## Summary of June 1, 2010 Changes—ALL USERS AFFECTED IMMEDIATELY!

HUD has been planning to update the HMIS data standards for several years. The standards were partially updated last fall when the HPRP (Homeless Prevention and Rapid Re-housing Program) began in order to implement the updated standards for that new program. However, there were a number of changes that had not been approved at that time. The new complete HUD standards have now been finalized and will become effective as of June 1, 2010.

Some of these changes will require substantial adjustments to your data entry process – there are new questions required, and some existing elements will need to be updated annually (for some programs). Wilder will be conducting webinars to explain these changes in greater detail. We encourage you to attend a webinar to make sure that you are in compliance with these new HUD requirements.

This document outlines the changes to Minnesota's HMIS mandated by HUD in these new data standards. In addition, the changes to Minnesota funder assessments will also be included in this document. The state changes are usually effective on July 1, but are included here and will take effect on June 1 this year to streamline the change process for everyone.

Our ServicePoint interface will be updated Friday, May 28. Although the site will not be 'down', we ask that you do not enter data into ServicePoint on Friday to give us time to configure the interface to fit our needs. While we expect the site to be ready by Saturday morning, please check the News Flash column – we'll post an announcement that the changes have been completed, so you'll know that your assessments are ready.

New data entry forms and instruction documents will soon be available at www.hmismn.org/forms/ .

### Timing of Changes on Reports:

**HUD:** The changes that HUD is requiring as of June 1 are not included on the version of the APR currently available in ServicePoint; the changes introduced last fall are implemented in the current version. HUD is now developing new requirements for the APR that will include these changes. More information from HUD about the APR will be coming in future months. Although the APR you are now using does not pull the new data, you should begin entering the required information as of June 1. When the APR is published, the new data requirements will be included.

**Minnesota State funders:** The 2009 – 2010 state fiscal year reports will be coming due beginning in mid-July 2010. Most of the new data requirements will not be included on these reports. However, since a couple of these changes require fundamental modifications to our system, some reports may need to be updated, which could affect the reports you run this summer. Some sections of the reports may look a little different, and they may use the data you entered in a different way. We will keep you informed of the changes we make.

### Description of Changes to ServicePoint

The new HUD APR isn't available yet, so exact data entry processes may be somewhat preliminary for all funding sources. The HUD APR drives much of how we coordinate data entry requirements across programs so we have a more uniform set of processes, especially for sections like income, disabilities, and exits. When the APR becomes available, we will let you know if additional changes are necessary. The information included in this document is based on the information that is currently available and coordinated with state funders. Please watch for newsletters in the coming months to keep up with changes and clarifications we receive from HUD. We know this transition is difficult and thank you for your effort and patience during this time period.

This document outlines changes you'll see in data entry requirements and reports, as well as the timing of those changes.

Each funding source is listed separately. The fields affected by the changes are listed at the top, followed by a more complete description of each change. Start by reviewing the sections on the Universal Profile, Household Data Sharing Assessment and Exit Assessment. Next, be sure to read carefully and learn the information in the funder assessment sections that affect you; there are some differences in requirements for different funders. You'll need to be ready to start implementing these changes on June 1.

The Universal Assessment is displayed at the end of this document. The changes listed on this assessment is more general, because some requirements are different for different funders, but you may find it useful if you are entering data for programs from multiple funders.

## Universal Profile

Fields affected by changes:

- **Gender**
- **Race**

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| **Gender** | Transgendered has been added as an official response. Options now include:<br>• Female<br>• Male<br>• Transgendered Male to Female<br>• Transgendered Female to Male<br>• Other<br>• Don't Know: Note that this is to be used when the CLIENT does not know.<br>• Refused: Note that this is to be used when the CLIENT refuses to respond<br><br>Reporting notes: No substantial changes on state funder reports. For the current fiscal year-end reports that will be due in July, these new options will display if they are used. |
| **Race** | Response option removed: Other Multi-Racial<br><br>Reporting notes: No substantial changes on state funder reports. If you've used these options in the past, you will not need to change them; they are accounted for on these reports. |

