use only when the client does not know their gender.
- Client refused: Use only when the client refuses to identify their gender.
- Data not collected: Should not be used, as it indicates that the end user did not ask the client the question.

- In the event that a client discloses being transgender, staff should ask the client if they would like to have their transgender status recorded in the system or not.
  - An individual who identifies as a transgender man should be offered the option of selecting "male" or "trans male."
  - An individual who identifies as a transgender woman should be offered the option of selecting "female" or "trans female."
- If a client does not identify as male, female, or transgender, the option of "Gender Non-Conforming" should be utilized.

Veteran Status (3.7)

- For the purpose of HMIS, a veteran is:
  - Anyone who has ever been on active duty in the armed forces of the U.S., regardless of discharge status or length of service; or
  - Army, Navy, Air Force, Marine Corps, and Coast Guard: active duty begins when a military member reports to a duty station after completion of training.
  - Reserves and National Guard: active duty is any time spent activated or deployed, either in the U.S. or abroad.

Veteran Status (3.7) cont.

- Anyone who was disabled in the line of duty during active duty training.
- Anyone who was disabled from an injury incurred in the line of duty or from acute myocardial infarction, a cardiac arrest, or a cerebrovascular accident during a period of inactive duty training.

- Available responses:
  - No: Anyone who does not meet the definition of a veteran as defined previously.
  - Yes: Anyone who does meet the definition of a veteran as defined previously.
  - Client doesn't know: Use only when the client does not know if they are a U.S. Military veteran.
  - Client refused: Use only when the client refuses to state if they are a U.S. Military veteran.
  - Data not collected: Should not be used, as it indicates that the end user did not ask the client the question.

Disabling Condition (3.8)

The data collection point for this element is project entry & the field has been moved to the top section of the Universal Data Assessment.

- Please note that if Yes is selected, the disability must also be recorded on the Barrier Assessment & the Condition is Indefinite field must have a response of Yes. Data Quality errors will result if this is not adhered to.

Disabling Condition (3.8) cont.

- For the purpose of HMIS, a disabling condition is one or more of the following:
  - A physical, mental, or emotional impairment caused by alcohol or drug abuse, post-traumatic stress disorder (PTSD), or brain injury that:
    - Is expected to be of long-continuing or of indefinite duration;
    - Substantially impedes the individual's ability to live independently; and
    - 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 (i.e., HIV); or
  - A veteran who is disabled by an injury or illness that was incurred or aggravated during active military service and whose disability meets the disability definition defined in Section 223 of the Social Security Act.
- Available responses:
  - No: Anyone who does not have a disabling condition as defined previously.
  - Yes: Anyone who does have a disabling condition as defined previously.
  - Client doesn't know: Use only when the client does not know if they have a disabling condition.
  - Client refused: Use only when the client refuses to state if they have a disabling condition.
  - Data not collected: Should not be used, as it indicates that the end user did not ask the client the question.

Project Start Date (3.10)

- "Project Entry Date" will be called "Project Start Date" beginning October 1, 2017. The criteria for determining Project Start Date follows:
  - Street Outreach: Date of first contact with the client.
  - Emergency Shelter: Night the client first stayed in the shelter. Night by night shelters will have a project start date and will allow clients to re-enter as necessary without "exiting" and "restarting" for each stay for a specified period.
  - Safe Haven and Transitional Housing: Date the client moves into the residential project (i.e. first night in residence).
  - Permanent Housing, including Rapid Re-Housing: The Project Start Date for the client is the date they are determined eligible, indicate they want to work with the project, and are **anticipated to become housed in a reasonable amount of time**.
    - The expectation is the project has a housing opening (on-site, site-based, or scattered-site subsidy) or expects to have one in a reasonably short amount of time.
  - Other Service Projects: including but not limited to: services only, day shelter, homelessness prevention, coordinated assessment & health care. The date the client first began working with the project and generally received the first provision of service will be the Project Start Date.

