

**City of Long Beach**  
**Homeless Management Information System**  
**Data Quality Plan**



**Department of Health and Human Service**

**Homeless Services Division**

**CoC Board Approved June 2019**

**Version 5**

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## Summary of Changes

### Revision History

Approval Date	Version	Revision Description
08/2016	1	First Release
12/2016	2	Appendix - Data Collection Summary: Include as appendix to detail data collection requirements.
07/2017	3	Data Quality Framework: separated Coverage and Utilization to detail requirements. Roles & Responsibilities: clarify CoC Board responsibilities Measures: replaced "Benchmark" with "Measures" to be consistent with terminology used across CoC and organized measures by data quality elements. Monitoring: clarify monitoring requirements. Incentive: clarify Incentives requirements. Enforcement – clarify Enforcements requirements. Glossary – replaced "DHHS" with "HSD"; added "End users". Monitoring – updated reporting requirement for Data Quality and Utilization and Coverage Monitoring. Appendices – updated the list.
08/2018	4	Appendices – updated the list. Added Data Quality Policies & Procedures.
6/2019	5	Updated Introduction Addition of Minimize Data Quality Issues

## **1. Introduction**

The City of Long Beach, Department of Health and Human Services, Homeless Services Division (HSD) oversees the Homeless Management Information System (HMIS). The HMIS is a software application designed to record and store client-level information on the characteristics and service needs of persons at risk or experiencing homelessness.

To meet the HMIS goal of presenting accurate and consistent information on homelessness, it is critical that our HMIS has the best possible representation of reality as it relates to people experiencing homelessness and the programs that serve them. Specifically, it is our goal to record the most accurate, consistent and timely information to draw reasonable conclusions about the extent of homelessness and the impact of homeless services.

### **What is Data Quality?**

Data quality is a term that refers to the reliability and validity of client-level data collected in the HMIS. It is measured by the extent to which the client data in the system reflects actual information in the real world. The quality of data is determined by assessing certain characteristics such as timeliness, completeness, and accuracy. To assess data quality, a community must first think about what data quality means and document this understanding in a data quality plan.

### **Why Data Quality is Important?**

When HMIS contains quality data the CoC can portray an accurate accounting of the population experiencing homelessness in Long Beach. Through an accurate account, the Long Beach CoC can make data informed policy and program decisions and deploy the right combination of strategies and resources. Conversely, inaccurate data input will ultimately render reports and analyses imprecise and misleading.

### **What is a Data Quality Plan?**

The Long Beach CoC Data Quality plan is a community-level document that facilitates the ability of the CoC to achieve statistically valid and reliable data. Collecting and inputting data in homeless service can be challenging; the constituents are often distraught, scared, or confused. Therefore, it may be difficult to obtain accurate information from them, but the obtaining accurate information is an integral component in the fight to end homelessness. For example, when homeless providers collect information on a client's military service history, or veteran status, it allows case managers to make appropriate service and benefit referrals the client may be eligible to receive. These services and benefits could ultimately lead to the client becoming permanently housed. Without good information, it is difficult to assess a client's needs and determine the appropriate level of services for each homeless individual or family. Ultimately, the Long Beach CoC Data Quality Plan sets expectations for both the community and the end users to capture reliable and valid data on persons accessing the homeless assistance system.

### **Goals of the Data Quality Plan**

The Long Beach CoC Data Quality Plan will set expectations and help agencies better understand the importance of working with their clients to gather timely, complete, and accurate data. In coordination with the CoC Board, the HSD developed this data quality plan with the following goals:

- Help ensure the availability of timely and accurate data so that policy makers can make informed, data driven decisions
- Identify the responsibilities of all parties within the CoC that effect data quality
- Assist agencies develop standard practices that allow inaccuracies to be identified early and often

- Establish benchmarks for specific data quality measures
- Expedite the data cleanup process prior to NOFA submission, HUD reporting, and other community-level reporting requests
- Agencies benefits from participating in this process by:
  - Having information readily available to make informed program decisions
  - Increased accuracy when monitoring client progress
  - Better ability to inform stakeholders about program development
  - Lessen the burden of data cleaning

This plan describes the key elements to the data quality framework. The framework is based on the HUD HMIS Data Standard and Technical Standards. The framework supports the objective of obtaining reliable and valid data in HMIS. The data is measured by the extent to which the data in the system reflects actual information in the real world.

## **2. Framework**

High quality data is essential in developing an accurate picture of the health of the CoC's coordinated system of care and knowing where improvements are needed. "Data quality" is an umbrella term that refers to the reliability and comprehensiveness of the CoC data and encompasses several concepts. This section outlines the rationale for each key element associated with data quality.

### **2.1. Timeliness**

Entering data in a timely manner can reduce human error that occurs when too much time has elapsed between the data collection (or service transaction) and the data entry. Timely data entry assures that the data is accessible when it is needed, either proactively (e.g. monitoring purposes, increasing awareness, meeting funded requirements), or reactively (e.g. responding to requests for information, responding to inaccurate information).

### **2.2. Completeness**

Complete data is necessary to fully understand the demographic characteristics and service use of persons in the system. Data collections contain information during a specified timeframe. Partially complete or missing data can negatively affect the ability to provide comprehensive care to clients. Missing data could mean the client did not receive needed services – services that could help them become permanently housed and end their episodes of homelessness.

### **2.3. Coverage & Utilization**

It is important to determine whether the data accurately reflects what is happening within the projects or across the system. Partial participation across the CoC can negatively affect the ability of the CoC to report on and analyze community performance. Complete coverage and high utilization rate of the clients served is an excellent barometer of data quality. It is difficult to measure data quality if the coverage and utilization rate is too low or too high.

### **2.4. Accuracy**

The accuracy of information is the degree to which the information correctly describes the client. Accuracy of data in HMIS can be difficult to assess. It depends on the client's ability to provide the correct data and the intake worker's ability to document and enter the data accurately.

### **2.5. Consistency**

The purpose of consistency is to ensure that data is understood, collected, and entered consistently across all projects in the HMIS. Consistency directly affects the accuracy of data; if an end user collects all the data, but does not collect it in a consistent manner, then the data may not be accurate.

## **2.6. Monitoring**

Monitoring is the primary tool to review and generate information necessary to identify areas for improvement. Data are monitored monthly to quickly identify and resolve issues that affect the timeliness, completeness, coverage & utilization, accuracy, and consistency of the information collected. The data produced from the HMIS is critical for project management and reporting requirements.

## **2.7. Incentives and Enforcement**

Incentives and enforcement are actions to assure agencies remain compliant to the plan. Celebrating data quality successes and allowing for growth ensure that agency learn how to value and improve data quality. Regular emphasis on using the data across the community and assessing the data quality will create incentives to further improve and rely on the data.

## **3. Roles & Responsibilities**

This section clarifies expectations to carry out the data quality plan.

### **3.1. CoC Board**

- CoC Board shall review and approve the data quality plan and data quality measures.
- CoC Board shall consider data quality in the rating and ranking process for funding decisions.
- CoC Board shall recommend solutions for improving data quality.

### **3.2. HSD**

- HSD shall act as the liaison between the Long Beach CoC and HUD
- HSD shall provide data quality training.
- HSD shall provide technical assistance relating to HMIS requirements.
- HSD shall monitor compliance with data collection, entry, and retrieval.
- HSD shall conduct monthly monitoring for project compliance.
- HSD shall communicate regularly with the CoC and Agency to ensure stakeholders are informed and have the resources to address data quality concerns.
- HSD shall monitor the comparable database of project whose primary mission is to serve victims of domestic violence to ensure data quality plan aligns with Long Beach HMIS Data Quality Plan, meet the most recently released HUD HMIS Data Standards, Technical Standards, System Performance Measures, funding and reporting requirements.
- HSD shall assess end user understanding of data collection requirements using different evaluation platforms.
- HSD shall hold HMIS sub-committee meetings to ensure the interpretation of data quality is consistent with HUD and local requirements.
- HSD shall incorporate data quality compliance as part of the funding requirement.

### **3.3. Agency**

- Agency shall collect information on all clients served.
- Agency shall set the tone for the agency's commitment to data quality.
- Agency shall complete monthly monitoring for project compliance.

- Agency shall resolve any data quality findings within the timeframe provided.
- Agency shall identify a contact person who will serve as the main contact for data quality assurance.
- Agency operating project whose primary mission is to serve victims of domestic violence shall have a comparable database data quality plan that aligns with the Long Beach HMIS Data Quality Plan and meet the most recently released HUD HMIS Data Standards, Technical Standards, System Performance Measures, funding and reporting requirements.
- Agency shall review the data and confirm the data quality by the deadlines outlined in the data quality plan.
- Agency shall ensure end users have the consistent understanding of the data element.

#### **4. Measures**

This section outlines measures for Timeliness, Completeness, Coverage & Utilization, Accuracy, and Consistency.

##### **4.1. Timeliness**

- Client project entry records shall not exceed 6 days.
- Client project exit records shall not exceed 6 days.
- Client records with project entry date in HMIS exceeding 6 days shall not exceed 10% (For example, if reviewing includes 10 client records then 9 out of 10 of these records must have entry date entered within 6 days of record creation date.). Comparable database data quality plan shall include monitoring for project entry date that is 6 days or less.
- Clients remaining in the project 12 months or longer without annual assessment shall be not exceed 10% (For example, if reviewing includes 10 client records then 9 out of 10 of these records shall have annual assessment completed annually. The annual assessment must be within 30 days before or after the anniversary project start date.). Comparable database data quality plan shall include monitoring for annual assessment of clients remaining in the project 12 months or longer, the annual assessment shall be completed annually within 30 days before or after the anniversary project start date.

##### **4.2. Completeness**

- Missing data, data not collected shall not be more than 5%.
- Client doesn't know or client refused shall not be more than 5%.
- Clients served shall have 100% data elements completed.
- Clients served shall have 100% services transactions completed.
- Clients remaining in projects 12 months or longer shall have 100% of the Annual Assessment completed within 30 days before or after the anniversary of project entry regardless of the most recent update.
- Clients exiting from project shall have 100% exit assessment completed.

##### **4.3. Coverage & Utilization**

- Shelter and housing projects shall have bed utilization rates 90% or higher.
- Shelter and housing projects client records shall match 100% in ClientPoint and ShelterPoint.

##### **4.4. Accuracy**

- Client records with inaccurate information compared to applicable data entry, attachments and if available, other document sources shall not exceed 10%. (For example, if reviewing includes 10

client records then 9 out of 10 of these records must have the entire applicable data entry, attachments and if available other document sources.)

#### **4.5. Consistency**

- Client records data entry workflow shall match 100%. (For example, if reviewing includes 10 client records then 10 out of 10 of these records must follow the data entry workflow such as entry assessment, service transaction, and exit assessment etc.)

### **5. Monitoring**

The data produced from the HMIS is critical to meet the reporting and compliance requirements of agencies and the CoC. As such, all agencies are expected to meet the data quality plan described in this document. To achieve this, the HMIS data will be monitored monthly to quickly identify and resolve issues that affect the timeliness, completeness, coverage & utilization, accuracy, and consistency. All monitoring will be done in accordance with the data quality plan.

#### **5.1. Required Reports**

- Agency shall submit the CoC APR report monthly.

#### **5.2. Data Quality Monitoring**

- HSD shall send monthly reminder email to Agency contact person(s) about data quality report deadline.
- Agency shall ensure data quality measures have been met by the report deadline.
- Agency shall submit CoC APR by the fifth (5th) working day of the following month.
- HSD shall review and confirm data upon HSD final review.
- HSD shall release the data quality report quarterly.

