Institute for Community Alliances

HMIS USER GUIDE FOR VASH PROJECTS

PERMANENT SUPPORTIVE HOUSING (PSH)

Contents

DATA ENTRY QUICK REFERENCE

This section provides simplified instructions for common data entry tasks. Please refer to the General HMIS Instructions and upcoming sections of this document for further instruction. Your agency may have a project that receives funding from multiple sources for the same project to serve the same clients.

If you are using a single HMIS provider to report out to multiple funders, you will need to complete the data entry and reporting requirements for *each funder.* For detailed instructions, please refer to the Using one provider for multiple funding sources article found on MN's HMIS Knowledge Base.

<div>

CREATE A NEW CLIENT RECORD

1. Enter **EDA mode** as the correct provider and open the client's record in **ClientPoint**.

2. Make sure that the client is not already in HMIS by searching for different combinations of their information.

3. If no records match, fill out all of the search prompts and click on **Add New Client With This Information**.

   a. If the client has consented to participate in statewide data sharing, enter the word **SHARED** in the **Alias** field.

4. When prompted, enter the date of the client's entry into the project and select **Set New Back Date**. If the client entered the project today, select **Current System Date**. (The date can be changed by clicking on **Back Date** in the top-right corner of the screen).

5. Select the **Client Profile** tab and enter any information missing from the **Universal Profile Assessment**.

   a. If a client has agreed to statewide data sharing, enter a **Date of ROI Consent**.

6. If the client is being served with other household members, click on the **Households** tab and either add them to an existing household or create a new household.

</div>

ENTER A CLIENT INTO A PROJECT

1. Enter **EDA mode** as the correct provider and open the client's record in **ClientPoint**.

   a. If entering data for a household, be sure to search for the head of household.

2. When prompted, enter the date of the client's entry into the project and select **Set New Back Date**. If the client entered the project today, you can select **Current System Date**.

   a. The date can be changed by clicking on **Back Date** in the top-right corner of the screen.

3. Click on the **Entry / Exit** tab and select **Add Entry / Exit**.

   a. If entering a household, check the box next to each client included in the entry.

   b. Select **VA** from the **Type** drop-down menu.

   c. If necessary, adjust the **project start date**, then select **Save & Continue**.

4. For each client included in the entry, complete the data elements on the **HUD: VASH Entry** in the **Entry/Exit Data** pop-up.

   a. If entering data for multiple household members, save time by clicking on **Add Household Data** and completing the **Household Data Sharing Assessment**.

UPDATE A CLIENT'S INFORMATION

1. Enter **EDA mode** as the correct provider and open the client's record in **ClientPoint**.

2. Click on the **Entry/Exit** tab, then select the **Interims** icon for the correct Entry/Exit.

3. In the **Interim Reviews** pop-up, click on **Add Interim Review**.

   a. Select **Annual Assessment** or **Update** from the **Interim Review Type** drop-down menu.

   b. If serving a household, be sure to include all applicable household members in the entry by checking the boxes next to their names.

4. In the **Entry/Exit Interim Review** pop-up, review the **HUD: VASH Update** answers. Update any answers that are no longer correct with the newest accurate information.

EXIT A CLIENT FROM A PROJECT

1. Enter **EDA mode** as the correct provider and open the client's record in **ClientPoint**.

2. Click on the **Entry/Exit** tab, then select the **edit pencil** (in the **Exit Date** column) next to the correct entry.

   a. If exiting a household, be sure to include all applicable household members in the exit by checking the boxes next to their names.

   b. Enter the correct **Exit Date** and **Destination**, then click on **Save & Continue.**

3. Complete the **HUD: VASH Exit** for each household member.

DATA COLLECTION FORMS

DATA COLLECTION FORMS FOR HUD VASH PROJECTS CAN BE FOUND BY VISITING THE FORMS AND INSTRUCTIONS PAGE ON THE MINNESOTA HMIS WEBSITE. THESE FORMS WILL CHANGE AS NEW DATA STANDARDS ARE RELEASED BIANNUALLY ON OCTOBER 1. THERE ARE BOTH PDF AND WORD VERSIONS AVAILABLE FOR DOWNLOAD.

You are not required to use ICA's data collection forms. Staff responsible for data collection should also be aware that their agency may require them to gather non-HMIS data that is not captured by these forms.

PROGRAM-SPECIFIC DATA ELEMENTS

Program-specific data elements are chosen by your funder and are often unique to the types of projects they fund. More information about these data elements can be found in the HUD-VASH Program HMIS Manual.

V1 VETERAN INFORMATION

Project Type Applicability: PH - Permanent Supportive Housing

Data Collected About: All Veterans   **Data Collection Point:** Record Creation

Data Collection Instructions: Record the Year Entered and Year Separated for the Veteran's longest continuous period of service.

