**OEO ESP Program Specific Data Elements Form for HMIS: All Clients** *(Collect information about all household members)*

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| **HMIS Tips:** * *EDA to the project provider.*
* *Before updating your Program Specific assessment in HMIS, make sure to complete the questions on the appropriate* ***MN Core*** *assessment, as it contains the universal and common data elements for HMIS projects. The questions on your Program Specific Assessment have been chosen by your funder and are required in addition to the universal and common data elements.*
* *If information is missing, follow-up with the client or staff person responsible for gathering information to complete the missing information. DO NOT enter “Client doesn’t know” or “Client prefers not to answer” unless the client does not know or prefers not to answer.*
* *You only need to collect data about the required household members. Who the data is collected about is in parentheses after the question. For example, “(Head of Household).”*
* *In Community Services, a* *(green checkmark) indicates a household member’s record has been updated.*
 |

Program Entry (in HMIS: use Entry/Exit Tab)

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| 1. Provider: 2. Type: HUD 3. Project Start Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (Month/Day/Year) |

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| **Data Collection Instructions*** *All answers must be accurate as of the project start date.*
 | **HMIS Tips*** *Click “Add Household Data” first to complete Household Data Sharing Assessment.*
* *In Household Data Sharing Assessment, check boxes next to other household members’ names to copy answers over to their records.*
* *Complete the remaining required questions for EACH household member.  (green check-mark) indicates a household member’s record has been updated.*
 |

**Translation Assistance Needed?** *(Head of Household) (Complete for clients in all ESG funded projects)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| * Yes
 | * No
 | * Client doesn’t know
 | * Client prefers not to answer
 | * Data not collected
 |

***If yes*, Preferred Language?**

* Acholi
* American Sign Language
* Amharic
* Arabic
* Black American Sign Language
* Bosnian
* Chuukese
* Farsi
* French
* Hmong
* Juba Arabic
* Karen
* Kurmanji
* Laotian
* Marathi
* Moroccan Arabic
* Nepali
* Ojibwe
* Oromo
* Punjabi
* Russian
* Somali
* Spanish
* Spanish Creole
* Sudanese Arabic
* Swahili
* Tigrigna
* Twi
* Ukrainian
* Urdu
* Vietnamese
* ***Different Preferred Language***
* Client doesn't know
* Client prefers not to answer
* Data not collected

**If Different Preferred Language, please specify:**

**Updates (in HMIS: Entry/Exit Tab: Interims)**

*No program specific updates required.*

**Program Exit (in HMIS: use Entry/Exit Tab)**

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| **HMIS Tips:** * *Complete Exit from the head of household’s record*
* *Use the General HMIS Instructions, your program’s (funder) Supplemental User Guide, and the Households How-To Guide for complete data entry instruction.*
* *EDA to Entry Provider. No need to backdate.*
* *Entry/Exit Tab: click pencil next to exit date. Continue to the Exit Assessment.*
* *If some household members are staying, uncheck the boxes next to their names.*
* *After completing the first Exit Data window, Save & Continue to Exit Assessment and answer required questions for each member. A  (green check-mark) indicates a household member’s record has been updated.*
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**Housing Assessment at Exit** *(Homelessness prevention projects only) (All Clients)*

|  |  |
| --- | --- |
| * Able to maintain the housing they had at project entry
* Moved to new housing unit
* Moved in with family/friends on a temporary basis
* Moved in with family/friends on a permanent basis
* Moved to a transitional or temporary housing facility or program
 | * Client became homeless – moving to a shelter or another place unfit for human habitation
* Client went to jail/prison
* Client died
* Client doesn’t know
* Client prefers not to answer
* Data not collected
 |

**If “Able to maintain housing they had at project entry,” Subsidy Information** (*Homelessness prevention projects only) (All Clients)*

* Without a subsidy
* With the subsidy they had at project entry
* With an on-going subsidy acquired since project entry
* Only with financial assistance other than a subsidy

**If “Moved to new housing unit,” Subsidy Information** (*Homeless prevention projects only) (All Clients)*

* With on-going subsidy
* Without an on-going subsidy
* Data not collected

***Underlined terms*** *have definitions provided at* [*hmismn.org/definitions*](https://www.hmismn.org/definitions)*.  Please print a copy to have available.*