#### **5.3. Client Record Monitoring**

- HSD shall conduct monthly record monitoring based on timeline.
- HSD shall send monthly reminder email to Agency contact person(s) regarding client record monitoring review.
- HSD shall sample 10% of clients served.
- HSD shall review the sample based on the measures.
- HSD shall communicate result to agency.
- Agency shall make corrections by the fifth (5th) working day of notification and notify HSD of completion by email.
- HSD shall verify the corrections after the allotted time has expired, if the Agency fail to make corrections, HSD shall report results based on final review.
- HSD shall email a final confirmation notification confirming result.
- HSD shall save the notification to the monitoring folder for documentation.
- HSD shall release the client record monitoring report quarterly.
- HSD shall determine if technical assistance is needed and/or agency can request for technical assistance at any time.
- Technical assistance shall be completed within the quarter or as soon as possible.

#### **5.4. Coverage and Utilization Monitoring (Shelter and Housing Projects)**

- Agency shall ensure the project accurately reflects all active clients on the last day of the month.

- Agency shall submit CoC APR by the fifth (5<sup>th</sup>) working day of the following month. The submitted report shall be the final confirmation of clients served to be reported in the Long Beach CoC Occupancy Report. Agency failing to submit the report within allotted timeframe, the report shall be reported as “Missing Data”.
- Projects with bed utilization rate under 90% or over 105% shall provide a written explanation of the variation.
- HSD shall release the bed utilization report by the tenth (10<sup>th</sup>) of the following month.

## 6. Minimize Data Quality Issues

Tips on how to minimize data quality issues:

- Enter client data as soon as possible. The more time that passes between collecting data and entering the data into HMIS, the greater the odds that there will be data quality issues. This is particularly true if the collection of data doesn’t happen directly within the HMIS. For example, many times HMIS data is entered based on handwritten notes or a memory of a case management session or service transaction, thereby making data accuracy dependent on timeliness. Making timely data input a priority not only increases the chances the data will be correct but ensures data is entered as close to real-time as possible, making it accessible when needed. Whenever possible, consider entering data during client visits so that clients may help identify potential inaccuracies.
- Establish clear, consistent definitions and interpretations. Consistency is crucial to good data quality. For example, there could be inconsistent interpretation of the exact meaning of a field, such as “disability.” Two people with the same condition might provide completely different answers in response to whether they have a disability, leading to inconsistent data. To avoid this, you must fully understand the meaning of the field and query further to elicit the most accurate response from the client. There needs to be established definitions and interpretations of questions, answers, and data entry processes, including which HMIS fields require completion. Following HUD’s HMIS Data Standards is also a large part of maintaining consistency.
- Make sure your client understands the question. Errors in data collection occur when the client misunderstands the question. A common example of this is misunderstanding what is meant by the “Residence Prior to Project Entry” question. The client may give you a response referring to where they lived for years prior to becoming homeless as opposed to the place they stayed for one night prior to shelter entry. Even the question “What is your name?” may elicit two different responses—the client’s legal name one day, and their nickname in a follow-up interview. Where there is any room for misunderstanding, always elaborate and explain the question to make sure the most accurate data is collected.
- Take precautions to avoid duplicate entries. It’s easy to accidentally create duplicate records for the same client. Typos in social security number, date of birth, and misspellings of names are common intake errors that can lead to duplicate client records. However, these are easy to avoid by following the simple rule of always confirming the response. Regarding spelling, even common names like “Jesse” can sometimes be spelled “Jessy.” For unusual spellings like this, it’s a good idea to circle or highlight the name to help ensure data entry staff make note of it and don’t try to correct it to usual spelling.

## 7. Incentives

Agency that meet the data quality measures will be recognized through different announcement platform such as meetings, newsletter etc. The CoC Board will acknowledge agencies that meet requirements of the data quality plan. Agency that consistently meet measures may be considered for future funding availability.

## **8. Enforcement**

Common compliance issues generally involve: (1) incomplete or late data quality report submissions; (2) missing client record documentations; (3) data quality impacting performance reporting; or (4) incomplete or late performance reporting.

### **8.1. Issue Resolution**

HSD shall proceed in good faith to work with Agency to resolve potential and identified issues at the lowest level necessary. To facilitate resolution, Agency is advised to immediately notify of any issues that may significantly impact performance.

### **8.2 Technical Assistance**

Issues will be resolved to the extent possible through communication between HSD and the Agency. If the issue cannot be resolved, HSD will notify the Agency, in writing, of the circumstances, including the nature of the problem, the specific deficiency, and the status and outcomes to date. The Agency is required to respond in writing within 15 calendar days of the date of such communication, describing the steps and schedule for correcting the deficiency. If HSD deems the stated corrective actions as satisfactory, the Agency will be notified of that decision in writing.

### **8.3 Remedies**

After carefully reviewing the situation and responses from the Agency, HSD shall consider taking action as appropriate.

Agency that are funded through the CoC may receive a reduced funding or non-funding due to non-compliance. HSD may impose probationary contract conditions. HSD may also take additional actions, including but not limited to:

- Remove access to HMIS.
- Disallow all or part of the cost of the activity that is deemed ineligible.
- Suspend or terminate the current award, in whole or in part.
- Decline renewal of awards for the project or project.
- Consider other remedies as appropriate.

Agency that are not funded through the CoC may be denied HMIS participation.

Remedies will stay in effect until all issues identified in writing have been fully resolved to the satisfaction of HSD. HSD reserves the right to deny HMIS participation and/or terminate a contract if it has attempted to resolve issues under the guidance provided in the LB HMIS Data Quality Plan.

## 9. Glossary

**Client:** Person(s) served by the organization participating in the HMIS.

**HMIS:** Homeless Management Information System, software application designed to record and store client-level information on the characteristics and service needs of persons at risk or experiencing homelessness.

**CoC** : Long Beach Continuum of Care, comprised of organizations that plans, manages and delivers homeless assistance resources to people who are at risk or experiencing homelessness in Long Beach.

**Project:** **The project or project operated by the organization participating in the HMIS**

**HUD:** U.S. Department of Housing and Urban Development

**HSD:** City of Long Beach, Department of Health and Human Services, Homeless Services Division

**Agency:** Organization participating in the HMIS

**End Users:** HMIS users such as outreach staff, case managers, project managers, or directors



# Long Beach Continuum of Care

## Homeless Management Information System (HMIS)

### Data Collection Standards

#### December 2016 Version 2.1

The Long Beach Homeless Management Information System (LB HMIS) is a locally-administered data system used to record and analyze client, service and housing data for individuals and families who are homeless or at risk of homelessness. HMIS is a valuable resource because of its capacity to integrate and unduplicated data across projects in a community. Aggregate HMIS data can be used to understand the size, characteristics, and needs of the homeless population at multiple levels: project, system, local, state, and national.

The Data Collection Standards is intended to serve as a reference on HMIS data collection requirements for all projects that participate in the Long Beach HMIS regardless of funding source. The list is designed for HMIS Agency Administrators and HMIS Users to help them understand the data elements that are required in an HMIS to meet participation and reporting requirements established by HUD, HHS, VA, and the City of Long Beach.

The reporting requirements include the Annual Homeless Assessment Report (AHAR), Annual Performance Report (APR), Housing Inventory Count (HIC), and Point in Time (PIT). The data elements are required at program entry, update, annual review, exit and follow-up. Program with client staying longer than 12 months, is required to review the data annually and complete an annual review.

#### **Long Beach Universal Data Elements**

Long Beach Universal data elements enable the HMIS the ability to record unique, unduplicated client records, establish participation in a project within a date range, and identify clients who meet time criteria for chronic homelessness. All HMIS participating continuum projects are required to be collected using the software as an HMIS. Projects funded by any one or more of the federal partners must collect the Long Beach Universal Data Elements as are projects that are not funded by any federal partner (e.g. missions) but are entering data as part of the Continuum of Care's HMIS implementation.

#### **Long Beach Program-Specific Data Elements**

Long Beach Program-Specific Data elements provide information about the characteristics of clients, the services that are provided, and client outcomes. These data elements must be collected for all clients served by the agencies. Some of the program specific data elements are collected across all federal partner programs. Others are limited to a single federal partner program or even further to a single component of one of the federal partner programs.

#### All Programs

The following data elements are required to be collected for all programs. These data elements are collected across all federal partner programs.

#### Additional Data Elements

Some programs are required to collect data elements in addition to the data elements required for all programs. The ESG, PATH, and VA programs require additional data elements.



# Required Data Element Collection Summary

Released November 2017 Version 2 Revised February 2018

Source: HUD and City of Long Beach



Abbreviations		HoH = Head of Household		Vet = Veterans			Key	✓ = required	NEW	not required		
Data Element	Data Collected About	Data Collection Points	Project Applicability	Street Outreach	Services Only	Emergency Shelter	Transitional Housing	PH - Rapid Re-Housing	PH - Permanent Supportive Housing	SSVF-Rapid Re-housing	SSVF-Homeless Prevention	MHA-Intake
				SO	SSO	ES	TH	PH-RRH	PH-PSH	PH-RRH	HP	Other
<b>Universal Data Elements</b>												
<b>3.1 Name</b>	ALL	Start	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
3.1 (a) First	ALL	Start	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
3.1 (b) Middle	ALL	Start	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
3.1 (c) Last	ALL	Start	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
3.1 (d) Suffix	ALL	Start	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
3.1 (e) Name Data Quality	ALL	Start	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>3.2 Social Security Number</b>	ALL	Start	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
3.2 (a) Social Security Number	ALL	Start	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
3.2 (b) SSN Data Quality	ALL	Start	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>3.3 Date of Birth</b>	ALL	Start	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
3.3 (a) Date of Birth	ALL	Start	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
3.3 (b) DOB Data Quality	ALL	Start	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>3.4 Race</b>	ALL	Start	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
3.4 (a) Race (as many are applicable)	ALL	Start	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>3.5 Ethnicity</b>	ALL	Start	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>3.6 Gender</b>	ALL	Start	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>3.7 Veteran Status</b>	Adults	Start	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>3.8 Disabling Condition</b>	ALL	Start	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>3.10 Project Start Date</b>	ALL	Start	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>3.11 Project Exit Date</b>	ALL	Exit	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>3.12 Destination</b>	ALL	Exit	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
3.12 (a) Destination Type	ALL	Exit	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
3.12 (b) If Other for Type of Residence - Specify Where	ALL	Exit	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>3.15 Relationship to Head of Household</b>	ALL	Start	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>3.16 Client Location</b>	ALL	Start	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
3.16 (a) Information Date (date information was collected)	ALL	Start	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
3.16 (b) HUD assigned CoC code for the client's location	ALL	Start	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>3.20 Housing Move-In Date</b>	HoH	At move-in	PH					✓	✓	✓		
<b>3.917 Living Situation</b>	ALL	Start	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>Persons entering a Street Outreach, Emergency Shelter or Safe Haven project</b>	ALL	Start	SO, ES, and SH	✓		✓						
3.917A (a) Type of Residence	ALL	Start	SO, ES, and SH	✓		✓						
3.917A (b) Length of Stay in the Living Situation	ALL	Start	SO, ES, and SH	✓		✓						
3.917A (c) Approximate Date Homelessness Started	ALL	Start	SO, ES, and SH	✓		✓						
3.917A (d) (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	ALL	Start	SO, ES, and SH	✓		✓						
3.917A (e) Total number of months homeless on the street, in ES, or SH in the past three years	ALL	Start	SO, ES, and SH	✓		✓						



