



Runaway and Homeless Youth – Homeless Management Information System

# User Guide

## Data Collection & Reporting

November 2021  
Aligns with FY 2022 Reporting Specifications  
Aligns with FY 2022 HMIS Data Standards

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## Revision History

Date	Version	Description
03-26-2020	1.0	First document matched to Comma Separated Values (CSV) Specifications v1.7 for Data Standards from FY2020
06-17-2020	1.1	Added RHY-HMIS System Use Details
03-22-2021	1.2	Updated to reflect latest enhancements to the RHY-HMIS Repository <ol style="list-style-type: none"><li>1. Grantee Users and Grantee Managers can add project information to grants</li><li>2. Additional guidance for Grantee Managers to manage user accounts for their organization</li></ol>
11-08-2021	1.3	Updated to align with FY 2022 HMIS Data Standards and Reporting Specifications

## Overview

This RHY-HMIS Data Collection & Reporting User Manual is intended to serve as a reference tool to provide basic guidance on data collection for the Family and Youth Services Bureau's (FYSB) Runaway and Homeless Youth (RHY) Program grantees who are using Homeless Management Information Systems (HMIS) locally to capture youth data and using the RHY-HMIS Repository to report data to FYSB to satisfy grant agreements. Using HMIS locally and then uploading data to the RHY-HMIS Repository as described in this manual is the primary means for recording and reporting information about the needs, critical issues, and support received by the runaway and homeless youth who are served by the program.

The Street Outreach, Basic Centers, and Transitional Living/Maternity Group Home Programs are legislatively required to capture and report data to the Administration on Children, Youth and Families (ACYF) by the Runaway and Homeless Youth Act (P.L. 108-96) which was reauthorized in 2008 and more recently through the Juvenile Justice Reform Act, reauthorized through FY 2019. The Act governs the basic requirements for this data collection, stating that grantees:

*shall keep adequate statistical records profiling the youth and family members whom it serves (including youth who are not referred to out-of-home shelter services), except that records maintained on individual runaway and homeless youth shall not be disclosed without the consent of the individual youth and parent or legal guardian to anyone other than another agency compiling statistical records or a government agency involved in the disposition of criminal charges against an individual runaway and homeless youth, and reports or other documents based on such statistical records shall not disclose the identity of individual runaway and homeless youth. 34 U.S.C. § 11212.*

Collected data are categorized in two parts: Universal Data Elements (UDE) and RHY Program Specific Data Elements (PSDE). Universal Data Elements are data required to be collected by all federal programs participating in HMIS, regardless of funding agency.

- UDEs serve as the basis for producing unduplicated estimates of the number of people experiencing homelessness and accessing services from homeless services providers, basic demographic characteristics of people experiencing homeless, and patterns of service use, including information on shelter stays and homelessness over time.
- RHY PDEs allow the FYSB to capture critical information about the employment and educational status, critical issues, services and outcomes that are unique to the unaccompanied youth that RHY programs have served for over 45 years.

## RHY Resources

**RHY-HMIS Service Desk:** To ask a question or report a problem with uploading your RHY-HMIS data from your local HMIS into the RHY-HMIS Repository, or regarding the RHY-HMIS Data Dashboard, go to the [RHY-HMIS Service Desk](http://www.RHYMISServiceDesk.net) at [www.RHYMISServiceDesk.net](http://www.RHYMISServiceDesk.net). You can create a ticket and RHY-HMIS TA staff and FYSB staff will work together to resolve any issue. You will need to create a username and password the first time you login.

**RHYTTAC:** The Runaway and Homeless Youth Training and Technical Assistance Center (RHYTTAC) website has numerous resources related to RHY-HMIS. Visit the [RHYTTAC RHY-HMIS page](#) at

[www.rhyttac.net/rhy-hmis](http://www.rhyttac.net/rhy-hmis) to access user manuals, video training recordings, frequently asked questions (FAQs) and other regularly updated resources.

**Ask A Question:** To ask a question about any RHY-HMIS requirement go to the [Ask A Question](#) section of the HUD Exchange. Please be sure to select “HMIS” for your question under “My Question is Related To”. HUD and RHY program staff work together to answer questions that come in on Ask A Question related to RHY and HMIS.

### Additional HMIS Resources

- There are a variety of documents available on the HUD Exchange [HMIS](#) page that detail all HMIS Data and Technical Standards, Federal Partner Information, and information about HMIS forums for HMIS Leads, System Administrators, and Vendors.
- The [2022 HMIS Data Standards](#) page contains a suite of HMIS Data Standard resources, which are briefly described below. Each of the documents has a specific purpose and intended audience. The HMIS Lead should be familiar with all the documents and collectively use them as their HMIS reference materials along with specific materials provided by the software provider.
  - [FY 2022 HMIS Data Manual](#) represents the foundation for the data contained within an HMIS, project setup instructions, and data collection instructions.
  - [FY 2022 HMIS Data Dictionary](#) Table Shells contain the data element tables with relevant programming instructions, system logic and other issues to be used by vendors for HMIS programming. The information in the table shells aligns with the information contained herein.
  - Data Exchange Resources:
    - [FY 2022 CSV Programming Specifications](#)
    - [FY 2022 XML Programming Specifications](#)
  - [HMIS Federal Partner Program Manuals](#)
  - [Federal Partner Reporting and Programming Specifications](#)
  - [HMIS Project Setup Tool](#)

## RHY Grantee Requirements and Expectations Regarding RHY-HMIS Data Collection

### Using the CoC-Designated HMIS Software Package

All active RHY grantees are required to use their Continuum of Care (CoC)-designated web-based HMIS.

The HMIS lead in each CoC is expected to set up all RHY projects and user access in HMIS and provide training to RHY grantees on how to use HMIS to enter data and generate reports. To find contact information for the HMIS lead in your CoC, use the [HUD Exchange Contact CoC](#) page.

As HMIS users in their CoC, RHY grantees are expected to pay for costs related to HMIS use, including HMIS licensing fees, CoC membership fees, Internet access, and computer hardware and software. These costs associated with the use of HMIS may be covered by the RHY program grant funding. Contact the RHYMIS/HMIS help account at [RHYMIS@acf.hhs.gov](mailto:RHYMIS@acf.hhs.gov) for any questions or concerns related to HMIS cost eligibility.

RHY grantees operating several programs over multiple CoC jurisdictions need to join the Continuums of Care that correspond to the location of each program and use the HMIS software in that CoC in order to maximize coordination with other local service providers. This also ensures that housing availability and service volumes are accurately reflected for the local area. In cases where an individual RHY program spans multiple COCs, grantees should contact the [RHY-HMIS Service Desk](#).

RHY grantees will continue to use definitions as specified in the Runaway and Homeless Youth Act which was reauthorized through FY 2019 through the Juvenile Justice Reform Act. (34 U.S.C. §11279).

Data quality is an important aspect of RHY data collection. To maximize accuracy, RHY grantees are expected to enter and update records as soon as possible after collecting information. This is especially important as it pertains to shelter entries and exits which allow administrators to maintain ‘real-time’ shelter utilization and availability.

### Rules on Confidentiality of Data Collection and Sharing

#### No Consent Required for Data Collection

Data collection refers to the process of entering information in an HMIS by program staff or another authorized user. All RHY projects are required to collect all of the Universal Data Elements and the RHY-Program Specific Data Elements for the type of project (Street Outreach Program, Basic Center Program-prevention, Basic Center Program-emergency shelter, and Transitional Living Program, including Maternity Group Homes). Detailed information about each data element is found in this manual. The Runaway and Homeless Youth Act requires that a RHY grantee “keep adequate statistical records profiling the youth and family members whom it serves (including youth who are not referred to out-of-home shelter services).”

**RHY programs funded by FYSB are not required to obtain youth or parental consent to collect and enter youth data into HMIS or upload to the RHY-HMIS Repository**

**Note:** In a few states, consent to *enter* data into RHY-HMIS data may be required, however it is not required by federal law or by the RHY Program.



### Consent Needed for Data Sharing

Data sharing refers to the electronic sharing of client information via an HMIS. Data sharing can have some important advantages for communities who want to learn more about the experiences of their homeless population and can help improve coordination of services for youth. However, data can only be shared if written consent is obtained from the parent or legal guardian of a youth who is under age 18 or with written consent from a youth who is 18 and older. RHY grantees are encouraged to share identifiable data with other programs using the same HMIS system within a CoC where there is consent but are not required to do so.

The RHY rule states the following regarding data sharing:

Pursuant to the Act, no records containing the identity of individual youth, including but not limited to lists of names, addresses, photographs, or records of evaluation of individuals served by a Runaway and Homeless Youth project may be disclosed or transferred to any individual or to any public or private agency except:

- (1) For Basic Center Program grants, records maintained on individual runaway and homeless youth shall not be disclosed without the informed consent of the individual youth and parent or legal guardian to anyone other than another agency compiling statistical records, or a government agency involved in the disposition of criminal charges against an individual runaway and homeless youth.
- (2) For Transitional Living/Maternity Group Home Program, records maintained on individual homeless youth shall not be disclosed without the informed consent of the individual youth to anyone other than an agency compiling statistical records;
- (3) Research, evaluation, and statistical reports funded by grants provided under section 343 of the Act are allowed to be based on individual data, but only if such data are de-identified in ways that preclude disclosing information on identifiable individuals;
- (4) Youth served by a Runaway and Homeless Youth project shall have the right to review their records; to correct a record or file a statement of disagreement; and to be apprised of the individuals who have reviewed their records.
- (5) State law protection. HHS policies regarding confidential information and experimentation and treatment shall not apply if HHS finds that state law is more protective of the rights of runaway or otherwise homeless youth.
- (6) Procedures shall be established for the training of project staff in the protection of these rights and for the secure storage of records. 45 CFR §1351.21.

### HMIS System Administration Application

HMIS Leads are required to work collaboratively with their Continuum of Care (CoC) to establish data sharing protocols as part of their HMIS policies and procedures. Established protocols must address requirements for all programs using the HMIS. These protocols for projects receiving RHY funding must conform to the data sharing requirement of the RHY regulations as follows:

- The RHY Act requires that RHY grantees agree not to disclose records on individual youth (with a limited exception of sharing de-identified data for purposes of compiling statistics). See Sec 312(b)(7) and 322(a)(13) of the RHY Act.

- Thus, absent consent, multiple agencies sharing a single HMIS implementation should not share identifying information between them.
- In CoCs where data are shared automatically after they entered (i.e., an open system), RHY client records CANNOT be shared unless written consent is obtained.

## RHY-HMIS Repository

On the [RHY-HMIS Repository home page](#), RHY Grantees will be able to find a login link to the RHY-HMIS data collection site, links to RHY-HMIS User Resources, RHYTTAC Resources, and the RHY-HMIS Dashboard. Additionally, RHY Grantees will be able to contact the [RHY-HMIS Service Desk](#) and other FYSB contacts from the RHY-HMIS Repository home page.

**U.S. Department of Health & Human Services** | **Administration for Children & Families** | **Family and Youth Services Bureau (FYSB)**

# RHY-HMIS

Welcome to the Runaway and Homeless Youth – Homeless Management Information System (RHY-HMIS) Repository. This Repository is the web-based portal used by RHY grant-funded organizations to upload de-identified client data extracted from HMIS.

[Login](#) [Request Account](#)

## Runaway and Youth Homelessness

Each year, thousands of U.S. youth run away from home, are asked to leave their homes or become homeless. Through RHY, FYSB supports street outreach, emergency shelters and longer-term transitional living and maternity group home programs to serve and protect these young people.

**RHY-HMIS Dashboard**

The RHY-HMIS Dashboard allows grantees and RHY federal project officers to visualize their data, compare their data against other programs and targets, share data, and easily insert specific data fields into reports. They can see their own grant-level data as well as state, regional, and national RHY-HMIS data.

**RHYTTAC Resources**

The Runaway and Homeless Youth Training and Technical Assistance Center (RHYTTAC) provides training and technical assistance to the FYSB RHY Program grantees.

### RHY-HMIS User Resources

- User Access Request Form
- Submit Form to Request a RHY-HMIS User Account
- RHY-HMIS User Manual & Training Information
- HHS Cybersecurity Awareness Training
- HHS Rules of Behavior
- Contact Us

## RHY-HMIS User Account Management

### RHY-HMIS Roles and Permissions

The table below outlines permissions each user type has in the repository.

Permission	Grantee User	Grantee Manager	Federal Project Officer (FPO)
Upload data	x	x	x
View reports (Data Quality + Status Summary Report)	x	x	x
Create or remove Grantee Users within agency/organization		x	
Unlock/lock Grantee User accounts		x	
View grant(s)	x	x	
Add project-specific information to agency grant	x	x	

Review the RHY-HMIS [Frequently Asked Questions \(FAQs\)](#) for more specific questions on each role/permission.

### Requesting a RHY-HMIS Account

View <https://rhy-hmis.acf.hhs.gov/request-account> for step-by-step instructions to request an account.

Due to the system's security requirements, all new users are required to submit a 'User Access Request Form' and take a security awareness training and submit the certificate of completion to gain access to the system.

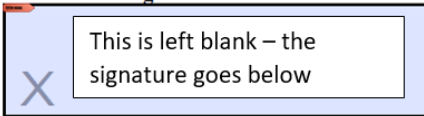
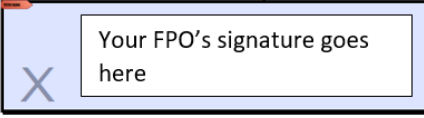
#### 1. Step 1: User Access Request Form:

- All new users - download and complete the [User Access Request Form](#)
- Who approves Part D on my form?
  - If you request a Grantee User account → your agency's designated Grantee

Account Type	Approver's Signature	Date
Grantee User account	<b>Grantee Manager:</b> 	Date: Select Date

Manager or the Grantee Administrative Official (GAO)/Grantee Authorizing Representative (ADO) in Grant Solutions will sign and approve.

- ii. If you request a Grantee Manager account → your regional Federal Project Officer (FPO) will sign and approve.

Account Type	Approver's Signature	Date
Grantee User account	<b>Grantee Manager:</b>  <p>This is left blank – the signature goes below</p>	Date: Select Date
Grantee Manager account Federal Project Officer account (FPO) FYSB Lead account	<b>ACF/FYSB Federal Staff/System Owner:</b>  <p>Your FPO's signature goes here</p>	Date: Select Date

If you are not sure of who your Grantee Manager or FPO is, please reach out to the [RHY-HMIS Service Desk](#) to inquire.

2. **Step 2: Security Training/Certificate:** Obtaining an account with the RHY-HMIS requires you to take the [HHS Cybersecurity Training](#) and submit a certificate upon completion. If your grantee organization offers a different security training, you can also complete and submit that certificate.
3. **Step 3: Submit Documents**
  - a. For new users requesting a Grantee User account:
    - i. If there is a Grantee Manager account holder in your organization, submit your documents to them. They will approve, upload your documents, and create a Grantee User account for you.
    - ii. If there is not a Grantee Manager account holder in your organization, submit both documents for review and approval to the [RHY-HMIS Service Desk](#).
  - b. For new users requesting a Grantee Manager account: Submit both documents for review and approval to the [RHY-HMIS Service Desk](#).

*\*\*If you have not used the [RHY-HMIS Service Desk](#), you will need to create a username and password the first time you visit. This username and password will be different than your RHY-HMIS username and password.*

## Account Management

1. **Grantee Managers:** Grantee Managers can view, edit, add, and remove the Grantee User accounts for their organization.

- a. Once logged in, click on 'Users'.



- b. To view the account information for a specific user in your organization, click on the icon under 'Tools'.

The screenshot shows the 'Users' page with a table of users. The table has columns: Name, Username, E-mail, Role, Locked, Enabled, and Tools. The 'Tools' column contains three icons: an eye (view), a pencil (edit), and a trash can (delete). A red circle highlights these icons.

Name	Username	E-mail	Role	Locked	Enabled	Tools
Test 1	test1	test1@at.com	Grantee	No	Yes	[Eye] [Pencil] [Trash]
Test 2	test2	test2@at.com	Grantee	No	Yes	[Eye] [Pencil] [Trash]

- c. To edit the account information for a specific user in your organization, click on the icon under 'Tools'.



- d. To delete the account information for a specific user in your organization, click on the



icon under 'Tools'.

**Creating a RHY-HMIS Account:** Grantee Managers have the function to create Grantee User accounts for their organization. Once Grantee managers have received the completed the User Access Request form and the certificate of completion for security training, they can create a Grantee User account.

- Navigate to the 'Users' page. Click on 'Create New.'

- Complete the requested information on the form.
- Upload the required documents
- Click 'Create'

2. **Account Lockout:** If you lock yourself out: please open a ticket at the [RHY-HMIS Service Desk](#) and navigate to the category 'User Accounts & MFA/Passwords' then 'Blocked Account.'
3. **Reset Your Password:** You can reset your own password using the “Forgot Your Password?” functionality provided on the login screen, which will allow you to reset your account and login with a new password.

## Login

Username

Password

Login

Forgot Your Password?

This warning provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this Government system, which includes (1) this computer network, (2) all computers connected to this network, and (3) all devices and storage media attached to this network or to a computer on this network.

This system is provided for Government-authorized use only.

Unauthorized or improper use of this system is prohibited and may result in disciplinary action and/or civil and criminal penalties.

Personal use of social media and networking sites on this system is limited as to not interfere with official work duties and is subject to monitoring.

By using this system, you understand and consent to the following:

- The Government may monitor, record, and audit your system usage, including usage of personal devices and email systems for official duties or to conduct HHS business. Therefore, you have no reasonable expectation of privacy regarding any communication or data transiting or stored on this system. At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this system.
- Any communication or data transiting or stored on this system may be disclosed or used for any lawful Government purpose.



## RHY-HMIS Security & Privacy Protocols

There are several security protocols that have been established for the RHY-HMIS Repository:

- RHY Grantee Users *cannot* have a RHY-HMIS account without their Grantee Manager’s approval. Grantee Managers cannot have a RHY-HMIS account without their Federal Project Officer’s approval.
  - Completing the [User Access Request Form](#) (see [Account Request](#)) is the proper protocol for establishing the appropriate approvals for each authorized user account.
- RHY-HMIS accounts are one-way uploads of client data from the local HMIS. In other words, authorized users will not be able to extract client level data from RHY-HMIS.
- Two factor authentication (2FA) is required for RHY-HMIS Repository access. Two Factor Authentication is often described as “something you know” (Factor 1) and “something you have” (Factor 2). The two factors are “linked” to the RHY-HMIS Repository through the user interface, resulting in a double-verification of each User. This is far superior security to single factor authentication.

### Identity Verification

A message with a verification code has been sent to (XXX) XXX-XX35.

Verify

[Resend the code](#)

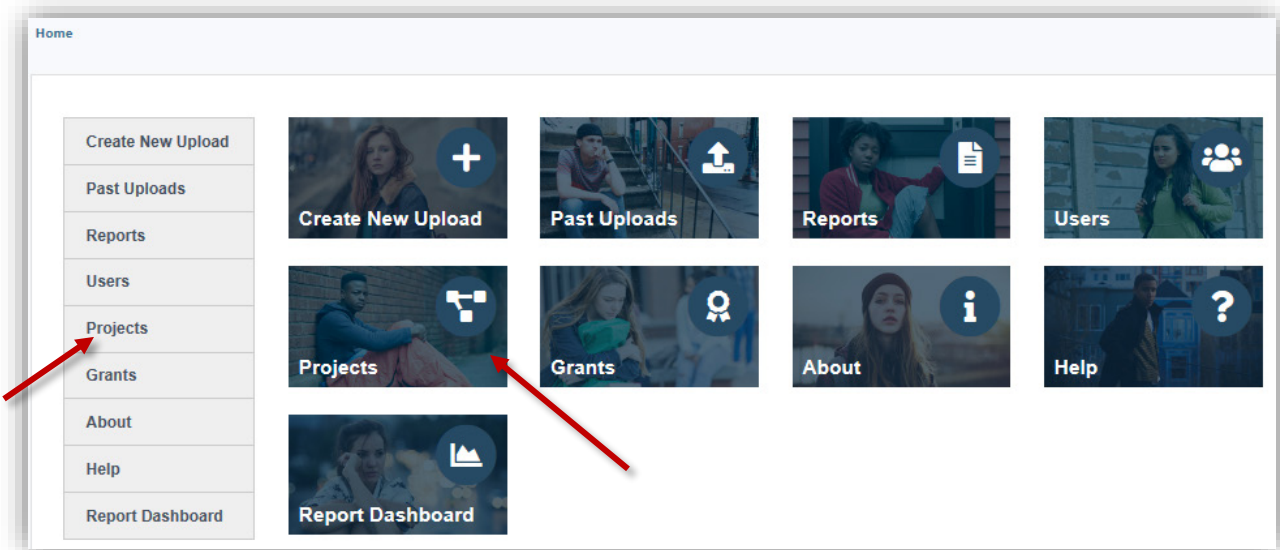
If you wish to update your phone number (different from what you originally provided when onboarding through the Service Desk), you can change your phone number in your user profile upon logging in. If you have any issues with two-factor authentication (2FA), please raise an issue request at the [RHY-HMIS Service Desk](#) or for immediate assistance, please dial 1-800-883-3179.

- Documentation of your **User Access Request Form** and the certificate with the date you took the Security Awareness Training (a local requirement of HMIS) will be stored in the RHY-HMIS alongside your account information.
- Your username/password is valid for 60 days. The password must be at least 15 characters long and contain at least one character from each of the four lists of characters:
  - Uppercase alphabet: A through Z
  - Lowercase alphabet: a through z
  - Numbers: 0 through 9
  - Special Characters: !@#\$%^&\*
- All users receive “Reminder Password Reset” notifications from the system to their emails at set intervals (14-7-3 days) reminding them to reset their password.