Project Exit Date (3.11)

- All members of a household enrolled in a project must be exited from HMIS upon completion & have exit assessments collected.
- Exit Date, Destination & Reason must be captured.
- Criteria for determining Project Exit Date:
  - Residential projects: The last day of a continuous stay in the project before the client transfers to another residential project or otherwise stops residing in the project. 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.
  - Clients in Rapid Re-Housing projects are to be exited after the last RRH service is provided. If eligible RRH case management services are provided past the final date of receiving rental assistance, the client must not be exited until those services cease.
  - Non-residential projects: The last day a contact was made or a service was provided. Projects must have a clear and consistently applied procedure for determining when a client who is receiving supportive services is no longer considered to be participating in the project.
  - For street outreach and supportive services projects: the last date the client was contacted or services were provided. If a client "disappears," the client will be auto-exited from the system after 90 days. Upon notification of auto-exit, end user should begin the exit process. Use the last day the client met with their case worker as the Exit date, select No Exit Interview Complete as the Destination & Unknown/Disappeared as the Reason. (This should be used only when absolutely necessary. If a client "disappears," projects should try to contact the client to determine where they went. The response of "No exit interview completed" is considered a negative outcome, and is reported as missing data.) PATH requires a final case note be recorded whether an exit interview was completed or not.

Destination (3.12)

- Residential projects: Record where the client is expected to move immediately after leaving.
- Non-Residential projects: Record where the client is expected to stay after they complete or stop participation in services. This may be the same place that they were staying prior to starting in the project.
- Select the response that most closely matches where the client will be staying after exiting the project.
- "Permanent Housing for formerly homeless persons" has been changed to "Permanent Housing (other than RRH) for formerly homeless persons."
- A new option of "Rental by client, with RRH or equivalent subsidy" has been added
- "Other" should be used only as a last resort if the client's destination truly cannot be even loosely described by any of the available options. The response of "Other" is considered a negative outcome.
- "No exit interview completed" should be used only when absolutely necessary. If a client "disappears," projects should try to contact the client to determine where they went. The response of "No exit interview completed" is considered a negative outcome, and is reported as missing data.

Relationship to Head of Household (3.15)

- Exactly one individual must be identified as head of household at each project start, including for single individuals.
- When a household is composed of adults and children, an adult must be indicated as the head of household.
- If the head of household leaves the household during the project stay but others remain, another individual must be designated as the head of household.
- If the household is entirely children or youth & no youth is the child of another youth being, each youth must be recorded as their own household.

Housing Move-in Date (3.20)

- Renamed from "Residential Move-in Date" for RRH projects.
- Now required for PSH and other permanent housing projects.
- An update assessment must be collected to record the Housing Move-in Date, the actual date the household moves into the unit.
- If the Project Start Date & the Housing Move-in Date are the same, both can be recorded during project entry.
- All clients enrolled into PSH or other permanent housing projects entered into the HMIS before October 1, 2017 will automatically have this date filled in with their project start date.
- This element was a project specific data element. It is now a universal data element.

Living Situation (3.917)

- These questions help determine if a client appears to be Chronically Homeless.
- Conditional logic applies to this field. In other words, questions appear or disappear based upon answers provided to other questions.
- "Permanent Housing for formerly homeless persons" has been changed to "Permanent Housing (other than RRH) for formerly homeless persons."
- A new option of "Rental by client, with RRH or equivalent subsidy" has been added

Approximate Date Homelessness Started (3.917)

- Determining the approximate date homelessness started:
- Have the client look back to the date of the last time the client had a place to sleep that was not on the streets, ES, or SH.
- The situation the client was in right before entering and additional time spent on the streets, in an emergency shelter, or in a safe haven will determine the date this period of the client's "literal" homelessness began.
- The look back time would not be broken by a stay of less than 7 consecutive nights in any permanent or temporary housing situation nor would it be broken by an institutional stay of less than 90 days (i.e. jail, substance abuse or mental health treatment facility, hospital, or other similar facility).
- If approximate date cannot be determined, HUD allows for the Project Start Date to be used in this field.

Number of Times Homeless (3.917)

- Determining the number of times the client has been on the streets, in ES, or SH in the past three years:
- Including today, count all the different times the client was on the streets, in an emergency shelter, or in a safe haven in the last 3 years where there are full breaks in between.
- Full breaks are defined as:
    - Living in an institution (e.g., hospital, jail) for 90 or more days continuously; or
    - Living in a transitional or permanent housing situation (e.g., rental, hotel, friends/family) for 7 or more nights

Number of Months Homeless (3.917)

- Determining the number of months the client has been on the streets, in ES, or SH in the past three years:
- Count the number of months in which a person spent at least one night on the streets, in ES, or SH in the last 3 years including stays in an institution of less than 90 days or in permanent/transitional housing of less than 7 nights. The current month, even if a partial month, can be counted as a full month.