# Required Data Element Collection Summary

Released November 2017 Version 2 Revised February 2018

Source: HUD and City of Long Beach



Abbreviations		HoH = Head of Household		Vet = Veterans			Key	✓ = required	NEW	not required		
Data Element	Data Collected About	Data Collection Points	Project Applicability	Street Outreach	Services Only	Emergency Shelter	Transitional Housing	PH - Rapid Re-Housing	PH - Permanent Supportive Housing	SSVF-Rapid Re-housing	SSVF-Homeless Prevention	MHA-Intake
				SO	SSO	ES	TH	PH-RRH	PH-PSH	PH-RRH	HP	Other
<b>Universal Data Elements (Continued)</b>												
<i>Persons entering all other HMIS project types (Transitional Housing, any type of Permanent Housing, Services Only, Day Shelter, Homelessness Prevention, or Coordinated Entry Project)</i>	ALL	Start	ALL, except SO, ES, and SH		✓		✓	✓	✓	✓	✓	✓
3.917E (a) Type of Residence	ALL	Start	ALL, except SO, ES, and SH		✓		✓	✓	✓	✓	✓	✓
3.917E (b) Length of Stay in the Prior Living Situation	ALL	Start	ALL, except SO, ES, and SH		✓		✓	✓	✓	✓	✓	✓
3.917E (c) For Institutional Situation - Did you stay less than 90 days?	ALL	Start	ALL, except SO, ES, and SH		✓		✓	✓	✓	✓	✓	✓
3.917E (d) For Housing Situation (TH or PH) - Did you stay less than 7 nights?	ALL	Start	ALL, except SO, ES, and SH		✓		✓	✓	✓	✓	✓	✓
3.917E (e) For Yes to (c) or (d) - On the night before did you stay on the streets, ES or SH	ALL	Start	ALL, except SO, ES, and SH		✓		✓	✓	✓	✓	✓	✓
3.917E (f) Approximate Date Homelessness Started	ALL	Start	ALL, except SO, ES, and SH		✓		✓	✓	✓	✓	✓	✓
3.917E (g) (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	ALL	Start	ALL, except SO, ES, and SH		✓		✓	✓	✓	✓	✓	✓
3.917E (h) Total number of months homeless on the street, in ES, or SH in the past three years	ALL	Start	ALL, except SO, ES, and SH		✓		✓	✓	✓	✓	✓	✓
<b>Long Beach Data Elements</b>												
LB.1 Country of Birth	ALL	Start	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
LB.2 State of Birth, if birthplace is in USA	ALL	Start	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
LB.3 Are you living in a vehicle?	ALL	Start	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
LB.4 Zip Code of Residence Prior to Project Start	ALL	Start	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
LB.5 Zip Data Quality	ALL	Start	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
LB.6 DPSS Homeless Assistance Program	HoH/ Adults	Start	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
LB.6 (a) Has client use DPSS Homeless Assistance Program?	HoH/ Adults	Start	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
LB.6 (b) If yes, Date of Last Assistance	HoH/ Adults	Start	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
LB.7 Housing Address	HoH	At move-in	PH					✓	✓	✓		
LB.8 Housing Located in Long Beach?	HoH	At move-in	PH					✓	✓	✓		
LB.9 Client Phone Number	HoH/ Adults	Start	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
LB.10 Emergency Contacts	HoH/ Adults	Start	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
LB.11 Reason for Leaving	ALL	Exit	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
LB.12 Services Provided	ALL	ALL	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
LB.13 Financial Assistance Provided	ALL	As provided	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
LB.14 Referrals Provided	ALL	Optional	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
LB.15 Client Notes	ALL	ALL	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓



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				SO	SSO	ES	TH	PH-RRH	PH-PSH	PH-RRH	HP	Other
<b>Program-Specific Data Elements</b>												
<b>4.2 Income and Sources</b>	HoH/ Adults	ALL	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.2 (a) Information Date (date information was collected)	HoH/ Adults	ALL	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.2 (b) Income from Any Source	HoH/ Adults	ALL	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.2 (c) Earned Income (i.e., employment income)	HoH/ Adults	ALL	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.2 (c) If Yes for Earned Income - Amount	HoH/ Adults	ALL	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.2 (d) Unemployment Insurance	HoH/ Adults	ALL	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.2 (d) If Yes for Unemployment Insurance - Amount	HoH/ Adults	ALL	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.2 (e) Supplemental Security Income (SSI)	HoH/ Adults	ALL	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.2 (e) If Yes for Supplemental Security Income (SSI) - Amount	HoH/ Adults	ALL	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.2 (f) Social Security Disability Insurance (SSDI)	HoH/ Adults	ALL	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.2 (f) If Yes for Social Security Disability Insurance (SSDI) - Amount	HoH/ Adults	ALL	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.2 (g) VA Service - Connected Disability Compensation	HoH/ Adults	ALL	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.2 (g) If Yes for VA Service - Connected Disability Compensation - Amount	HoH/ Adults	ALL	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.2 (h) VA Non-Service-Connected Disability Pension	HoH/ Adults	ALL	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.2 (h) If Yes for VA Non-Service-Connected Disability Pension - Amount	HoH/ Adults	ALL	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.2 (i) Private disability insurance	HoH/ Adults	ALL	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.2 (i) If Yes for Private disability insurance - Amount	HoH/ Adults	ALL	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.2 (j) Worker's Compensation	HoH/ Adults	ALL	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.2 (j) If Yes for Worker's Compensation - Amount	HoH/ Adults	ALL	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.2 (k) Temporary Assistance for Needy Families (TANF)	HoH/ Adults	ALL	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.2 (k) If Yes for Temporary Assistance for Needy Families (TANF) - Amount	HoH/ Adults	ALL	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.2 (l) General Assistance (GA)	HoH/ Adults	ALL	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.2 (l) If Yes for General Assistance (GA) - Amount	HoH/ Adults	ALL	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.2 (m) Retirement Income from Social Security	HoH/ Adults	ALL	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.2 (m) If Yes for Retirement Income from Social Security - Amount	HoH/ Adults	ALL	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.2 (n) Pension or retirement income from a former job	HoH/ Adults	ALL	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.2 (n) If Yes for Pension or retirement income from a former job - Amount	HoH/ Adults	ALL	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.2 (o) Child support	HoH/ Adults	ALL	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.2 (o) If Yes for Child support - Amount	HoH/ Adults	ALL	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.2 (p) Alimony or other spousal support	HoH/ Adults	ALL	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.2 (p) If Yes for Alimony or other spousal support - Amount	HoH/ Adults	ALL	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.2 (q) Other source	HoH/ Adults	ALL	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.2 (q) If Yes for Other Source, specify Other source	HoH/ Adults	ALL	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.2 (q) If Yes for Other Source - Amount	HoH/ Adults	ALL	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.2 (r) Total Monthly Income	HoH/ Adults	ALL	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓



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				SO	SSO	ES	TH	PH-RRH	PH-PSH	PH-RRH	HP	Other
<b>Program-Specific Data Elements (Continued)</b>												
<b>4.3 Non-Cash Benefits</b>		HoH/ Adults	ALL	ALL	✓	✓	✓	✓	✓	✓	✓	✓
4.3 (a) Information Date (date information was collected)		HoH/ Adults	ALL	ALL	✓	✓	✓	✓	✓	✓	✓	✓
4.3 (b) Non-Cash Benefits from Any Source		HoH/ Adults	ALL	ALL	✓	✓	✓	✓	✓	✓	✓	✓
4.3 (c) Supplemental Nutrition Assistance Program (SNAP) (previously known as Food Stamps)		HoH/ Adults	ALL	ALL	✓	✓	✓	✓	✓	✓	✓	✓
4.3 (c) If Yes for SNAP - Amount		HoH/ Adults	ALL	ALL	✓	✓	✓	✓	✓	✓	✓	✓
4.3 (d) Special Supplemental Nutrition Program for Women, Infants and Children (WIC)		HoH/ Adults	ALL	ALL	✓	✓	✓	✓	✓	✓	✓	✓
4.3 (d) If Yes for WIC - Amount		HoH/ Adults	ALL	ALL	✓	✓	✓	✓	✓	✓	✓	✓
4.3 (e) TANF Child Care services (or use local name)		HoH/ Adults	ALL	ALL	✓	✓	✓	✓	✓	✓	✓	✓
4.3 (e) If Yes for TANF Child Care services - Amount		HoH/ Adults	ALL	ALL	✓	✓	✓	✓	✓	✓	✓	✓
4.3 (f) TANF transportation services (or use local name)		HoH/ Adults	ALL	ALL	✓	✓	✓	✓	✓	✓	✓	✓
4.3 (f) If Yes for TANF transportation services Amount		HoH/ Adults	ALL	ALL	✓	✓	✓	✓	✓	✓	✓	✓
4.3 (g) Other TANF-funded services		HoH/ Adults	ALL	ALL	✓	✓	✓	✓	✓	✓	✓	✓
4.3 (g) If Yes for Other TANF-funded services - Amount		HoH/ Adults	ALL	ALL	✓	✓	✓	✓	✓	✓	✓	✓
4.3 (h) Other Source		HoH/ Adults	ALL	ALL	✓	✓	✓	✓	✓	✓	✓	✓
4.3 (h) If Yes for Other Source - specify Other source		HoH/ Adults	ALL	ALL	✓	✓	✓	✓	✓	✓	✓	✓
4.3 (h) If Yes for Other Source - Other source - Amount		HoH/ Adults	ALL	ALL	✓	✓	✓	✓	✓	✓	✓	✓
<b>4.4 Health Insurance</b>		ALL	ALL	ALL	✓	✓	✓	✓	✓	✓	✓	✓
4.4 (a) Information Date (date information was collected)		ALL	ALL	ALL	✓	✓	✓	✓	✓	✓	✓	✓
4.4 (b) Covered by Health Insurance		ALL	ALL	ALL	✓	✓	✓	✓	✓	✓	✓	✓
4.4 (c) MEDICAID		ALL	ALL	ALL	✓	✓	✓	✓	✓	✓	✓	✓
4.4 (d) MEDICARE		ALL	ALL	ALL	✓	✓	✓	✓	✓	✓	✓	✓
4.4 (e) State Children's Health Insurance Program		ALL	ALL	ALL	✓	✓	✓	✓	✓	✓	✓	✓
4.4 (f) Veteran's Administration (VA) Medical Services		ALL	ALL	ALL	✓	✓	✓	✓	✓	✓	✓	✓
4.4 (g) Employer-Provided Health Insurance		ALL	ALL	ALL	✓	✓	✓	✓	✓	✓	✓	✓
4.4 (h) Health Insurance obtained through COBRA		ALL	ALL	ALL	✓	✓	✓	✓	✓	✓	✓	✓
4.4 (i) Private Pay Health Insurance		ALL	ALL	ALL	✓	✓	✓	✓	✓	✓	✓	✓
4.4 (j) State Health Insurance for Adults (or use local name)		ALL	ALL	ALL	✓	✓	✓	✓	✓	✓	✓	✓
4.4 (k) Indian Health Services Program		ALL	ALL	ALL	✓	✓	✓	✓	✓	✓	✓	✓
4.4 (l) Other		ALL	ALL	ALL	✓	✓	✓	✓	✓	✓	✓	✓
4.4 (l) If Yes for Other, specify Other		ALL	ALL	ALL	✓	✓	✓	✓	✓	✓	✓	✓