## Household Data Sharing: (Useful for ALL funding sources)

This assessment is provided to help you copy information to all appropriate household members

Fields affected by changes:

- **Housing Status**

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| **Housing Status** | New question added to Household Data Sharing Assessment<br>This question is now required for all clients and for all funders. See the funder specific sections for details on this new data element. |

## Exit Assessment (not required for ESGP or ESP)

Fields affected by changes:

- **Housing Status**
- **Destination**
- **Reason for leaving**
- **Subsidy Type**
- **Any income in Last 30 Days**
- **Non-cash benefits received from any source in past 30 days?**
- **Percent of Income for Rent**

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| **Housing Status** | **NEW DATA ELEMENT REQUIRED AT EXIT**: Beginning June 1, 2010, all providers who record entry/exits will be required to update this field when the client exits the program. See the funder specific sections for details on this new data element. |
| **Destination** | This element was changed in September 2009, combining the Destination question with Tenure and Subsidy.. This change affects how Destination is reported on the HUD APR. Please review details in the section for HUD providers. |
| **Reason for Leaving** | Only required for THP and DHS Youth providers. No longer required for HUD or LTH programs after July 1. |
| **Subsidy Type** | No longer required for any program; this element was removed from the Exit assessment last fall. |
| **Any income in Last 30 Days** | HPRP, HUD, LTH and THP must update this question at exit, if the response has changed since it was last updated. |
| **Non-cash benefits received from any source in past 30 days?** | HPRP, HUD, LTH and THP must update this question at exit, if the response has changed since it was last updated. |
| **Income and Benefits sub-assessments** | Be sure to update income and benefit records at the time of exit IN the EXIT Assessment. |
| **Percent of Income for Rent** | Required only for FHPAP providers<br>A new option has been added to the pick-list: Not paying rent |

## FHPAP

- **Housing Status**
- **Does Client have a disability of long duration?**
- **Disabilities**
- **Income**
- **Non-cash Benefits**
- **Zip Code of Last Permanent Address**

- **Exit Assessment Changes:**
    - **Housing Status**
    - **Reason for Leaving**
    - **% of income on Rent (at Exit)**

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**Housing Status** New question required for all clients, **including children**, at program entry.

Response Options:

- Literally homeless
- Imminently losing their housing
- Unstably housed and at-risk of losing their housing
- Stably housed
- Don't Know (Client doesn't know)
- Refused (Client refuses)

Persons who are ***literally homeless*** include people who at program entry or program exit are in one of the following:

- Places not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
- A supervised publicly or privately operated shelter designated to provide temporary living arrangements (including hotels and motels paid for by Federal, State, or local government programs for low-income individuals or by charitable organizations, congregate shelters, and transitional housing for homeless persons);
- A hospital or other institution, if the person was sleeping in an emergency shelter or other place not meant for human habitation (cars, parks, streets, etc.) immediately prior to entry into the hospital or institution;
- Fleeing a domestic violence situation.

Persons who are ***imminently losing their housing*** include people who at program entry or program exit:

- Are currently housed and not literally homeless, per above definition;
- Are imminently losing their housing, whether permanent or temporary;
- Have no subsequent housing options identified; and
- Lack the resources or support networks needed to retain current housing or obtain temporary or permanent housing.

Examples of imminent housing loss include:

- Being evicted from a private dwelling unit (including housing they own, rent, or live in without paying rent, are sharing with others, and rooms in hotels or motels not paid for by Federal, State, or local government programs for low-income individuals or by charitable
- organizations);
- Being discharged from a hospital or other institution;
- Living in housing that has been condemned by housing officials and is no longer considered meant for human habitation;

Persons who are ***unstably housed and at-risk of losing their housing*** include people who at program entry or program exit:

- Are currently housed and not literally homeless or imminently losing their housing, per above definitions;
- Are experiencing housing instability, but may have one or more other temporary housing options; and
- Lack the resources or support networks to retain or obtain permanent housing.