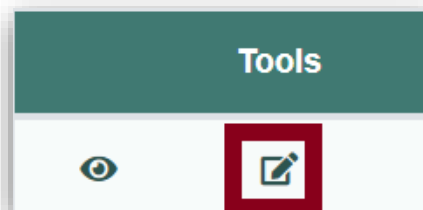
- An account will get locked out if a user fails to reset their password after 60 days regardless of how long it has been since they have last logged into RHY-HMIS. At any point in time, users have the option to 'Reset Password' on their own thereby eliminating their need to contact the Service Desk for assistance unless their account gets disabled (i.e. they have not logged into the application within the last 60 days due to the automatic account disabling).
- An account will become locked after 3 unsuccessful login attempts.
- An account will become inactive if you have not logged in in 120 days. Only a RHY-HMIS Admin can re-enable a disabled user account; a user will have to put this request in to the [RHY-HMIS Service Desk](#) for assistance.
- The system will log you out after 15 minutes idle.
- As privileged users, all Grantee Managers are required to login to the RHY-HMIS data upload repository every 90 days to review and assess the current list of users who have accounts for their organization. This is to ensure security compliance with the Family and Youth Services Bureau's Runaway and Homeless Youth – Homeless Management Information System (RHY-HMIS). Grantee managers will remove users that no longer need access and ensure remaining users are still active for their organization and require a RHY-HMIS account.

## Grant/Project Dropdown Management

- Reporting Periods, Grants and Organizations were imported from the Grant Solutions database to coincide with fiscal reporting year information.
- Before each grantee can upload their data, Grantee Managers or Grantee Users will need to log into the RHY-HMIS Repository and establish Project dropdown slot option(s) for every HMIS Project within their organization that the RHY Program funds.
- If a project has been set up previously, do not create a new project for each upload period. This will only create duplicates that will be deleted.
- Click “Projects” from either the left-hand menu or the “Projects” button on the home page or the “Create new” button on the top right of the “Past Uploads” page.



- Either edit an existing item displayed in the table by clicking on the ‘edit’ icon under Tools or,



- Click on the “Create New” button in the upper right-hand side of that screen to get to the following screen. Remember to establish a Project for every HMIS Project that the RHY Program Funds. Users will not be able to upload their data files if the Project-type information is missing for each grant/program

**Projects » Create New**

Project Name

Project Type

Organization

Grant

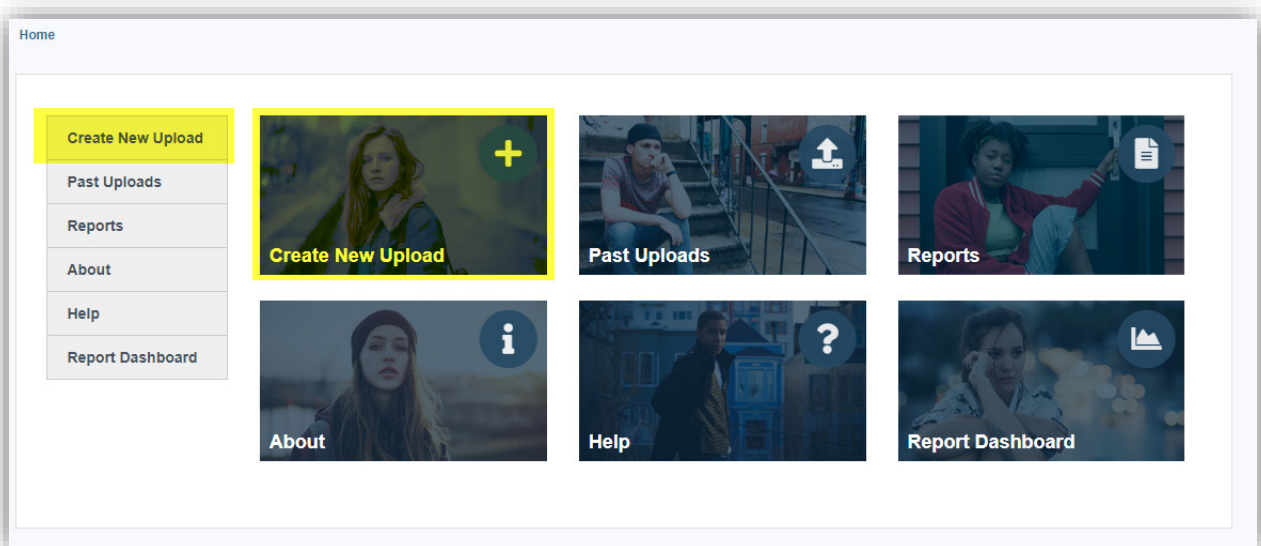
**Cancel** **Create**

## Uploading RHY-HMIS CSV Files

- Once you have a file extracted from your HMIS, saved locally, and named using the following naming convention, you may begin the upload process:

File Name Part 1	File Name Part 2	File Name Part 3	File Name Part 4	File Name Part 5
Grantee ID	RHY Program Name	HMIS Project Type	Report Period	User

- Example file name: 100\_TLP\_TH\_FY2021Fall\_MaryS
- Click “Create New Upload” from either the left-hand menu or the button on the home page or the “Create New” button on the top right of the “Past Uploads” page.



**Create New Upload**

**Past Uploads**

Welcome to the Past Uploads page of the RHY-HMIS Repository where you can create a new upload and view uploaded datasets. A summary of progress for all dataset submissions is displayed below.

In the table, you can see the status for each uploaded dataset as either accepted or rejected. To review the Data Quality Report Summary for each uploaded dataset, click the "View" icon.

To upload a new dataset in this reporting period, click on "Create New Upload". When the reporting period has closed, you are not permitted to upload any new datasets. The "Create New Upload" button will be no longer visible until the next reporting period.

Filter by Reporting Year: FY2021\_1

Show 10 entries

Search:

**Create New Upload**

Uploaded At	File Name	Reporting Period	Organization	Grant	Status	View
-------------	-----------	------------------	--------------	-------	--------	------

- Either "Drag and Drop a File" OR click "Select a File"

Home » Uploads » Create New

**Create New Upload**

**Uploads » Create New**

Step 1: Upload ZIP File

Step 2: Data Processing

Step 3: Completion

Drag and drop a file

Select a file

Select a project

Add Project

If you want to add an additional or different project for the grant(s) of your organization, please click the 'Add Project' button below which will take you to the 'Projects' page. This is where you can add the necessary projects in order to select an additional or different option from the dropdown. Please do not add any project that will not have data uploaded to it. Once you have added a project, navigate back to the 'Create New Upload' page and the dropdown option will populate. If you require immediate assistance, please open a ticket at the RHY-HMIS Service Desk.

- Choose the correct file from your local computer (matched to the project type you will upload to)
- Choose the correct "project" option from the drop down (by project type, matched to the file you have chosen) to upload file into (Note: The project must be set up ahead of time. If not, click 'Add Project').

Home » Uploads » Create New

Create New Upload

Past Uploads

Reports


About

Help

Report Dashboard

## Uploads » Create New

Step 1: Upload ZIP File




123\_BCP\_ES\_FY2020\_MaryS.zip

Select a file


MFS\_Test\_ESProject

Upload

Step 2: Data Processing



Step 3: Completion



**Last Upload:**

Project	File	Uploaded At	Uploaded By	Status
123MFS: MFS_Test_ESProject	ES2.zip	2020-06-24 16:30:14	mfsgrantee2	Accepted

- Once you have paired/associated the correct file with the correct upload/grant/project, click “Upload”
- **Pro Tip:** Did you forget something? Need to fix something? Mess something up? You can start over: just click “Create New Upload” again on the menu on the left to reset the file upload page.

The upload process will follow three steps:

1. Uploading the file to the data validation/data processing step.

Home > Uploads > Create New

**Create New Upload**

Past Uploads

Reports

About

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Report Dashboard

## Uploads » Create New

Step 1: Upload ZIP File

123\_BCP\_ES\_FY2020\_MaryS.zip

Select a file

MFS\_Test\_ESProject

Upload

Step 2: Data Processing

Step 3: Completion

**Last Upload:**

Project	File	Uploaded At	Uploaded By	Status
123MFS: MFS_Test_ESProject	ES2.zip	2020-06-24 16:30:14	mfsgrantee2	Accepted

2. Processing the data for validation & completion.

Home > Uploads > 123\_BCP\_ES\_FY2020\_MaryS.zip > View

**Create New Upload**

**Past Uploads**

Reports

About

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Report Dashboard

## Uploads » View

Step 1: Upload ZIP File

123\_BCP\_ES\_FY2020\_MaryS.zip

- Uploaded By: mfsgrantee2
- Uploaded At: 2020-06-24 16:59:39
- Organization: MFS Organization
- Grant Number: 123MFS
- Grant Program: MFS\_Grant1
- Project: MFS\_Test\_ESProject

Step 2: Data Processing

**In Progress**

Once the data processing is complete, you will be sent a notification via email.


Step 3: Completion

3. Completing the upload. The “Data Quality Report” will appear whether you have an “Accepted” or “Rejected” upload.

Home > Uploads > 123\_BCP\_ES\_FY2020\_MaryS.zip > View


[Create New Upload](#)  
[Past Uploads](#)  
[Reports](#)  
[About](#)  
[Help](#)  
[Report Dashboard](#)

## Uploads » View

Step 1: Upload ZIP File



**123\_BCP\_ES\_FY2020\_MaryS.zip**

- Uploaded By: mfsgrantee2
- Uploaded At: 2020-06-24 16:58:47
- Organization: MFS Organization
- Grant Number: 123MFS
- Grant Program: MFS\_Grant1
- Project: MFS\_Test\_ESProject

Step 2: Data Processing


**Completed**

You will be sent a notification via email.

Step 3: Completion



**Accepted**

[Review Data Quality Report](#)

Home > Uploads > 123\_BCP\_ES\_FY2020\_MaryS - Reject.zip > View


[Create New Upload](#)  
[Past Uploads](#)  
[Reports](#)  
[About](#)  
[Help](#)  
[Report Dashboard](#)

## Uploads » View

Step 1: Upload ZIP File



**123\_BCP\_ES\_FY2020\_MaryS - Reject.zip**

- Uploaded By: mfsgrantee2
- Uploaded At: 2020-06-24 17:22:42
- Organization: MFS Organization
- Grant Number: 123MFS
- Grant Program: MFS\_Grant1
- Project: MFS\_Test\_ESProject

Step 2: Data Processing


**Completed**

You will be sent a notification via email.

Step 3: Completion


**Rejected**

[Review Data Quality Report](#)



## RHY-HMIS Repository Reports

Either during the upload process, or by going to the menu item(s): “Past Uploads” or “Reports,” you can view the upload status or data quality reports to help get you to 100% successful data submissions. You can “Export” results to MS Excel for easier viewing/tracking and you can navigate back to your data quality reports anytime.

### “Data Files” Report

This report will tell you what files were present in the CSV file you uploaded. This can give insight into a Rejected file, or give insight about the size of your upload for an Accepted file.

- Any discrepancy with your expectations for clients included in the upload file needs to be addressed locally with the HMIS Lead/Admin. There is either a data collection, project set up, or export issue.
- Pro Tip:** Count of Client.csv (minus one) should roughly match your client counts of people served by that project Grant Year to Date (GTD).

### Accepted File Example:

## Uploads » View

### Data Quality Report Summary

**Organization:** Avenues for Homeless Youth

**Grant Number:** 90CX7084

**Grant Program:** CX - Transitional Living Program

**Project:** Emergency Shelter Project

**Project Type:** Emergency Shelter

**File Name:** ES.zip

**Uploaded By:** RHY-HMIS Administrator

**Uploaded At:** 2020-06-23 10:02:56

**Processing Started:** 2020-06-23 10:02:59

**Processing Ended:** 2020-06-23 10:03:06

**Status:** ✔ Accepted

Data Files

Data Validation

Data Quality

The Data Files view displays the csv files and record counts contained in your uploaded ZIP file. For more information about this view, please refer to the **RHY-HMIS User Guide**.

File	Message
Client.csv	10 records found in file.
CurrentLivingSituation.csv	10 records found in file.
Disabilities.csv	95 records found in file.
EmploymentEducation.csv	19 records found in file.

## Rejected File Example:

The screenshot shows the 'Uploads » View' page. On the left is a sidebar with links: Create New Upload, Past Uploads (selected), Reports, About, Help, and Report Dashboard. The main content area has a 'Data Quality Report Summary' section with an 'Export' button. The summary includes the following information:

- Organization: MFS Organization
- Grant Number: 123MFS
- Grant Program: MFS\_Grant1
- Project: MFS\_Test\_ESProject
- Project Type: Emergency Shelter
- Status: ✖ Rejected
- File Name: 123\_BCP\_ES\_FY2020\_MaryS - Reject.zip
- Uploaded By: mfsgrantee2
- Uploaded At: 2020-06-24 17:22:42
- Processing Started: 2020-06-24 17:22:45
- Processing Ended: 2020-06-24 17:22:48

Below the summary is a tabbed interface with 'Data Files', 'Data Validation', and 'Data Quality'. The 'Data Files' tab is active, showing a message: 'The Data Files view displays the csv files and record counts contained in your uploaded ZIP file. For more information about this view, please refer to the [RHY-HMIS User Guide](#).'

File	Message
* Client.csv	File is missing.
CurrentLivingSituation.csv	10 records found in file.
Disabilities.csv	95 records found in file.
EmploymentEducation.csv	10 records found in file.

- Pro Tip:** The project type of the CSV file uploaded must match the project type slot selected in the repository. For example: an ES CSV file will be rejected when uploaded to a TLP project slot in the repository.

The screenshot shows the 'Uploads » View' page. On the left is a sidebar with links: Create New Upload, Past Uploads (selected), Reports, Users, Projects, Grants, About, Help & Resources, and Report Dashboard. The main content area has a 'Data Quality Report Summary' section with an 'Export' button. The summary includes the following information:

- Organization: Thuan Test org
- Grant Number: THuan 03.04.21
- Grant Program: YO - Street Outreach
- Project: Thuan Test Outreach 03.04.21
- Project Type: Street Outreach
- Status: ✖ Rejected
- File Name: Test 3 - ES Project Only but NO clients or enrolls.zip
- Uploaded By: Thuan Huynh Test
- Uploaded At: 2021-03-04 17:55:33
- Processing Started: 2021-03-04 17:55:33
- Processing Ended: 2021-03-04 17:55:34

Below the summary is a tabbed interface with 'Data Files', 'Data Validation', and 'Data Quality'. The 'Data Files' tab is active, showing a message: 'The Data Files view displays the .csv files and counts of the numbers of records contained in each .csv file in your uploaded ZIP file. The numbers of records in the "Client.csv" should roughly correspond to the number of clients you served in this project in FY 2020. If it does not, you'll need to find out from your HMIS Lead/HMIS Vendor why your exported file doesn't contain the right dataset for your project upload. For more information about this view, please refer to the [RHY-HMIS User Guide](#).'

File	Message
Client.csv	0 records found in file.
CurrentLivingSituation.csv	0 records found in file.
Disabilities.csv	0 records found in file.
EmploymentEducation.csv	0 records found in file.
Enrollment.csv	0 records found in file.
EnrollmentCoC.csv	0 records found in file.
Exit.csv	0 records found in file.
Export.csv	0 records found in file.
Funder.csv	1 record found in file.
HealthAndDV.csv	0 records found in file.
IncomeBenefits.csv	0 records found in file.
* Project.csv	1 record found in file. You have uploaded a file with the wrong project type for your grant program. Please check your export filters and upload a corrected file.
ProjectCoC.csv	1 record found in file.
Services.csv	0 records found in file.

\* denotes a file with critical errors.

A red arrow points to the error message in the 'Project.csv' row.

## “Data Validation” Report

This report will look at an Accepted or Rejected file and compare it to the expectations established in the RHY Program HMIS Manual (and HMIS Data Standards and CSV Programming Specifications).

- Any issue on “Data Validation” means a standard expectation for the data wasn’t followed (date out of format, data element missing, etc.) and may cause a file to be rejected.
- “Data Validation is the key to a successful upload. It will tell you what is missing or wrong with your data.

File	Column	Value	Message	Personal ID	Enrollment ID
Enrollment.csv	DateToStreetESSH	4/1/2017	Value has a wrong date format.	22	22
Enrollment.csv	DateToStreetESSH	4/2/2017	Value has a wrong date format.	24	24
Enrollment.csv	DateToStreetESSH	4/3/2017	Value has a wrong date format.	26	26

## “Data Quality” Report

- “Data Quality” looks at the overall completeness of the data elements and provides a score (up to 100%) for complete data.
- The view displays the overall **quality** of the data submitted. Files won’t be uploaded with more than 5% missing data. These scores represent either missing data (up to 5%) or “Unknown” data (things like “Client Refused,” “Client Doesn’t Know,” and “Data Not Collected”).
- A score of 75% or greater is highly recommended**, and up to 100% complete is the goal for each grantee.
- Data may be missing from an upload but not cause the file to be rejected, so “Data Quality” serves a different purpose than “Data Validation” in the sense that you will not get your “Data Quality” score without first passing the “upload test.”

Data Files

Data Validation

Data Quality

The Data Quality view displays the overall quality of the data submitted. To view the issue details, reference the Data Validation view. For more information about this view, please refer to the [RHY-HMIS User Guide](#).

Field	Demographics	Total	Match	Score
Name	All Clients	82	66	80.5%
* Social Security Number (SSN)	All Clients	82	45	54.9%
Date of Birth	All Clients	82	80	97.6%

## Exporting Data Quality Reports

You can export all of the Data Quality reports into an Excel file and save to your computer. The exported Excel file has the Summary, Data Files, Data Validation, and Data Quality reports. Additionally, the file also has a Data Quality Errors report that has the Personal ID for you to locate the client record in your

## Uploads » View

**Data Quality Report Summary**

**Organization:** Thuan Test org  
**Grant Number:** 90CY7188 Thuan  
**Grant Program:** CY - Basic Centers  
**Project:** Thuan Test 5 03.04.21  
**Project Type:** Emergency Shelter

**File Name:** 38d406a1-c5bf-450d-8090-58004bc49a9c.zip  
**Uploaded By:** Bongwook Lee  
**Uploaded At:** 2021-09-03 10:13:56  
**Processing Started:** 2021-09-03 10:13:58  
**Processing Ended:** 2021-09-03 10:14:07

Export

local HMIS.

1	Field	Group	File	Line #	Personal ID	Enrollment ID
2	Social Security Number (SSN)	All Clients	Client.csv	41	172523	8DD5A11-A512-4A78-9D51-E9238225
3	Social Security Number (SSN)	All Clients	Client.csv	36	171882	0F117807-CC67-4C8D-88E3-CA754689
4	Social Security Number (SSN)	All Clients	Client.csv	41	172523	0391E44-D8CB-43E9-A81B-387D20C7
46	Race	All Clients	Client.csv	85	49205	892D1F4-2A61-4516-80B5-3BF539C2
47	Date of Engagement	HoH and Adults	Enrollment.csv	9	173887	501E5A1-5CDE-48B7-9260-0D55238A
62	Last Grade Completed	HoH and Youth	EmploymentEducation.csv	33	81007	5F69023-E6F1-4E44-B303-D8E81DB1
63	Last Grade Completed	HoH and Youth	EmploymentEducation.csv	62	91653	608C94D-FAB8-477D-84EA-819EFA57
64	Last Grade Completed	HoH and Youth	EmploymentEducation.csv	122	157693	6585A5F-48D0-4EC2-855A-83F19679
65	Last Grade Completed	HoH and Youth	EmploymentEducation.csv	135	138143	3EDAEB2-8DB6-4D3D-9D6F-D76934D1
66	Last Grade Completed	HoH and Youth	EmploymentEducation.csv	205	91653	608C94D-FAB8-477D-84EA-819EFA57
67	School Status	HoH and Youth	EmploymentEducation.csv	33	81007	5F69023-E6F1-4E44-B303-D8E81DB1
68	School Status	HoH and Youth	EmploymentEducation.csv	62	91653	608C94D-FAB8-477D-84EA-819EFA57
69	School Status	HoH and Youth	EmploymentEducation.csv	122	157693	6585A5F-48D0-4EC2-855A-83F19679
70	School Status	HoH and Youth	EmploymentEducation.csv	135	138143	3EDAEB2-8DB6-4D3D-9D6F-D76934D1
71	School Status	HoH and Youth	EmploymentEducation.csv	205	91653	608C94D-FAB8-477D-84EA-819EFA57
72	Employment Status	HoH and Youth	EmploymentEducation.csv	33	81007	5F69023-E6F1-4E44-B303-D8E81DB1
73	Employment Status	HoH and Youth	EmploymentEducation.csv	62	91653	608C94D-FAB8-477D-84EA-819EFA57
74	Employment Status	HoH and Youth	EmploymentEducation.csv	122	157693	6585A5F-48D0-4EC2-855A-83F19679
75	Employment Status	HoH and Youth	EmploymentEducation.csv	135	138143	3EDAEB2-8DB6-4D3D-9D6F-D76934D1
76	Employment Status	HoH and Youth	EmploymentEducation.csv	205	91653	608C94D-FAB8-477D-84EA-819EFA57
77	General Health Status	HoH and Youth	HealthAndDV.csv	63	81007	5F69023-E6F1-4E44-B303-D8E81DB1
78	General Health Status	HoH and Youth	HealthAndDV.csv	66	91653	608C94D-FAB8-477D-84EA-819EFA57
79	General Health Status	HoH and Youth	HealthAndDV.csv	220	81007	5F69023-E6F1-4E44-B303-D8E81DB1
80	General Health Status	HoH and Youth	HealthAndDV.csv	235	91653	608C94D-FAB8-477D-84EA-819EFA57
81	General Health Status	HoH and Youth	HealthAndDV.csv	275	138143	3EDAEB2-8DB6-4D3D-9D6F-D76934D1
82	Dental Health Status	HoH and Youth	HealthAndDV.csv	63	81007	5F69023-E6F1-4E44-B303-D8E81DB1
83	Dental Health Status	HoH and Youth	HealthAndDV.csv	66	91653	608C94D-FAB8-477D-84EA-819EFA57
84	Dental Health Status	HoH and Youth	HealthAndDV.csv	220	81007	5F69023-E6F1-4E44-B303-D8E81DB1
85	Dental Health Status	HoH and Youth	HealthAndDV.csv	235	91653	608C94D-FAB8-477D-84EA-819EFA57
86	Dental Health Status	HoH and Youth	HealthAndDV.csv	275	138143	3EDAEB2-8DB6-4D3D-9D6F-D76934D1

Summary

Data Files

Data Validation

Data Quality

Data Quality Errors

+

## Understanding Data Quality

### Defining Expectations

FYSB and RHY program office staff define reporting expectations & data element requirements for RHY Grantees. Along with other Federal Partners like the US Department of Veteran Affairs (VA) and the Substance Abuse and Mental Health Administration (SAMHSA), US Department of Housing and Urban Development (HUD) staff determine HMIS Data Standards and CSV Programming Specifications, taking into consideration RHY's specific grant requirements. The RHY Program HMIS Manual explains HMIS Project Setup to ensure reporting success.

