

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

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Fields Affected by Change:

- ❖ **Housing Status**
- ❖ **Non-cash Benefits**
- ❖ **Does Client Have a Disability of Long Duration**
- ❖ **Disabilities sub-assessment**
- ❖ **Income**
- ❖ **Service Transactions**
- ❖ **Exit:**
 - **Housing Status**
 - **Destination**
 - **Reason for leaving**
 - **Subsidy Type**
 - **Any Income in Last 30 Days?**
 - **Non-cash Benefits in Last 30 Days?**

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 ALL 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, but exits after June 1, you do not need to record Housing Status at Entry, but you will need to record Housing Status at Exit.

Reporting Notes: This question does not yet appear on the APR. A new APR is being developed that will include this question, but it is not yet available. DO START entering this data for existing clients; it will be required as soon as the new report is ready.

Does Client have a Disability of Long Duration?

Now required for **all clients, regardless of age**

This question does NOT require documentation
To help determine if a client is disabled, use these questions as a guideline:

- Do you have a diagnosis of disability or a documented disability that is expected to be of long, continued and indefinite duration?
- 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?
- 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?
- 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?

If the client response is yes to any of these questions, it is appropriate to give a “Yes” response to this question.

Data Entry Instructions: 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.

Reporting Notes: The new APR using the new requirements is still in development, but this data will be required for all clients in the new report.

Disabilities sub-assessment

There are several changes to the data entry instructions for disabilities:

- The disabilities sub-assessment is now required for ALL clients, **including children**. This should be recorded at entry, updated annually and at exit
- DOCUMENTATION** is now required for the following disabilities:
 - Physical Disabilities
 - Developmental Disability
 - Chronic Health Condition
 - Mental Health Condition

Documentation is NOT required for HIV/AIDS or substance abuse (alcohol or drug abuse).

Documentation includes written verification from a state-licensed professional, such as a medical service provider or a health-care provider, the Social Security Administration, or the receipt of a disability check (i.e., SSDI check or VA disability benefit check). For mental illness, this could be a state-licensed social worker.

3. Disability Determination: new question required by HUD standards. Select “Yes” if:
 - The client has a documented Physical Disability, Developmental Disability, Chronic Health Condition, or Mental Health ConditionOR
 - The client has another disability that does not require documentation.

If the client has no disability, there is no need to complete the disabilities sub-assessment.

4. Disability Type response option removed: Physical/Medical
5. New Disability type response option: Chronic Health Condition

A chronic health condition means a diagnosed condition that is more than three months in duration and is either not curable or has residual effects that limit daily living and require adaptation in function or special assistance. Examples of chronic health conditions include, but are not limited to, heart disease (including coronary heart disease, angina, heart attack and any other kind of heart condition or disease); severe asthma; diabetes; arthritis-related conditions (including arthritis, rheumatoid arthritis, gout, lupus, or fibromyalgia); adult onset cognitive impairments (including traumatic brain injury, post-traumatic distress syndrome, dementia, and other cognitive related conditions); severe headache/migraine; cancer; chronic bronchitis; liver condition; stroke; or emphysema.

6. New follow-up question required for HUD programs:
 - Currently receiving services or treatment for this condition? Required at entry, annual follow-up and exit.

Summary of Requirements for each Disability

a. Physical Disabilities

1. Documentation of disability is now required. Documentation includes written verification from a state-licensed professional, such as a medical service provider or a health-care provider, the Social Security Administration, or the receipt of a disability check (i.e., SSDI check or VA disability benefit check).
2. A follow-up question has been added: Currently receiving services or treatment for this condition. Also required at entry, exit, and annually.

b. Developmental Disability

1. Documentation of disability is now required. Documentation includes written verification from a state-licensed professional, such as a medical service provider or a health-care provider, the Social Security Administration, or the receipt of a disability check (i.e., SSDI check or VA disability benefit check).
2. A follow-up question has been added: Currently receiving services or treatment for this condition. Also required at entry, exit, and annually.

c. Chronic Health Condition

1. Documentation of disability is required. Documentation includes written verification from a state-licensed professional, such as a medical service provider or a health-care provider, the Social Security Administration, or the receipt of a disability check (i.e., SSDI check or VA disability benefit check).
 2. A follow-up question must be answered: Currently receiving services or treatment for this condition. Record at entry, exit, and update annually.
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d. HIV/AIDS