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<b>Program-Specific Data Elements (Continued)</b>												
<b>4.5 Physical Disability</b>	ALL	ALL	ALL, except SSVF and MHA-Intake	✓	✓	✓	✓	✓	✓			
4.5 (a) Information Date (date information was collected)	ALL	ALL	ALL, except SSVF and MHA-Intake	✓	✓	✓	✓	✓	✓			
4.5 (b) Physical Disability	ALL	ALL	ALL, except SSVF and MHA-Intake	✓	✓	✓	✓	✓	✓			
4.5 (b) If Yes for Physical Disability, Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently?	ALL	ALL	ALL, except SSVF and MHA-Intake	✓	✓	✓	✓	✓	✓			
<b>4.6 Developmental Disability</b>	ALL	ALL	ALL, except SSVF and MHA-Intake	✓	✓	✓	✓	✓	✓			
4.6 (a) Information Date (date information was collected)	ALL	ALL	ALL, except SSVF and MHA-Intake	✓	✓	✓	✓	✓	✓			
4.6 (b) Developmental Disability	ALL	ALL	ALL, except SSVF and MHA-Intake	✓	✓	✓	✓	✓	✓			
4.6 (b) If Yes for Developmental Disability, Expected to substantially impair ability to live independently	ALL	ALL	ALL, except SSVF and MHA-Intake	✓	✓	✓	✓	✓	✓			
<b>4.7 Chronic Health Condition</b>	ALL	ALL	ALL, except SSVF and MHA-Intake	✓	✓	✓	✓	✓	✓			
4.7 (a) Information Date (date information was collected)	ALL	ALL	ALL, except SSVF and MHA-Intake	✓	✓	✓	✓	✓	✓			
4.7 (b) Chronic Health Condition	ALL	ALL	ALL, except SSVF and MHA-Intake	✓	✓	✓	✓	✓	✓			
4.7 (b) If Yes for Chronic Health Condition, Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently	ALL	ALL	ALL, except SSVF and MHA-Intake	✓	✓	✓	✓	✓	✓			
<b>4.8 HIV/AIDS</b>	ALL	ALL	ALL, except SSVF and MHA-Intake	✓	✓	✓	✓	✓	✓			
4.8 (a) Information Date (date information was collected)	ALL	ALL	ALL, except SSVF and MHA-Intake	✓	✓	✓	✓	✓	✓			
4.8 (b) HIV/AIDS	ALL	ALL	ALL, except SSVF and MHA-Intake	✓	✓	✓	✓	✓	✓			
4.8 (b) If Yes for HIV/AIDS, Expected to substantially impair ability to live independently	ALL	ALL	ALL, except SSVF and MHA-Intake	✓	✓	✓	✓	✓	✓			
<b>4.9 Mental Health Problem</b>	ALL	ALL	ALL, except SSVF and MHA-Intake	✓	✓	✓	✓	✓	✓			
4.9 (a) Information Date (date information was collected)	ALL	ALL	ALL, except SSVF and MHA-Intake	✓	✓	✓	✓	✓	✓			
4.9 (b) Mental Health Problem	ALL	ALL	ALL, except SSVF and MHA-Intake	✓	✓	✓	✓	✓	✓			
4.9 (b) If Yes for Mental Health Problem, Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently	ALL	ALL	ALL, except SSVF and MHA-Intake	✓	✓	✓	✓	✓	✓			



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<b>Program-Specific Data Elements (Continued)</b>												
<b>4.10 Substance Abuse</b>	ALL	ALL	ALL, except SSVF and MHA-Intake	✓	✓	✓	✓	✓	✓			
4.10 (a) Information Date (date information was collected)	ALL	ALL	ALL, except SSVF and MHA-Intake	✓	✓	✓	✓	✓	✓			
4.10 (b) Substance Abuse	ALL	ALL	ALL, except SSVF and MHA-Intake	✓	✓	✓	✓	✓	✓			
4.10 (b) If Alcohol abuse, Drug abuse, or Both alcohol and drug abuse for Substance Abuse, Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently	ALL	ALL	ALL, except SSVF and MHA-Intake	✓	✓	✓	✓	✓	✓			
<b>4.11 Domestic Violence</b>	ALL	ALL	ALL, except SSVF and MHA-Intake	✓	✓	✓	✓	✓	✓			
4.11 (a) Information Date (date information was collected)	ALL	ALL	ALL, except SSVF and MHA-Intake	✓	✓	✓	✓	✓	✓			
4.11 (b) Domestic Violence Victim/Survivor	ALL	ALL	ALL, except SSVF and MHA-Intake	✓	✓	✓	✓	✓	✓			
4.11 (b) If yes for Domestic violence victim/survivor, when experience occurred	HoH/ Adults	ALL	ALL, except SSVF and MHA-Intake	✓	✓	✓	✓	✓	✓			
4.11 (b) If yes for Domestic Violence Victim/Survivor, are you currently fleeing?	HoH/ Adults	ALL	ALL, except SSVF and MHA-Intake	✓	✓	✓	✓	✓	✓			
<b>4.12 Contact</b>	HoH/ Adults	At time of contact	SO	✓								
4.12 (a) Information Date (date of contact)	HoH/ Adults	At time of contact	SO	✓								
4.12 (b) Staying on Street, ES, or SH	HoH/ Adults	At time of contact	SO	✓								
<b>4.13 Date of Engagement</b>	HoH/ Adults	At time of engagement	SO	✓								
<b>4.18 Housing Assessment Disposition</b>	HoH	Exit	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.18 (a) Assessment Disposition	HoH	Exit	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.18 (b) Other	HoH	Exit	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.18 (b) If Other Assessment Disposition - Specify	HoH	Exit	ALL	✓	✓	✓	✓	✓	✓	✓	✓	✓



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<b>HUD-VASH and SSVF Required Data Elements</b>												
<b>V1 Veteran's Information</b>	Vet	Start	VASH, SSVF, and GPD				✓		✓	✓	✓	
V1 (a) Year Entered Military Service	Vet	Start	VASH, SSVF, and GPD				✓		✓	✓	✓	
V1 (b) Year Separated from Military Service	Vet	Start	VASH, SSVF, and GPD				✓		✓	✓	✓	
V1 (c) Theatre of Operations: World War II	Vet	Start	VASH, SSVF, and GPD				✓		✓	✓	✓	
V1 (d) Theatre of Operations: Korean War	Vet	Start	VASH, SSVF, and GPD				✓		✓	✓	✓	
V1 (e) Theatre of Operations: Vietnam War	Vet	Start	VASH, SSVF, and GPD				✓		✓	✓	✓	
V1 (f) Theatre of Operations: Persian Gulf War (Operation Desert Storm)	Vet	Start	VASH, SSVF, and GPD				✓		✓	✓	✓	
V1 (g) Theatre of Operations: Afghanistan (Operation Enduring Freedom)	Vet	Start	VASH, SSVF, and GPD				✓		✓	✓	✓	
V1 (h) Theatre of Operations: Iraq (Operation Iraqi Freedom)	Vet	Start	VASH, SSVF, and GPD				✓		✓	✓	✓	
V1 (i) Theatre of Operations: Iraq (Operation New Dawn)	Vet	Start	VASH, SSVF, and GPD				✓		✓	✓	✓	
V1 (j) Theatre of Operations: Other Peace-keeping Operations or Military Interventions (such as Lebanon, Panama, Somalia, Bosnia, Kosovo)	Vet	Start	VASH, SSVF, and GPD				✓		✓	✓	✓	
V1 (k) Branch of the Military	Vet	Start	VASH, SSVF, and GPD				✓		✓	✓	✓	
V1 (l) Discharge Status	Vet	Start	VASH, SSVF, and GPD				✓		✓	✓	✓	



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Data Element	Data Collected About	Data Collection Points	Project Applicability	Street Outreach	Services Only	Emergency Shelter	Transitional Housing	PH - Rapid Re-Housing	PH - Permanent Supportive Housing	SSVF-Rapid Re-housing	SSVF-Homeless Prevention	MHA-Intake
				SO	SSO	ES	TH	PH-RRH	PH-PSH	PH-RRH	HP	Other
<b>HUD-VASH and SSVF Required Data Elements (Continued)</b>												
<b>V2 Services Provided – SSVF</b>	ALL	Start	SSVF							✓	✓	
V2 (a) Date of Service	ALL	Start	SSVF							✓	✓	
V2 (b) Type of Service	ALL	Start	SSVF							✓	✓	
V2 (b) Assistance obtaining VA benefits	ALL	Start	SSVF							✓	✓	
V2 (b) Assistance obtaining/coordinating other public benefits	ALL	Start	SSVF							✓	✓	
V2 (b) Direct provision of other public benefits	ALL	Start	SSVF							✓	✓	
V2 (b) Other (non-TFA) supportive service approved by VA	ALL	Start	SSVF							✓	✓	
<b>V3 Financial Assistance – SSVF</b>	ALL	Start	SSVF							✓	✓	
V3 Date of Financial Assistance	ALL	Start	SSVF							✓	✓	
V3 Financial Assistance Amount	ALL	Start	SSVF							✓	✓	
V3 Financial Assistance Type	ALL	Start	SSVF							✓	✓	
<b>V4 Percent of AMI (SSVF Eligibility)</b>	ALL	Start	SSVF							✓	✓	
V4 (a) Household Income as a Percentage of AMI	ALL	Start	SSVF							✓	✓	
<b>V5 Last Permanent Address</b>	HoH	Start	VASH and SSVF					✓		✓	✓	
V5 (a) Street Address	HoH	Start	VASH and SSVF					✓		✓	✓	
V5 (b) City	HoH	Start	VASH and SSVF					✓		✓	✓	
V5 (c) State	HoH	Start	VASH and SSVF					✓		✓	✓	
V5 (d) Zip Code	HoH	Start	VASH and SSVF					✓		✓	✓	
V5 (e) Address Data Quality	HoH	Start	VASH and SSVF					✓		✓	✓	
<b>V6 VAMC Station Number</b>	HoH	Start	VASH and SSVF					✓		✓	✓	



# Required Data Element Collection Summary

Released November 2017 Version 2 Revised February 2018

Source: HUD and City of Long Beach



LONG BEACH  
DEPARTMENT OF HEALTH  
AND HUMAN SERVICES

Abbreviations		HoH = Head of Household		Vet = Veterans			Key	✓ = required	NEW	not required		
Data Element	Data Collected About	Data Collection Points	Project Applicability	Street Outreach	Services Only	Emergency Shelter	Transitional Housing	PH - Rapid Re-Housing	PH - Permanent Supportive Housing	SSVF-Rapid Re-housing	SSVF-Homeless Prevention	MHA-Intake
				SO	SSO	ES	TH	PH-RRH	PH-PSH	PH-RRH	HP	Other
<b>HUD-VASH and SSVF Required Data Elements (Continued)</b>												
<b>V7 SSVF HP Targeting Criteria</b>												
		HoH	Start	SSVF (HP)							✓	
V7 (a)	Referred by Coordinated Entry or a homeless assistance provider to prevent the household from entering an emergency shelter or transitional housing or from staying in a place not meant for human habitation.	HoH	Start	SSVF (HP)							✓	
V7 (b)	Current housing loss expected within...	HoH	Start	SSVF (HP)							✓	
V7 (c)	Current household income is \$0	HoH	Start	SSVF (HP)							✓	
V7 (d)	Annual household gross income amount	HoH	Start	SSVF (HP)							✓	
V7 (e)	Sudden and significant decrease in cash income (employment and/or cash benefits) AND/OR unavoidable increase in non-discretionary expenses (e.g., rent or medical expenses) in the past 6 months	HoH	Start	SSVF (HP)							✓	
V7 (f)	Major change in household composition (e.g., death of family member, separation/divorce from adult partner, birth of new child) in the past 12 months	HoH	Start	SSVF (HP)							✓	
V7 (g)	Rental Evictions within the Past 7 Years	HoH	Start	SSVF (HP)							✓	
V7 (h)	Currently at risk of losing a tenant-based housing subsidy or housing in a subsidized building or unit	HoH	Start	SSVF (HP)							✓	
V7 (i)	History of literal homelessness (street/shelter/transitional housing)	HoH	Start	SSVF (HP)							✓	
V7 (j)	Head of household with disabling condition (physical health, mental health, substance use) that directly affects ability to secure/maintain housing	HoH	Start	SSVF (HP)							✓	
V7 (k)	Criminal record for arson, drug dealing or manufacture, or felony offense against persons or property	HoH	Start	SSVF (HP)							✓	
V7 (l)	Registered sex offender	HoH	Start	SSVF (HP)							✓	
V7 (m)	At least one dependent child under age 6	HoH	Start	SSVF (HP)							✓	
V7 (m)	Single parent with minor child(ren)	HoH	Start	SSVF (HP)							✓	
V7 (n)	Household size of 5 or more requiring at least 3 bedrooms (due to age/gender mix)	HoH	Start	SSVF (HP)							✓	
V7 (n)	Any Veteran in household served in Iraq or Afghanistan	HoH	Start	SSVF (HP)							✓	
V7 (o)	Female Veteran	HoH	Start	SSVF (HP)							✓	
V7 (o)	HP applicant score	HoH	Start	SSVF (HP)							✓	
V7 (p)	Grantee threshold score	HoH	Start	SSVF (HP)							✓	
<b>P4 Connection with SOAR (SSVF)</b>		HoH/Adults	ALL	SSVF						✓	✓	
<b>R4 Last Grade Completed</b>		HoH/Adults	Start/Exit	VASH and SSVF					✓	✓	✓	