Refer to the [Resources](#) section of this manual to obtain access to the various documentation. We have included as much information as possible in this document to limit the amount of other sources needed to resolve data quality issues.

## Data Collection

### Definitions of “Runaway” and “Homeless” Under the RHY Act

Under the RHY Act, a runaway youth is defined as “a person under 18 years of age who absents himself or herself from home or place of legal residence without the permission of his or her family.” *42 U.S.C. § 5732a(4)*.

A homeless youth means an individual who is less than age 21 (or less than age 18 for BCP and between age 16 and under 22 for TLP) “for whom it is not possible to live in a safe environment with a relative and who has no other safe alternative living arrangement.” *42 U.S.C. § 5732a(3)*.

In HMIS, youth are identified by age, using the date of birth. Young people age 18 and over are considered adults in the HMIS Data Standards. Thus, when HMIS data standards require data collection on adults for any given element for RHY projects, this includes all individuals age 18 and over.

### Understanding Households for RHY

All HMIS systems place individual clients in households. A household may be a single person household (i.e., an unaccompanied youth) or a household with multiple persons (i.e., household of a parenting youth and child or children). Where two or more youth under age 18 present at a project together without children, each youth should be entered in their own household. In this way, all elements required to be collected for youth by RHY grantees should be visible for data collection in HMIS as each youth is their own Head of Household.

### Universal Data Elements (UDE)

All Universal Data Elements are required by all RHY funded programs. Instructions for general data collection of all UDE's are published in the [HMIS Data Standards Manual](#). FYSB has provided additional instructions specific to RHY in this manual to address frequent questions and issues HUD and RHY have received.

### Basic Client Information:

Data are required for all clients (i.e., youth and children of youth). Basic client information is used to identify clients correctly in the HMIS, to deduplicate clients in the system, and to provide demographic information necessary for grant reporting.

- 3.01 Name
- 3.02 Social Security Number
- 3.03 Date of Birth
- 3.04 Race
- 3.05 Ethnicity
- 3.06 Gender

This information is collected the first time the record is created for the client (which may be by the RHY project, or if the client was served elsewhere in the homeless provider community first – by that provider). When enrolling a client who already has a record created and shared (with consent) within the HMIS, verify that this information is correct and update it as needed. Be sure if you are updating the element information (e.g., name, social security number), you also update the data quality information for the element, as needed.

### 3.01 Name

Youth records for Basic Center Program and Transitional Living Programs (TLP, MGH, and Demonstration) cannot be submitted anonymously. RHY expects all youth records will contain the full name of the youth being served unless the client has refused to provide the information, in which case at least a partial name in RHY-HMIS is expected to be entered.

Street Outreach Program grantees are expected to capture as much information as is possible at the initial interaction with the client. However, given the nature of street outreach, RHY SOP, like all other street outreach projects in HMIS may gather and enter/edit much of the information over multiple interactions or contacts. Grantees should enter and edit the data as they become aware of it. Initial name records may, for example, be “Youth in Raiders cap”. Upon further interactions, the case manager might be able to fully engage the youth to create a full named record in HMIS.

### General Collection information:

- “Full name reported” should be selected for Name Data Quality if complete, full first and last names have been recorded. To avoid duplicate record creation, the full first name should be used (e.g., James vs. Jim) and the last name should be recorded as the individual has it recorded on their official legal documents (driver’s license, social security card, etc.).
- Select “Partial, street name or code name reported” in the following circumstances:
  - 1) a partial, short, or nickname was used instead of the full first name;
  - 2) a street name or code name was used for street outreach clients at initial intake and until the client was able to supply their full legal name;
  - 3) a name modification was used for victims of domestic violence or trafficking for security reasons; and
  - 4) for any other reason the name does not match the clients full name as it would appear on identification.
- Select “Client doesn’t know” when client does not know their name. Use “Client doesn’t know” vs. “Partial, street name or code name reported” if the client did not know or was unable to provide their name. Do not make up a false name if the client doesn’t know their name.

- Select “Client refused” when client refuses to provide their name. Use “Client refused” instead of “Partial street name or code name reported” if the client refused to tell you their name. Do not make up a false name if the client refused to provide you a name.

### 3.02 Social Security Number

RHY expects the Social Security Number (SSN) to be collected for all youth. Use the following guidance to determine the most appropriate way to record the social security number. The federal statute at 5 U.S.C. § 552a prohibits a government agency from denying shelter or services to clients who refuse to provide their SSN. For general data collection information on this element, refer to the [HMIS Data Standards Manual](#).

- Full SSN Reported: A complete and valid SSN is provided.
- Approximate or partial SSN reported: Any SSN other than a complete and valid 9-digit SSN, regardless of the reason, is provided.
- Client doesn't know: A client does not know or does not have a SSN.
- Client refused: A client refuses to provide any part of their SSN, regardless of the reason.
- Data not collected: When leaving SSN blank for any other reason not identified above

### 3.03 Date of Birth

Date of Birth (DOB) is important in order to document that youth served are within the age ranges allowed under RHY.

RHY expects a full DOB is collected. However, if only the year or the month and year are known, follow the instructions for local HMIS data entry. For general data collection information on this element, refer to the [HMIS Data Standards Manual](#). If the client cannot remember their birth year, it may be estimated by asking the youth's age and calculating the approximate year of birth. If a client cannot remember the month or day of birth, record an approximate date of '01' for month and '01' for day. CoCs that already have a policy of entering another approximate date may continue to use their existing policy. Select ‘approximate or partial date of birth’ In the case of estimating a youth’s age using a year of birth.

### 3.04 Race

Race is used to count the number of persons who identify themselves within one or more of five different racial categories. In the October 30, 1997 issue of the [Federal Register \(62 FR 58782\)](#), the Office of Management and Budget (OMB) published “Standards for Maintaining, Collecting, and Presenting Federal Data on Race and Ethnicity.” All existing federal recordkeeping and report requirements must be in compliance with these Standards as of January 1, 2003. These data standards follow the OMB guidelines. For general data collection information on this element, refer to the [HMIS Data Standards Manual](#).

### 3.05 Ethnicity

Ethnicity is used to count the number of persons who do and do not identify themselves as Hispanic or Latin(a)(o)(x). For general data collection information on this element, refer to the [HMIS Data Standards Manual](#).



### 3.06 Gender

Gender is used to count the number of clients who identify as Female, Male, A gender other than singularly female or male (e.g., non-binary, genderfluid, agender, culturally specific gender), Transgender, or Questioning. For general data collection information on this element, refer to the [HMIS Data Standards Manual](#).

### 3.07 Veteran Status

Veteran status is used to count the number of clients who are veterans of the United States armed forces.

Veteran status is only applicable to TLP, MGH and Demonstration projects based on age requirements. BCP shelter projects should automatically set veteran status to “No.” It may not be possible to enter veteran status in some HMIS software unless the youth being served is age 18 or older, as data collection is only required for adults. If the RHY youth turns 18 during their project stay, some HMIS systems will automatically enter “No” for the youth for Veteran Status, while other HMIS systems will require the grantee to manually enter the data. Check with your HMIS Lead on your systems functionality for veteran status to know if you will need to update the record manually. For general data collection information on this element, refer to the [HMIS Data Standards Manual](#).

### 3.08 Disabling Condition

Disabling condition is used to count the number of clients who have a disabling condition at project start. A disabling condition combined with the length of time homeless determine if the individual is chronically homeless for HUD eligibility purposes. It is collected at project start and then edited as necessary to reflect new information about the client.

An HMIS may be programmed to automatically determine if a client has a disabling condition based on the responses provided under [special needs](#) or the user may be required to record whether the client has a disabling condition based on one or more of the following:

- A physical, mental, or emotional impairment, including an impairment caused by alcohol or drug abuse, post-traumatic stress disorder, or brain injury that:
  1. Is expected to be long-continuing or of indefinite duration;
  2. Substantially impedes the individual's ability to live independently; and
  3. Could be improved by the provision of more suitable housing conditions.
- A developmental disability, as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (42 U.S.C. §15002); or
- The disease of acquired immunodeficiency syndrome (AIDS) or any condition arising from the etiologic agency for acquired immunodeficiency syndrome (HIV).

A client receiving Supplemental Security Income (SSI), Social Security Disability Insurance (SSDI), VA Service-Connected Disability Compensation, or VA Non-Service-Connected Disability Pension should be noted as “Yes” for Disabling Condition. For general data collection information on this element, refer to the [HMIS Data Standards Manual](#).



### 3.10 Project Start Date

The project start date is used to determine the start of a client's period of participation with a project. All projects need this data element for reporting; residential continuum projects need it to measure lengths of stay, and services-only continuum projects need it to determine the amount of time spent participating in the project.

- BCP – Emergency Shelter – The project start date is the night the client first stayed in the shelter for the consecutive shelter period from start to exit.
- BCP – Homelessness Prevention - The project start date is the date the client first receives out-of-shelter services.
- TLP, MGH and Demonstration projects with residential components - The project start date is the date of the first night of residence for the client in the project.
- SOP – The Project start date is the date of first contact with the client. SOP projects should record a separate contact in addition to the Project Start Date.

### 3.11 Project Exit Date

The purpose of the project exit date is to determine the end of a client's period of participation with a project. All projects need this data element for reporting; residential continuum projects need it to measure lengths of stay, and other projects need it to determine the amount of time spent participating in the project.

#### *RHY Specific Instruction:*

**For BCP Emergency Shelter**, the exit date would represent the last day of continuous stay in the shelter before the client transfers to another residential project or otherwise stops residing in the project, regardless of funding source. For example, if a person checked into an overnight shelter on January 30, 2014, stayed overnight and left in the morning, the exit date for that shelter stay would be January 31, 2014.

The RHY Act allows youth to receive up to 21 days of emergency shelter through BCP programs. Alternative funds may be used to support the youth after the limit of FYSB funding has been reached. The project exit date should indicate when the youth actually exited the shelter, rather than when the youth reaches the allowable RHY limit under FYSB funds. A change in program status should be noted in the case notes for the client. This will allow for a more accurate account for how long the youth remains in care and the destination outcomes.

**For TLP, MGH, and TLP Demonstration Projects**, the exit date would represent the last day of continuous stay in the project, before the client transfers to another residential project or otherwise stops residing in the project.

The RHY Act allows up to 18 months of shelter and services through the Transitional Living and Maternity Group Homes (up to 21 months in certain cases). Alternative funds may be used to support the youth after the limit of FYSB funding has been reached for up to 24 months. The project exit date should indicate when the youth actually exited the project, rather than when the youth reaches the allowable RHY limit. This will allow for a more accurate account of how long the youth remains in care and the destination outcomes.

**For BCP Homelessness Prevention**, the exit date should represent the last day a service was provided. The exit date should coincide with the date the client is no longer considered a project participant. Projects must have a clear and consistently applied procedure for determining when

a client who is receiving services is no longer considered a client. For example, if a youth is dropping in regularly to connect with a worker and receive advice/support as part of an ongoing effort to prevent their homelessness, the last date of service is the date of the last client contact or when the worker is able to close the case. If a client uses a service for just one day (i.e., starts and stops before midnight of same day), then the *Project Exit Date* may be the same as the *Project Start Date*.

**For SOP**, the exit date should be the date in which the Street Outreach worker is able to transfer the case to another youth provider case worker (shelter, transitional housing, and permanent housing) or no longer needs to provide services to the youth. A client with an open record (i.e. project start without a project exit) for a community-defined extensive length of time or longer than 90-days in outreach may be either automatically exited from the project or may be flagged for HMIS end user intervention and exit, depending on the functionality the HMIS supports. The CoC may be involved in the determination of “extended length of time” and to which projects the solution is to be applied. The exit date should be the last day a contact was made.

**Note:** The 2017 Data Standards supports a new element for Aftercare. All BCP and TLP/MGH projects are required to use this element once a youth is exited from the program. The aftercare information is added after the exit date for a minimum of three (3) months.

### 3.12 Destination

The purpose is to identify where a youth will stay just after exiting a project for purposes of tracking and outcome measurement.

Select the response category that best describes where the youth will be living after the date on which they exit the project. For BCP – Homelessness Prevention, this may be the same as the place where the client was living during project participation.

Below is a crosswalk of common destination situations and the appropriate HMIS responses for those situations. This list is not exhaustive, and response options for ‘Destination’ have been modified from prior years; please pay close attention to the response list to ensure an accurate destination is captured for each client. For general data collection information on this element, refer to the [HMIS Data Standards Manual](#).

Common Destination Situations	HMIS Destination Response
Youth has reunified with family and is permanently returning to the home of a parent or legal guardian	Staying or living with family, permanent tenure
Youth is exiting to a RHY funded Host Home shelter or other crisis-based host home	Emergency shelter, including hotel or motel paid for with emergency shelter voucher or RHY-funded Host Home shelter
Youth is exiting to a RHY funded non-crisis host home or other non-crisis host home	Host home (non-crisis)
Youth is exiting to a TLP funded or other transitional housing project	Transitional Housing

### 3.15 Relationship to Head of Household

This element enables HMIS users to identify one person to whom all other household members can be linked at the time they enter a project. This facilitates the identification and enumeration of households. In addition, specifying the relationship of household members to the head of household facilitates reporting on household composition.

Children born during a residential project enrollment who are expected to live with the residential youth should be entered into the HMIS as of their birth date and then identified as part of the household through this element.

For projects funded by RHY, and where two or more people under age 18 present at a project together (where none of the people presenting are the child of the client being served by a project), each person should be entered as their own record in their own household. Entering them separately must not be a barrier to or impact future interventions.

A good rule of thumb to remember is the following -

- Each unaccompanied youth is a Head of Household (“Self”).
- Youth with child(ren): The youth is a Head of Household (“Self”) and the child(ren) is(are) “Head of Household’s Child”.
- Youth coming together would be considered their own Head of Household (this includes youth who are married or siblings).

The intention is to capture the outcomes for all youth experiencing homelessness for each youth (even if married or siblings).

### 3.16 Client Location

The Client Location (HUD-assigned CoC Code) is used to link project client data to the relevant CoC and is necessary for projects that operate across multiple CoCs for data export purposes and to ensure accurate counts of persons who are served within a CoC.

An HMIS may automatically populate this field for projects that operate in only one CoC. If there is not an automatic population function in the HMIS or the project may serve clients in multiple CoCs, select or enter the CoC code assigned to the geographic area for the project site where the head of household is being served. A new ‘Client Location’ record must be created any time a client moves to a project site location in a different CoC while enrolled. ‘Information Date’ for those records must reflect the date of the data collection.

A Street Outreach Program should populate this field with the CoC code of the project site that the projected is funded to operate in. It is not necessary for workers to change the CoC code when street outreach clients near CoC boundaries cross regularly between boundaries. However, if a street outreach client moves to another CoC’s funded location for a longer period of time, the outreach worker may update the CoC code to the new CoC.

### 3.917 Prior Living Situation

Element 3.917A is to be used for all youth entering a Street Outreach Program or BCP – Emergency Shelter and 3.917B is to be used for youth entering TLP, MGH, Demonstration and BCP – Homelessness

Prevention. With this separation and clarification, the definition of chronic homelessness for HUD program eligibility as identified in the final rule in the [Federal Register](#) published December 5, 2015 is able to be fully reported through an HMIS.

Although documentation is required by some funders for programs targeting chronic homeless persons, completing the data fields in HMIS does not require documentation -- a client's responses are all that is required. Different project types have different realities they are working in when it comes to interviewing clients. Some high-volume shelters may simply ask people to quickly "ballpark" their responses to the required fields. Other project types can have more complex intake processes that allow staff to sit with the client and get a clearer picture of the client's housing history and their official "breaks" in homelessness, according to the definition of chronic homelessness. PSH projects with documentation requirements are going to be spending time with clients' HMIS records and files to get information for documentation purposes, which they can use to improve data quality in this field. All these strategies are acceptable, and HUD anticipates that the data quality will vary from project type to project type. This data element is intended to provide a consistent way to capture information about individuals who are likely experiencing chronic homelessness in the HMIS for HUD and CoCs to use for planning purposes.

Note that this data element does not constitute third-party documentation of chronic homelessness for projects that require such documentation (HMIS reports of actual enrollments in ES, SH, or SO projects may be used to meet third-party documentation requirements).

The responses are intended to reflect from the client's last living situation *immediately* prior to the *Project Start Date*. For projects that do not provide lodging, the 'prior' living situation may be the same as the client's current living situation.

1. Select the 'Prior Living Situation' that *most closely matches* where the youth was living prior to project start. Siblings or other youth may have different prior living situations.
2. Record the length of time the client was residing in their previous place of stay.
  - a. (3.917B) If the client is entering Transitional Housing, any form of Permanent Housing including Permanent Supportive Housing and Rapid Re-Housing, Services Only, Other, Day Shelter, Homelessness Prevention, and Coordinated Assessment (Coordinated Entry) from an institutional setting:
    - i. Indicate if the client was in the institution for less than 90 days and if so, indicate if the client's living situation immediately prior to entering the institution was on the streets, in an emergency shelter or a safe haven.
    - ii. If 'Yes' to both, proceed to step 3. If 'No' to either, stop collecting data for this element.
  - b. (3.917B) If the client is entering Transitional Housing, any form of Permanent Housing including Permanent Supportive Housing and Rapid Re-Housing, Services Only, Other, Day Shelter, Homelessness Prevention, and Coordinated Assessment (Coordinated Entry) from any type of transitional or permanent housing:
    - i. Indicate if the client was in the transitional or permanent housing situation for less than 7 nights and if so, indicate if their living situation immediately prior to entering the transitional or permanent housing was on the streets, in an emergency shelter or a safe haven.
    - ii. If 'Yes' to both, proceed to step 3. If 'No' to either, stop.
  - c. If the client is entering Emergency Shelter, Safe Haven, or Street Outreach, proceed to step 3.

3. Record the actual or approximate date this homeless situation began (i.e. the beginning of the continuous period of homelessness on the streets, in emergency shelters, in safe havens, or moving back and forth between those places).
4. Record the number of times the client has been on the streets, in emergency shelters, or in safe havens in the past three years, including today.
5. Record the cumulative total number of months the client has been homeless on the streets, in emergency shelters, or in safe havens in the past three years.

*Response Category Descriptions:*

“The streets” is being used as short-hand for any place unfit for human habitation (a public or private place 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).

For clients that are being served in projects targeted for persons “at-risk of homelessness” such as homelessness prevention, the client would be residing in a housing situation and unless they were residing in that situation for a very short time (less than 7 nights), and immediately prior to that they were homeless, then the questions on length of time on the streets, in ES or SH should not be asked/recorded.

No documentation is required for RHY to document the length of time the youth has been homeless.

For **Street Outreach Program**, the length of time spent homeless is determined by the length of time the youth has spent on the streets or in another place not meant for human habitation. For youth who are couch-surfing or doubled-up in precarious situations, for the purposes of this element, the first month would be counted upon starting in the SOP.

## RHY Program Specific Data Element Visibility - Collection Requirements

Within HMIS, different funding sources and projects require collection of different program specific information. The Program Specific Data Elements are elements that are designed and managed by at least one of the HMIS federal partner programs. Some of program specific data elements are collected across most federal partner programs; these are called “Common” Program Specific Data Elements. The table below shows all Program Specific Data Elements in which at least one RHY program component is required to collect information.

