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**

Gender	Transgendered has been added as an official response. Options now include: • Female • Male • Transgendered Male to Female • Transgendered Female to Male • Other • Don't Know: Note that this is to be used when the CLIENT does not know. • Refused: Note that this is to be used when the CLIENT refuses to respond 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 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**

Housing Status	New question added to Household Data Sharing Assessment 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**

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 A new option has been added to the pick-list: Not paying rent

HPRP

- ❖ **Housing Status**
- ❖ **Income**
- ❖ **Non-cash Benefits**
- ❖ **Service Transactions**

- ❖ **Exit Questions for HPRP**

  - **Reason for Leaving**
  - **Income Received in Past 30 Days**
  - **Non-cash Benefits Received from any source in Past 30 Days**

Housing Status

Slight changes have been made to the question options and definition since the data standards used for HPRP were made public in the fall. Please review these options and definitions carefully:

- 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 Instruction:

- Remember, this question is for ALL clients, **including children.**

- Use the household data sharing assessment to answer this question for all household members at one time, and ask your grantee if you have further questions.

Reporting Notes: No changes for HPRP reports.

Income

Remember, income is required for ALL clients.

Income Source: Option may be removed from pick-list after fiscal year reports have been run: No Financial Resources. This option is no longer in the HUD standards and will probably not be used in HPRP reports.

Data Entry Instruction:
You are not required to change the answer to change existing records that use “No Financial Resources”. Beginning June 1, do not select “No Financial Resources” as an income source.

Reporting Note: Reports will still work if you leave the data as it is.

Non-cash Benefits	Remember non-cash income is required for ALL clients. **Source of Non-Cash Benefit:** New option on pick-list: Temporary Rental Assistance **Data Entry Instruction:** Use new option as appropriate beginning June 1, 2010. **Reporting Note:** HUD Hasn't finalized the HPRP APR. More details will be provided when this development has been completed. Make sure to follow all HUD guidelines and check data quality until this time. If you run the HPRP Income report (created in ART by Wilder – similar to the state funder income reports), this new option will be included on that report immediately.
Service Transactions for HPRP	**HPRP Financial Assistance Start Date:** HUD has published a new data standard for recording financial services. In addition to using the service start and end dates, the HPRP Financial Services Start Date has been added to better track complete months of assistance. For **Rental Assistance** services only, always complete the HPRP Financial Services Start Date field to record the actual first day of the month the payment applies to. Continue to use the service start date field to record the actual service start date on or after the program entry date. The new HPRP Financial Services Field will enhance reporting when a client/household starts the program after the first of the month, but the financial assistance is needed for the entire month they start the program. The Service end date field will still be used to record the end date of the month that the financial assistance applies to. For example, if Joe Smith starts the program on 5/12/10, but needs rent assistance for two months starting on 5/1/10 this is what you would record: Service Start Date=5/12/10, HPRP Financial Services Start Date=5/1/10, Services End Date=6/30/2010. This new field isn't needed for other financial assistance types that don't cover monthly time periods or for back payments.

Exit Data for HPRP Programs

Reason for Leaving (Exit)	Not Required for HPRP Programs; this element will remain on the Exit Assessment, but you do not need to answer this question for HPRP clients. **Reporting Notes:** Will not be included on the HPRP APR.
Income Received from any Source in Past 30 Days? (at Exit)	Reminder: This question must be updated for all clients at exit, if the response has changed.
Non-cash benefits received from any source in past 30 days? (at Exit)	Reminder: This question must be updated for all clients at exit, if the response has changed.
Income and Benefit sub-assessments	Remember to record income and benefits at exit from the Exit Assessment