Common Project Specific Data Elements

- Additional elements are required for different funding sources to satisfy the statutory and regulatory requirements of federally funded projects using HMIS. Project Specific Data Elements are elements that are required by at least one of the HMIS federal partner projects. Some project specific data elements are collected across most federal partner projects and are referred to as “Common” Project Specific Data Elements.

Housing Status (4.1)

- Housing status has been retired.

Income and Sources (4.2)

- All 15 sources must be collected for all adults and heads of household.
- If "yes," the monthly amount must be recorded.
- "Social Security Disability Income" has been renamed "Social Security Disability Insurance"
- Social Security Survivor Benefits must be recorded as "Retirement income from Social Security"
- Military retirement pay must be recorded as "Veteran's Pension"
- Income for minors (e.g., SSI) must be recorded on the head of household's assessment, as income assessments are not collected for clients under the age of 18.

Non-Cash Benefits (4.3)

- All 6 sources of non-cash benefits must be collected for all adults and heads of household.
- The amount of these benefits does not need to be recorded.
- Two sources of non-cash benefits have been removed:
  - Section 8, public housing, or other ongoing rental assistance
  - Temporary rental assistance

Health Insurance (4.4)

- All 10 sources of health insurance must be collected for all clients regardless of age & must have a "yes" or "no" answer.
- Insurance purchased through a health care exchange should be recorded as "Private Pay Health Insurance"

Barriers (4.5 – 4.10)

- All 8 Barrier types must be recorded for all clients regardless of age. If yes, end user will indicate if the condition is indefinite. Please note that if yes is selected, the **disability field** on the **Universal Data Assessment** must have a yes response; if not, a data quality issue will result.
- The following fields will be removed as of October 1, 2017 from all disability elements:
  - Documentation of the disability and severity on file
  - Currently receiving services/treatment for this disability
  - PATH Only: If yes for Mental Health Problem, Alcohol Abuse, Drug Abuse, how confirmed
  - PATH Only: If yes for Mental Health Problem, Serious Mental Illness (SMI) and, if SMI, how confirmed

Barrier Type Definitions, Need-to-Know

- Physical Disability refers to a physical impairment.
- Chronic Health Condition means a diagnosed condition that is more than 3 months in duration and is either not curable or has residual effects that limit daily living and require adaptation in function or special assistance. This can include but is not limited to heart disease, severe asthma, diabetes, arthritis-related conditions, adult onset cognitive impairments, severe headache/migraine, cancer, chronic bronchitis, liver condition, stroke, or emphysema.
- Developmental Disability means a severe, chronic disability that is attributed to a mental or physical impairment (or combination of physical and mental impairments) that occurs before 22 years of age and limits the capacity for independent living and economic self-sufficiency.
- Mental Health Problem refers to a wide range of mental health problems, ranging from situational depression to serious mental illnesses.

Domestic Violence (4.11)

- Domestic Violence Victim/Survivor should be set to “yes” if:
  - The person has experienced any domestic violence, dating violence, sexual assault, stalking or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual’s or family’s primary nighttime residence.
- When experience occurred should be set to the most recent incidence of domestic violence.
- Currently fleeing should be set to “yes” if:
  - The person is fleeing, or attempting to flee, the domestic violence situation, or
  - Is afraid to return to their primary nighttime residence.

Contacts (4.12)

- **Collected ONLY by Street Outreach and PATH projects**
- Must be collected each time the project interacts with the client, including but not limited to:
  - Conversations between street outreach worker and client about their well-being or needs
  - Office visits to discuss housing or treatment plans
- As of 10/1/17, end users will record the date of each contact, and indicate whether or not the client is living on the streets, in EH or SH at the time of contact. (Formerly, end users would record where the contact took place.)
- It should be noted that for **RHY Street Outreach**, the 3 contact service responses (Information & Brochures, Health & Hygiene Items, and Food & Drink) will be retired as of October 1, 2017. End users will only indicate a contact was made.

Date of Engagement (4.13)

- **Collected ONLY by Emergency Shelter Night by Night, Street Outreach and PATH Projects**
    - Must be recorded when the client becomes engaged and an intentional assessment is conducted with the project.

Bed-night Date (4.14)

For night-by-night shelters, a bed night date shows that the client has utilized a bed on the date indicated. There should be a bed night date recorded on the project start date into the shelter; additional bed night dates must be after the project start date and *before* the project exit date.