Field		Dependency	Response Category/Data Type	
1	Year Entered Military Service	None	1	[Integer YYYY]

Field		Dependency	Response Category/Data Type	
2	Year Separated from Military Service	None	1	[Integer YYYY]
3	Theatre of Operations: World War II	None	0	No
			1	Yes
			8	Client doesn't know
			9	Client refused
			99	Data not collected
4	Theatre of Operations: Korean War	None	0	No
			1	Yes
			8	Client doesn't know
			9	Client refused
			99	Data not collected
5	Theatre of Operations: Vietnam War	None	0	No
			1	Yes
			8	Client doesn't know
			9	Client refused
			99	Data not collected
6	Theatre of Operations: Persian Gulf War (Operation Desert Storm)	None	0	No
			1	Yes
			8	Client doesn't know
			9	Client refused
			99	Data not collected
7	Theatre of Operations: Afghanistan (Operation Enduring Freedom)	None	0	No
			1	Yes
			8	Client doesn't know
			9	Client refused
			99	Data not collected
8	Theatre of Operations: Iraq (Operation Iraqi Freedom)	None	0	No
			1	Yes
			8	Client doesn't know
			9	Client refused
			99	Data not collected
9	Theatre of Operations: Iraq (Operation New Dawn)	None	0	No
			1	Yes
			8	Client doesn't know
			9	Client refused
			99	Data not collected
10	Theatre of Operations: Other Peace-keeping Operations or Military Interventions (such as Lebanon, Panama, Somalia, Bosnia, Kosovo)	None	0	No
			1	Yes
			8	Client doesn't know
			9	Client refused
			99	Data not collected
11	Branch of the Military	None	1	Army
			2	Air Force
			3	Navy

Field	Dependency	Response Category/Data Type	
		4	Marines
		5	Coast Guard
		8	Client Doesn't Know
		9	Client Refused
		99	Data Not Collected
12 Discharge Status	None	1	Honorable
		2	General under honorable conditions
		3	Under other than honorable conditions (OTH)
		4	Bad conduct
		5	Dishonorable
		6	Uncharacterized
		8	Client doesn't know
		9	Client refused
		99	Data not collected

V5 LAST PERMANENT ADDRESS

	Start Date*	Client Street Address	APT #	Client's County	Home Phone Number (optional)	End Date (move-out)	Current Residence Status
Client's Residence							
	07/01/2018	123 Main St		Hennepin			Site based supportive housing
	04/01/2016	123 Juniper Lane	22	Ramsey		06/30/2018	Scattered site supportive housing
Add				Showing 1-2 of 2			

Project Type Applicability: PH – Permanent Supportive Housing

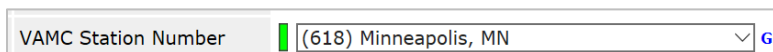**Data Collected About**: Head of Household   **Data Collection Point**: Project Start

Data Collection Instructions: Record the head of household's last permanent address. This should never be the address of a shelter or a reference to a location like the streets or a park – it should be the address where the client was last in housing that might be categorized as permanent, such as:

- An apartment or house rented by the client, with or without a subsidy;
- A home owned or rented by someone else (e.g., the client's parents, a friend, etc.) where the client lived.

Field	Dependency	Response Category/Data Type	
1 Street Address	None	[Text]	
2 City	None	[Text]	
3 State	None	[Text]	
4 Zip Code	None	[Text]	
5 Address Data Quality	None	1	Full address reported
		2	Incomplete or estimated address reported
		8	Client doesn't know
		9	Client refused
		99	Data not collected

V6 VAMC STATION NUMBER

VAMC Station Number	▎ (618) Minneapolis, MN	⌄	G

Project Type Applicability: PH – Permanent Supportive Housing
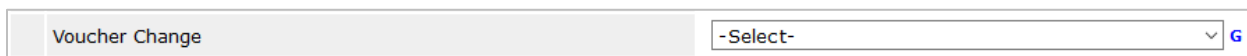
Data Collected About: Head of Household   **Data Collection Point**: Project Start

Data Collection Instructions: The service number requires no input from the client. There is a drop-down option for selecting the VA Medical Center (VAMC) Station Number that corresponds to the grantee's service location.

