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.

<u>Exit Assessment</u> (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

LTH

- **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**
  - **Income Received from any Source in Past 30 Days?**
  - **Non-cash benefits received from any source in past 30 days?**

Housing Status New question required for <u>all clients</u>, **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, 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 LTH report that is due in July 2010.

Next Fiscal Year: It will be added to reports for the new fiscal year, beginning with the first quarterly report period 7/1/2010 – 9/30/2010.

Does Client have a disability of long duration?	Now required for all clients 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's response is yes to any of these questions, it is appropriate to give a "Yes" response to this question. **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. **Reporting Notes**: Current Fiscal Year: No change for the LTH fiscal year-end report that is due in August 2010. Next Fiscal Year: Beginning with the first quarterly report of the new fiscal year (report period 7/1/2010 – 9/30/2010), LTH reports will include disabilities for clients of all ages.
Disabilities sub-assessment	There are several changes to the data entry instructions for disabilities: 1. The disabilities sub-assessment is required for all adults and unaccompanied youth. Disabilities should be recorded at entry, updated annually and at exit 2. **DOCUMENTATION** is now required for the following disabilities: a. Physical Disabilities b. Developmental Disability c. Chronic Health Condition d. 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 Condition OR • The client has another disability that does not require documentation. If the client does not have a 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 (NOT LTH programs):

   - Currently receiving services or treatment for this condition?

   Note that LTH programs are also **not required** to complete the existing follow-up question: "Condition is long term w/ substantial impact?"

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. NOT required for LTH

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. NOT required for LTH

c. Chronic Health Condition

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. NOT required for LTH

IMPORTANT NOTE FOR LTH: LTH users should continue to record "Traumatic Brain Injury" for clients with this disability. The Traumatic Brain Injury option was added by Minnesota funders and does not require documentation. The HUD definition of Chronic Health Condition includes traumatic brain injury, but requires documentation. To record the Traumatic Brain Injury of a client if you are funded by both HUD and LTH:

- Select "Traumatic Brain Injury" as the Disability Type (no documentation required)

- If you have documentation of the injury, also select "Chronic Health Condition"

d. HIV/AIDS

1. Documentation is NOT required

2. A second question has been added (Not required for LTH); currently receiving services or treatment for this condition.

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 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. (Not required for LTH)

f. Substance Abuse

A new option that pertains to substance abuse has been added to the Disability Type picklist: Both Alcohol and Drug Abuse. The 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-upquestions pertain to Substance Abuse:
   a. Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently. NOT required for LTH
   b. Currently receiving services or treatment for this condition. Also required at entry, exit, and annually. NOT required for LTH

Data Entry Requirements for Disability sub-assessment:

Documentation: Documentation is now **r**equired for physical and developmental disabilities, as well as chronic and mental health problems, to be entered into ServicePoint. 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 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, 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 instance, 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 report is due, record an end date of 3/1/2008 to this disability.

If a client returns to your program and has disabilities that have been previously recorded, but cannot be documented, put an end date on the disability – record the same date in the end date that you used for the disability start date.

PLEASE NOTE NEW REQUIREMENT: For clients with physical and developmental disabilities, as well as chronic and mental health problems, that are **NOT** documented: The LTH program requires that you record these undocumented disabilities on the data entry forms, but not enter them in ServicePoint. The forms have been modified to differentiate between documented and undocumented disabilities. Make sure you download the new forms from the www. hmismn.org website.

Required Disability sub-assessment fields for LTH:

- Disability Determination
- Disability Type
- Start Date
- End Date (If disability ends or an existing disability is not documented)

New follow-up questions: LTH programs are NOT required to complete ANY of the follow-up questions—old or new.

Traumatic Brain Injury: Remember to continue to use the "Traumatic Brain Injury" option for your client. If your client is served by both LTH and HUD and you have documentation for the disability, you should also select "Chronic Health Condition".

Updates: Disability information should be updated before reports are due and at exit. For the start date of the disability, record the date you received documentation of that disability (if documentation is required) or the date the disability began (if documentation is NOT required).