HHS-PATH Only Required Elements (P1 - P4)

- The following data elements are required only by PATH. These elements have been assigned new numbers, which will be used effective 10/1/2017. No other changes have been made unless indicated.
    - P1 Services Provided - PATH Funded (formerly 4.14A)
    - P2 Referrals Provided - PATH (formerly 4.16A) - Collection of data related to referrals to job training, educational services, and housing services will be required as of 10/1/2017
    - P3 PATH Status (formerly 4.20)
    - P4 Connection with SOAR (formerly 4.21) - Collection for VA - SSVF required for both Homelessness Prevention and Rapid Re-Housing projects as of 10/1/17

HHS-RHY Only Required Elements (R1 - R20)

- The following data elements are required only by RHY. Some are new, while existing ones have been renamed and/or have been assigned new numbers.
  - R1 Referral Source
  - R2 RHY-BCP Status
  - R3 Sexual Orientation
  - R4 Last Grade Completed
  - R5 School Status
  - R6 Employment Status
  - R7 General Health Status
  - R8 Dental Health Status
  - R9 Mental Health Status
  - R10 Pregnancy Status
  - R11 Formerly a Ward of Child Welfare/Foster Care Agency
  - R12 Formerly a Ward of Juvenile Justice System
  - R13 Family Critical Issues
  - R14 RHY Service Connections
  - R15 Commercial Sexual Exploitation/Trafficking
  - R16 Labor Exploitation/Trafficking
  - R17 Project Completion Status
  - R18 Counseling
  - R19 Safe and Appropriate Exit
  - R20 Aftercare Plans

Referrals Provided by RHY (4.16B)

- As of October 1, 2017, referrals provided by will be retired & the following referral service items will be inactivated:
  - Child Care Non-TANF
  - SNAP (Supplemental Nutritional Assistance Program
  - Education – McKinney/Vento Liaison Assistance to Remain in School
  - HUD Section 8 or Other Permanent Housing Assistance
  - Individual Development Account
  - Medicaid
  - Mentoring Program Other than RHY Agency
  - National Service (AmeriCorps, VISTA, Learn & Serve
  - Other Public – Federal, State or Local Program
  - Private Non-profit Charity or Foundation Support
  - SCHIP
  - SSI, SSDI, or other Disability Insurance
  - TANF or other Welfare/Non-Disability Income Maintenance (all TANF Services)
  - Unemployment Insurance WIC Workforce Development (WIA)

RHY Referral Source (R.1)

- Referral sources (who referred youth for services) for BCP, TLP & MGH projects will be streamlined as of October 1, 2017. The available options will be:
    - Self-Referral
    - Individual: Parent/Guardian/Relative/Friend/Foster Parent/Other Individual
    - Outreach Project (If this is selected as the referral source, a conditional question will populate asking how many times the client was approached by outreach prior to entering project)
    - Temporary Shelter
    - Residential Project:
    - Hotline
    - Child Welfare/CPS
    - Juvenile Justice
    - Law Enforcement/ Police
    - Mental Hospital
    - School
    - Other Organization
    - Client doesn't know
    - Client refused
    - Data not collected: Should not be used, as it indicates that the end user did not ask the client the question.

RHY BCP Status (R2)

- This BCP Project element has several changes effective 10/1/17:
  - The term "FYSB Youth" has been replaced with the wording"Youth Eligible for RHY Services".
  - The data collection stage is officially Project Start
  - A conditional logic question has been added. If the client is identified as "Youth Eligible for RHY Services", the system will ask if the youth is a Runaway Youth. Responses available are:
    - No
    - Yes
    - Client Doesn't Know
    - Client Refused
    - Data Not Collected: Should not be used, as it indicates that the end user did not ask the client the question.

RHY Last Grade Completed, School Status & Employment Status (R6)

- RHY Last Grade Completed, School Status & Employment Status for BCP, TLP & MGH projects will be collected at both Project Entry & Exit as of October 1, 2017.