Number	Element	BCP - es	BCP - p	MGH	SOP	TLP	DEMO
4.02	Income and Sources			X		X	X
4.03	Non-Cash Benefits	X	X	X		X	X
4.04	Health Insurance	X	X	X	X	X	X
4.05	Physical Disability	X	X	X	X	X	X
4.06	Developmental Disability	X	X	X	X	X	X
4.07	Chronic Health Condition	X	X	X	X	X	X
4.09	Mental Health Disorder	X	X	X	X	X	X
4.10	Substance Use Disorder	X	X	X	X	X	X
4.12	Current Living Situation				X		
4.13	Date of Engagement				X		
R1	Referral Source	X	X	X		X	X
R2	RHY: BCP Status	X	X				
R3	Sexual Orientation	X	X	X	X	X	X
R4	Last Grade Completed	X	X	X		X	X
R5	School Status	X	X	X		X	X
R6	Employment Status	X	X	X		X	X
R7	General Health Status	X	X	X		X	X
R8	Dental Health Status	X	X	X		X	X
R9	Mental Health Status	X	X	X		X	X
R10	Pregnancy Status	X	X	X	X	X	X
R11	Formerly a Ward of Child Welfare/Foster Care Agency	X	X	X		X	X
R12	Formerly a Ward of Juvenile Justice System	X	X	X		X	X
R13	Family Critical Issues	X	X	X		X	X
R14	RHY Service Connections	X	X	X		X	X
R15	Commercial Sexual Exploitation/Sex Trafficking	X	X	X	X	X	X
R16	Labor Trafficking	X	X	X	X	X	X
R17	Project Completion Status	X		X		X	X
R18	Counseling	X	X	X		X	X
R19	Safe and Appropriate Exit	X		X		X	X
R20	Aftercare	X	X	X		X	X

X = data collection is required

## Common Program Data Elements

### 4.02 Income and Sources

Income and sources of income are important for determining service needs of people at the time of project start, determining whether they are accessing all income sources for which they are eligible, describing the characteristics of the population experiencing homelessness, and allowing analysis of changes in the composition of income between start and exit from the project and annual changes prior to project exit.

*RHY Projects Requiring Collection:* MGH, TLP, DEMO

*RHY Specific Instruction:* None. For general data collection information on this element, refer to the [HMIS Data Standards Manual](#).

### 4.03 Non-Cash Benefits

Non-cash benefits are important to determine whether clients are accessing all mainstream program benefits for which they may be eligible and to develop a more thorough picture of their economic circumstances.

*RHY Projects Requiring Collection:* BCP-p, BCP-es, MGH, TLP, DEMO

*RHY Specific Instruction:* None. For general data collection information on this element, refer to the [HMIS Data Standards Manual](#).

### 4.04 Health Insurance

Health insurance information is important to determine whether clients currently have health insurance coverage and are accessing all mainstream project medical assistance benefits for which they may be eligible, and to ascertain a more complete picture of their economic circumstances.

*RHY Projects Requiring Collection:* SOP, BCP-p, BCP-es, MGH, TLP, DEMO

*RHY Specific Instruction:* None. For general data collection information on this element, refer to the [HMIS Data Standards Manual](#).

### 4.05, 4.06, 4.07, 4.09, 4.10 Special Needs

- 4.05 Physical Disability
- 4.06 Developmental Disability
- 4.07 Chronic Health Condition
- 4.09 Mental Health Disorder
- 4.10 Substance Use Disorder

Special needs are used to identify the special conditions of runaway and homeless youth.

*RHY Projects Requiring Collection:* SOP, BCP-p, BCP-es, MGH, TLP, DEMO

*RHY Specific Instruction:* Projects should be especially sensitive to the collection of disability information from clients under the age of 18. In households with children accompanied by an adult 18 and over, children's disabilities should be determined based on an interview with the adult in the household.

RHY does not require documentation of disability on file for any of their projects. For general data collection information on any of the special needs, refer to the [HMIS Data Standards Manual](#).

#### 4.12 Current Living Situation

Formerly named “Contact,” all street outreach and other service projects should record each contact with people experiencing homelessness in order to provide information on the number of contacts required to engage the client and to document a current living situation as needed in any applicable project. Each contact a client has with an outreach worker should be recorded in HMIS by recording the client’s ‘Current Living Situation.’

All street outreach projects are expected to record every contact made with each client, including when the *Project Start Date* or *Date of Engagement* is recorded on the same day. There may or may not be a contact made at project exit. Each SOP contact should be recorded in the client record. The first contact should be the same date as the Project Start Date.

Contacts that require the collection of ‘Current Living Situation’ include activities such as a conversation between a street outreach worker and client about the client’s well-being or needs, an office visit to discuss their housing plan, or a referral to another community service provider.

*RHY Projects Requiring Collection:* SOP

*RHY Specific Instruction:* None. For general data collection information on this element, refer to the [HMIS Data Standards Manual](#).

#### 4.13 Date of Engagement

All street outreach projects record the date of engagement to count the number of homeless persons who are engaged by the project. Only one date of engagement is allowed between project start and project exit.

Date of engagement is defined as the date on which an interactive client relationship results in a deliberate client assessment or beginning of a case plan. The date of engagement should be entered into RHY-HMIS at the point that the client has been engaged. It may be on or after the project start date and prior to project exit. If the client exits without becoming engaged the engagement date should be left blank.

*RHY Projects Requiring Collection:* SOP

*RHY Specific Instruction:* RHY grantees should keep in mind that only records of clients with a date of engagement are evaluated for data completeness and quality during the biannual upload period to FYSB.

Focus on data quality to ensure that the Date of Engagement is on or after the Project Start Date and before or on the Project Exit Date. For general data collection information on this element, refer to the [HMIS Data Standards Manual](#).

### RHY Program Data Elements

#### R1 Referral Sources

Referral sources indicate the person, place or organization that referred the youth to the project they are entering.

*RHY Projects Requiring Collection:* BCP-p, BCP-es, MGH, TLP, DEMO

Enter one referral source that most closely matches the youth’s answer for each head of household. For example, for youth referred by a TLP or MGH program, the referral source would be “Residential



Project.” If more than one organization provided a referral, enter only one that most closely matches the referral source. If entering from an outreach project, also enter the number of times approached by outreach prior to entering the project.

## R2 RHY - BCP Status

This element serves a three-fold purpose:

- A. Enables a BCP emergency shelter to record a youth that is not eligible under the FYSB-RHY program and collect information about them. Upon reporting to RHY for the federal transfer, RHY is then able to remove these youth from their program and congressional reports.
- B. Facilitates the local CoC and HMIS to utilize participation in BCP as part of their point-in-time and other counts and measures.
- C. Identifies the number of runaway youth.

### *RHY Projects Requiring Collection: BCP-p, BCP-es*

The RHY-BCP status occurs on the date when eligibility for RHY Services has been determined. The RHY-BCP date of status determination may be on or after the project start date. If the status is identified as “No,” the worker must select one of the following reasons for not being able to fund services using RHY funding. The project can continue to provide services to youth not eligible for RHY, as long as the funding does not come from the RHY grant.

1. “Out of Age Range”: refers to youth who have reached the age of 18 and are thereby ineligible for Basic Center Program shelter per RHY program regulations.
2. “Ward of the State”: pertains to youth who are currently the responsibility of child welfare or foster care services.
3. “Ward of the Criminal Justice system”: defines youth who are currently under a court order to attend a residential juvenile facility.
4. “Other”: youth who are not eligible for Basic Center Program shelter services for reasons not covered by other responses.

If the status is identified as “Yes,” then identify if the youth is a runaway, meaning an individual under 18 years of age who absents himself or herself from home or place of legal residence without the permission of a parent or legal guardian. *42 U.S.C. §5701 et seq.*

## R3 Sexual Orientation

The purpose is to identify the sexual orientation of all heads of household and adults served in RHY programs.

### *RHY Projects Requiring Collection: SOP, BCP-p, BCP-es, MGH, TLP, DEMO*

The response options include: Heterosexual, Gay, Lesbian, Bisexual, Questioning/Unsure, Other, Client doesn’t know, and Client refused. Any questions regarding a client’s sexual orientation must be voluntary and clients must be informed prior to responding of the voluntary nature of the question and that their refusal to respond will not result in a denial of services. It is important that this measure be updated if a youth discloses this information at a later time when a trusting relationship is established. In the case of “pansexual” or “asexual” or other options that may not be listed, RHY grantees are instructed to select the “Other” and to describe the “Other” response in a separate text response option should the client choose to provide a response to this question.

#### R4 Last Grade Completed

The purpose is to identify the educational attainment of youth served in RHY projects as well as, when appropriate, measure a change in education from project start to project exit for all head of households and youth.

*RHY Projects Requiring Collection:* BCP-p, BCP-es, MGH, TLP, DEMO

Choose one response category describing the last grade level completed by the client at the time of project start. At project exit, indicate the last grade completed by the client as of the date of exit.

#### R5 School Status

The purpose is to identify the educational status of youth served in RHY projects as well as, when appropriate, measure a change in school status from project start to project exit for all head of households and youth.

*RHY Projects Requiring Collection:* BCP-p, BCP-es, MGH, TLP, DEMO

Choose one response category describing the client's school status. If the client is currently in school and school is not in session at the time of the client's project start, this question pertains to the prior school year.

1. *"Attending School Regularly"* - The youth is enrolled in an educational program and attends classes regularly, without extended absenteeism.
2. *"Attending School Irregularly"* - The youth is enrolled in an educational program and attends classes 1-3 days per week on average.
3. *"Graduated High School"* - The youth has earned a high school diploma.
4. *"Obtained GED"* - The youth has earned a GED.
5. *"Dropped Out"* - The youth has formally withdrawn from school prior to completing the course of study.
6. *"Suspended"* - The youth has been temporarily removed from school through official school action.
7. *"Expelled"* - The youth has been permanently removed from school through official school action.
8. *"Client Doesn't Know"* - The client did not know about their school status.
9. *"Client Refused"* - The client refused to answer the question.

#### R6 Employment Status

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.

*RHY Projects Requiring Collection:* BCP-p, BCP-es, MGH, TLP, DEMO

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.

*Response Category Descriptions:*

1. *“Full-time”* – Youth is employed full-time.
2. *“Part-time”* – Youth is employed part-time.
3. *“Seasonal/sporadic (including day labor)”* – Youth is employed occasionally, with periods of unemployment interspersed with employment. This includes summer or holiday-specific employment.
4. *“Looking for work”* – Youth is not employed and is actively looking for work.
5. *“Unable to work”* – Youth is not employed because he or she is unable to work due to a physical disability, a developmental disability, or an illness.
6. *“Not looking for work”* – Youth is not employed and is not looking for employment. This would include persons who are not looking for work because of full-time education, under-age, etc.

**R7, R8, R9 Health Status**

- R7 General Health Status
- R8 Dental Health Status
- R9 Mental Health Status

Information on health status (general health, dental health, and mental health) is a first step to identifying what types of health services a client may need. This element permits comparison between homeless youth to other youth their age as well as measure a change in status from project start to project exit for all heads of household and adults.

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.

*RHY Projects Requiring Collection:* BCP-p, BCP-es, MGH, TLP, DEMO

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

**R10 Pregnancy Status**

The purpose is to determine the number of women starting projects while pregnant and to determine eligibility for benefits and need for services.

*RHY Projects Requiring Collection:* SOP, BCP-p, BCP-es, MGH, TLP, DEMO

Indicate if any adult in the household, or minor head of household (i.e. the head of household (any age) and/or youth (age 18+)) is pregnant and, if so, the expected due date. If the expected due date is unknown, projects are encouraged to record as much of the date as known. Default to January, the first day of the month, and current year for any part of the expected due date not known. If a youth becomes pregnant during their project stay, update the information to record the pregnancy.

**R11 Formerly a Ward of Child Welfare/Foster Care Agency**

The purpose is to identify clients with child welfare or foster care history.

*RHY Projects Requiring Collection:* BCP-p, BCP-es, MGH, TLP, DEMO

Choose the response category that indicates whether the client was formerly the responsibility of the child welfare or foster care agency at or before project start: No, Yes, Client doesn't know, or Client refused.

### R12 Formerly a Ward of Juvenile Justice System

The purpose is to identify clients with juvenile justice system responsibility history.

*RHY Projects Requiring Collection:* BCP-p, BCP-es, MGH, TLP, DEMO

Choose the response category to indicate whether the client was formerly the responsibility of the juvenile justice system at or any time before project start: No, Yes, Client doesn't know, or Client refused.

### R13 Family Critical Issues

The purpose is to identify specific family issues faced by youth in RHY programs that may have contributed to the youth's homelessness or is a factor in family reunification.

*RHY Projects Requiring Collection:* BCP-p, BCP-es, MGH, TLP, DEMO

Choose appropriate response categories to identify the family issues, as identified by staff and the young person for each head of household and adult. These issues should be those of other family members in the household the youth absented, not of the youth themselves or of any of the youth's children.

#### *Response Category Descriptions:*

1. *"Unemployment"* – Issues associated with the inability to of an adult member in the youth's family to find and secure steady employment.
2. *"Mental Health Disorder"* – Issues related to a family member's mental health status.
3. *"Physical Disability"* - Issues related to a family member's physical disability or impairment.
4. *"Alcohol or Substance use disorder"* – Any misuse of alcohol, or legal or illegal drugs within the household.
5. *"Insufficient Income to support youth"* – Issues related to insufficient incomes of the parents/legal guardians to support the basic needs of the youth (e.g., food, clothing, and shelter).
6. *"Incarcerated Parent"* – Issues related to the incarceration of a parent or legal guardian.

### R14 RHY Service Connections

The RHY service connections enable projects to report on the services that they either directly provided youth through their project or at their organization or which they facilitated being provided by another provider during the project stay for all heads of household and adults.

*RHY Projects Requiring Collection:* BCP-p, BCP-es, MGH, TLP, and DEMO

Record the date of the initial service connection in the date field and indicate the type of service. Services which require repeat visits for the same kind of service (e.g. community service/learning, pre-natal care, etc.) are only required to enter the first service of the type (i.e. not one entry for each pre-natal care visit).

The following chart indicates which projects collect which service connections:

<b>RHY Service Connections</b>	<b>BCP-P</b>	<b>BCP-ES</b>	<b>TLP&amp; MGH</b>	<b>DEMO</b>
<b>Community service/service learning (CSL)</b>			X	X
<b>Criminal justice /legal services</b>	X	X	X	X
<b>Education</b>	X	X	X	X
<b>Employment and/or training services</b>			X	X
<b>Health/medical care</b>	X	X	X	X
<b>Home-based Services</b>	X			
<b>Life skills training</b>	X	X	X	X
<b>Parenting education for youth with children</b>	X	X	X	X
<b>Post-natal newborn care (wellness exams; immunizations)</b>			X	X
<b>Post-natal care for mother</b>			X	X
<b>Pre-natal care</b>			X	X
<b>STD Testing</b>	X	X		
<b>Street-based Services</b>	X			
<b>Substance use disorder treatment</b>	X	X	X	X
<b>Substance Use Disorder Ed/Prevention Services</b>	X	X	X	X

*Response Category Descriptions:*

1. “Community service/service learning (CSL)”: Activities that involve youth in helping others or the community.
2. “Criminal justice/legal services”: Legal services or guidance provided through an attorney or an attorney-supervised paralegal.
3. “Education”: Includes learning disability assessment, tutoring, GED preparation, local school enrollment, vocational education, etc.
4. “Employment and training services”: Includes services related to helping young people obtain and retain employment, such as assessment, coaching, filling out applications, interviewing, practicing and conducting job searches, referrals, and job maintenance skills.
5. “Health/medical care”: Provision of general health care or surgical services by licensed medical practitioners.
6. “Home-based services”: Includes any range of services offered at home, usually aimed at keeping a youth from running away or the family stabilized.
7. “Life skills training”: Includes formal and informal coaching and training in communications skills, health promotion, conflict/anger management, assertiveness, goal setting, budgeting, life planning, nutrition, hygiene, etc.
8. “Parenting education for youth with children”: Services designed to build improved parenting skills for RHY clients with children.

9. “Post-natal newborn care”: Services and healthcare provided to the baby after birth, including wellness exams and immunizations.
10. “Post-natal care for mother”: Services and healthcare provided to the mother after birth, including wellness exams and immunizations.
11. “Pre-natal care”: Services and healthcare provided to expectant clients to ensure a healthy pregnancy, labor, and delivery.
12. “STD testing”: Procedures to test for a range of Sexually Transmitted Infections (STIs)
13. “Street-based Services”: Services provided to youth on the street, including gateway services, assessment, harm reduction, crisis stabilization, and continuum service linkages.
14. “Substance Use Disorder Treatment”: Any research-based youth treatment service aimed at stopping substance use disorders and related problems.
15. “Substance Use Disorder Ed/Prevention Services”: Comprehensive assessment of an individual’s current or past involvement with alcohol and/or drugs and/or provision of treatment, including screening, aimed at stopping their substance use disorder.

#### R15 Commercial Sexual Exploitation/Sex Trafficking

The purpose is to assess the extent of sexual exploitation among homeless youth.

*RHY Projects Requiring Collection:* SOP, BCP-p, BCP-es, MGH, TLP, DEMO

*RHY* grantees are encouraged to use the following language to collect the fields in this data element:

Field Name	RHY preferred wording
Ever received anything in exchange for sex (e.g. money, food, drugs, shelter)	“Have you ever received anything in exchange for having sexual relations with another person, such as money, food, drugs, or shelter?”
If yes to 1 - In the last three months	If they say “yes” to the question above, then ask “Has it been in the past three months?”
If yes to 1 - How many times	“How many times have you received something in exchange for having sexual relations with another person, such as money, food, drugs, or shelter?”
If yes to 1 - Ever made/persuaded to have sex in exchange for something	“Did someone ever make you or persuade you to have sex with anyone else in exchange for something, such as money, food, drugs or shelter?”
If yes to Dependent C – In the last three months?	If they say “yes” to the question above, then ask “Has it been in the past three months?”

### R16 Labor Exploitation/Trafficking

The purpose is to assess the extent of labor exploitation among homeless youth.

*RHY Projects Requiring Collection:* SOP, BCP-p, BCP-es, MGH, TLP, DEMO

*RHY* grantees are encouraged to use the following language to collect the fields in this data element:

Field Name	RHY preferred wording
Ever afraid to quit/leave work due to threats of violence to yourself, family, or friends	"Have you ever been afraid to leave or quit a work situation due to fears of violence or other threats of harm to yourself, family or friends?"
Ever promised work where work or payment different than you expected	"Have you ever been promised work where the work or payment ended up being different from what you expected?"
If yes to 1 – Felt forced, pressured or tricked into continuing the job	"Did you feel forced, pressured or tricked into continuing this job?"
If yes to 1 – In the last 3 months	"Have you had any jobs like these in the last 3 months?"

### R17 Project Completion Status

The purpose is to identify whether the youth completed the project or exited without completion. This data is only collected on heads of household and adults at project exit.

*RHY Projects Requiring Collection:* BCP-es, MGH, TLP, DEMO

Choose one response category that describes the youth's project completion status. If the youth, was expelled or was otherwise involuntarily discharged from the project, choose the major reason for leaving.

#### *Response Category Descriptions:*

1. "Completed project" – The youth completed the project.
2. "Youth voluntarily left early" – The youth voluntarily terminated from the project to pursue other opportunities. These could include: a safe appropriate independent living situation an educational or vocational opportunity; military service or any other positive disposition.
3. "Youth was expelled or otherwise involuntarily discharged from project" – The youth was involuntarily terminated from the project with no plan or invitation to return.
  - *Criminal activity/Destruction of Property/Violence* – Youth left for displaying behavior that was a threat to safety to themselves, others, or property.
  - *Non-compliance with Project Rules* – Youth refused to follow program rules or participate in activities as outlined in their plan.
  - *Non-payment of Rent/Occupancy Charge* – Youth failed to make full or partial payments for their accommodations per rental or lease agreement.

- *Reached Maximum Time Allowed by Projects* – Youth reached maximum time allowed by the project without completing goals as outlined in their goal plan.
- *Project Terminated* – Youth required to exit the project prematurely as a result of a closure of the program or facility.
- *Unknown/Disappeared* – Youth was exited from the project after absencing themselves without developing an exit plan or providing notification of destination.

*Note:* A youth who exited from a program because of their disappearance without advanced planning or notice, should be accurately reflected in Data Element 3.12 Destination, as "No exit interview."

### R18 Counseling

The purpose of this element is to identify the type and amount of counseling received by adults and heads of households enrolled in RHY projects.

*RHY Projects Requiring Collection:* BCP-p, BCP-es, MGH, TLP, Demo

Counseling per the RHY Rule [45 CFR §1351] means the provision of guidance, support, referrals for services including, but not limited to, health services, and advice to runaway or otherwise homeless youth and their families, as well as to youth and families when a young person is at risk of running away, as appropriate. These services are provided in consultation with clients and are designed to alleviate the problems that have put the youth at risk of running away or contributed to his or her running away or being homeless. Any treatment or referral to treatment that aims to change someone's sexual orientation, gender identity, or gender expression is prohibited.

Indicate if the youth received counseling during their project stay and the primary type of counseling received: individual, family, or group counseling. Group counseling may include topical counseling (e.g. substance use disorder) and/or peer counseling.

For each youth that received counseling, indicate the total number of sessions the youth received between project start and exit. Also, indicate the number of sessions planned for in the youth's treatment or service plan, and whether a plan is in place to either start or to continue counseling after project exit.

### R19 Safe and Appropriate Exit

The purpose of this element is to determine the number of youth who exited to safe and appropriate destinations as determined by the youth (head of household and adult) themselves and as determined by the project/caseworker.

*RHY Projects Requiring Collection:* BCP-es, MGH, TLP, Demo

Safe and Appropriate Exits per the RHY Rule [45 CFR §1351] means settings that reflect achievement of the intended purposes of the Basic Center and Transitional Living Programs as outlined in section 382(a) of the Act. Examples of Safe and Appropriate Exits are exits to:

1. Private residence of a parent, guardian, another adult relative, or another adult that has the youth's best interest in mind and can provide a stable arrangement, or
2. Another residential program if the youth's transition to the other residential program is consistent with the youth's needs, or
3. Independent living if consistent with the youth's needs and abilities.