Housing instability may be evidenced by:

- Frequent moves because of economic reasons;
- Living in the home of another because of economic hardship;
- Being evicted from a private dwelling unit (including housing they own, rent, or live in without paying rent, are sharing with others, and rooms in hotels or motels not paid for by Federal, State, or local government programs for low-income individuals or by charitable organizations);
- Living in a hotel or motel not paid for by Federal, State, or local government programs for low-income individuals or by charitable organizations;
- Living in severely overcrowded housing;
- Being discharged from a hospital or other institution; or
- Otherwise living in housing that has characteristics associated with instability and an increased risk of homelessness.

Persons who are ***stably housed*** are in a stable housing situation and not at risk of losing this housing (i.e., do not meet the criteria for any of the other housing response categories, per above definitions).

**Data Entry Instructions**:

- Remember, this question is for <u>ALL</u> clients, **including children**
- Use the household data sharing assessment to answer this question for all household members at one time.
- Begin entering responses to this question for all clients at entry and exit beginning June 1, 2010.
- If a client entered the program before June 1, you do not need to record Housing Status at Entry, but you will need to record Housing Status at Exit.

**Reporting Notes:**
Current Fiscal Year: This question will not be included on the FHPAP report that is due in July 2010.

Next Fiscal Year: It will be added to reports beginning with the first report period of the new fiscal year, 7/1/2010 – 12/31/2010.

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| **Does Client have a disability of long duration?** | Now required for all clients<br>This question does NOT require documentation<br>To help determine if a client is disabled, use these questions as a guideline:<br>• Do you have a diagnosis of disability or a documented disability that is expected to be of long, continued and indefinite duration?<br>• During the last 2 years have you been told by a doctor or nurse that you have a disability that is expected to be of long, continued and indefinite duration?<br>• Do you feel you need to see a health professional about a disabling condition that is expected to be of long, continued and indefinite duration?<br>• Do you have substantial impairments that affect your ability to carry out daily activities that is expected to be of long, continued and indefinite duration?<br>If the client response is yes to any of these questions, it is appropriate to give a "Yes" response to this question.<br>**Data Entry Instruction** Begin recording disability status for all clients (including children) beginning June 1, 2010. You are not required to retroactively enter this data for children who entered the program before June 1.<br>**Reporting Notes**:<br>Current Fiscal Year: No change for the FHPAP report that is due in July 2010.<br>Next Fiscal Year: Beginning with the first report of the new fiscal year, the reports will include disabilities for clients of all ages. |
| **Disabilities sub-assessment** | No longer required for FHPAP<br>**Data Entry Instructions:**<br>• Continue to record disabilities at entry for clients through June 30, 2010.<br>• Beginning July 1, 2010, do not complete the disabilities sub-assessment for any clients.<br>• Remember—you still need to complete the individual question, "Does client have a disability of long duration" for ALL clients, including children.<br>**Reporting Note**:<br>Current Fiscal Year: The disabilities sub-assessment data WILL still be included on the fiscal year-end report due in July, 2010. Please make sure disabilities are correctly reported for all adults and unaccompanied youth served during this fiscal year.<br>Next Fiscal Year: It will be removed from your reports, beginning with the first quarterly report, for the report period 7/1/2010 – 9/30/2010. |