RHY Family Critical Issues (R13)

- RHY Young Person's Critical Issues for BCP, TLP & MGH projects will be streamlined & renamed RHY Family Critical Issues 10/1/17. The available options will be:
  - Unemployment – Family Member
  - Mental Health Issues – Family Member
  - Physical Disability – Family Member
  - Alcohol or Substance Abuse – Family Member
  - Insufficient Income to Support Youth – Family Member
  - Incarcerated Parent of Youth

RHY Service Connections (R14)

- RHY Service Connections for BCP, TLP & MGH projects will be adjusted & streamlined as of 10/1/17. The available options will be:
  - Community service/service learning
  - Criminal Justice/Legal Services
  - Education
  - Employment and/or Training Services
  - Health/Medical Care
  - Home-based Services
  - Life Skills Training
  - Parenting Education for Youth with Children
  - Post-natal newborn care (wellness exams; immunizations
  - Post-natal care for mother
  - Pre-natal care
  - STD Testing
  - Street Based Services (**BCP Prevention only**)
  - Substance abuse treatment
  - Substance Abuse Ed/Prevention Services

RHY Commercial Sexual Exploitation/Sex Trafficking and Labor Exploitation/Trafficking (R15)

- The data collection point for these elements has been changed. These elements will be collected at Project Exit as of October 1, 2017 instead of Project Entry. Collected for BCP, TLP & MGH Projects.

RHY Project Completion Status (R17)

- This element for BCP (shelter only), TLP & MGH projects will be streamlined as of October 1, 2017.
  - Completed project - For this response, there will no longer be conditional questions that populate.
  - Youth voluntarily left early – this response remains unchanged
  - Youth was expelled or otherwise involuntarily discharged from project – this response remains unchanged and continues to populate the additional conditional responses for the Major Reason Why:
    - Criminal activity/destruction of property/violence
    - Non-compliance with project rules
    - Non-payment of rent/occupancy charge
    - Reached maximum time allowed by project
    - Project terminated
    - Unknown/Disappeared

RHY Counseling (R18)

- This is a new element for BCP, TLP & MGH projects that will go into effect as of October 1, 2017. The element includes conditional logic questions & the data will be collected at Project Exit as follows:
  - Counseling Received by Client
    - No
    - Yes
  - If Yes, identify types of counseling received
    - Individual
    - Family
    - Group
  - If Yes, identify the number of sessions received by exit
    - (record a number from 1 - 48)
  - Total number of sessions planned in youth's treatment or service plan
    - (record a number from 1 - 48)
  - A plan is in place to start or continue counseling after exit
    - No
    - Yes

RHY Safe & Appropriate Exit (R19)

- This is a new element for BCP (shelter only), TLP & MGH projects that will go into effect as of 10/1/17. The data will be collected at Project Exit as follows:
    - Exit Destination Safe as Determined by Client
        - No
        - Yes
        - Client Doesn't Know
        - Client Refused
        - Data Not Collected: Should not be used, as it indicates that the end user did not ask the client the question.
    - Exit destination safe – as determined by the project/caseworker
        - No
        - Yes
        - Worker Doesn't Know
    - Client has permanent positive adult connections outside of project
        - No
        - Yes
        - Worker Doesn't Know
    - Client has permanent positive peer connections outside of project
        - No
        - Yes
        - Worker Doesn't Know
    - Client has permanent positive community connections outside of project
        - No
        - Yes
        - Worker Doesn't Know

RHY Aftercare Plans (R20)

- This is a new element for BCP, TLP & MGH projects that will go into effect as of October 1, 2017. The element includes conditional logic questions & the data will be collected within 180 days after Project Exit as follows:
    - Aftercare was provided
        - No
        - Yes
        - Client Refused
    - If Yes, identify the primary way it was provided
        - Via email/social media
        - In person: one on one
        - In person: group

RHY Family Reunification Achieved (4.38)

- This element will be retired as of October 1, 2017.

Update Assessments

- All clients who experience any significant change during a project enrollment must have an update assessment completed. Changes to the following must be recorded:
  - Client Location
  - Housing Move-in Date
  - Income & Sources
  - Non-Cash Benefits
  - Health Insurance
  - Physical Disability
  - Developmental Disability
  - Chronic Health Condition
  - HIV/AIDS (when collected)
  - Mental Health
  - Substance Abuse
  - Domestic Violence
  - Contact
  - Date of Engagement
  - Bed-Night Date

Annual Assessments

- Prior to October 1, 2017, all clients in a project for 365 days or more had to have an annual assessment within a 60-day window around ***their own*** anniversary date. Beginning October 1, 2017, all clients must have an annual assessment within a 60-day window around ***their Head of Household's* anniversary date**. The 60-day window begins 30 calendar days before the HOH's project start anniversary and ends 30 days after the HOH's anniversary. Annual assessments must **be recorded for all enrolled household members on this date regardless of their own start date in the project and regardless of whether anything has changed**.