**OEO HYA Youth Supportive Housing (YSH) Program Specific Data Elements Form for HMIS: All Clients**

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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)**

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

*A Baseline Outcome review should be completed for each client participating in HYA YSH projects (TH, PSH, PH S, RRH, SSO) within 14 days of Project Start Date.*

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

*An Outcomes Interim Review is required for each client participating in HYA YSH projects (TH, PSH, PH S, RRH, SSO) as well as for each ES stay that is longer than 30 consecutive days in HYA ES projects for every six-month reporting period. Create an Interim Review prior to each report due date.*

**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 A green circle with a white tick    Description automatically generated (green checkmark) indicates a household member’s record has been updated.* |

*Required for all Clients. If information is not the same for all household members, note in margins.*

**If the client’s Exit Destination was “Staying or living with friends, permanent [or] temporary tenure,” further specify the destination/type of friend.**

□Host Home □Neighbor

□Parent of Friend □Other Non-familial Caring Adult □Other *If “Other,” please specify*

**If the client’s Exit Destination was “Staying or living with family, permanent [or] temporary tenure,” indicate which family member.**

□ Parent □ Grandparent □Aunt/Uncle □ Adult Sibling

□ Cousin □ Other Relative *If “Other Relative,” please specify*

Was the household asked to leave the program? *(Head of Household)*

□ Yes □ No □ DK □ R □ DNC

*If yes, what was the reason the household was asked to leave the program?*

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| --- | --- | --- |
| * Non-payment of rent * Reached maximum time allowed | * Criminal activity/violence * Non-compliance with program | * Unknown/Disappeared/No Longer Engaging With Program * Other |

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