1. Documentation is NOT required.
 2. A follow-up question has been added: Currently receiving services or treatment for this condition. Also required at entry, exit, and annually.
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e. Mental Health

1. Documentation of disability is now required. Documentation includes written verification from a state-licensed professional, such as a medical service provider or a health-care provider, the Social Security Administration, or the receipt of a disability check (i.e., SSDI check or VA disability benefit check). For mental health, this can be provided by a **state-licensed social worker**.
 2. Two follow-up questions pertain to Mental Health:
 - a. Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently.
 - b. Currently receiving services or treatment for this condition. Also required at entry, exit, and annually.
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f. Substance Abuse

A new option that pertains to substance abuse has been added to the Disability Type picklist: Both Alcohol and Drug Abuse. These guidelines for Substance Abuse pertain to all of the following Disability Type options:

- Alcohol Abuse
- Drug Abuse
- Both Alcohol and Drug Abuse (new option: Select for new clients who have both alcohol and drug abuse instead of recording them separately.)

1. Documentation is NOT required.
2. Two follow-up questions pertain to Substance Abuse:
 - a. Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently.
 - b. Currently receiving services or treatment for this condition. This follow-up question must be completed at entry; update annually and at exit.

Data Entry Instructions:

- **Children:** For existing clients without disabilities data (clients under 18 at entry), you don't need to go back and enter data retroactively, but you will need to add disability information at the annual update and/or at exit.
- **Documentation:** Documentation is required for physical and developmental disabilities, as well as chronic health condition and mental health problems. If a client enters June 1 or later and you cannot get documentation for these disabilities, do not enter a record for them in the disabilities sub-assessment.

For clients with disabilities entered into your program before June 1, 2010, make the following changes at the yearly update or when the client exits (if client exits before update): If you cannot provide documentation for a disability at that time, record an end date that matches the start date and change the disability determination to "No." This allows the disability to be reported at entry, but not later.

For example, if a client's disability start date is 3/1/2008, and you cannot document this disability, when you update the client's record before the APR is due, record an end date of 3/1/2008 to this disability and change the disability determination question to "No".

- **New follow-up question:** You don't need to go back and enter data retroactively, but you will need to complete the follow-up questions at the annual update and/or at exit.
- **Updates:** Disability information should be updated annually and at exit. HUD recommends the annual update take place before your APR is due.

Reporting Notes: The new APR using the new requirements is still in development, but these questions will be included in the new report when it is released. More clarification on data entry and reporting will be passed on to you when it becomes available.

Income

Income is now required for **all clients**--regardless of age--at entry, exit and a yearly update. HUD encourages this update be done before the APR is due each year. Dollar amounts are required for earned income, but optional for other income sources. Please remember, however, that if you receive funding from state funders, the amount IS required for all income sources. If you get both HUD and state funding, record the amount for all income sources.

1. A new question was added in the fall: Income received from any source in past 30 days? You should already be answering this question at entry. It will need to be updated annually and at exit.
2. Total monthly income from all sources is now also recorded in a separate field: Total Income. Answer this at entry, update annually and at exit.
3. An option from the income source pick-list may be removed in September: No Financial Resources. It is no longer included on the list of "HUD" income source options. You may leave this answer in the system for now, but we don't expect it to be included on the APR as an income source. Please do not use "No Financial Resources" in the future, since we are not sure how it will be handled in the new APR.

Data Entry Instructions:

- Children: For existing clients without income data (clients under 18 at entry), you don't need to go back and enter income data retroactively, but you will need to add income information at the annual update and/or at exit.
- **Income received from any source in past 30 days:**
 - If response = "No", no need to complete Monthly Income sub-assessment.
 - If the response is "Yes", make sure you complete the monthly income sub-assessment.
 - For clients entering before June 1, 2010: No need to go back and enter retroactively, but complete at annual update, and at exit.
 - Update every year before your APR is due, if the answer has changed. If the answer changes from "Yes" to "No", check the income sub-assessment and make sure all income records have end dates.
 - When you update; use the end of the report period you are updating for as your 'backdate' (Unless the client has exited – in that case, answer this question from the Exit Assessment.