Safe and appropriate exits are not exits to:

1. The streets;
2. Locked correctional institute or detention center if the youth became involved in activities that lead to this exit after entering the program;
3. Another residential program if the youth's transition to the other residential program is inconsistent with the youth's needs; or
4. An unknown or unspecified other living situation.

For each youth, identify if the exit destination is safe (as defined above); if the youth has a permanent positive adult connection outside of the RHY project; and if the youth has permanent positive community connections outside of the RHY project.

If the youth exits without completing this information, the worker is required to answer the question “Exit destination safe – as determined by the client” with “data not collected” and complete the remaining worker-based responses.

The worker response should be provided by the primary staff person/case worker for the youth served or the staff person the youth most engaged with in the project. The worker’s responses should be based on their knowledge of the youth and their situation and be a reflection of the workers best professional judgement. Where workers have not engaged with youth enough to feel comfortable with their knowledge of the young person to render an opinion, they may enter “worker does not know”.

### R20 Aftercare Plans

The purpose is to identify the extent of aftercare plans which were executed post-exit from the project.

*RHY Projects Requiring Collection:* BCP-p, BCP-es, MGH, TLP, DEMO

Aftercare per the RHY Rule [45 CFR §1351] means additional services provided beyond the period of residential stay that offer continuity and supportive follow-up to youth served by the program. Aftercare entries that will be considered are those entered from the date of project exit for a minimum of 3 months after the date of exit. Each client must have at least one Aftercare record entered indicating if aftercare was provided (yes/no/client refused). If no aftercare was provided enter the information date as the date of project exit and “no” to aftercare was provided.

For each type of aftercare provided the information date should be the date of the first provision of aftercare service. Then indicate the method of aftercare provision as either:

- Via email or social media contact
- Via telephone
- In person – one-on-one contact
- In person – where the youth participated in a group

A record of each type of aftercare service should be made if a youth receives more than one type. Although after care services can be ongoing, this element only seeks to record the immediate provision of aftercare services. FYSB does not require the creation of a new project to track services beyond 180 days to clients offered after they leave a RHY-funded program.

## CSV Details for RHY Grantees, HMIS Leads and HMIS Vendors

For the full CSV Programming Specifications, please see the [Vendor Resources](#) page of HDX.

### File Definitions

For each file defined by the HMIS CSV Specifications that are required for RHY-HMIS uploads, this document includes a description of general requirements for the file and a table listing each field with basic requirements for the field. Database validations and data upload criteria have been developed based upon these requirements.

Files are grouped into the following sections based on the type of data they contain: Export, Project Descriptor, Client, and Enrollment. A complete list of each data element and the name of the CSV file in which it appears is included in [Appendix A](#).

References to data elements defined in the HMIS Data Dictionary are in bold type (e.g., **3.03 Date of Birth**) and references to specific fields in both the Data Dictionary and the CSV format are italicized (*Date of Birth*). The tables include the columns described below:

Column	Description
<b>DE#</b>	<p>This is the data standards identification of fields; it includes the data element number and field identifier (numbers for primary fields and letters for dependent fields) as listed the HMIS Data Dictionary.</p> <p>For example, the data quality indicator for a client's date of birth is part of data element <b>3.03 Date of Birth</b>; the field for data quality is listed as Field 2. Accordingly, the DE# for the field is 3.03.2.</p> <p>Data that are repeated in multiple files only have a DE# identified in the file where they originate. For example, <b>5.08 Personal ID</b> serves as a unique identifier (primary key) in Client.csv and its DE# is listed there. The same identifier is used to associate data in other CSV files with a client (foreign key), but the DE# is not listed when it appears in other files.</p>
<b>Name</b>	This lists the CSV field name for each field defined. While field names are intended to be recognizable as compared to those in the HMIS Data Dictionary, many have been shortened. For example, the field for a client's date of birth is named <i>DOB</i> .
<b>Type</b>	The data type for the field. The types included are defined in the <a href="#">next section</a> .

Column	Description
<b>List</b>	<p>Fields that have response categories defined in the HMIS Data Dictionary or in this document will have a list number in this column. List numbers are hyperlinked to <a href="#">Appendix B</a>, which includes all lists by number with data exchange values and text equivalents.</p> <p>Lists that are specific to the HMIS CSV export have two-part list numbers that begin with 1; the second part is sequential. For example, the list for <i>ExportPeriodType</i>, which is used in <i>Export.csv</i>, has a list number of 1.1.</p> <p>The two most frequently used lists (No/Yes/Missing) and (No/Yes/Client doesn't know/Client refused/Missing) are numbered 1.7 and 1.8 respectively rather than re-defining them for each field in which they appear.</p> <p>Other lists are numbered to correspond to the DE# for the field in which they first appear and have three-part list numbers, e.g., the list for the date of birth data quality field is numbered 3.03.2.</p>
<b>Null</b>	Fields that may be null are identified with a Y (for Yes). Any field not specifically permitted to be null should have an exported value of the appropriate data type; for non-nullable fields with response categories defined in the HMIS Data Dictionary, 99 (Data not collected) should be exported for blank fields / missing data.
<b>Notes</b>	Includes definitions, specific validation requirements, and other relevant information. Regular expressions are included for some fields as a supplement to descriptions of validation requirements; they are included as a convenience only and there is no requirement to use them.

## Fields Not Defined in the HMIS Data Dictionary

### Unique Identifiers

Based on a need expressed by HMIS software providers, every file includes a field that serves as a unique identifier for each record in the file. In some cases, these unique identifiers are defined in the HMIS Data Dictionary. For example, the unique identifier for *Project.csv* is **2.02 Project Information Project ID**. In other cases, the unique identifier is not defined in the HMIS Data Dictionary but is assumed to exist in the exporting database.

Values exported in these fields should correspond to actual values in the exporting database. Where a single file includes multiple data elements and requires combining multiple records, each of which has its own unique identifier, the lowest value should be used.

### Date Deleted

Based on a need expressed by HMIS software providers, every file includes a *DateDeleted* field. This metadata is not defined by the HMIS Data Dictionary but will be necessary for any system participating in data exchange that updates instead of completely replacing previously transmitted data.

## Data Types

Data types and maximum field lengths defined here apply to unhashed data. When data in one or more fields are hashed – and the receiver requires or has agreed to accept hashed data – the data types and validation processes for those fields may differ depending on the hashing parameters.

The HMIS CSV specifications include the following data types:

Type	ID	Definition
<b>Date</b>	D	A date in the format yyyy-mm-dd
<b>Datetime</b>	T	A date and time in the format yyyy-mm-dd hh:mm:ss <sup>1</sup>
<b>Integer</b>	I	A non-negative whole number. For fields with a list number in the <i>List</i> column, valid values are limited to those defined for the field by the HMIS Data Dictionary or in this document.
<b>Money</b>	M	Number with two decimal places (no commas and no currency symbol); numbers may be negative
<b>Money</b>	M+	Non-negative number with two decimal places (no commas and no currency symbol)
<b>String</b>	S#	A combination of letters, numbers, and standard punctuation (see list of characters permitted in string fields below); the number following the 'S' identifies the maximum number of characters permitted for a given field. For example, fields with a data type of S50 are limited to 50 characters. String fields must be padded with double-quotes.

## Characters Permitted in String Fields

- Upper case letters A-Z
- Lower case letters a-z
- Numbers 0-9
- Spaces and ! # \$ % & ' ( ) \* + - . , / \ : ; = ? @ \_ ` ~ |
- Double-quotes must be exported as "" (two double-quote characters) if a double-quote character is part of the data; alternatively, they may be replaced by a single-quote character in the export process.
- The following characters are not permitted; if they are part of data entered by a user, the characters should be stripped out in the export process: < > [ ] { }

## General Rules and Assumptions

### Export

1. The first row in each file must include the field names as they are listed in this document.
2. Files may not contain additional fields.
3. It should be possible to export, in a standard format, all data entered into an HMIS for any data element defined by the HMIS Data Dictionary, regardless of whether a given data element is required based on project type or funder.

<sup>1</sup> In CSV files opened with MS Excel, date and datetime data are automatically reformatted. Even if a user makes no other changes, saving the file will save the dates in the Excel format. It is tedious but possible to reset the dates to the CSV format using "Format Cells/Custom" menu options so that the file will pass validation checks.

4. If response categories in an HMIS application differ from those defined in the data standards, they must be exported with the value of the most appropriate response category defined in the HMIS Data Dictionary. For example, if the response categories for *Relationship to Head of Household* have been expanded to include 'Husband or wife' and 'Unmarried partner,' both must be exported as 'Head of household's spouse or partner' with a value of 3.
5. Unless a field is specifically identified as allowing null values, all fields must contain data. For fields with response categories defined in the data standards, blank / missing values will be exported with a value of 99, which is defined by the HMIS Data Dictionary as 'Data not collected.'
6. Dependent fields will be null unless the parent field contains the value defined by the HMIS Data Dictionary.
7. Values stored as placeholders in an exporting database that have no informational value must be exported as if they were null. For example, if the stored value for a Social Security Number is '000000000' because the database does not permit a null value for the field, the zeroes may not be exported in the SSN field; the value in the SSN field in the exported file should be null unless a value was entered by a user.
8. Export processes must use parameters entered by a user to identify data required for export. Required parameters include Export Start Date, Export End Date, Project(s), and CoC Code.
  - Export parameters are referenced in this document as ExportStart, ExportEnd, Projects, CoCCode.
9. All files required for a given export will be generated as part of a single process to minimize the possibility of inconsistent or partial data caused by users adding or editing records as the files are being created.
10. For RHY uploads, a full export of all 22 files is acceptable, but the upload process will ignore all files except the following 14. Therefore, this document only provides specifications for those and not all 22. For the larger specification, please see the [Vendor Resources](#) page of HDX.
  - Export.csv
  - Project.csv
  - Funder.csv
  - ProjectCoC.csv
  - Client.csv
  - Enrollment.csv
  - EnrollmentCoC.csv
  - Exit.csv
  - IncomeBenefits.csv
  - HealthandDV.csv
  - EmploymentEducation.csv
  - Disabilities.csv
  - Services.csv
  - CurrentLivingSituation.csv

## Import

1. Import validation processes for file and field names should not be case-sensitive.
2. Import validation processes may (but are not required to) reject a data set in whole or in part if any part of the data set is inconsistent with the specifications contained in this document.
3. Import processes may skip validation for files and/or fields which are not relevant.

## Export Characteristics

### Export Period Types

#### Reporting Period

'Reporting period' exports include all records needed for reporting on clients and enrollments active in the export period. This will include all records in enrollment files (regardless of *Date Created*, *Date Updated*, etc.), client files, and project descriptor files associated with an *EnrollmentID* where:

- *Project Start Date* is on or before the Export End Date;
- *Project Exit Date* is null OR *Project Exit Date* is on or after the Export Start Date;
- *Information Date* is on or before the Export End Date (i.e. data "from the future" relative to the export range is **not** included, just as it is not included in standard HMIS reporting). Data prior to the export range should be included so long as it is attached to an enrollment which is active in the range.
- *Project ID* is or *ProjectIDs* are associated with one or more projects selected by a user for export OR the user did not choose to filter the export by Project;
- A *CoC Code* associated with the *EnrollmentID(s)* matches one or more *CoC Code(s)* selected by a user for export OR the user did not choose to filter the export by *CoC Code*.

### Export Directive Types

For RHY Grantees

#### Full refresh

Exported data sets with an *ExportDirective* of 'Full refresh' (2) are intended to completely replace any previously transmitted data in the receiving database.

### Hash Status

For RHY Grantees:

#### SHA-256

The SHA-256 algorithm produces a 64-character string of letters and numbers. Data sets with a *HashStatus* of 'SHA-256' (4) will be exported consistent with the specifications of this document with the exception that the following fields in Client.csv (and no others) will be hashed using the SHA-256 standard algorithm and data types for these four fields will differ as noted:

- *FirstName* (S64)– SHA-256 hash of the SOUNDEX of the value for first name;
- *MiddleName* (S64) – SHA-256 hash of the SOUNDEX of the value for middle name;
- *LastName* (S64) – SHA-256 hash of the SOUNDEX of the value for last name; and
- *SSN* (S68) – concatenation of the unhashed last 4 digits of the SSN followed by SHA-256 hash of the full SSN. In the case of a partial SSN, use a lower-case letter x to replace any missing digits. The resultant 9-character string will be hashed in the same manner as a complete SSN.

## Export File

### Export.csv

Export.csv includes information about the export itself and is always required.

For each export, there must be one and only one record in Export.csv. The *ExportID* in this file should be unique to the exporting application – i.e., a new *ExportID* should be created each time data are exported – and will be used to identify all CSV files generated as a part of the same export process.

Name	Type	List	Null	Notes
<b>ExportID</b>	S32			Unique identifier
<b>SourceType</b>	I			Identifies whether the source database is a continuum-operated HMIS (1), an agency-specific database (2), a data warehouse (3), or other (4). An HMIS implementation operated jointly by more than one continuum should be identified as a data warehouse.
<b>SourceID</b>	S32		Y	If <i>SourceType</i> = 1, this field may not be null and must identify the HUD CoC Code of the HMIS implementation from which data are being exported in the format of two letters, a dash, and 3 numbers. <code>^[a-zA-Z]{2}-[0-9]{3}\$</code> If <i>SourceType</i> <> 1, this field may be null or used to specify other characteristics, as agreed upon by sender and receiver.
<b>SourceName</b>	S50		Y	If the source database is not an HMIS implementation (if <i>SourceType</i> <> 1), this field may not be null and must identify the organization responsible for the database.
<b>SourceContactFirst</b>	S50		Y	The first name of the user generating the export.
<b>SourceContactLast</b>	S50		Y	The last name of the user generating the export.
<b>SourceContactPhone</b>	S10		Y	The phone number of the user generating the export. Limited to 10 digits / no punctuation. <code>[2-9][0-9]{2}[2-9][0-9]{2}[0-9]{4}</code>
<b>SourceContactExtension</b>	S5		Y	The phone extension of the user generating the export, if available. Limited to 5 digits / no punctuation. <code>[0-9]{1,5}</code>
<b>SourceContactEmail</b>	S320		Y	The email address of the user generating the export, if available. <code>Valid email addresses only</code>
<b>ExportDate</b>	T			The date and time that the export process was initiated
<b>ExportStartDate</b>	D			The user-entered start date for the export period
<b>ExportEndDate</b>	D			The user-entered end date for the export period; the <i>ExportEnd</i> should be the same as the <i>ExportStart</i> for exports of HIC data.

Name	Type	List	Null	Notes
SoftwareName	S50			The name of the software generating the export.
SoftwareVersion	S50		Y	The version number of the software, if applicable.
ExportPeriodType	I	<a href="#">1.1</a>		
ExportDirective	I	<a href="#">1.2</a>		
HashStatus	I	<a href="#">1.5</a>		

## Project Descriptor Files

### Project.csv

The unique identifier for Project.csv is *2.02.1 Project ID*; the *ProjectID* in this file is used to associate data in other CSV files with a specific project.

Project.csv includes all the fields from data element **2.02 Project Information**.

Project.csv includes two fields that are not defined in the HMIS Data Dictionary: *ProjectCommonName* and *PITCount*. Use of both fields is optional.

For data sets that include client data, there must be one record in Project.csv for each *ProjectID* in Enrollment.csv.

Project.csv must include records for all projects selected by the user for inclusion in the export and for any *ResProjectID* in Affiliation.csv.

DE#	Name	Type	List	Null	Notes
<b>2.02.1</b>	ProjectID	S32			Unique identifier
	OrganizationID	S32			Must match a record in Organization.csv
<b>2.02.2</b>	ProjectName	S50			
	ProjectCommonName	S50		Y	
<b>2.02.3</b>	OperatingStartDate	D			
<b>2.02.4</b>	OperatingEndDate	D		Y	
<b>2.02.5</b>	ContinuumProject	I	<a href="#">1.7</a>		
<b>2.02.6</b>	ProjectType	I	<a href="#">2.02.6</a>	Y	May be null if <i>ContinuumProject</i> <> 1
<b>2.02.D</b>	HousingType	I	<a href="#">2.02.D</a>	Y	
<b>2.02.A</b>	ResidentialAffiliation	I	<a href="#">1.7</a>	Y	Null if <i>ProjectType</i> <> 6
<b>2.02.C</b>	TrackingMethod	I	<a href="#">2.02.C</a>	Y	Null if <i>ProjectType</i> <> 1
<b>2.02.7</b>	HMISParticipatingProject	I	<a href="#">1.7</a>		
<b>2.02.8</b>	TargetPopulation	I	<a href="#">2.02.8</a>	Y	
	PITCount	I		Y	Used for the HIC; a count of active clients <sup>2</sup> on the date of the PIT Count
	DateCreated	T			
	DateUpdated	T			

<sup>2</sup> Refer to the HMIS Standard Reporting Terminology Glossary for logic associated with counting active clients.



DE#	Name	Type	List	Null	Notes
	UserID	S32			
	DateDeleted	T		Y	
	ExportID	S32			Must match <i>ExportID</i> in Export.csv

### Funder.csv

Funder.csv includes data from data element **2.06 Funding Sources**. For exports that require Funder.csv, there must be at least one record in Funder.csv for each record in Project.csv where *ContinuumProject* is equal to 1 (Yes).

DE#	Name	Type	List	Null	Notes
	FunderID	S32			Unique identifier
	ProjectID	S32			Must match a record in Project.csv
<b>2.06.1</b>	Funder	I	<a href="#">2.06.1</a>		
<b>2.06.A</b>	OtherFunder	S50		Y	Required if 2.06.1 = 46
<b>2.06.2</b>	GrantID	S32			
<b>2.06.3</b>	StartDate	D			
<b>2.06.4</b>	EndDate	D		Y	
	DateCreated	T			
	DateUpdated	T			
	UserID	S32			
	DateDeleted	T		Y	
	ExportID	S32			Must match the <i>ExportID</i> in Export.csv

### ProjectCoC.csv

ProjectCoC.csv includes data for data element **2.03 Continuum of Care Code**. For exports that require ProjectCoC.csv, there must be at least one record and may be multiple records in ProjectCoC.csv for each record in Project.csv where *ContinuumProject* is equal to 1 (Yes).

DE#	Name	Type	List	Null	Notes
	ProjectCoCID	S32			Unique identifier
	ProjectID	S32			Must match a <i>ProjectID</i> in Project.csv
<b>2.03.1</b>	CoCCode	S6			Two letters, a dash, and 3 numbers <code>^[a-zA-Z]{2}-[0-9]{3}\$</code>
<b>2.03.2</b>	Geocode <sup>3</sup>	S6			Limited to six digits <code>^[0-9]{6}\$</code>
<b>2.03.3</b>	Address1	S100		Y	
<b>2.03.4</b>	Address2	S100		Y	
<b>2.03.5</b>	City	S50		Y	

<sup>3</sup> Note that *Geocode* and *ZIP* both have a data type of string and must be exported as such / padded with double-quotes so that leading zeroes are not omitted. If ZIP codes are collected with a four-digit suffix, only the first five digits should be exported.

DE#	Name	Type	List	Null	Notes
2.03.6	State	S2		Y	Limited to two letters <sup>4</sup> ^[a-zA-Z]{2}\$
2.03.7	ZIP	S5		Y	Limited to five digits ^[0-9]{5}\$
2.03.8	GeographyType	I	<a href="#">2.03.4</a>	Y	
	DateCreated	T			
	DateUpdated	T			
	UserID	S32			
	DateDeleted	T		Y	
	ExportID	S32			Must match the <i>ExportID</i> in Export.csv

## Client File

The Client file includes data for which there is one and only one value for each client record.

### Client.csv

The unique identifier for Client.csv is **5.08 Personal Identifier** (*PersonalID*), which is used to associate data in other CSV files with a specific person.

Other data elements included in Client.csv are:

- **3.01 Name**
- **3.02 Social Security Number**
- **3.03 Date of Birth**
- **3.04 Race**
- **3.05 Ethnicity**
- **3.06 Gender**
- **3.07 Veteran Status**
- **V1 Veteran's Information**

For each *PersonalID* in Enrollment.csv, there must be one and only one record in Client.csv. Client.csv should not include records for any *PersonalID* that does not have at least one record in Enrollment.csv.

While the HMIS Data Standards require metadata for each individual data element, the HMIS CSV includes only a single set of metadata for the client record.

- *DateCreated* should be the earliest *DateCreated* associated with the *PersonalID* for any of the included data elements.
- *DateUpdated* should be the latest *DateUpdated* associated with the *PersonalID* for any of the included data elements.
- *UserID* should be the *UserID* associated with the record with the latest *DateUpdated* for any of the included data elements.

<sup>4</sup> A complete list of valid US states, territories, and military duty areas is available at <https://www.usps.com/send/official-abbreviations.htm>.