# Long Beach Continuum of Care

## Homeless Management Information System (HMIS)

### Required Attachments

#### July 2018 Version 2.1

#### HMIS Required Attachments

In addition to the timely and accurate completion of data elements required for reporting purposes, supplemental documents shall be attached to the HMIS record. Attachments that are required for enrolled program participants are:

1. Consent to Share
2. Homeless Certification/3<sup>rd</sup> Party Documentation
3. Chronically Homeless Certification (Permanent Supportive Housing)
4. Photo Identification and Social Security Card
5. Birth Certificate
6. Housing Voucher
7. DD214 \*Veterans Only
8. Income Documentation
9. Non-Cash Documentation
10. Disability Verification

#### Format for Naming and Saving Documents

It is essential that all documents uploaded into the HMIS follow a similar naming format and are uploaded to the appropriate location in program participant's record so that documents can easily be identified and accounted for. Data recorded and maintained in a Homeless Management Information System on program participants served meet HUD standards of requirements for documentation purposes provided the level of documentation is comparable to what would have been collected and maintained in a paper file. Any data or documentation not directly entered into or uploaded to the HMIS must be maintained in a paper record or file. The proposed format should be followed for naming and attaching documents in HMIS:

#### Document Saving Format

File Name: [Document Type]\_[Format: YYYY-MM-DD] (Date Document Signed or Received)\_ [Client First and Last Name]\_[Agency Name]

Description: Provide a brief description of document

Example: File Name: Housing Voucher\_2015-11-29\_John Doe\_Catholic Charities  
Description: Housing Voucher for John Doe.

Naming Document Type:

1. Consent to Share
2. Homeless Certification and 3<sup>rd</sup> Party Documentation
3. CH Certification
4. ID and SSN
5. Birth Certificate
6. Housing Voucher
7. DD214
8. Income
9. Non-Cash
10. Disability Verification



# Long Beach Continuum of Care Homeless Management Information System (HMIS) Data Quality Measures July 2017 Version 1

Element	Measures	Source
Timeliness	Client project entry records shall not exceed 4 - 6 days.	CoC APR
	Client project exit records shall not exceed 4 - 6 days.	CoC APR
	Client records with project entry date in HMIS exceeding 6 days shall not exceed 10%. Comparable database data quality plan shall include monitoring for project entry date that is 6 days or less.	HMIS Client Record Monitoring Comparable Database Data Quality Plan
	Clients remaining in the project 12 months or longer without annual assessment shall be not exceed 10%. Comparable database data quality plan shall include monitoring for annual assessment of clients remaining in the project 12 months or longer, the annual assessment shall be completed annually within 30 days before or after the anniversary project start date.	HMIS Client Record Monitoring Comparable Database Data Quality Plan
Completeness	Missing data, data not collected shall not be more than 5%.	CoC APR
	Client doesn't know or client refused shall not be more than 5%.	CoC APR
	Clients served shall have 100% data elements completed.	CoC APR
	Clients served shall have 100% services transactions completed.	DQ-003_Service Transactions Report
	Clients remaining in programs longer than 12 months shall have 100% of the Annual Assessment in the Interims completed within 30 days before or after the anniversary of program entry regardless of the most recent update.	HMIS Client Record Monitoring
Coverage & Utilization	Shelter and housing programs shall have bed utilization rates 90% or higher.	CoC APR
	Client records in ClientPoint and ShelterPoint shall match 100%.	Daily Unit Report
Accuracy	Client records with inaccurate information compared to applicable data entry, attachments and if available, other document sources shall not exceed 10%.	HMIS Client Record Monitoring
Consistency	Client records and data entry workflow shall match 100%.	HMIS Client Record Monitoring

# HUD - ANNUAL PERFORMANCE REPORT (CSV-APR) TABLES

COC APR in Sage

Consistent with Data Standards V5.1

## Q4. HMIS Information

### 4a. Project Identifiers in HMIS

CoC– HMIS data

Project Descriptor Element	Relevant Data
Organization Name	
Organization ID	
Project Name	
Project ID	
HMIS Project Type	
Method for Tracking ES	
Is the Services Only (HMIS Project Type 6) affiliated with a residential project?	
Identify the Project ID's of the housing projects this project is affiliated with	

## Q5 Report Validations

### Q5a. Report Validations Table

CoC– HMIS data

	Validation	Count
1	Total number of persons served	
2	Number of adults (age 18 or over)	
3	Number of children (under age 18)	
4	Number of persons with unknown age	
5	Number of leavers	
6	Number of adult leavers	
7	Number of adult and head of household leavers	
8	Number of stayers	
9	Number of adult stayers	
10	Number of veterans	
11	Number of chronically homeless persons	
12	Number of youth under age 25	
13	Number of parenting youth under age 25 with children	
14	Number of adult heads of household	
15	Number of child and unknown-age heads of household	
16	Heads of households and adult stayers in the project 365 days or more	

## Q6. Data Quality

### Q6a. Data Quality: Personally Identifiable Information (PII)

Data Element	Client Doesn't Know/Refused	Information Missing	Data Issues	% of Error Rate
Name				
Social Security Number				
Date of Birth				
Race				
Ethnicity				
Gender				
Overall Score				

**Q6b. Data Quality: Universal Data Elements**

Data Element	Error Count	% of Error Rate
Veteran Status		
Project Entry Date		
Relationship to Head of Household		
Client Location		
Disabling Condition		

**Q6c. Data Quality: Income and Housing Data Quality**

Data Element	Error Count	% of Error Rate
Destination		
Income and Sources at Entry		
Income and Sources at Annual Assessment		
Income and Sources at Exit		

**Q6d. Data Quality Chronic Homelessness**

Entering into project type	Count of total records	Missing time in institution	Missing time in housing	Approximate Date started DK/R/missing	Number of times DK/R/missing	Number of months DK/R/missing	% of records unable to calculate
ES, SH, Street Outreach							
TH							
PH (all)							
Total							

**6e. Data Quality: Timeliness**

Time for Record Entry	Number of Project Entry Records	Number of Project Exit Records
0 days		
1-3 days		
4-6 days		
7-10 days		
11+ days		

**6f. Data Quality: Inactive Records: Street Outreach and Emergency Shelter**

Data Element	# of Records	# of Inactive Records	% of Inactive Records
Contact ( <i>Adults &amp; Heads of Household in Street Outreach or ES-NBN</i> )			
Bed Night ( <i>All clients in ES – NBN</i> )			

**Q7. Persons Served**

**7a. Number of Persons Served**

CoC– HMIS data	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Adults					
Children					
Client Doesn't Know/ Client Refused					
Data Not Collected					
<b>Total</b>					

**7b. Point-in-Time Count of Persons on the Last Wednesday**

CoC– HMIS data	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
January					
April					
July					
October					

## Q8. Households Served

### 8a. Number of Households Served

CoC– HMIS data	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Total Households					

### 8b. Point-in-Time Count of Households on the Last Wednesday

CoC– HMIS data	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
January					
April					
July					
October					

## Q9 Contacts and Engagements

### 9a. Number of Persons Contacted

#### CoC– HMIS data

Number of Persons Contacted	All Persons Contacted	First contact was at a place not meant for human habitation	First contact was at a non-residential service setting	First contact was at a residential service setting	First contact place was missing
Once					
2-5 Times					
6-9 Times					
10+ Times					
<b>Total Persons Contacted</b>					

### 9b. Number of Persons Engaged

#### CoC– HMIS data

Number of Persons Engaged	All Persons Contacted	First contact was at a place not meant for human habitation	First contact was at a non-residential service setting	First contact was at a residential service setting	First contact place was missing
Once					
2-5 Times					
6-9 Times					
10+ Times					
<b>Total Persons Engaged</b>					
<b>Rate of Engagement</b>					

## Q10. Gender

### 10a. Gender of Adults

CoC– HMIS data	Total	Without Children	With Children and Adults	Unknown Household Type
Male				
Female				
Transgender Male to Female				
Transgender Female to Male				
Doesn't identify as male, female, or transgender				
Client Doesn't Know/Client Refused				
Data Not Collected				
<b>Subtotal</b>				

**10b. Gender of Children**

CoC– HMIS data	Total	With Children and Adults	With only children	Unknown Household Type
Male				
Female				
Transgender Male to Female				
Transgender Female to Male				
Doesn't identify as male, female, or transgender				
Client Doesn't Know/Client Refused				
Data Not Collected				
<b>Subtotal</b>				

**10c. Gender of Persons Missing Age Information**

CoC– HMIS data	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Male					
Female					
Transgender Male to Female					
Transgender Female to Male					
Doesn't identify as male, female, or transgender					
Client Doesn't Know/Client Refused					
Data Not Collected					
<b>Subtotal</b>					

**Q11. Age**

CoC– HMIS data	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Under 5					
5-12					
13-17					
18-24					
25-34					
35-44					
45-54					
55-61					
62+					
Client Doesn't Know/Client Refused					
Data Not Collected					
<b>Total</b>					

**Q12. Race & Ethnicity**

**12a. Race**

CoC– HMIS data	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
White					
Black or African American					
Asian					
American Indian or Alaska Native					
Native Hawaiian or Other Pacific Islander					
Multiple Races					
Client Doesn't Know/Client Refused					
Data Not Collected					
<b>Total</b>					

**12b. Ethnicity**

<b>CoC– HMIS data</b>	<b>Total</b>	<b>Without Children</b>	<b>With Children and Adults</b>	<b>With Only Children</b>	<b>Unknown Household Type</b>
Non-Hispanic/Non-Latino					
Hispanic/Latino					
Client Doesn't Know/Client Refused					
Data Not Collected					
<b>Total</b>					

**Q13. Physical and Mental Health Conditions**

**13a1. Physical and Mental Health Conditions at Entry**

<b>CoC– HMIS data</b>	<b>Total Persons</b>	<b>Without Children</b>	<b>With Children and Adults</b>	<b>With Only Children</b>	<b>Unknown Household Type</b>
Mental Health Problem					
Alcohol Abuse					
Drug Abuse					
Both Alcohol and Drug Abuse					
Chronic Health Condition					
HIV/AIDS					
Developmental Disability					
Physical Disability					

