WHERE TO RECORD INFORMATION AND WHEN

On the Client Record or Profile Tab: Universal Data Elements required for all clients at record creation		
If missing, complete at Program Entry. Correct previous answers if needed. Collect as much as possible at first contact.		
Name		
Social Security Number		
Date of Birth		
Race		
If Native American, of which tribe are you an enrolled member?		
Ethnicity		
Gender		
Veteran Status		
On the Case Management Assessment	**Project Entry**	**Interim Update/Project Exit (if changed since entry)**
Current Living Situation	**X (record at each contact)**	
Current Case Managers (if applicable)	X	X
Housing Documentation Status	X	X
Contact Information	X	X
Monthly Household Income	X	X
CES Household Disability Information	X	X
Legal Involvement	X	X
Client Housing Choice and Preferences	X	X
Current Housing Type Being Pursued	X	X
On the ESG assessment	**Project Entry**	**Interim Update/Project Exit (if changed since entry)**
Required at Program Entry: Review and update previous answers if changed. Should reflect client status at STH program entry.		
Disabling Condition	X	
Relationship to Head of Household	X	
Veteran series	X	
Domestic Violence series	X	
Extent of Homelessness*	X	
Length of Stay in Previous Place*	X	
Last Permanent Residence series	X	
Client Location*	X	X
County where resides	X	X
Current Living Situation (only need to record on **either** ESG or CM assessment)	**X (record at each contact)**	
Date of Engagement (at entry if client engages then, or at interim if they engage later)	**X (once per enrollment if client engages)**	
Optional (tracking this information is helpful for outcomes reporting)		
Income and Sources	X	X
Non-Cash Benefits	X	X
Health Insurance	X	X
Disabilities	X	X

* These fields are the most likely to need updating at Program Entry