Reporting Notes:

Current Fiscal Year:

- Reporting Requirement: LTH reports will continue to include data from the Disabilities sub-assessment only for adults and unaccompanied youth.
- Chronic Health Condition: The LTH fiscal year-end report due in July 2010 will display the new disability type, "Chronic Health Condition" if it is selected. No follow-up questions will be included on the LTH reports.
- Substance abuse: The new option, "Both Alcohol and Drug Abuse" will be included in the fiscal year-end reports, if it is selected. Dual diagnosis will continue to be defined as both Substance Abuse and Mental Health Problems on LTH reports.

  Next Fiscal Year: The LTH Reports for the next fiscal year have not been updated. As we respond to these changes, you may see some changes to the disabilities portion of the report.

Income Received from any Source in Past 30 Days?	This question was added to the LTH assessment last fall. For LTH clients, all income questions should be answered for all adults and unaccompanied youth. **Data Entry Instructions**: Record a response to this question at entry and exit for all adults and unaccompanied youth who remain in your program or enter after **January 1, 2010.** (To facilitate reporting for the calendar year.) • If response = "No", no need to complete Monthly Income sub-assessment • If response = "Yes", complete the Monthly Income sub-assessment. • If response changes from "Yes" to "No", make sure all income records have end dates. • Update every six months before your reports are due and at exit, if the response changes. • When updating, 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 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". **Reporting Note:** Current Fiscal Year: No change to the LTH fiscal year-end report—this data is on the report primarily to help your data entry. Next Fiscal Year: This element will be required to report income data, beginning with the calendar year report for 1/1/2010 – 12/31/2010.
Income Source	Pick-list option may be removed after fiscal year reports have been run: No Financial Resources **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"; it will not be used on the LTH Income report. **Reporting Note**: Current Fiscal Year: This causes no change in your state funder reports at this time. Next Fiscal Year: The income report will stop using "No Financial Resources", and start 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 LTH assessment last fall. For LTH clients, all benefit questions should be answered for all adults and unaccompanied youth. **Data Entry Instructions**: Record a response to this question at entry and exit for all adults and unaccompanied youth who remain in your program or enter after **January 1, 2010.** • Update every six months before your reports are due, if the response changes. 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 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". • If response = "No", no need to complete Non-cash Benefits sub-assessment • If response = "Yes", complete the Non-cash Benefits Income sub-assessment **Reporting Note**: Current Fiscal Year: No change to the LTH fiscal year-end report this year—this data is on the report primarily to help your data entry. Next Fiscal Year: This element will be used to report income data, beginning with the calendar year report 1/1/2010 – 12/31/2010.
Non-cash Benefits	• New option on pick-list: Temporary Rental Assistance **Report Note:** Current Fiscal Year: The Temporary Rental Assistance option will be included on fiscal year-end reports to fully report income categories selected.
Zip Code of Last Permanent Address	Question order changed **Report Note**: No change for LTH Reports
Exit Questions for LTH	
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**: Current Fiscal Year: Housing Status will NOT be on the LTH fiscal year-end reports that are due in August 2010. Next Fiscal Year: This will be added to your Exit Report for the next fiscal year, beginning with the report period 7/1/2010 – 9/30/2010.

Reason for Leaving (at Exit)	No longer required for LTH. **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. **Reporting Notes:** Current Fiscal Year: Reports for this year's LTH fiscal year-end reports will include Reason For Leaving. Next Fiscal Year: This question will be removed from the LTH Exit Report for the next fiscal year, beginning with the report period 7/1/2010 – 9/30/2010,
Income Received from any Source in Past 30 Days? (at Exit)	Any client who exited the program January 1, 2010 or later must have a response to this question. Complete the question from the Exit Assessment. **Please make sure it is updated for all clients before the end of this year in order to have correct 2010 calendar year reports.**
Non-cash benefits received from any source in past 30 days? (at Exit)	Any client who exited the program January 1, 2010 or later must have a response to this question. Complete the question from the Exit Assessment. **Please make sure it is updated for all clients before the end of this year in order to have correct 2010 calendar year reports.**
Income and Benefit sub-assessments	Remember to record income and benefits at exit from the Exit Assessment