

2017 HUD HMIS DATA STANDARDS CHANGES

SUMMARY OF CHANGES IMPACTING UNIVERSAL & COMMON PROGRAM SPECIFIC DATA ELEMENTS

This document outlines the changes to Minnesota’s HMIS effective October 1, 2017 and is a supplement to the 2017 HUD HMIS Data Standards Changes video training, found [here](#). ServicePoint will be updated on September 30, 2017 after 2:00 AM Central Time to align with the changes and new data collection forms will be available by or before 10/1/2017 at <http://hmismn.org/forms-and-instructions/>. Changes only affect clients still enrolled in your project as of October 1, 2017 and new clients going forward.

In the tables below, the column **2017 Change** describes the data element change and the **ServicePoint Instruction** column is geared towards HMIS Users/data entry staff.

UNIVERSAL DATA ELEMENTS

2017 CHANGE	SERVICEPOINT INSTRUCTION
<p style="text-align: center;">3.6 GENDER <i>Wording changes to picklist values</i></p> <ul style="list-style-type: none"> • Now “Trans Female (MTF or Male to Female)” • Now “Trans Male (FTM or Female to Male)” • Now Gender Non-Conforming (i.e. not exclusively male or female) 	<p>Data entered prior to 9/30/2017 using the retired picklist values will be mapped over to the new picklist values. Use the new picklist values at entry starting October 1, 2017.</p>
<p style="text-align: center;">3.8 DISABLING CONDITION <i>Clarifications related to making changes to value to edit if incorrectly entered</i></p> <p>“There should be one and only one value for Disabling Condition for each project stay. If the status changes over the course of the project stay, or the information was recorded incorrectly at the time of the project start, correct the record. The value should always reflect the known status of a client's disabling condition.” 2017 HMIS Data Standards Manual</p>	<p>Nothing will change for you. Disabling Condition has always been a required component for all your clients at Project Start. If the answer changes during the project stay, correct the record from the Project Start.</p>
<p style="text-align: center;">3.10 PROJECT START <i>This replaces Project Entry</i></p> <p>This data element changed from “Project Entry Date” to “Project Start Date” to capture more complete information about persons accepted into and residing in all types of Permanent Housing. Paired with 3.20 Housing Move-In Date, it becomes possible to determine the length of time from project start to housing placement for all permanent housing clients.</p>	<p>Data entered prior to 9/30/2017 using the renamed data element will be mapped over to the newly named data element.</p> <p>Starting on 10/1/2017, use the following guidelines for Project Start Date:</p> <p>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. Transitional Housing: Date the client moves into the residential project. Permanent Housing, including Rapid Rehousing: Date of when the client was admitted into the project. To be</p>