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| **Income Received from any Source in Past 30 Days?** | This question was added to the FHPAP assessment last fall. For FHPAP clients, all income questions should be answered for all adults and unaccompanied youth.<br><br>**Data Entry Instructions**: Record a response to this question at entry for all adults and unaccompanied youth who remain in your program or enter after June 1, 2010.<br><br>• If response = "No", no need to complete Monthly Income sub-assessment<br>• If response = "Yes", complete the Monthly Income sub-assessment<br><br>**Reporting Note:**<br>Current Fiscal Year: No change to the FHPAP fiscal year-end report this year—this data is on the report primarily to help your data entry.<br><br>Next Fiscal Year: It will be used in reports in the new fiscal year, beginning with the report period 7/1/2010 – 12/31/2010. |
| **Income Source** | • Income source pick-list option may be removed after fiscal year reports have been run: No Financial Resources<br><br>**Data Entry Instruction:** Since clients with no income are now noted in the question, "Income Received from any Source in Past 30 Days?", there is no need to open the Income sub-assessment if the answer to that question is "NO", and the client has no source of income. Please do not use the option, "No Financial Resources"; we will not use this on the FHPAP Income report.<br><br>**Reporting Note**:<br>Current Fiscal Year: This causes no change in your state funder reports at this time.<br><br>Next Fiscal Year: The income report will be stop using "No Financial Resources", using the new question, "Income Received from any Source in Past 30 Days" to determine if client has a source of income. |
| **Non-cash benefits received from any source in past 30 days?** | This question was added to the FHPAP assessment last fall. For FHPAP clients, all benefit questions should be answered for all adults and unaccompanied youth.<br><br>**Data Entry Instructions**: Record a response to this question at entry for all adults and unaccompanied youth who remain in your program or enter after June 1, 2010.<br><br>• If response = "No", no need to complete Non-cash Benefits sub-assessment<br>• If response = "Yes", complete the Non-cash Benefits Income sub-assessment<br><br>**Reporting Note**:<br>Current Fiscal Year: No change to the FHPAP fiscal year-end report this year—this data is on the report primarily to help your data entry.<br><br>Next Fiscal Year: It will be used in reports in the new fiscal year, beginning with the report period 7/1/2010 – 12/31/2010. |
| **Non-cash Benefits** | New option on Source of Benefit pick-list: Temporary Rental Assistance<br><br>**Report Note:**<br><br>Current Fiscal Year: This option will be included on fiscal year-end reports to fully report income categories selected. |

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| **Zip Code of Last Permanent Address** | Question order changed<br>Now required for all adults & unaccompanied youth, **including prevention** clients<br><br>**Data Entry Instructions:** Beginning June 1, 2010, record a response for all household heads and unaccompanied youth, even if the client is in a prevention program. Use the zip code of their current residence, if they have been there for 90 days or more.<br><br>**Reporting Notes**:<br>Current Fiscal Year: No change for the FHPAP fiscal year-end report that is due in July 2010.<br><br>Next Fiscal Year: Beginning with the first report of the new fiscal year, prevention clients will need to have this question completed for reporting. |

**Exit Questions for FHPAP**

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| **Housing Status (at Exit)** | **NEW QUESTION REQUIRED AT EXIT**: Beginning June 1, 2010, all providers who record entry/exits will be required to update this field when the client exits the program.<br><br>**Data Entry Instructions**: Beginning June 1, 2010, record the Housing Status for every client as they exit your program.<br><br>**Reporting Notes**:<br>Current Fiscal Year: Housing Status will NOT be on the FHPAP fiscal year-end reports that are due in July 2010.<br><br>Next Fiscal Year: This will be added to your Exit Report for the next fiscal year, beginning with the report period 7/1/2010 – 12/31/2010. |
| **Reason for Leaving (at Exit)** | No longer required for FHPAP.<br><br>**Data Entry Instructions:** Continue to record Reason for Leaving for clients exiting June 30, 2010 or earlier. Beginning with clients exiting July 1, 2010, you no longer need to record a response to this question.<br><br>**Reporting Notes:**<br>Current Fiscal Year: Reports for this year's FHPAP fiscal year-end reports will include Reason For Leaving.<br><br>Next Fiscal Year: This question will be removed from the FHPAP Exit Report for the next fiscal year, beginning with the report period 7/1/2010 – 12/31/2010, |
| **% of income on Rent (at Exit)** | New response option provided: Not paying rent. Use this response for clients moving into a situation where they are not required to pay rent.<br><br>**Data entry Note** You may go back and update this question on client records to provide more complete data on the fiscal year report, if you like, but this is not required. You should use the new option for clients in this situation at exit beginning June 1, 2010 or later.<br><br>**Report note:**<br>Current Fiscal Year: This response option will be included on reports for the current fiscal year. It can be used, but will not be required until the new fiscal year.<br><br>Next Fiscal Year: The new option will be included and expected, as appropriate. |
| **Income and Benefit sub-assessments** | Income and Benefits do NOT need to be updated at exit for FHPAP clients |