**13a2. Number of Conditions at Entry**

<b>CoC– HMIS data</b>	<b>Total Persons</b>	<b>Without Children</b>	<b>With Children and Adults</b>	<b>With Only Children</b>	<b>Unknown Household Type</b>
None					
1 Condition					
2 Conditions					
3+ Conditions					
Condition Unknown					
Client Doesn't Know/Client Refused					
Data Not Collected					
<b>Total</b>					

**13b1. Physical and Mental Health Conditions at Exit**

<b>CoC– HMIS data</b>	<b>Total Persons</b>	<b>Without Children</b>	<b>With Children and Adults</b>	<b>With Only Children</b>	<b>Unknown Household Type</b>
Mental Health Problem					
Alcohol Abuse					
Drug Abuse					
Both Alcohol and Drug Abuse					
Chronic Health Condition					
HIV/AIDS					
Developmental Disability					
Physical Disability					

**13b2. Number of Conditions at Exit**

CoC– HMIS data	Total Persons	Without Children	With Children and Adults	With Only Children	Unknown Household Type
None					
1 Condition					
2 Conditions					
3+ Conditions					
Condition Unknown					
Client Doesn't Know/Client Refused					
Data Not Collected					
<b>Total</b>					

**13c1. Physical and Mental Health Conditions for Stayers**

CoC– HMIS data	Total Persons	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Mental Health Problem					
Alcohol Abuse					
Drug Abuse					
Both Alcohol and Drug Abuse					
Chronic Health Condition					
HIV/AIDS					
Developmental Disability					
Physical Disability					

**13c2. Number of Conditions for Stayers**

CoC– HMIS data	Total Persons	Without Children	With Children and Adults	With Only Children	Unknown Household Type
None					
1 Condition					
2 Conditions					
3+ Conditions					
Condition Unknown					
Client Doesn't Know/Client Refused					
Data Not Collected					
<b>Total</b>					

**Q14. Domestic Violence**

**14a. Domestic Violence History**

CoC– HMIS data	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Yes					
No					
Client Doesn't Know/Client Refused					
Data Not Collected					
<b>Total</b>					

**14b. Persons Fleeing Domestic Violence**

CoC– HMIS data	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Yes					
No					
Client Doesn't Know/Client Refused					
Data Not Collected					
<b>Total</b>					

### Q15. Living Situation

CoC– HMIS data	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
<b>Homeless Situations</b>					
Emergency Shelter					
Transitional housing for homeless persons					
Place not meant for human habitation					
Safe Haven					
Interim Housing					
<b>Subtotal</b>					
<b>Institutional Settings</b>					
Psychiatric hospital or facility					
Substance abuse or detox center					
Hospital (non-psychiatric)					
Jail, prison, or juvenile detention					
Foster care home or foster care group home					
Long-term care facility or nursing home					
Residential project or halfway house with no homeless criteria					
<b>Subtotal</b>					
<b>Other Locations</b>					
PH for formerly homeless persons					
Owned by client, no subsidy					
Owned by client, with subsidy					
Rental by client, no subsidy					
Rental by client, with VASH subsidy					
Rental by client with GPD TIP subsidy					
Rental by client with other subsidy					
Hotel/Motel, paid by client					
Staying or living with friend(s)					
Staying or living with family					
Client Doesn't Know/Client Refused					
Data Not Collected					
<b>Subtotal</b>					
<b>TOTAL</b>					

### Q16. Cash Income - Ranges

CoC– HMIS data	Income at Entry	Income at Latest Annual Assessment for Stayers	Income at Exit for Leavers
No Income			
\$1 - \$150			
\$151 - \$250			
\$251 - \$500			
\$501 - \$1,000			
\$1,001 - \$1,500			
\$1,501 - \$2,000			
\$2,001+			
Client Doesn't Know/Client Refused			
Data Not Collected			
Number of adult stayers not yet required to have an annual assessment			
Number of adult stayers without required annual assessment			
<b>Total Adults</b>			

**Q17. Cash Income - Sources**

<b>CoC– HMIS data</b>	<b>Income at Entry</b>	<b>Income at Latest Annual Assessment for Stayers</b>	<b>Income at Exit for Leavers</b>
Earned Income			
Unemployment Insurance			
SSI			
SSDI			
VA Service – Connected Disability Compensation			
VA Non-Service Connected Disability Pension			
Private Disability Insurance			
Worker’s Compensation			
TANF or Equivalent			
General Assistance			
Retirement (Social Security)			
Pension from Former Job			
Child Support			
Alimony (Spousal Support)			
Other Source			
Adults with Income Information at Entry and Annual Assessment/Exit			

**Q18. Client Cash Income Category – Earned/Other Income Category – by Entry and Annual Assessment/Exit Status**

**CoC– HMIS data**

<b>Number of Adults By Income Category</b>	<b>Number of Adults at Entry</b>	<b>Number of Adults at Annual Assessment (Stayers)</b>	<b>Number of Adults at Exit (Leavers)</b>
Adults with Only Earned Income (i.e., Employment Income)			
Adults with Only Other Income			
Adults with Both Earned and Other Income			
Adults with No Income			
Adults with Client Doesn’t Know/Client Refused Income Information			
Adults with Missing Income Information			
Number of adult stayers not yet required to have an annual assessment			
Number of adult stayers without required annual assessment			
<b>Total Adults</b>			
1 or more source of income			
Adults with Income Information at Entry and Annual Assessment/Exit			

## Q19. Cash Income – Changes over Time

### Q19a1. Client Cash Income Change - Income Source - by Entry and Latest Status

CoC– HMIS data

Income Change by Income Category (Universe: Adult Stayers with Income Information at Entry and Annual Assessment)	Had Income Category at Entry and Did Not Have It at Annual Assessment	Retained Income Category But Had Less \$ at Annual Assessment Than at Entry	Retained Income Category and Same \$ at Annual Assessment as at Entry	Retained Income Category and Increased \$ at Annual Assessment	Did Not Have the Income Category at Entry and Gained the Income Category at Annual Assessment	Did Not Have the Income Category at Entry or at Annual Assessment	Total Adults (including those with No Income)	Performance Measure: Adults who Gained or Increased Income from Entry to Annual Assessment, Average Gain	Performance measure: Percent of persons who accomplished this measure
Number of Adults with Earned Income (i.e., Employment Income)								#	
Average Change in Earned Income	\$	\$		\$	\$			\$	
Number of Adults with Other Income								#	
Average Change in Other Income	\$	\$		\$	\$			\$	
Number of Adults with Any Income (i.e., Total Income)								#	
Average Change in Overall Income	\$	\$		\$	\$		\$	\$	

### Q19a2. Client Cash Income Change - Income Source - by Entry and Exit

CoC– HMIS data

Income Change by Income Category (Universe: Adult Leavers with Income Information at Entry and Exit)	Had Income Category at Entry and Did Not Have It at Exit	Retained Income Category but Had Less \$ at Exit Than at Entry	Retained Income Category and Same \$ at Exit as at Entry	Retained Income Category and Increased \$ at Exit	Did Not Have the Income Category at Entry and Gained the Income Category at Exit	Did Not Have the Income Category at Entry or at Exit	Total Adults (including those with No Income)	Performance Measure: Adults who Gained or Increased Income from Entry to Exit, Average Gain	Performance measure: Percent of persons who accomplished this measure
Number of Adults with Earned Income (i.e., Employment Income)								#	
Average Change in Earned Income	\$	\$		\$	\$			\$	
Number of Adults with Other Income								#	
Average Change in Other Income	\$	\$		\$	\$			\$	
Number of Adults with Any Income (i.e., Total Income)								#	
Average Change in Overall Income	\$	\$		\$	\$		\$	\$	

**Q19a3. Client Cash Income Change - Income Source - by Entry and Latest Status/Exit**

CoC- HMIS data

Income Change by Income Category (Universe: Total Adults with Income Information at Entry and Annual Assessment/Exit)	Had Income Category at Entry and Did Not Have It at Annual Assessment /Exit	Retained Income Category but Had Less \$ at Annual Assessment/Exit Than at Entry	Retained Income Category and Same \$ at Annual Assessment /Exit as at Entry	Retained Income Category and Increased \$ at Annual Assessment /Exit	Did Not Have the Income Category at Entry and Gained the Income Category at Annual Assessment /Exit	Did Not Have the Income Category at Entry or at Annual Assessment /Exit	Total Adults (including those with No Income)	Performance Measure: Adults who Gained or Increased Income from Entry to Annual Assessment/Exit, Average Gain	Performance measure: Percent of persons who accomplished this measure
Number of Adults with Earned Income (i.e., Employment Income)								#	
Average Change in Earned Income	\$	\$		\$	\$			\$	
Number of Adults with Other Income								#	
Average Change in Other Income	\$	\$		\$	\$			\$	
Number of Adults with Any Income (i.e., Total Income)								#	=16/H6
Average Change in Overall Income	\$	\$		\$	\$		\$	\$	

**Q20. Non-Cash Benefits**

**20a. Type of Non-Cash Benefit Sources**

CoC- HMIS data	Benefit at Entry	Benefit at Latest Annual Assessment for Stayers	Benefit at Exit for Leavers
Supplemental Nutrition Assistance Program			
WIC			
TANF Child Care Services			
TANF Transportation Services			
Other TANF-Funded Services			
Other Source			

**20b. Number of Non-Cash Benefit Sources**

CoC- HMIS data	Benefit at Entry	Benefit at Latest Annual Assessment for Stayers	Benefit at Exit for Leavers
No Sources			
1 + Source(s)			
Client Doesn't Know/Client Refused			
Data Not Collected			
Total			

## Q21. Health Insurance

CoC– HMIS data	At Entry	At Annual Assessment for Stayers	At Exit for Leavers
Medicaid			
Medicare			
State Children’s Health Insurance Program			
VA Medical Services			
Employer Provided Health Insurance			
Health Insurance through COBRA			
Private Pay Health Insurance			
State Health Insurance for Adults			
Indian Health Services Program			
Other			
No Health Insurance			
Client Doesn’t Know/Client Refused			
Data not Collected			
Number of Stayers not yet Required To Have an Annual Assessment			
1 Source of Health Insurance			
More than 1 Source of Health Insurance			

## Q22. Length of Participation

### Q22a1. Length of Participation—CoC projects

CoC– HMIS data	Total	Leavers	Stayers
30 days or less			
31 to 60 days			
61 to 90 days			
91 to 180 days			
181 to 365 days			
366 to 730 Days (1-2 Yrs)			
731 to 1,095 Days (2-3 Yrs)			
1,096 to 1,460 Days (3-4 Yrs)			
1,461 to 1,825 Days (4-5 Yrs)			
More than 1,825 Days (> 5 Yrs)			
Data Not Collected			
<b>Total</b>			