	<p>admitted indicates the following factors have been met: Information provided by the client indicates they meet the criteria for admission; the client has indicated they want to be housed in this project; the client is able to access services and housing through the project. The expectation is the project has a housing opening or expects to have one in a reasonably short amount of time.</p> <p>Other Services Projects: This includes Services Only, Day Shelter, Homelessness Prevention, and Coordinated Entry. It is the date the client first began working with the project and generally received the first provision of service.</p>
<p style="text-align: center;">3.12 DESTINATION <i>Changes to dropdown values</i></p> <ul style="list-style-type: none"> • Wording change: “Permanent Housing (other than RRH) for formerly homeless persons” • New Option: “Rental by client, with RRH or equivalent subsidy” 	<p>Nothing will change for you. Responses entered prior to 9/30/2017 will be automatically updated to reflect the new wording. Continue to select the Destination that most closely matches where the client will be staying after exiting the project.</p>
<p style="text-align: center;">3.15 RELATIONSHIP TO HEAD OF HOUSEHOLD Clarification that if there is an adult in the household, the adult must be marked HoH.</p>	<p>Nothing will change for you. If creating a household, identify one member of a household to whom all other household members can be associated. If the group of persons is composed of adults and children, an adult must be indicated as the head of household.</p>
<p style="text-align: center;">3.917 A & B LIVING SITUATION <i>Changes to dropdown values</i></p> <ul style="list-style-type: none"> • Wording change: “Permanent Housing (other than RRH) for formerly homeless persons” • New Option: “Rental by client, with RRH or equivalent subsidy” 	<p>Nothing will change for you. Responses entered prior to 9/30/2017 will be automatically updated to reflect the new wording. Continue to select the Living Situation that most closely reflects the client’s last living situation immediately prior to the Project Start Date.</p>
<p style="text-align: center;">3.20 HOUSING MOVE IN DATE <i>New Element</i></p> <ul style="list-style-type: none"> • Renamed/renumbered 4.17 Residential Move in Date • Now used for all PH projects including RRH • Collected for Heads of Household at Occurrence Point (Update) • Housing Move in Date is entered as soon as the client moves into housing, regardless of the funding source or whether the project is providing the rental assistance 	<p>For clients who entered a non-rapid rehousing permanent housing project prior to 10/1/2017, the Housing Move-In Date will be automatically populated with the value from the client’s Project Start Date. Projects can edit these dates to reflect the actual Housing Move-In Date, if it differs from the Project Start Date. This is NOT required, but if editing the Housing Move-In Date more accurately reflects what happened, projects are encouraged to do so.</p> <p>Starting on 10/1/2017, for clients with a Project Start Date in a permanent housing project, record the date the clients moved into a permanent housing unit. For rapid rehousing projects only, a Housing Move-In Date must be entered, regardless of whether or not the rapid rehousing project is providing the rental assistance for the unit. If the client exits the permanent housing project without moving into a housing unit associated with the project, do not enter a Housing Move-In Date – record the Project Exit Date and Destination.</p>

COMMON PROGRAM SPECIFIC DATA ELEMENTS

2017 CHANGES	SERVICEPOINT INSTRUCTION
<p>4.1 HOUSING STATUS <i>Retired</i></p>	<p>Nothing will change for you. This data element is no longer required to be collected after 10/1/2017.</p>
<p>4.3 NON-CASH BENEFITS Retired “Section 8, Public Housing, or Rental Assistance” and “Temporary Rental Assistance” subsidies</p>	<p>Nothing will change for you. These response categories are no longer HUD required after 10/1/2017.</p>
<p>4.5-4.10 DISABILITY TYPES</p> <ul style="list-style-type: none"> Retired “Documentation of disability and severity” and “Currently receiving services” Retired all PATH specific questions related to Mental Health and Substance Abuse 	<p>Nothing will change for you. These response categories are no longer HUD required after 10/1/2017. Please note, if your project funder requires documentation, you will still need to collect it, but you are no longer required to record that information in HMIS.</p>
<p>4.12 CONTACT <i>Location field retired, new field added</i> New field regarding whether client is on streets, in ES or SH added. This change should make identifying those who may be chronically homeless more reliable.</p>	<p>Outreach clients who are currently enrolled on 10/1/2017 should have their record updated on the Entry Assessment in the Entry/Exit tab to include a response to the new field “Staying on Street, ES, or SH.” The new field is found within the Outreach Contacts sub-assessment. Use the new field at Project Start starting 10/1/2017.</p>
<p>4.17 RESIDENTIAL MOVE IN DATE <i>Retired (now a UDE and renamed)</i></p>	<p>Please refer to instructions about Universal Data Element 3.20 Housing Move in Date.</p>

PROGRAM SPECIFIC

Supplemental information will be provided soon about program specific changes. A new numbering system for program specific data elements has been introduced in the 2017 HMIS Data Standards Manual:

HOPWA

- All fields now numbered W1-W5

PATH

- All fields now renumbered P1-4

VA

- Numbering of VA elements now VA1-9
- Additional elements originating in other programs will retain their numbering

RHY

- New Numbering RHY1-20

ADDITIONAL RESOURCES

Please visit the HUD Exchange website for more information about the HUD HMIS Data Standards:

- <https://www.hudexchange.info/resource/3824/hmis-data-dictionary/>

For data collection forms, program specific user guides, and more, please visit the ICA Minnesota website:

- <http://hmismn.org/>