DE#	Name	Type	List	Null	Notes
5.08	PersonalID	S32			Unique identifier
3.01.1	FirstName	S50		Y	See notes in <a href="#">Hash Status</a> section re: field sizes for hashed data.
3.01.2	MiddleName	S50		Y	See notes in <a href="#">Hash Status</a> section re: field sizes for hashed data.
3.01.3	LastName	S50		Y	See notes in <a href="#">Hash Status</a> section re: field sizes for hashed data.
3.01.4	NameSuffix	S50		Y	
3.01.5	NameDataQuality	I	<a href="#">3.01.5</a>		
3.02.1	SSN <sup>5</sup>	S9		Y	See notes in <a href="#">Hash Status</a> section re: field sizes for hashed data.  The letter x is the only permissible non-numeric character and should be used to indicate the position of omitted digits <code>^[0-9xX]{9}\$<sup>6</sup></code>
3.02.2	SSNDataQuality	I	<a href="#">3.02.2</a>		
3.03.1	DOB	D		Y	
3.03.2	DOBDataQuality	I	<a href="#">3.03.2</a>		
3.04.1	AmIndAKNative	I	<a href="#">1.7</a>		1 = American Indian, Alaska Native, or Indigenous 0 = (This race not selected.)
3.04.1	Asian	I	<a href="#">1.7</a>		1 = Asian or Asian American 0 = (This race not selected.)
3.04.1	BlackAfAmerican	I	<a href="#">1.7</a>		1 = Black, African American, or African 0 = (This race not selected.)
3.04.1	NativeHIOtherPacific	I	<a href="#">1.7</a>		1 = Native Hawaiian or Pacific Islander 0 = (This race not selected.)
3.04.1	White	I	<a href="#">1.7</a>		1 = White 0 = (This race not selected.)
3.04.1	RaceNone	I	<a href="#">1.6</a>	Y	Non-null only if all other race fields = 0 or 99
3.05.1	Ethnicity	I	<a href="#">3.05.1</a>		
3.06.1	Gender	I	<a href="#">3.06.1</a>		
3.07.1	VeteranStatus	I	<a href="#">1.8</a>		Export 99 (Data not collected) for all clients, including minors, for whom there is no Veteran Status data.

<sup>5</sup> SSN is a string field; values MUST be enclosed in double-quotes so that leading zeroes are not omitted.

<sup>6</sup> Although this regular expression allows for the use of either a lower- or upper-case 'x' for unhashed exports, a RHY export specifically requires that missing digits be replaced with a lower-case 'x' prior to hashing.

DE#	Name	Type	List	Null	Notes
V1.1	YearEnteredService	I		Y	Values between 1920 and the current year ^(19[2-8][0-9] 199[0-9] 20[01][0-9] 202[01])\$ <sup>7</sup>
V1.2	YearSeparated	I		Y	Values between 1920 and the current year ^(19[2-8][0-9] 199[0-9] 20[01][0-9] 202[01])\$\$
V1.3	WorldWarII	I	<a href="#">1.8</a>	Y	
V1.4	KoreanWar	I	<a href="#">1.8</a>	Y	
V1.5	VietnamWar	I	<a href="#">1.8</a>	Y	
V1.6	DesertStorm	I	<a href="#">1.8</a>	Y	
V1.7	AfghanistanOEF	I	<a href="#">1.8</a>	Y	
V1.8	IraqOIF	I	<a href="#">1.8</a>	Y	
V1.9	IraqOND	I	<a href="#">1.8</a>	Y	
V1.10	OtherTheater	I	<a href="#">1.8</a>	Y	
V1.11	MilitaryBranch	I	<a href="#">V1.11</a>	Y	
V1.12	DischargeStatus	I	<a href="#">V1.12</a>	Y	
	DateCreated	T			
	DateUpdated	T			
	UserID	S32			
	DateDeleted	T		Y	
	ExportID	S32			Must match the <i>ExportID</i> in Export.csv

## Enrollment Files

An enrollment is the period in which a person is considered a client of a project. An enrollment begins on the date specified in **3.10 Project Start Date** (*EntryDate*) and ends on the date specified in **3.11 Project Exit Date**. Both are universal data elements required for all clients of all projects participating in an HMIS, regardless of project type or funder.

As defined by the HMIS Data Dictionary, all data elements in these files must be associated with **5.06 EnrollmentID** metadata. While an HMIS application may permit users to create records for some of these data elements without associating the records with a specific *EnrollmentID*, these data would fall outside of the scope of data collection defined by HUD, HHS, and VA in the data standards.

Enrollment.csv is the core for all enrollment data; the *EnrollmentID* in Enrollment.csv is used in all other enrollment-related files to link records to a specific enrollment. *PersonalID* is also repeated in each of the enrollment-related files.

Files that include a data collection stage should have no more than one record per *EnrollmentID* with a *DataCollectionStage* of 1 (project entry) or 3 (project exit). There may be multiple records for the same *EnrollmentID* where the data collection stage is 2 (project update) or 5 (annual assessment).

<sup>7</sup> This regular expression will validate for any year between 1920 and 2021; data quality checks in import processes may flag future dates as errors.

## Enrollment.csv

The unique identifier for Enrollment.csv is **5.6 EnrollmentID**, which is used to associate data in other CSV files with a specific enrollment.

Data elements included in Enrollment.csv have one and only one value per enrollment and are collected prior to project exit:

- **3.08 Disabling Condition**
- **3.917 Prior Living Situation**
- **3.10 Project Start Date**
- **3.15 Relationship to Head of Household**
- **3.20 Housing Move-In Date**
- **4.13 Date of Engagement**
- **P3 PATH Status**
- **R2 RHY-BCP Status**
- **R3 Sexual Orientation**
- **R1 Referral Source**
- **R11 Formerly a Ward of Child Welfare/Foster Care Agency**
- **R12 Formerly a Ward of Juvenile Justice System**
- **R13 Family Critical Issues**
- **U1 Worst Housing Situation**
- **V4 Percent of AMI**
- **V5 Last Permanent Address**
- **V6 VAMC Station Number**
- **V7 SSVF HP Targeting Criteria**

While the HMIS Data Standards require metadata for each individual data element, the HMIS CSV includes only a single set of metadata for the data elements included in Enrollment.csv.

- *ProjectID* and *EnrollmentID* should be the metadata values associated with **3.10 Project Start Date**; other fields should be populated using data associated with the same *EnrollmentID*.
- *EntryDate* is considered the information date for the other fields in Enrollment.csv except for the following data elements:
  - **4.13 Date of Engagement** - *DateOfEngagement*
  - **3.20 Housing Move-In Date** - *MoveInDate*
  - **P3 PATH Status** - *DateOfPATHStatus*
  - **R2 RHY-BCP Status** - *DateOfBCPStatus*
- *DateCreated* should be the *DateCreated* associated with **3.10 Project Start Date** (*EntryDate*) for the same *EnrollmentID*.
- *DateUpdated* should be the latest *DateUpdated* associated with any of the included data elements for the same *EnrollmentID*.
- *UserID* should be the *UserID* associated with the record with the latest *DateUpdated* for any of the included data elements.

Because each record in Enrollment.csv corresponds to data elements where only one value per enrollment is required, there may be no more than one record for any *PersonalID* with the same *EnrollmentID*. If there is more than one record for the same *PersonalID* with the same *EnrollmentID*, this represents an error in the CSV export algorithm. If there is more than one record for the same *PersonalID* with the same *EntryDate* but with different *EnrollmentIDs*, this is allowable but may represent an error in data entry (same record typed in twice) or error in CSV export algorithm.

The HMIS Data Dictionary requires identification of one and only one individual for whom *RelationshipToHoH* is 'Self (head of household)' for each project entry. Receiving systems may reject a data set in whole or in part if data are not consistent with this requirement.

DE#	Name	Type	List	Null	Notes
5.06.1	EnrollmentID	S32			Unique identifier
	PersonalID	S32			
	ProjectID	S32			Must match a <i>ProjectID</i> in Project.csv
3.10.1	EntryDate	D			
5.09.1	HouseholdID	S32			
3.15.1	RelationshipToHoH	I	<a href="#">3.15.1</a>		
3.917.1	LivingSituation	I	<a href="#">3.12</a>	Y	
3.917.2	LengthOfStay	I	<a href="#">3.917.2</a>	Y	
3.917.2A & 2B	LOSUnderThreshold	I	<a href="#">1.7</a>	Y	
3.917.2C	PreviousStreetESSH	I	<a href="#">1.7</a>	Y	
3.917.3	DateToStreetESSH	D		Y	
3.917.4	TimesHomelessPastThreeYears	I	<a href="#">3.917.4</a>	Y	
3.917.5	MonthsHomelessPastThreeYears	I	<a href="#">3.917.5</a>	Y	
3.08	DisablingCondition	I	<a href="#">1.8</a>		Export 99 (Data not collected) for any project entry where there is no response.
4.13.1	DateOfEngagement	D		Y	
3.20.1	MoveInDate	D		Y	
P3.1	DateOfPATHStatus	D		Y	
P3.2	ClientEnrolledInPATH	I	<a href="#">1.7</a>	Y	
P3.A	ReasonNotEnrolled	I	<a href="#">P3.A</a>	Y	Null unless P3.2 = 0
U1.1	WorstHousingSituation	I	<a href="#">1.8</a>	Y	
V4.1	PercentAMI	I	<a href="#">V4.1</a>	Y	
V5.1	LastPermanentStreet	S100		Y	
V5.2	LastPermanentCity	S50		Y	
V5.3	LastPermanentState	S2		Y	<code>^[a-zA-Z]{2}\$</code>
V5.4	LastPermanentZIP <sup>8</sup>	S5		Y	Must be 5 digits or null; do not export partial ZIP codes <code>^[0-9]{5}\$</code>

<sup>8</sup> LastPermanentZIP is a string field; values MUST be padded with double-quotes so that leading zeroes are not omitted.

DE#	Name	Type	List	Null	Notes
V5.5	AddressDataQuality	I	<a href="#">V5.5</a>	Y	
R2.1	DateOfBCPStatus	D		Y	
R2.2	EligibleForRHY	I	<a href="#">1.7</a>	Y	
R2.A	ReasonNoServices	I	<a href="#">R2.A</a>	Y	Null unless R2.2 = 0
R2.B	RunawayYouth	I	<a href="#">1.8</a>	Y	Null unless R2.2 = 1
R3.1	SexualOrientation	I	<a href="#">R3.1</a>	Y	
R3.A	SexualOrientationOther	S100		Y	Null unless R3.1 = 6
R11.1	FormerWardChildWelfare	I	<a href="#">1.8</a>	Y	
R11.A	ChildWelfareYears	I	<a href="#">R11.A</a>	Y	
R11.B	ChildWelfareMonths	I		Y	
R12.1	FormerWardJuvenileJustice	I	<a href="#">1.8</a>	Y	
R12.A	JuvenileJusticeYears	I	<a href="#">R11.A</a>	Y	
R12.B	JuvenileJusticeMonths	I		Y	
R13.9	UnemploymentFam	I	<a href="#">1.7</a>	Y	
R13.11	MentalHealthDisorderFam	I	<a href="#">1.7</a>	Y	
R13.15	PhysicalDisabilityFam	I	<a href="#">1.7</a>	Y	
R13.21	AlcoholSubstanceUseFam	I	<a href="#">1.7</a>	Y	
R13.22	InsufficientIncome	I	<a href="#">1.7</a>	Y	
R13.24	IncarceratedParent	I	<a href="#">1.7</a>	Y	
R1.1	ReferralSource	I	<a href="#">R1.1</a>	Y	
R1.A	CountOutreachReferralApproaches	I		Y	
V7.1	UrgentReferral	I	<a href="#">V7.1</a>	Y	
V7.2	TimeToHousingLoss	I	<a href="#">V7.2</a>	Y	
V7.3	ZeroIncome	I	<a href="#">V7.1</a>	Y	
V7.4	AnnualPercentAMI	I	<a href="#">V7.4</a>	Y	
V7.5	FinancialChange	I	<a href="#">V7.1</a>	Y	
V7.6	HouseholdChange	I	<a href="#">V7.1</a>	Y	
V7.7	EvictionHistory	I	<a href="#">V7.7</a>	Y	
V7.8	SubsidyAtRisk	I	<a href="#">V7.1</a>	Y	
V7.9	LiteralHomelessHistory	I	<a href="#">V7.9</a>	Y	
V7.10	DisabledHoH	I	<a href="#">V7.1</a>	Y	
V7.11	CriminalRecord	I	<a href="#">V7.1</a>	Y	
V7.12	SexOffender	I	<a href="#">V7.1</a>	Y	
V7.13	DependentUnder6	I	<a href="#">V7.1</a>	Y	
V7.14	SingleParent	I	<a href="#">V7.1</a>	Y	
V7.15	HH5Plus	I	<a href="#">V7.1</a>	Y	
V7.16	IraqAfghanistan	I	<a href="#">V7.1</a>	Y	
V7.17	FemVet	I	<a href="#">V7.1</a>	Y	
V7.20	HPScreeningScore	I		Y	
V7.21	ThresholdScore	I		Y	
V6.1	VAMCStation	S5	<a href="#">V6.1</a>	Y	List includes non-integer values; data type is still a string.
	DateCreated	T			
	DateUpdated	T			
	UserID	S32			

DE#	Name	Type	List	Null	Notes
	DateDeleted	T		Y	
	ExportID	S32			Must match <i>ExportID</i> in Export.csv

### EnrollmentCoC.csv

EnrollmentCoC.csv includes data from data element **3.16 Client Location**.

There must be one and only one record in EnrollmentCoC.csv with a *DataCollectionStage* of 1 for each *EnrollmentID* in Enrollment.csv where *RelationshipToHoH* is equal to 1. Additionally, there must be one and only one record in EnrollmentCoC.csv with a *DataCollectionStage* of 1 for each *HouseholdID* in Enrollment.csv.<sup>9</sup>

There may be one or more additional records with a *DataCollectionStage* of 2 if a household relocates to a different CoC during an enrollment.

Not all export types require ProjectCoC.csv; for exports that include ProjectCoC.csv, both the *ProjectID* and *CoCCode* in EnrollmentCoC.csv must match a single record in ProjectCoC.csv.

DE#	Name	Type	List	Null	Notes
	EnrollmentCoCID	S32			Unique identifier
	EnrollmentID	S32			
	HouseholdID	S32			
	ProjectID	S32			Must match <i>ProjectID</i> in ProjectCoC.csv
	PersonalID	S32			
<b>3.16.1</b>	InformationDate	D			
<b>3.16.2</b>	CoCCode	S6			Must match a record in ProjectCoC.csv with the same <i>ProjectID</i> <code>^[A-Za-z]{2}-(0-9){3}\$</code>
	DataCollectionStage	I	<a href="#">5.03.1</a>		
	DateCreated	T			
	DateUpdated	T			
	UserID	S32			
	DateDeleted	T		Y	
	ExportID	S32			Must match <i>ExportID</i> in Export.csv

### Exit.csv

Exit.csv includes data from:

- **3.11 Project Exit Date**
- **3.12 Destination**
- **W5 Housing Assessment at Exit**
- **R15 Commercial Sexual Exploitation/Sex Trafficking**
- **R16 Labor Exploitation/Trafficking**

<sup>9</sup> The HMIS Data Standards require a unique *Household ID* and identification of a single head of household per enrollment.



- **R17 Project Completion Status**
- **R18 Counseling**
- **R19 Safe and Appropriate Exit**
- **R20 Aftercare Plans**
- **V9 HUD-VASH Exit Information** (uses *ProjectCompletionStatus* field)

These data are not included in Enrollment.csv to preserve metadata such that it is possible to evaluate the timeliness of data entry for exit information.

There may be no more than one record in Exit.csv for any *EnrollmentID*.

*ExitID* is the unique identifier for Exit.csv. The *ExitID* may be the unique identifier associated with *Project Exit Date* in the exporting database or it may be the same as the *EnrollmentID*.

While the HMIS Data Standards require metadata for each individual data element, the HMIS CSV includes only a single set of metadata for the data elements included in the file.

- *DateCreated* should be the *DateCreated* associated with **3.11 Project Exit Date** (*ExitDate*).
- *ExitDate* is considered the information date for all fields in Exit.csv.
- *DateUpdated* should be the latest *DateUpdated* associated with any of the included data elements for the same *EnrollmentID*.
- *UserID* should be the *UserID* associated with the record with the latest *DateUpdated* associated with any of the included data elements for the same *EnrollmentID*.

In the HMIS Data Dictionary, **R20 Aftercare Plans** is structured such that the four methods of providing aftercare are in a single option list field (Dependent A) with instructions to allow users to select as many options as apply in a single field *or* to allow multiple records to be created. In the CSV, there is a separate Yes/No field for each method. Regardless of how the data element is implemented in HMIS:

- All R20 fields must be null in the CSV unless there is a record in HMIS:
  - With a user-entered R20 Field 1 *Information Date* that is between the *ExitDate* and the *ExitDate + 180 days*; AND
  - A user-entered response for R20 Field 2 *Aftercare was provided*.
- If there are multiple records in the appropriate date range, *AftercareDate* should reflect the most recent date in the range.
- If there are multiple records in the appropriate date range and responses to *Aftercare was provided* are different, populate the *AftercareProvided* field using the first of the following values that occurs in any record:
  - Yes (1)
  - Client refused (9)
  - No (0)
- If *AftercareProvided* = 1, then:
  - The value for the field for any method of provision identified on a record in the appropriate date range must be 1.
  - The value for the field for any method not identified must be 0.
- If *AftercareProvided* <> 1, all fields for methods of provision must be null.

DE#	Name	Type	List	Null	Notes
	ExitID	S32			Unique identifier
	EnrollmentID	S32			
	PersonalID	S32			
3.11.1	ExitDate	D			
3.12.1	Destination	I	<a href="#">3.12.1</a>	N	
3.12.A	OtherDestination	S50		Y	Null unless <i>Destination</i> = 17
W5.1	HousingAssessment	I	<a href="#">W5.1</a>	Y	
W5.A & .B	SubsidyInformation	I	<a href="#">W5.A</a>	Y	Includes data for W5.A and W5.B.
R17.1	ProjectCompletionStatus	I	<a href="#">R17.1</a>	Y	
R17.A	EarlyExitReason	I	<a href="#">R17.A</a>	Y	Null unless R17.1 = 3
R15.1	ExchangeForSex	I	<a href="#">1.8</a>	Y	
R15.A	ExchangeForSexPastThreeMonths	I	<a href="#">1.8</a>	Y	Null unless R15.1 = 1
R15.B	CountOfExchangeForSex	I	<a href="#">R15.B</a>	Y	Null unless R15.1 = 1
R15.C	AskedOrForcedToExchangeForSex	I	<a href="#">1.8</a>	Y	Null unless R15.1 = 1
R15.D	AskedOrForcedToExchangeForSexPastThreeMonths	I	<a href="#">1.8</a>	Y	Null unless R15.C = 1
R16.1	WorkPlaceViolenceThreats	I	<a href="#">1.8</a>	Y	
R16.2	WorkplacePromiseDifference	I	<a href="#">1.8</a>	Y	
R16.A	CoercedToContinueWork	I	<a href="#">1.8</a>	Y	Null unless R16.1 or R16.2 = 1
R16.B	LaborExploitPastThreeMonths	I	<a href="#">1.8</a>	Y	Null unless R16.1 or R16.2 = 1
R18.1	CounselingReceived	I	<a href="#">1.7</a>	Y	
R18.A	IndividualCounseling	I	<a href="#">1.7</a>	Y	Null unless R18.1 = 1
R18.A	FamilyCounseling	I	<a href="#">1.7</a>	Y	Null unless R18.1 = 1
R18.A	GroupCounseling	I	<a href="#">1.7</a>	Y	Null unless R18.1 = 1
R18.B	SessionCountAtExit	I		Y	Null unless R18.1 = 1 Integer >0
R18.3	PostExitCounselingPlan	I	<a href="#">1.7</a>	Y	
R18.2	SessionsInPlan	I		Y	Integer >0
R19.1	DestinationSafeClient	I	<a href="#">1.8</a>	Y	
R19.2	DestinationSafeWorker	I	<a href="#">R19.A</a>	Y	
R19.3	PosAdultConnections	I	<a href="#">R19.A</a>	Y	
R19.4	PosPeerConnections	I	<a href="#">R19.A</a>	Y	
R19.5	PosCommunityConnections	I	<a href="#">R19.A</a>	Y	
R20.1	AftercareDate	D		Y	Null unless date is between <i>ExitDate</i> and <i>ExitDate</i> + 180 days AND <i>AftercareProvided</i> is not null
R20.2	AftercareProvided	I	<a href="#">R20.2</a>	Y	Null unless <i>AftercareDate</i> is between <i>ExitDate</i> and <i>ExitDate</i> + 180 days
R20.A	EmailSocialMedia	I	<a href="#">1.7</a>	Y	Null unless R20.2 = 1
R20.A	Telephone	I	<a href="#">1.7</a>		Null unless R20.2 = 1

DE#	Name	Type	List	Null	Notes
R20.A	InPersonIndividual	I	<a href="#">1.7</a>		Null unless R20.2 = 1
R20.A	InPersonGroup	I	<a href="#">1.7</a>		Null unless R20.2 = 1
V9.1	CMExitReason	I	<a href="#">V9.1</a>	Y	
	DateCreated	T			
	DateUpdated	T			
	UserID	S32			
	DateDeleted	T		Y	
	ExportID	S32			Must match <i>ExportID</i> in Export.csv

### IncomeBenefits.csv

IncomeBenefits.csv includes data from data elements

- **4.02 Income and Sources**
- **4.03 Non-Cash Benefits**
- **4.04 Health Insurance**
- **P4 Connection with SOAR**
- **W3 Medical Assistance**

This file may include:

- No more than one record per *EnrollmentID* with a *DataCollectionStage* of 1 (entry). The *InformationDate* should match the entry date.
- No more than one record per *EnrollmentID* with a *DataCollectionStage* of 3 (exit). The *InformationDate* should match the exit date.
- Multiple records per *EnrollmentID* with a *DataCollectionStage* of 2 (update) or 5 (annual assessment<sup>10</sup>).