For instance, if you're preparing an APR for the report period 4/1/2009 – 3/31/2010, and have a client who previously did not have income, but now does, backdate to 3/31/2010, and change the answer from "no" to "yes".
- Total Monthly Income: No need to go back and enter retroactively, but complete at annual update, and at exit. Complete for all new clients as of June 1, 2010.

Reporting Notes: The new APR using the new requirements is still in development, but begin entering this data immediately for new clients, update old clients as they exit and also before your APR is due.

Non-Cash benefits sub-assessment

Non-cash benefits are now required for **all clients**--regardless of age--at entry, exit and a yearly update. HUD encourages this update to be done before the APR is due. For households, non-cash benefits benefitting the entire household (such as food stamps) should be recorded on all client records.

1. New question added in the fall: Non-cash benefits received from any source in past 30 days?
2. An option has been added to the non-cash benefit source pick-list: Temporary Rental Assistance

Data Entry Instructions:

- Children: For existing clients without income data (clients under 18 at entry), you don't need to go back and enter benefit data retroactively, but you will need to add information at the annual update and/or at exit.
- **Non-cash benefits received from any source in past 30 days?**
 - If response = "No", no need to complete Non-Cash Benefits sub-assessment.
 - If the response is "Yes", make sure you complete the Non-Cash Benefits sub-assessment.
 - For clients entering before June 1, 2010: No need to go back and enter retroactively, but complete at annual update, and at exit.
 - Update every year before your APR is due, if the answer has changed.
 - When you update; use the end of the report period you are updating for as your 'backdate' (Unless the client has exited – in that case, answer this question from the Exit Assessment.

For instance, if you're preparing an APR for the report period 4/1/2009 – 3/31/2010, and have a client who previously did not have benefits, but now does, backdate to 3/31/2010, and change the answer from "no" to "yes".

Reporting Notes: The new APR using the new requirements is still in development, but begin entering this data immediately for new clients, and update old clients before your APR is due.

Service Transactions

HUD Providers are no longer required to complete Service Transactions

Data Entry Instruction: You can quit recording Service Transactions on June 1, 2010 for new clients. For clients served before June 1, 2010, be sure to put end dates on all services when clients exit the program.

Exit Data for HUD Programs

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.

Data Entry Instructions: Beginning June 1, 2010, record the Housing Status for every client as they exit your program.

Reporting Notes: Housing Status at Exit will be included on the new APR when it is released.

Destination (at Exit) This element was changed in September 2009, combining the Destination question with Tenure and Subsidy, which have been removed. The new response options are:

- Emergency shelter, including hotel/motel paid for with shelter voucher
- Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train station/airport or anywhere outside)
- Hotel/motel paid for without emergency shelter voucher
- Transitional housing for homeless persons (including homeless youth)
- Permanent supportive housing for formerly homeless persons (such as SHP, S+C, or SRO Mod Rehab)
- Staying/living with family, temporary tenure (e.g., room, apartment or house)
- Staying/living with family, permanent tenure
- Staying/living with friends, temporary tenure (e.g., room, apartment or house)
- Staying/living with friends, permanent tenure
- Rental by client, no housing subsidy
- Rental by client, other (non-VASH) housing subsidy
- Rental by client, VASH subsidy*
- Owned by client, no housing subsidy
- Owned by client, with housing subsidy
- Foster care home or foster care group home
- Hospital (non-psychiatric)
- Psychiatric hospital/facility
- Substance abuse treatment facility/detox center
- Jail, prison or juvenile detention facility
- Safe Haven
- Deceased
- Other
- Don't Know
- Refused

Data Entry Instructions:

The APR requires that each client must have a valid Destination option selected when they exit the program. Make sure that one of the options listed above is selected. If the client has already exited and you need to run your APR, modify the client's exit information, using an option from the list above.

Reporting Notes:

The APR now uses only the new fields. Responses that have been removed from the list will map to "Other" on the APR.

Reason for Leaving (at Exit) No longer required for HUD Programs
Reporting Notes: Will be removed in the next version, but it is still reported on the current version of the APR. You do not need to answer this question for clients exiting after June 1, 2010.

Income Received from any Source in Past 30 Days? (at Exit) This question must be updated for all adults and unaccompanied youth at exit, if the answer has changed.

Non-cash benefits received from any source in past 30 days? (at Exit) This question must be updated for all adults and unaccompanied youth at exit, if the answer has changed.

Income and Benefit sub-assessments Remember to record income and benefits at exit from the Exit Assessment