Field	Dependency	Response Category/Data Type
1 VAMC Station Number	None	1 [Text]

V8 HUD-VASH VOUCHER TRACKING

Voucher Change	-Select- ⌄	G

Project Type Applicability: PH – Permanent Supportive Housing

Data Collected About: Head of Household   **Data Collection Point**: Project Start, Update, and Exit

Rationale: Track what changes are occurring with the VASH Voucher

Data Collection Instructions: The system must record the appropriate collection stage for each element (for example, if the voucher change happens during the household's enrollment

Field		Dependency	Response Category/Data Type	
1	Information date	None	[Date]	*This is the date of the data collection point*
2	Voucher Change	None	1	Referral package forwarded to PHA
			2	Voucher denied by PHA
			3	Voucher issued by PHA
			4	Voucher revoked or expired
			5	Voucher in use-veteran moved into housing
			6	Voucher was ported locally
			7	Voucher was administratively absorbed by the new PHA
			8	Voucher was converted to Housing Choice Voucher
			9	Veteran exited - voucher was returned
			10	Veteran exited - family maintained the voucher
			11	Veteran exited - prior to ever receiving a voucher
			12	Other

Field		Dependency	Response Category/Data Type
A	If other, please specify	Field 2 & Response 12	[Text]

V9 HUD-VASH EXIT INFORMATION

Case Management Exit Reason	-Select-	G
If other, specify		G

Project Type Applicability: PH – Permanent Supportive Housing

Data Collected About: Head of Household   **Data Collection Point:** Project Exit

Rationale: To track why the Veteran left the project

Data Collection Instructions: None

Field		Dependency	Response Category/Data Type	
1	Case Management Exit Reason	None	1	Accomplished goals and/or obtained services and no longer needs CM
			2	Transferred to another HUD-VASH program site
			3	Found/chose other housing
			4	Did not comply with HUD-VASH CM
			5	Eviction and/or other hosing related issues
			6	Unhappy with HUD-VASH Housing
			7	No longer financially eligible for HUD-VASH voucher
			8	No longer interested in participating in this program
			9	Veteran cannot be located
			10	Veteran too ill to participate at this time
			11	Veteran is incarcerated
			12	Veteran is deceased
			13	Other
A	If other, please specify	Field 1 & Response 13	[Text]	

R4 LAST GRADE COMPLETED

Last Grade Completed (HUD)	-Select-	G

Project Type Applicability: PH – Permanent Supportive Housing

Data Collected About: Head of Household and All Adults

Data Collection Point: Project Start and Project Exit

Rationale: To gather information about education level

Data Collection Instructions: None

Field	Dependency	Response Category/Data Type	
1 Last Grade Completed	None	1	Less than Grade 5
		2	Grades 5 – 6
		3	Grades 7 – 8
		4	Grades 9 – 11
		5	Grade 12 – High school diploma
		6	School Program does not have grade levels
		7	GED
		10	Some College
		11	Associate's degree
		12	Bachelor's degree
		13	Graduate degree
		14	Vocational Certification
		8	Client doesn't know
		9	Client refused
		99	Data not collected

R6 EMPLOYMENT STATUS

Project Type Applicability: PH – Permanent Supportive Housing

Data Collected About: Head of Household and Adults

Data Collection Point: Project Start, Project Exit

Rationale: The purpose is to assess a client's employment status and need for employment services as well as, when appropriate, measure a change in employment from project start to project exit for all head of households and adults.

Data Collection Instructions: Enter the date that the information was collected from the client or to which the information is relevant. For example, if information is collected several days after project start, it may be entered using an Information date that is the same as the start date as long as the information accurately reflects the client's income as of the start date. Select the response category that most accurately reflects the client's employment status.

Field		Dependency	Response Category/Data Type	
1	Information date	None	[Date]	*This is the date of the data collection point*
2	Employed?	None	0	No
			1	Yes
A	Type of Employment	Field 2; Response 1	1	Full-time
			2	Part-time
			3	Seasonal/sporadic (including day labor*)*
B	Why not Employed	Field 2; Response 0	1	Looking for work
			2	Unable to work
			3	Not looking for work

R7 GENERAL HEALTH STATUS

General Health Status	-Select- ⌄	**G**

Project Type Applicability: PH – Permanent Supportive Housing

Data Collected About: Head of Household and Adults   **Data Collection Point** Project Start, Project Exit

Rationale: Information on general health status is a first step to identifying what types of health services a client may need.

Data Collection Instructions: The general health status is a scale from 1 to 5, where 1 is excellent and 5 is poor. Thus, a lower health score at exit actually indicates an increase in well-being, and a higher score at exit indicates a decline in well-being.

Ask the client to select the response which best describes their health: excellent, very good, good, fair, poor, client doesn't know, or client refused.

Field		Dependency	Response Category/Data Type	
1	General Health Status	None	1	Excellent
			2	Very good
			3	Fair
			4	Good
			5	Poor
			8	Client doesn't know
			9	Client refused
			99	Data not collected

REPORTING GUIDELINES

This section introduces data quality reports for HUD VASH projects. HUD VASH projects do not have any funder required reports in HMIS at this time. Additional information about the HUD-VA homeless programs and requirements can be found online at the VA Homeless Programs page.

Data Quality Instructions: Agencies should participate in the Quarterly Data Quality process to ensure that accurate information is being recorded and to address any data errors.