Data for individual data elements that share the same data collection stage and information date should be combined into a single record in which:

- *IncomeBenefitsID* is the lowest value associated with any of the included data elements in the exporting database.
- *DateCreated* is the earliest *DateCreated* associated with the included data elements for the given *InformationDate* and *DataCollectionStage*.
- *DateUpdated* is the latest *DateUpdated* associated with the included data elements for the given *InformationDate* and *DataCollectionStage*.
- *UserID* is the *UserID* associated with the record with the latest *DateUpdated* for the included data elements.
- Fields associated with data elements for which there is no data with the same data collection stage and information date are left null.

<sup>10</sup> Records for 4.39 Medical Assistance with a data collection stage of 2 may be combined with records for data elements 4.2, 4.3, and 4.4 with a data collection stage of 5 as long as the information date is the same. The *DataCollectionStage* for the exported record should be 5.

DE#	Name	Type	List	Null	Notes
	IncomeBenefitsID	S32			Unique identifier
	EnrollmentID	S32			
	PersonalID	S32			
*	InformationDate	D			
4.02.2	IncomeFromAnySource	I	<a href="#">1.8</a>	Y	
4.02.18	TotalMonthlyIncome	M+		Y	
4.02.3	Earned	I	<a href="#">1.7</a>	Y	
4.02.A	EarnedAmount	M+		Y	
4.02.4	Unemployment	I	<a href="#">1.7</a>	Y	
4.02.B	UnemploymentAmount	M+		Y	
4.02.5	SSI	I	<a href="#">1.7</a>	Y	
4.02.C	SSIAmount	M+		Y	
4.02.6	SSDI	I	<a href="#">1.7</a>	Y	
4.02.D	SSDIAmount	M+		Y	
4.02.7	VADisabilityService	I	<a href="#">1.7</a>	Y	
4.02.E	VADisabilityServiceAmount	M+		Y	
4.02.8	VADisabilityNonService	I	<a href="#">1.7</a>	Y	
4.02.F	VADisabilityNonServiceAmount	M+		Y	
4.02.9	PrivateDisability	I	<a href="#">1.7</a>	Y	
4.02.G	PrivateDisabilityAmount	M+		Y	
4.02.10	WorkersComp	I	<a href="#">1.7</a>	Y	
4.02.H	WorkersCompAmount	M+		Y	
4.02.11	TANF	I	<a href="#">1.7</a>	Y	
4.02.I	TANFAmount	M+		Y	
4.02.12	GA	I	<a href="#">1.7</a>	Y	
4.02.J	GAAmount	M+		Y	
4.02.13	SocSecRetirement	I	<a href="#">1.7</a>	Y	
4.02.K	SocSecRetirementAmount	M+		Y	
4.02.14	Pension	I	<a href="#">1.7</a>	Y	
4.02.L	PensionAmount	M+		Y	
4.02.15	ChildSupport	I	<a href="#">1.7</a>	Y	
4.02.M	ChildSupportAmount	M+		Y	
4.02.16	Alimony	I	<a href="#">1.7</a>	Y	
4.02.N	AlimonyAmount	M+		Y	
4.02.17	OtherIncomeSource	I	<a href="#">1.7</a>	Y	
4.02.O	OtherIncomeAmount	M+		Y	
4.02.P	OtherIncomeSourceIdentify	S50		Y	Null unless 4.2.17 = 1
4.03.2	BenefitsFromAnySource	I	<a href="#">1.8</a>	Y	
4.03.3	SNAP	I	<a href="#">1.7</a>	Y	
4.03.4	WIC	I	<a href="#">1.7</a>	Y	
4.03.5	TANFChildCare	I	<a href="#">1.7</a>	Y	
4.03.6	TANFTransportation	I	<a href="#">1.7</a>	Y	
4.03.7	OtherTANF	I	<a href="#">1.7</a>	Y	
4.03.9	OtherBenefitsSource	I	<a href="#">1.7</a>	Y	
4.03.9A	OtherBenefitsSourceIdentify	S50		Y	Null unless 4.3.9 = 1

DE#	Name	Type	List	Null	Notes
4.04.2	InsuranceFromAnySource	I	<a href="#">1.8</a>	Y	
4.04.3	Medicaid	I	<a href="#">1.7</a>	Y	
4.04.3A	NoMedicaidReason	I	<a href="#">4.04.A</a>	Y	Null unless 4.4.3 = 0
4.04.4	Medicare	I	<a href="#">1.7</a>	Y	
4.04.4A	NoMedicareReason	I	<a href="#">4.04.A</a>	Y	Null unless 4.4.4 = 0
4.04.5	SCHIP	I	<a href="#">1.7</a>	Y	
4.04.5A	NoSCHIPReason	I	<a href="#">4.4.A</a>	Y	Null unless 4.4.5 = 0
4.04.6	VAMedicalServices	I	<a href="#">1.7</a>	Y	
4.04.6A	NoVAMedReason	I	<a href="#">4.04.A</a>	Y	Null unless 4.4.6 = 0
4.04.7	EmployerProvided	I	<a href="#">1.7</a>	Y	
4.04.7A	NoEmployerProvidedReason	I	<a href="#">4.04.A</a>	Y	Null unless 4.4.7 = 0
4.04.8	COBRA	I	<a href="#">1.7</a>	Y	
4.04.8A	NoCOBRARReason	I	<a href="#">4.04.A</a>	Y	Null unless 4.4.8 = 0
4.04.9	PrivatePay	I	<a href="#">1.7</a>	Y	
4.04.9A	NoPrivatePayReason	I	<a href="#">4.04.A</a>	Y	Null unless 4.4.9 = 0
4.04.10	StateHealthIns	I	<a href="#">1.7</a>	Y	
4.04.10A	NoStateHealthInsReason	I	<a href="#">4.04.A</a>	Y	Null unless 4.4.10 = 0
4.04.11	IndianHealthServices	I	<a href="#">1.7</a>	Y	
4.04.11A	NoIndianHealthServicesReason	I	<a href="#">4.04.A</a>	Y	Null unless 4.4.11 = 0
4.04.12	OtherInsurance	I	<a href="#">1.7</a>	Y	
4.04.12A	OtherInsuranceIdentify	S50		Y	Null unless 4.4.12 = 1
W3.2	HIVAIDSAssistance	I	<a href="#">1.8</a>	Y	
W3.A	NoHIVAIDSAssistanceReason	I	<a href="#">W3</a>	Y	Null unless W3.2 = 0
W3.3	ADAP	I	<a href="#">1.8</a>	Y	
W3.B	NoADAPReason	I	<a href="#">W3</a>	Y	Null unless W3.3 = 0
P4.1	ConnectionWithSOAR	I	<a href="#">1.8</a>	Y	
	DataCollectionStage	I	<a href="#">5.03.1</a>		
	DateCreated	T			
	DateUpdated	T			
	UserID	S32			
	DateDeleted	T		Y	
	ExportID	S32			Must match <i>ExportID</i> in Export.csv

\*InformationDate has multiple data element numbers to which it applies for purposes of this table.

### HealthAndDV.csv

HealthAndDV.csv includes data elements:

- **4.11 Domestic Violence**
- **R7 General Health Status**
- **R8 Dental Health Status**
- **R9 Mental Health Status**
- **R10 Pregnancy Status**

For each *EnrollmentID* this file may include:

- No more than one record per *EnrollmentID* with a *DataCollectionStage* of 1 (entry). The *InformationDate* should match the entry date.
- No more than one record per *EnrollmentID* with a *DataCollectionStage* of 3 (exit). The *InformationDate* should match the exit date.
- Multiple records per *EnrollmentID* with a *DataCollectionStage* of 2 (update).

Data for individual data elements that share the same data collection stage and information date should be combined into a single record in which:

- *HealthAndDVID* is the lowest value associated with any of the included data elements in the exporting database.
- *DateCreated* is the earliest *DateCreated* associated with the included data elements for the given *InformationDate* and *DataCollectionStage*.
- *DateUpdated* should be the latest *DateUpdated* associated with the included data elements for the given *InformationDate* and *DataCollectionStage*.
- *UserID* should be the *UserID* associated with the record with the latest *DateUpdated* for the included data elements.
- Fields associated with data elements for which there is no data with the same data collection stage and information date are left null.

DE#	Name	Type	List	Null	Notes
	HealthAndDVID	S32			Unique identifier
	EnrollmentID	S32			
	PersonalID	S32			
4.11.1	InformationDate	D			
4.11.2	DomesticViolenceVictim	I	<a href="#">1.8</a>	Y	
4.11.A	WhenOccurred	I	<a href="#">4.11.A</a>	Y	Null unless 4.11.2 = 1
4.11.B	CurrentlyFleeing	I	<a href="#">1.8</a>	Y	Null unless 4.11.2 = 1
R7.1	GeneralHealthStatus	I	<a href="#">R7.1</a>	Y	
R8.1	DentalHealthStatus	I	<a href="#">R7.1</a>	Y	
R9.1	MentalHealthStatus	I	<a href="#">R7.1</a>	Y	
R10.1	PregnancyStatus	I	<a href="#">1.8</a>	Y	
R10.A	DueDate	D		Y	Null unless R10.1 = 1
	DataCollectionStage	I	<a href="#">5.03.1</a>		
	DateCreated	T			
	DateUpdated	T			
	UserID	S32			
	DateDeleted	T		Y	
	ExportID	S32			Must match <i>ExportID</i> in Export.csv

### EmploymentEducation.csv

EmploymentEducation.csv includes data from data elements

- **R4 Last Grade Completed**
- **R5 School Status**
- **R6 Employment Status**

This file may include:

- No more than one record per *EnrollmentID* with a *DataCollectionStage* of 1 (entry). The *InformationDate* should match the entry date.
- No more than one record per *EnrollmentID* with a *DataCollectionStage* of 3 (exit). The *InformationDate* should match the exit date.
- Multiple records per *EnrollmentID* with a *DataCollectionStage* of 2 (update) or 5 (annual assessment).

Data for individual data elements that share the same data collection stage and information date should be combined into a single record in which:

- *EmploymentEducationID* is the lowest value associated with any of the included data elements in the exporting database.
- *DateCreated* is the earliest *DateCreated* associated with the included data elements for the given *InformationDate* and *DataCollectionStage*.
- *DateUpdated* should be the latest *DateUpdated* associated with the included data elements for the given *InformationDate* and *DataCollectionStage*.
- *UserID* should be the *UserID* associated with the record with the latest *DateUpdated* for the included data elements.
- Fields associated with data elements for which there is no data with the same data collection stage and information date are left null.

DE#	Name	Type	List	Null	Notes
	EmploymentEducationID	S32			Unique identifier
	EnrollmentID	S32			
	PersonalID	S32			
<b>R6.1</b>	InformationDate	D			
<b>R4.1</b>	LastGradeCompleted	I	<a href="#">R4.1</a>	Y	
<b>R5.1</b>	SchoolStatus	I	<a href="#">R5.1</a>	Y	
<b>R6.2</b>	Employed	I	<a href="#">1.8</a>	Y	
<b>R6.A</b>	EmploymentType	I	<a href="#">R6.A</a>	Y	Null unless R6.2 = 1
<b>R6.B</b>	NotEmployedReason	I	<a href="#">R6.B</a>	Y	Null unless R6.2 = 0
	DataCollectionStage	I	<a href="#">5.03.1</a>		
	DateCreated	T			
	DateUpdated	T			
	UserID	S32			
	DateDeleted	T		Y	
	ExportID	S32			Must match record in Export.csv

### Disabilities.csv

Disabilities.csv includes data for the following data elements:

- **4.05 Physical Disability** (*DisabilityType* 5)
- **4.06 Developmental Disability** (*DisabilityType* 6)
- **4.07 Chronic Health Condition** (*DisabilityType* 7)

- **4.08 HIV/AIDS** (*DisabilityType* 8)
- **4.09 Mental Health Disorder** (*DisabilityType* 9)
- **4.10 Substance Use Disorder** (*DisabilityType* 10)
- **W4 T-Cell (CD4) and Viral Load**

The *DisabilityType* field is used to identify the data element for each record; values correspond to the second part of the data element number. For example, the *DisabilityType* for a **4.10 Substance Use Disorder** record is 10.

*DisabilitiesID* is the unique identifier for Disabilities.csv. In the event that data for multiple disabilities share the same unique identifier in the exporting database, append the first letter of the data element name (e.g., 'P' for Physical disability) to the identifier in order to ensure that they are unique as required in the exported file.

For each distinct *DisabilityType*, this file may include:

- No more than one record per *EnrollmentID* with a *DataCollectionStage* of 1 (entry). The *InformationDate* should match the entry date.
- No more than one record per *EnrollmentID* with a *DataCollectionStage* of 3 (exit). The *InformationDate* should match the exit date.
- Multiple records per *EnrollmentID* with a *DataCollectionStage* of 2 (update) or 5 (annual assessment).

DE#	Name	Type	List	Null	Notes
	DisabilitiesID	S32			Unique identifier
	EnrollmentID	S32			
	PersonalID	S32			
	InformationDate	D			
	DisabilityType	I	<a href="#">1.3</a>		
	DisabilityResponse	I	(see note)		For <i>DisabilityType</i> <ul style="list-style-type: none"> <li>• 10 (Substance use disorder) – list <a href="#">4.10.2</a></li> <li>• Any other – list <a href="#">1.8</a></li> </ul>
	IndefiniteAndImpairs	I	<a href="#">1.8</a>	Y	
<b>W4.2</b>	TCellCountAvailable	I	<a href="#">1.8</a>	Y	Null unless <i>DisabilityType</i> = 8
<b>W4.A</b>	TCellCount	I		Y	Null unless W4.2 = 1
<b>W4.B</b>	TCellSource	I	<a href="#">W4.B</a>	Y	Null unless W4.A is not null
<b>W4.3</b>	ViralLoadAvailable	I	<a href="#">W4.3</a>	Y	Null unless <i>DisabilityType</i> = 8
<b>W4.C</b>	ViralLoad	I		Y	Null unless W4.3 = 1
<b>W4.D</b>	ViralLoadSource	I	<a href="#">W4.B</a>	Y	Null unless W4.C is not null
	DataCollectionStage	I	<a href="#">5.03.1</a>		
	DateCreated	T			
	DateUpdated	T			
	UserID	S32			
	DateDeleted	T		Y	
	ExportID	S32			Must match <i>ExportID</i> in Export.csv



## Services.csv

Services.csv includes data for the following data elements:

- **4.14 Bed Night** (*RecordType* 200)
- **P1 Services Provided – PATH** (*RecordType* 141)
- **P2 Referrals Provided – PATH** (*RecordType* 161)
- **R14 RHY Service Connections** (*RecordType* 142)
- **W1 Services Provided – HOPWA** (*RecordType* 143)
- **W2 Financial Assistance – HOPWA** (*RecordType* 151)
- **V2 Services Provided – SSVF** (*RecordType* 144)
- **V3 Financial Assistance – SSVF** (*RecordType* 152)
- **V8 HUD-VASH Voucher Tracking** (*RecordType* 210)<sup>11</sup>

This file may include a theoretically unlimited number of records per *EnrollmentID*. The *DateProvided* is considered the information date for all records in this file.

The *RecordType* field is used to identify the data element for each record; values are in parentheses after each of the data elements listed above. For example, the *RecordType* for a PATH referral is 161.

*ServicesID* is the unique identifier for Services.csv. The structure is based on the data elements as they are defined in the HMIS Data Dictionary and assumes that each record in the exporting database includes one service. In the event that data for multiple services share the same unique identifier in the exporting database, the export process must ensure that the value in *ServicesID* is unique as required in the exported file.

When systems that permit multiple services per record are engaged in ongoing data exchange in which the export directive is 'Delta,' the exporting database must ensure that:

- a. Each separate service is associated with the same unique ID every time it is exported; and
- b. In the event that a user edits a record to delete one or more (but not all) previously transmitted services associated with the same unique ID in the exporting database, a record will be included in the export that reflects the deletion.

Records of bed nights should only be present for *EnrollmentIDs* in emergency shelters that use the night-by-night method of tracking shelter utilization. For these shelters:

- There should be a record of a bed night with a *DateProvided* that corresponds to the *EntryDate* in Enrollment.csv.
- Any record of a bed night should have a *DateProvided* that is between the *EntryDate* and the day before the *ExitDate* (if there is one) for the *EnrollmentID* in the Services.csv record.

DE#	Name	Type	List	Null	Notes
	ServicesID	S32			Unique identifier
	EnrollmentID	S32			

<sup>11</sup> Data element not defined in the HMIS Data Standards; relevant only in communities exporting HUD-VASH OTH data from HMIS for upload to the VA Repository.

DE#	Name	Type	List	Null	Notes
	PersonalID	S32			
	DateProvided	D			
	RecordType	I	<a href="#">1.4</a>		
	TypeProvided	I	(see note)		For <i>RecordType</i> •141 – list <a href="#">P1.2</a> •142 – list <a href="#">R14.2</a> •143 – list <a href="#">W1.2</a> •144 – list <a href="#">V2.2</a> •151 – list <a href="#">W2.3</a> •152 – list <a href="#">V3.3</a> •161 – list <a href="#">P2.2</a> •200 – list <a href="#">4.14</a> •210 – list <a href="#">V8.1</a>
V2	OtherTypeProvided	S50		Y	Null unless <i>RecordType</i> = 144 and <i>TypeProvided</i> = 6
V2	SubTypeProvided	I	(see note)	Y	Null unless <i>RecordType</i> = 144 and <i>TypeProvided</i> = 3, 4, or 5. For <i>TypeProvided</i> : •3 – list <a href="#">V2.3</a> •4 – list <a href="#">V2.4</a> •5 – list <a href="#">V2.5</a>
W2 & V3	FAAmount	M		Y	Null unless <i>RecordType</i> = 151 or 152
P2	ReferralOutcome	I	<a href="#">P2.A</a>	Y	Null unless <i>RecordType</i> = 161
	DateCreated	T			
	DateUpdated	T			
	UserID	S32			
	DateDeleted	T		Y	
	ExportID	S32			Must match <i>ExportID</i> in Export.csv

### CurrentLivingSituation.csv

CurrentLivingSituation.csv contains data exclusively for element 4.12 which was previously reported as contact events in Services.csv. This element now contains additional information and therefore requires a separate file.

DE#	Name	Type	List	Null	Notes
	CurrentLivingSitID	S32			Unique identifier
	EnrollmentID	S32			
	PersonalID	S32			
4.12.1	InformationDate	D			
4.12.2	CurrentLivingSituation	I	<a href="#">3.12</a>		
4.12.3	VerifiedBy	S50		Y	Null unless <i>ProjectType</i> = 14

DE#	Name	Type	List	Null	Notes
4.12.A	LeaveSituation14Days	I	<a href="#">1.8</a>	Y	Null unless <i>CurrentLivingSituation</i> in 15, 6, 7, 25, 4, 5, 29, 14, 2, 31, 32, 33, 34, 36, 35, 28, 19, 3, 10, 20, 21, 11
4.12.B	SubsequentResidence	I	<a href="#">1.8</a>	Y	Null unless <i>LeaveSituation14Days</i> = 1
4.12.C	ResourcesToObtain	I	<a href="#">1.8</a>	Y	Null unless <i>LeaveSituation14Days</i> = 1
4.12.D	LeaseOwn60Day	I	<a href="#">1.8</a>	Y	Null unless <i>LeaveSituation14Days</i> = 1
4.12.E	MovedTwoOrMore	I	<a href="#">1.8</a>	Y	Null unless <i>LeaveSituation14Days</i> = 1
4.12.4	LocationDetails	S250		Y	
	DateCreated	T			
	DateUpdated	T			
	UserID	S32			
	DateDeleted	T		Y	
	ExportID	S32			Must match <i>ExportID</i> in Export.csv

## Appendix A – List of Data Elements and Associated CSV Files

#	Data Element Name	File Location
2.01	Organization Information	<a href="#">Organization.csv</a>
2.02	Project Information	<a href="#">Project.csv</a> , <a href="#">Affiliation.csv</a> ,
2.03	Continuum of Care Information	<a href="#">ProjectCoC.csv</a>
2.06	Funding Sources	<a href="#">Funder.csv</a>
2.07	Bed and Unit Inventory Information	<a href="#">Inventory.csv</a>
3.01	Name	<a href="#">Client.csv</a>
3.02	Social Security Number	<a href="#">Client.csv</a>
3.03	Date of Birth	<a href="#">Client.csv</a>
3.04	Race	<a href="#">Client.csv</a>
3.05	Ethnicity	<a href="#">Client.csv</a>
3.06	Gender	<a href="#">Client.csv</a>
3.07	Veteran Status	<a href="#">Client.csv</a>
3.08	Disabling Condition	<a href="#">Enrollment.csv</a>
3.10	Project Start Date	<a href="#">Enrollment.csv</a>
3.11	Project Exit Date	<a href="#">Exit.csv</a>
3.12	Destination	<a href="#">Exit.csv</a>
3.15	Relationship to Head of Household	<a href="#">Enrollment.csv</a>
3.16	Client Location	<a href="#">EnrollmentCoC.csv</a>
3.20	Housing Move-In Date	<a href="#">Enrollment.csv</a>
3.917	Prior Living Situation	<a href="#">Enrollment.csv</a>
4.02	Income and Sources	<a href="#">IncomeBenefits.csv</a>
4.03	Non-Cash Benefits	<a href="#">IncomeBenefits.csv</a>
4.04	Health Insurance	<a href="#">IncomeBenefits.csv</a>
4.05	Physical Disability	<a href="#">Disabilities.csv</a>
4.06	Developmental Disability	<a href="#">Disabilities.csv</a>
4.07	Chronic Health Condition	<a href="#">Disabilities.csv</a>
4.08	HIV/AIDS	<a href="#">Disabilities.csv</a>
4.09	Mental Health Disorder	<a href="#">Disabilities.csv</a>
4.10	Substance Use Disorder	<a href="#">Disabilities.csv</a>
4.12	Current Living Situation	<a href="#">CurrentLivingSituation.csv</a>
4.13	Date of Engagement	<a href="#">Enrollment.csv</a>
R1	Referral Source	<a href="#">Enrollment.csv</a>
R10	Pregnancy Status	<a href="#">HealthAndDV.csv</a>
R11	Formerly a Ward of Child Welfare/Foster Care Agency	<a href="#">Enrollment.csv</a>
R12	Formerly a Ward of Juvenile Justice System	<a href="#">Enrollment.csv</a>
R13	Family Critical Issues	<a href="#">Enrollment.csv</a>
R14	RHY Service Connections	<a href="#">Services.csv</a>
R15	Commercial Sexual Exploitation/Sex Trafficking	<a href="#">Exit.csv</a>
R16	Labor Exploitation/Trafficking	<a href="#">Exit.csv</a>

R17	Project Completion Status	<a href="#">Exit.csv</a>
R18	Counseling	<a href="#">Exit.csv</a>
R19	Safe and Appropriate Exit	<a href="#">Exit.csv</a>
R2	RHY-BCP Status	<a href="#">Enrollment.csv</a>
R20	Aftercare Plans	<a href="#">Exit.csv</a>
R3	Sexual Orientation	<a href="#">Enrollment.csv</a>
R4	Last Grade Completed	<a href="#">EmploymentEducation.csv</a>
R5	School Status	<a href="#">EmploymentEducation.csv</a>
R6	Employment Status	<a href="#">EmploymentEducation.csv</a>
R7	General Health Status	<a href="#">HealthAndDV.csv</a>
R8	Dental Health Status	<a href="#">HealthAndDV.csv</a>
R9	Mental Health Status	<a href="#">HealthAndDV.csv</a>

## Appendix B – Lists

### Notes

These lists are included as a reference for values considered valid in the HMIS CSV and text ‘translations.’ As such, they are presented in order of the numeric export value; the order may differ from that shown in the HMIS Data Dictionary, which shows HUD’s preferred order in an HMIS user interface.