### Q22b. Average and Median Length of Participation in Days

CoC– HMIS data	Leavers	Stayers
Average Length		
Median Length		

## Q23. Exit Destination

### 23a. Exit Destination – More than 90 Days

CoC– HMIS data	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
<b>Permanent Destinations</b>					
Moved from one HOPWA funded project to HOPWA PH					
Owned by client, no ongoing subsidy					
Owned by client, with ongoing subsidy					
Rental by client, no ongoing subsidy					
Rental by client, with VASH subsidy					
Rental by client, with GPD TIP subsidy					
Rental by client, other ongoing subsidy					
PH for formerly homeless persons					
Staying or living with family, permanent tenure					
Staying or living with friends, permanent tenure					
<b>Subtotal</b>					
<b>Temporary Destinations</b>					
Emergency shelter, including hotel or motel paid for with emergency shelter voucher					
Moved from one HOPWA funded project to HOPWA TH					
Transitional housing for homeless persons (including homeless youth)					
Staying or living with family, temporary tenure					
Staying or living with friends, temporary tenure					
Place not meant for human habitation					
Safe Haven					
Hotel or motel, paid by client					
<b>Subtotal</b>					
<b>Institutional Settings</b>					
Foster care home or group foster care home					
Psychiatric hospital or other psychiatric facility					
Substance abuse treatment facility or detox center					
Hospital or other residential non-psychiatric medical facility					
Jail, prison, or juvenile detention facility					
Long-term care facility or nursing home					
<b>Subtotal</b>					
<b>Other Destinations</b>					
Residential project or halfway house with no homeless criteria					
Deceased					
Other					
Client Doesn't Know/Client Refused					
Data Not Collected (no exit interview completed)					
<b>Subtotal</b>					
<b>Total</b>					
Total persons exiting to positive housing destinations					
Total persons whose destinations excluded them from the calculation					
Percentage					

**Q23b. Exit Destination—90 Days or less**

CoC– HMIS data

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
<b>Permanent Destinations</b>					
Moved from one HOPWA funded project to HOPWA PH					
Owned by client, no ongoing subsidy					
Owned by client, with ongoing subsidy					
Rental by client, no ongoing subsidy					
Rental by client, with VASH subsidy					
Rental by client, with GPD TIP subsidy					
Rental by client, other ongoing subsidy					
PH for formerly homeless persons					
Staying or living with family, permanent tenure					
Staying or living with friends, permanent tenure					
<b>Subtotal</b>					
<b>Temporary Destinations</b>					
Emergency shelter, including hotel or motel paid for with emergency shelter voucher					
Moved from one HOPWA funded project to HOPWA TH					
Transitional housing for homeless persons (including homeless youth)					
Staying or living with family, temporary tenure					
Staying or living with friends, temporary tenure					
Place not meant for human habitation					
Safe Haven					
Hotel or motel, paid by client					
<b>Subtotal</b>					
<b>Institutional Settings</b>					
Foster care home or group foster care home					
Psychiatric hospital or other psychiatric facility					
Substance abuse treatment facility or detox center					
Hospital or other residential non-psychiatric medical facility					
Jail, prison, or juvenile detention facility					
Long-term care facility or nursing home					
<b>Subtotal</b>					
<b>Other Destinations</b>					
Residential project or halfway house with no homeless criteria					
Deceased					
Other					
Client Doesn't Know/Client Refused					
Data Not Collected (no exit interview completed)					
<b>Subtotal</b>					
<b>Total</b>					
Total persons exiting to positive housing destinations					
Total persons whose destinations excluded them from the calculation					
Percentage					

## Q25. Veterans Questions

### 25a. Number of Veterans

CoC– HMIS data

	Total	Without Children	With Children and Adults	Unknown Household Type
Chronically Homeless Veteran				
Non-Chronically Homeless Veteran				
Not a Veteran				
Client Doesn't Know/Client Refused				
Data Not Collected				
<b>Total</b>				

### 25b. Number of Veteran Households

CoC– HMIS data

	Total	Without Children	With Children and Adults	Unknown Household Type
Chronically Homeless Veteran				
Non-Chronically Homeless Veteran				
Not a Veteran				
Client Doesn't Know/Client Refused				
Data Not Collected				
<b>Total</b>				

### Q25c. Gender - Veterans

CoC– HMIS data

	Total	Without Children	With Children and Adults	Unknown Household Type
Male				
Female				
Transgender Male to Female				
Transgender Female to Male				
Doesn't identify as male, female, or transgender				
Client Doesn't Know/Client Refused				
Data Not Collected				
<b>Total</b>				

### Q25d. Age - Veterans

CoC– HMIS data

	Total	Without Children	With Children and Adults	Unknown Household Type
18 – 24				
25 – 34				
35 – 44				
45 – 54				
55 – 61				
62 +				
Client Doesn't Know/Client Refused				
Data Not Collected				
<b>Total</b>				

**Q25e. Physical and Mental Health Conditions - Veterans**

<b>CoC– HMIS data</b>	<b>Conditions At Entry</b>	<b>Conditions at Latest Assessment for Stayers</b>	<b>Conditions at Exit for Leavers</b>
Mental Health Problem			
Alcohol Abuse			
Drug Abuse			
Both Alcohol Abuse and Drug Abuse			
Chronic Health Condition			
HIV/AIDS			
Developmental Disability			
Physical Disability			

**Q25f. Cash Income Category - Income Category - by Entry and Annual /Exit Status - Veterans**

**CoC– HMIS data**

<b>Number of Veterans By Income Category</b>	<b>Number of Veterans at Entry</b>	<b>Number of Veterans at Annual Assessment (Stayers)</b>	<b>Number of Veterans at Exit (Leavers)</b>
Veterans with Only Earned Income (i.e., Employment Income)			
Veterans with Only Other Income			
Veterans with Both Earned and Other Income			
Veterans with No Income			
Veterans with Client Doesn't Know/Client Refused Income Information			
Veterans with Missing Income Information			
Number of veterans not yet required to have an annual assessment			
Number of veterans without required annual assessment			
<b>Total Veterans</b>			

**Q25g. Type of Cash Income Sources - Veterans**

<b>CoC– HMIS data</b>	<b>Income at Entry</b>	<b>Income at Latest Annual Assessment for Stayers</b>	<b>Income at Exit for Leavers</b>
Earned Income			
Unemployment Insurance			
SSI			
SSDI			
VA Service – Connected Disability Compensation			
VA Non-Service Connected Disability Pension			
Private Disability Insurance			
Worker's Compensation			
TANF or Equivalent			
General Assistance			
Retirement (Social Security)			
Pension from Former Job			
Child Support			
Alimony (Spousal Support)			
Other Source			
Veterans with Income Information at Entry and Annual Assessment/Exit			

**Q25h Type of Non-Cash Benefit Sources - Veterans**

<b>CoC– HMIS data</b>	<b>Benefit at Entry</b>	<b>Benefit at Latest Annual Assessment for Stayers</b>	<b>Benefit at Exit for Leavers</b>
Supplemental Nutrition Assistance Program			
WIC			
TANF Child Care Services			
TANF Transportation Services			
Other TANF-Funded Services			
Other Source			

**Q25i. Exit Destination – Veterans**

CoC– HMIS data	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
<b>Permanent Destinations</b>					
Moved from one HOPWA funded project to HOPWA PH					
Owned by client, no ongoing subsidy					
Owned by client, with ongoing subsidy					
Rental by client, no ongoing subsidy					
Rental by client, with VASH subsidy					
Rental by client, with GPD TIP subsidy					
Rental by client, other ongoing subsidy					
PH for formerly homeless persons					
Staying or living with family, permanent tenure					
Staying or living with friends, permanent tenure					
<b>Subtotal</b>					
<b>Temporary Destinations</b>					
Emergency shelter, including hotel or motel paid for with emergency shelter voucher					
Moved from one HOPWA funded project to HOPWA TH					
Transitional housing for homeless persons (including homeless youth)					
Staying or living with family, temporary tenure					
Staying or living with friends, temporary tenure					
Place not meant for human habitation					
Safe Haven					
Hotel or motel, paid by client					
<b>Subtotal</b>					
<b>Institutional Settings</b>					
Foster care home or group foster care home					
Psychiatric hospital or other psychiatric facility					
Substance abuse treatment facility or detox center					
Hospital or other residential non-psychiatric medical facility					
Jail, prison, or juvenile detention facility					
Long-term care facility or nursing home					
<b>Subtotal</b>					
<b>Other Destinations</b>					
Residential project or halfway house with no homeless criteria					
Deceased					
Other					
Client Doesn't Know/Client Refused					
Data Not Collected (no exit interview completed)					
<b>Subtotal</b>					
<b>Total</b>					
Total persons exiting to positive housing destinations					
Total persons whose destinations excluded them from the calculation					
Percentage					

## Q26. Chronically Homeless Questions

### Q26a. Number of Households w/at least one or more Chronically Homeless person

CoC- HMIS data	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Chronically Homeless					
Not Chronically Homeless					
Client Doesn't Know/Client Refused					
Data Not Collected					
<b>Total</b>					

### Q26b. Number of Chronically Homeless Persons by Household

CoC- HMIS data	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Chronically Homeless					
Not Chronically Homeless					
Client Doesn't Know/Client Refused					
Data Not Collected					
<b>Total</b>					

### Q26c. Gender of Chronically Homeless Persons

CoC- HMIS data	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Male					
Female					
Transgender Male to Female					
Transgender Female to Male					
Doesn't identify as male, female, or transgender					
Client Doesn't Know/Client Refused					
Data Not Collected					
<b>Total</b>					

### Q26d. Age of Chronically Homeless Persons

CoC- HMIS data	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
0 - 17					
18-24					
25-34					
35-44					
45-54					
55-61					
62 +					
Client Doesn't Know/Client Refused					
Data Not Collected					
<b>Total</b>					

### Q26e. Physical and Mental Health Conditions - Chronically Homeless Persons

CoC- HMIS data	Conditions At Entry	Conditions at Latest Assessment for Stayers	Conditions at Exit for Leavers
Mental Health Problem			
Alcohol Abuse			
Drug Abuse			
Both Drug and Alcohol Abuse			
Chronic Health Condition			
HIV/AIDS			
Developmental Disability			
Physical Disability			

**Q26f Client Cash Income Category - Income Category - by Entry and Annual Assessment/Exit Status**

CoC- HMIS data

Number of Chronically Homeless Persons By Income Category	Number of Chronically Homeless Persons at Entry	Number of Chronically Homeless Persons at Annual Assessment (Stayers)	Number of Chronically Homeless Persons at Exit (Leavers)
Chronically Homeless Persons with Only Earned Income (i.e., Employment Income)			
Chronically Homeless Persons with Only Other Income			
Chronically Homeless Persons with Both Earned and Other Income			
Chronically Homeless Persons with No Income			
Chronically Homeless Persons with Client Doesn't Know/Client Refused Income Information			
Chronically Homeless Persons with Missing Income Information			
Number of Chronically Homeless Persons not yet required to have an annual assessment			
Number of Chronically Homeless Persons without required annual assessment			
<b>Total Chronically Homeless Persons</b>			

**Q26g. Type of Cash-Income Sources**

CoC- HMIS data	Income at Entry	Income at Latest Annual Assessment for Stayers	Income at Exit for Leavers
Earned Income			
Unemployment Insurance			
SSI			
SSDI			
VA Service – Connected Disability Compensation			
VA Non-Service Connected Disability Pension			
Private Disability Insurance			
Worker's Compensation			
TANF or Equivalent			
General Assistance			
Retirement (Social Security)			
Pension from Former Job			
Child Support			
Alimony (Spousal Support)			
Other Source			
Chronically Homeless Persons with Income Information at Entry and Annual Assessment/Exit			

**Q26h. Type of Non-Cash Benefit Sources**

CoC- HMIS data	Benefit at Entry	Benefit at Latest Annual Assessment for Stayers	Benefit at Exit for Leavers
Supplemental Nutrition Assistance Program			
WIC			
TANF Child Care Services			
TANF Transportation Services			
Other TANF-Funded Services			
Other Source			

**Q27. Youth Questions**

**Q27a. Age of Youth**

CoC- HMIS data	Total	Without Children	With Children and Adults	With Only Children	Unknown Household
12 - 17					
18 - 24					
Client Doesn't Know/Client Refused					

CoC– HMIS data	Total	Without Children	With Children and Adults	With Only Children	Unknown Household
Data Not Collected					
<b>Total</b>					

**Q27b. Parenting Youth**

CoC– HMIS data	Total parenting youth	Total children of parenting youth	Total Persons	Total Households
Parent youth < 18				
Parent youth 18 to 24				

**Q27c. Gender of Youth**

CoC– HMIS data	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Male					
Female					
Transgender Male to Female					
Transgender Female to Male					
Doesn't identify as male, female, or transgender					
Client Doesn't Know/Client Refused					
Data Not Collected					
<b>Total</b>					

**Q27d. Living Situation - Youth**

CoC– HMIS data	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
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**Homeless Situations**

Emergency Shelter					
Transitional housing for homeless persons					
Place not meant for human habitation					
Safe Haven					
Interim Housing					
<b>Subtotal</b>					

**Institutional Settings**

Psychiatric hospital or facility					
Substance abuse or detox center					
Hospital (non-psychiatric)					
Jail, prison, or juvenile detention					
Foster care home or foster care group home					
Long-term care facility or nursing home					
Residential project or halfway house with no homeless criteria					
<b>Subtotal</b>					

**Other Locations**

PH for formerly homeless persons					
Owned by client, no subsidy					
Owned by client, with subsidy					
Rental by client, no subsidy					
Rental by client, with VASH subsidy					
Rental by client with GPD TIP subsidy					
Rental by client with other subsidy					
Hotel/Motel, paid by client					
Staying or living with friend(s)					
Staying or living with family					
Client Doesn't Know/Client Refused					
Data Not Collected					
<b>Subtotal</b>					
<b>TOTAL</b>					

**Q27e. Length of Participation –Youth**

CoC– HMIS data	Total	Leavers	Stayers
30 days or less			
31 to 60 days			
61 to 90 days			
91 to 180 days			
181 to 365 days			
366 to 730 days (1-2 Yrs)			
731 to 1,095 days (2-3 Yrs)			
1,096 to 1,460 days (3-4 Yrs)			
1,461 to 1,825 days (4-5 Yrs)			
More than 1,825 days (> 5 Yrs)			
Data Not Collected			
<b>Total</b>			

**Q27f. Exit Destination – Youth**

CoC– HMIS data	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
<b>Permanent Destinations</b>					
Moved from one HOPWA funded project to HOPWA PH					
Owned by client, no ongoing subsidy					
Owned by client, with ongoing subsidy					
Rental by client, no ongoing subsidy					
Rental by client, with VASH subsidy					
Rental by client, with GPD TIP subsidy					
Rental by client, other ongoing subsidy					
PH for formerly homeless persons					
Staying or living with family, permanent tenure					
Staying or living with friends, permanent tenure					
<b>Subtotal</b>					
<b>Temporary Destinations</b>					
Emergency shelter, including hotel or motel paid for with emergency shelter voucher					
Moved from one HOPWA funded project to HOPWA TH					
Transitional housing for homeless persons (including homeless youth)					
Staying or living with family, temporary tenure					
Staying or living with friends, temporary tenure					
Place not meant for human habitation					
Safe Haven					
Hotel or motel, paid by client					
<b>Subtotal</b>					
<b>Institutional Settings</b>					
Foster care home or group foster care home					
Psychiatric hospital or other psychiatric facility					
Substance abuse treatment facility or detox center					
Hospital or other residential non-psychiatric medical facility					
Jail, prison, or juvenile detention facility					
Long-term care facility or nursing home					
<b>Subtotal</b>					
<b>Other Destinations</b>					
Residential project or halfway house with no homeless criteria					
Deceased					
Other					
Client Doesn't Know/Client Refused					
Data Not Collected (no exit interview completed)					

<b>CoC– HMIS data</b>	<b>Total</b>	<b>Without Children</b>	<b>With Children and Adults</b>	<b>With Only Children</b>	<b>Unknown Household Type</b>
<b>Subtotal</b>					
<b>Total</b>					
Total persons exiting to positive housing destinations					
Total persons whose destinations excluded them from the calculation					
Percentage					

# HMIS Client Record Monitoring

<b>Agency Name:</b>
<b>Project Name:</b>
<b>Reviewer Name:</b>
<b>Review Date:</b>

Elements	Name:			
	ID:			
	Yes	No	N/A	Comment
<b>Initial Review Data Elements</b>				
3.1 Name (First, Last, Middle Name, and Alias)				
3.2 Social Security Number				
3.3 Date of Birth				
3.4 Race				
3.5 Ethnicity				
3.6 Gender				
3.7 Veteran Status				
3.8 Disabling Condition				
3.9 Residence Prior to Project Entry				
3.9.1 Type of Residence				
3.9.2 Length of Stay in Previous Place				
3.10 Project Entry Date				
3.11 Project Exit Date				
3.12 Destination				
3.13 Personal ID				
3.14 Household ID				
3.15 Relationship to Head of Household				
3.16 Client Location				
3.17 Length of Time on Street, in an ES or Safe Haven				
3.17.1 Client entering from the streets, shelter or safe haven				
3.17.2 (if yes) Approximate Date Started				
3.17.3 Regardless of where they stayed last night - Number of times the client has been homeless on the streets, in ES, or SH in the past three years including today.				
3.17.4 Total number of months homeless on the street, in ES, or SH in the past three years.				
Zip Code of Residence Prior to Project Entry (CLB)				

<b>Agency Name:</b>
<b>Project Name:</b>
<b>Reviewer Name:</b>
<b>Review Date:</b>

Elements	Name:			
	ID:			
	Yes	No	N/A	Comment
<b>Program-Specific Data Elements</b>				
<b>All Program</b>				
4.1 Housing Status (CLB)				
4.2 Income and Sources				
4.3 Non-Cash Benefits				
4.4 Health Insurance				
4.5 Physical Disability				
4.6 Developmental Disability				
4.7 Chronic Health Condition				
4.8 HIV/AIDS				
4.9 Mental Health Problem				
4.10 Substance Abuse				
4.11 Domestic Violence				
4.12 Contact				
4.13 Date of Engagement (Street outreach projects and night-by-night shelters)				
4.14 Services Provided (CLB)				
4.15 Financial Assistance Provided (CLB)				
4.16 Referrals Provided (CLB)				
4.17 Residential Move-In Date (Rapid Re-housing Project)				
4.18 Housing Assessment Disposition				
4.19 Housing Assessment at Exit				
<b>ESG Program (Additional Data Element)</b>				
4.14E Bed-night Date				
<b>VA Program (Additional Data Element)</b>				
4.14D Services Provided: SSVF				
4.15B Financial Assistance: SSVF				
4.41 Veteran's Information				
4.42 Percent of AMI				
4.43 Last Permanent Address				
4.44 HP Screening Score				
4.45 VAMC Station Number				

<b>Agency Name:</b>
<b>Project Name:</b>
<b>Reviewer Name:</b>
<b>Review Date:</b>

Elements	Name:			
	ID:			
	Yes	No	N/A	Comment
<b>HMIS Required Attachments</b>				
1. Release of Information (ROI)				
2. Homeless Certification/3rd Party Documentation				
3. Chronically Homeless Certification (Permanent Supportive Housing)				
4. Photo Identification and Social Security Card				
5. Birth Certificate				
6. Housing Voucher				
7. DD214 *Veterans Only				
8. Income Documentation				
9. Non-Cash Documentation				
<b>Naming and Saving Documents Format</b>				
1. Release of Information (ROI)				
2. Homeless Certification/3rd Party Documentation				
3. Chronically Homeless Certification (Permanent Supportive Housing)				
4. Photo Identification and Social Security Card				
5. Birth Certificate				
6. Housing Voucher				
7. DD214 *Veterans Only				
8. Income Documentation				
9. Non-Cash Documentation				
<b>Other</b>				
Record Created within 5 days				
Annual Assessment				



## Long Beach CoC Residential Project Occupancy Report Point-in-Time Date: May 25, 2016

Type	Provider	Project	Persons				Households with Children		
			Total Available Beds	Occupied Beds	Available Beds	Utilization Rate	# of HH Units Available	# of HH Units Served	HH Utilization Rate
Emergency Shelter	Catholic Charities of Los Angeles	Elizabeth Ann Seton (EASR)	56	49	7	88%	14	14	100%
	Catholic Charities of Los Angeles	Project Achieve	59	36	23	61%	---	---	---
	<b>ES Average Utilization Rate:</b>			<b>74%</b>				<b>100%</b>	
Transitional Housing	1736 Family Crisis Center	Domestic Violence	51	43	8	84%	17	13	76%
	Interval House	Domestic Violence Shelter	18	18	0	100%	6	5	83%
	PATH Ventures	Transitional Living Center (TLC)	48	35	13	73%	16	12	75%
	Safe Refuge	Veterans Overcoming Homelessness (VOH)	24	24	0	100%	---	---	---
	United States Veterans Initiative	Advance	30	24	6	80%	---	---	---
	United States Veterans Initiative	Social and Independent Living Skills (SILS)	32	29	3	91%	---	---	---
	United States Veterans Initiative	Veterans In Progress (VIP)	104	77	27	74%	---	---	---
	United States Veterans Initiative	Women With Children (WWC)	18	17	1	94%	9	7	78%
<b>TH Average Utilization Rate:</b>			<b>87%</b>				<b>78%</b>		
Rapid Re-Housing	Catholic Charities of Los Angeles	Transition in Place - Families	47	23	24	49%	12	9	75%
	Interval House	Rapid Re-Housing	2	2	0	100%	---	---	---
	Mental Health America of Los Angeles	Transition in Place - Youth (Ages 18-25)	12	11	1	92%	---	---	---
	<b>RRH Average Utilization Rate:</b>			<b>80%</b>				<b>75%</b>	
Permanent Supportive Housing	Alliance for Housing and Healing	CH Healthy Homes	18	10	8	56%	---	---	---
	Mental Health America of Los Angeles	Long Beach Street to Home	21	25	-4	119%	---	---	---
	Mental Health America of Los Angeles	Permanent Housing Project (CHH)	24	24	0	100%	---	---	---
	Mental Health America of Los Angeles	Safe Haven	25	25	0	100%	---	---	---
	Mental Health America of Los Angeles	SPC 05	9	10	-1	111%	---	---	---
	Mental Health America of Los Angeles	SPC 10	8	7	1	88%	---	---	---
	Mental Health America of Los Angeles	SPC 11	8	7	1	88%	---	---	---
	Mental Health America of Los Angeles	SPC 95/00	37	41	-4	111%	---	---	---
	PATH Ventures	Family Commons	150	137	13	91%	40	42	105%
	United States Veterans Initiative	Cabrillo Plaza (PHD)	34	33	1	97%	---	---	---
	United States Veterans Initiative	SPC 96/99	32	37	-5	116%	---	---	---
	CLB Housing Authority	VASH	705	685	20	97%	46	46	100%
	<b>PH Average Utilization Rate:</b>			<b>98%</b>				<b>103%</b>	
<b>Total:</b>			<b>1,572</b>	<b>1,429</b>	<b>143</b>	<b>91%</b>	<b>160</b>	<b>148</b>	<b>93%</b>

ESG-RRH: Report number of persons and household served in Total Available Beds and # of HH Unit Available.

DV Project: Agency report number of persons and household served.

Total Available Beds based on the 2016 Housing Inventory Count

VASH: # of Vouchers=705

Source: LBDHHS, Homeless Services Division, HMIS, based on Entry/Exit.

Residential Project Occupancy Report\_April\_version1