Aside from the order, valid values are intended to match the HMIS Data Dictionary, which is the definitive authority on HMIS data collection requirements. Except for the ‘Data not collected’ exception discussed in the following paragraph and in list W5.A, any difference between the Dictionary values and the values included here should be resolved in favor of the Dictionary. Discrepancies may be reported via [Ask A Question](#) on the HUD Exchange.

The HMIS Data Dictionary explicitly includes a ‘Data not collected’ response for most option list fields. In addition, the [HMIS Data Dictionary](#) requires that an HMIS must allow users to record ‘Data not collected’ in any field that forces a user to select a value to be able to “move forward in the system.” Consistent with that requirement, the lists in this document include 99 (Data not collected) as a valid value for some fields defined in the Universal and Program-Specific Data Elements even in cases where it was not specifically included in the HMIS Data Dictionary.

The ‘Data not collected’ option has not been included and is not considered valid in the HMIS CSV in instances where a record would not exist in the absence of a valid response. (For example, the list of PATH Services in list 4.14A does not include a ‘Data not collected’ response because a record of a service that does not identify the service is meaningless.)

### 1.1 ExportPeriodType

Value	Text
1	Updated
2	Effective
3	Reporting period
4	Other

### 1.2 ExportDirective

Value	Text
1	Delta refresh
2	Full refresh
3	Other

### 1.3 DisabilityType

Value	Text
5	Physical disability
6	Developmental disability
7	Chronic health condition
8	HIV/AIDS
9	Mental health disorder

Value	Text
10	Substance use disorder

#### 1.4 RecordType

Value	Text	Corresponding DE#
141	PATH service	P1
142	RHY service connections	R14
143	HOPWA service	W1
144	SSVF service	V2
151	HOPWA financial assistance	W2
152	SSVF financial assistance	V3
161	PATH referral	P2
200	Bed night	4.14
210	HUD-VASH OTH voucher tracking	V8

#### 1.5 HashStatus

Value	Text
1	Unhashed
2	SHA-1 (no longer used for federal purposes)
3	Hashed – other
4	SHA-256 (RHY)

#### 1.6 RaceNone

Value	Text
8	Client doesn't know
9	Client refused
99	Data not collected

#### 1.7 No/Yes/Missing

Value	Text
0	No
1	Yes
99	Data not collected

#### 1.8 No/Yes/Reasons for Missing Data

Value	Text
0	No
1	Yes
8	Client doesn't know
9	Client refused
99	Data not collected

## 1.9 SourceType

Value	Text
1	CoC HMIS
2	Standalone/agency-specific application
3	Data warehouse
4	Other

## 2.02.6 ProjectType

Value	Text
1	Emergency Shelter
2	Transitional Housing
3	PH - Permanent Supportive Housing
4	Street Outreach
6	Services Only
7	Other
8	Safe Haven
9	PH – Housing Only
10	PH – Housing with Services (no disability required for entry)
11	Day Shelter
12	Homelessness Prevention
13	PH - Rapid Re-Housing
14	Coordinated Entry

## 2.02.D HousingType

Value	Text
1	Site-based – single site
2	Site-based – clustered / multiple sites
3	Tenant-based - scattered site

## 2.02.C TrackingMethod

Value	Text
0	Entry/Exit Date
3	Night-by-Night

## 2.06.1 FundingSource

Value	Text
1	HUD: CoC – Homelessness Prevention (High Performing Comm. Only)
2	HUD: CoC – Permanent Supportive Housing
3	HUD: CoC – Rapid Re-Housing
4	HUD: CoC – Supportive Services Only
5	HUD: CoC – Transitional Housing
6	HUD: CoC – Safe Haven
7	HUD: CoC – Single Room Occupancy (SRO)
8	HUD: ESG – Emergency Shelter (operating and/or essential services)



Value	Text
9	HUD: ESG – Homelessness Prevention
10	HUD: ESG – Rapid Rehousing
11	HUD: ESG – Street Outreach
12	HUD: Rural Housing Stability Assistance Program
13	HUD: HOPWA – Hotel/Motel Vouchers
14	HUD: HOPWA – Housing Information
15	HUD: HOPWA – Permanent Housing (facility based or TBRA)
16	HUD: HOPWA – Permanent Housing Placement
17	HUD: HOPWA – Short-Term Rent, Mortgage, Utility assistance
18	HUD: HOPWA – Short-Term Supportive Facility
19	HUD: HOPWA – Transitional Housing (facility based or TBRA)
20	HUD: HUD/VASH
21	HHS: PATH – Street Outreach & Supportive Services Only
22	HHS: RHY – Basic Center Program (prevention and shelter)
23	HHS: RHY – Maternity Group Home for Pregnant and Parenting Youth
24	HHS: RHY – Transitional Living Program
25	HHS: RHY – Street Outreach Project
26	HHS: RHY – Demonstration Project
27	VA: CRS Contract Residential Services
30	VA: Community Contract Safe Haven Program
33	VA: Supportive Services for Veteran Families
34	N/A
35	HUD: Pay for Success
36	HUD: Public and Indian Housing (PIH) Programs
37	VA: Grant Per Diem – Bridge Housing
38	VA: Grant Per Diem – Low Demand
39	VA: Grant Per Diem – Hospital to Housing
40	VA: Grant Per Diem – Clinical Treatment
41	VA: Grant Per Diem – Service Intensive Transitional Housing
42	VA: Grant Per Diem – Transition in Place
43	HUD: CoC – Youth Homeless Demonstration Program (YHDP)
44	HUD: CoC – Joint Component TH/RRH
45	VA: Grant Per Diem – Case Management/Housing Retention
46	Local or Other Funding Source (Please Specify)

#### 2.07.4 HouseholdType

Value	Text
1	Households without children
3	Households with at least one adult and one child
4	Households with only children

#### 2.07.5 BedType

Value	Text
1	Facility-based beds

Value	Text
2	Voucher beds
3	Other beds

#### 2.07.6 Availability

Value	Text
1	Year-round
2	Seasonal
3	Overflow

#### 2.02.8 TargetPopulation

Value	Text
1	DV: Domestic violence victims
3	HIV: Persons with HIV/AIDS
4	NA: Not applicable

#### 2.03.4 GeographyType

Value	Text
1	Urban
2	Suburban
3	Rural
99	Unknown / data not collected

#### 3.01.5 NameDataQuality

Value	Text
1	Full name reported
2	Partial, street name, or code name reported
8	Client doesn't know
9	Client refused
99	Data not collected

#### 3.02.2 SSNDataQuality

Value	Text
1	Full SSN reported
2	Approximate or partial SSN reported
8	Client doesn't know
9	Client refused
99	Data not collected

#### 3.03.2 DOBDataQuality

Value	Text
1	Full DOB reported
2	Approximate or partial DOB reported

Value	Text
8	Client doesn't know
9	Client refused
99	Data not collected

### 3.05.1 Ethnicity

Value	Text
0	Non-Hispanic/Non-Latin(a)(o)(x)
1	Hispanic/Latin(a)(o)(x)
8	Client doesn't know
9	Client refused
99	Data not collected

### 3.06.1 Gender

Value	Text
0	Female
1	Male
4	A gender other than singularly female or male (e.g., non-binary, genderfluid, agender, culturally specific gender)
5	Transgender
6	Questioning
8	Client doesn't know
9	Client refused
99	Data not collected

### 3.12.1 Living Situation Option List

This common option list is used by elements 3.12, 3.917, and 4.12. The columns at the right indicate which options are applicable to each element.

Value	Response	Prior Living Situation (3.917)	Current Living Situation (4.12)	Destination (3.12)
16	Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)	X	X	X
1	Emergency shelter, including hotel or motel paid for with emergency shelter voucher, or RHY-funded Host Home shelter	X	X	X
18	Safe Haven	X	X	X
15	Foster care home or foster care group home	X	X	X
6	Hospital or other residential non-psychiatric medical facility	X	X	X
7	Jail, prison or juvenile detention facility	X	X	X

Value	Response	Prior Living Situation (3.917)	Current Living Situation (4.12)	Destination (3.12)
25	Long-term care facility or nursing home	X	X	X
4	Psychiatric hospital or other psychiatric facility	X	X	X
5	Substance use disorder treatment facility or detox center	X	X	X
29	Residential project or halfway house with no homeless criteria	X	X	X
14	Hotel or motel paid for without emergency shelter voucher	X	X	X
2	Transitional housing for homeless persons (including homeless youth)	X	X	X
32	Host Home (non-crisis)	X	X	X
13	Staying or living with friends, temporary tenure (e.g. room apartment or house)			X
36	Staying or living in a friend's room, apartment or house	X	X	
12	Staying or living with family, temporary tenure (e.g. room, apartment or house)			X
22	Staying or living with family, permanent tenure			X
35	Staying or living in a family member's room, apartment or house	X	X	
23	Staying or living with friends, permanent tenure			X
26	Moved from one HOPWA funded project to HOPWA PH			X
27	Moved from one HOPWA funded project to HOPWA TH			X
28	Rental by client, with GPD TIP housing subsidy	X	X	X
19	Rental by client, with VASH housing subsidy	X	X	X
3	Permanent housing (other than RRH) for formerly homeless persons	X	X	X
31	Rental by client, with RRH or equivalent subsidy	X	X	X
33	Rental by client, with HCV voucher (tenant or project based)	X	X	X
34	Rental by client in a public housing unit	X	X	X
10	Rental by client, no ongoing housing subsidy	X	X	X

Value	Response	Prior Living Situation (3.917)	Current Living Situation (4.12)	Destination (3.12)
20	Rental by client, with other ongoing housing subsidy	X	X	X
21	Owned by client, with ongoing housing subsidy	X	X	X
11	Owned by client, no ongoing housing subsidy	X	X	X
30	No exit interview completed			X
17	Other		X	X
24	Deceased			X
37	Worker unable to determine		X	
8	Client doesn't know	X	X	X
9	Client refused	X	X	X
99	Data not collected	X	X	X

### 3.15.1 RelationshipToHoH

Value	Text
1	Self (head of household)
2	Head of household's Child
3	Head of household's spouse or partner
4	Head of household's other relation member
5	Other: non-relation member
99	Data not collected

### 3.917.2 LengthOfStay

Value	Text
2	One week or more, but less than one month
3	One month or more, but less than 90 days
4	90 days or more but less than one year
5	One year or longer
8	Client doesn't know
9	Client refused
10	One night or less
11	Two to six nights
99	Data not collected

### 3.917.4 TimesHomelessPastThreeYears

Value	Text
1	One time
2	Two times
3	Three times

Value	Text
4	Four or more times
8	Client doesn't know
9	Client refused
99	Data not collected

### 3.917.5 MonthsHomelessPastThreeYears

Value	Text
8	Client doesn't know
9	Client refused
99	Data not collected
101	1
102	2
103	3
104	4
105	5
106	6
107	7
108	8
109	9
110	10
111	11
112	12
113	More than 12 months

### 4.04.A ReasonNotInsured

Value	Text
1	Applied; decision pending
2	Applied; client not eligible
3	Client did not apply
4	Insurance type n/a for this client
8	Client doesn't know
9	Client refused
99	Data not collected

### 4.10.2 DisabilityResponse

Used in Disabilities.csv if *DisabilityType* = 10 (Substance Use Disorder).

Value	Text
0	No
1	Alcohol abuse
2	Drug abuse
3	Both alcohol and drug abuse
8	Client doesn't know
9	Client refused

Value	Text
99	Data not collected

#### 4.14 BedNight

Value	Text
200	BedNight

#### 5.03.1 DataCollectionStage

Value	Text
1	Project entry
2	Update
3	Project exit
5	Annual assessment
6	Post-exit (not used in CSV)

#### R1.1 ReferralSource

Value	Text
1	Self-Referral
2	Individual: Parent/Guardian/Relative/Friend/Foster Parent/Other Individual
7	Outreach Project
11	Temporary Shelter
18	Residential Project
28	Hotline
30	Child Welfare/CPS
34	Juvenile Justice
35	Law Enforcement/ Police
37	Mental Hospital
38	School
39	Other Organization
8	Client doesn't know
9	Client refused
99	Data not collected

#### R2.A ReasonNoServices

Value	Text
1	Out of age range
2	Ward of the state
3	Ward of the criminal justice system
4	Other

## R3.1 SexualOrientation

Value	Text
1	Heterosexual
2	Gay
3	Lesbian
4	Bisexual
5	Questioning / unsure
6	Other
8	Client doesn't know
9	Client refused
99	Data not collected

## R4.1 LastGradeCompleted

Value	Text
1	Less than grade 5
2	Grades 5-6
3	Grades 7-8
4	Grades 9-11
5	Grade 12
6	School program does not have grade levels
7	GED
8	Client doesn't know
9	Client refused
10	Some college
11	Associate's degree
12	Bachelor's degree
13	Graduate degree
14	Vocational certification
99	Data not collected

## R5.1 SchoolStatus

Value	Text
1	Attending school regularly
2	Attending school irregularly
3	Graduated from high school
4	Obtained GED
5	Dropped out
6	Suspended
7	Expelled
8	Client doesn't know
9	Client refused
99	Data not collected



## R6.A EmploymentType

Value	Text
1	Full-time
2	Part-time
3	Seasonal / sporadic (including day labor)
99	Data not collected

## R6.B NotEmployedReason

Value	Text
1	Looking for work
2	Unable to work
3	Not looking for work
99	Data not collected

## R7.1 HealthStatus

Used in HealthStatus.csv if HealthCategory <> 30

Value	Text
1	Excellent
2	Very good
3	Good
4	Fair
5	Poor
8	Client doesn't know
9	Client refused
99	Data not collected

## R11.A RHYNumberofYears

Value	Text
1	Less than one year
2	1 to 2 years
3	3 to 5 or more years
99	Data not collected

## R14.2 RHYServices

Used in Services.csv when RecordType = 142 (RHY service).

Value	Text
2	Community service/service learning (CSL)
5	Education
6	Employment and/or training services
7	Criminal justice /legal services
8	Life skills training

Value	Text
10	Parenting education for youth with children
12	Post-natal care for mother
13	Pre-natal care
14	Health/medical care
17	Substance use disorder treatment
18	Substance Use disorder Ed/Prevention Services
26	Home-based Services
27	Post-natal newborn care (wellness exams; immunizations)
28	STD Testing
29	Street-based Services

### R15.B CountExchangeForSex

Value	Text
1	1-3
2	4-7
3	8-11
4	12 or more
8	Client doesn't know
9	Client refused
99	Data not collected

### R17.1 ProjectCompletionStatus

Value	Text
1	Completed project
2	Youth voluntarily left early
3	Youth was expelled or otherwise involuntarily discharged from project

### R17.A ExpelledReason

Value	Text
1	Criminal activity/destruction of property/violence
2	Non-compliance with project rules
3	Non-payment of rent/occupancy charge
4	Reached maximum time allowed by project
5	Project terminated
6	Unknown/disappeared

### R19.A WorkerResponse

Value	Text
0	No
1	Yes
2	Worker does not know

## R20.2 AftercareProvided

Value	Text
0	No
1	Yes
9	Client refused

## Appendix C – Data Standard Changes

### FY 2022 HMIS Data Standards Change Log

Number	Name	Before	After
3.04	Race	1 - American Indian or Alaska Native 2 - Asian 3 - Black or African American 4 – Native Hawaiian or Other Pacific Islander	1 - American Indian, Alaska Native, or Indigenous 2 - Asian or Asian American 3 – Black, African American, or African 4 – Native Hawaiian or Pacific Islander  Descriptions updated
3.05	Ethnicity	1 – Non-Hispanic/Latino 2 - Hispanic/Latino	0 – Non-Hispanic/Latin(a)(o)(x) 1 - Hispanic/Latin(a)(o)(x)
3.06	Gender	0 - Female 1 - Male 2 - Trans Female (MTF or Male to Female) 3 - Trans Male (FTM or Female to Male) 4 - Gender Non-Conforming	Select as many as apply) 0 - Female 1 - Male 4 - A gender that is not singularly 'Female' or 'Male' 5 - Transgender 6 - Questioning  Descriptions, guidance, and System Logic and Other System Issues updated
4.09	Mental Health Disorder	Mental Health Problem	Revised to Mental Health Disorder throughout
4.10	Substance Use Disorder	Substance Abuse	Revised to Substance Use Disorder throughout
R7	General Health Status		Added “HUD: CoC Permanent Supportive Housing” to Funder/Component Requirement
R10	Pregnancy Status	Data Collected About "Female Head of Household and Female Adults"	Data Collected About "Head of Household and Adults"
R13	Family Critical Issues		Revised Mental Health Disorder and Substance Use Disorder language in response options

## Appendix D – Rules of Behavior

### Rules of Behavior (RoB) for Runaway and Homeless Youth – Homeless Management Information System (RHY-HMIS)

The Runaway and Homeless Youth- Homeless Management Information System (RHY-HMIS) serves the Administration for Children and Families (ACF) of the Department of Health and Human Services (HHS), stakeholders, and users. The purpose of RHY-HMIS is to capture information on critical issues, services, demographics, and other characteristics of the runaway and homeless youth. As a RHY-HMIS user, you agree to the following:

These Rules of Behavior (RoB) for General Users apply to all RHY-HMIS and Department of Health and Human Services (HHS) employees, contractors, and other personnel who have access to HHS information resources and information technology (IT) systems. Users of HHS information and information systems shall read, acknowledge, and adhere to the following rules prior to accessing data and using HHS information and systems.

#### A. HHS Information Systems:

When using and accessing HHS information resources and systems, I understand that I must:

1. Comply with federal laws, regulations, and HHS/Operating Division (OpDiv) policies, standards, and procedures and that I must not violate, direct or encourage others to violate HHS policies, standards or procedures;
2. Not allow unauthorized use and access to HHS information and information systems;
3. Not circumvent or bypass security safeguards, policies, systems' configurations, or access control measures unless authorized in writing;
4. Limit personal use of information and IT Resources to the extent that it does not:
  - a. disrupt my productivity,
  - b. interfere with the mission or operations of HHS, and
  - c. violate HHS security and privacy policies;
5. Have no expectation of privacy while using and accessing HHS information resources and assets at any time, and I understand that any actions and activities are subject to HHS monitoring, recording, and auditing;
6. Complete all mandatory training (e.g., security and privacy awareness, role-based training, etc.) prior to accessing HHS systems and periodically thereafter as required by HHS policies;
7. Be accountable for my actions while accessing and using HHS information, information systems and IT resources;
8. Not share passwords or provide passwords to anyone, including system administrators. I must protect my passwords, Personal Identity Verification (PIV) card, Personal Identification Numbers (PIN) and other access credentials from disclosure and compromise;
9. Promptly change my password when required by HHS policy and if I suspect that it has been compromised;
10. Not use another person's account, identity, password/passcode/PIN, or PIV card or allow others to use my GFE and/or other HHS information resources provided to me to perform my official work duties and tasks
11. Reconfigure systems and modify GFE, install/load unauthorized/unlicensed software or make configuration changes without proper official authorization;
12. Properly secure all GFE, including laptops, mobile devices, and other equipment that store, process, and handle HHS information, when leaving them unattended either at the office and other work locations, such as home, hoteling space, etc. and while on travel. This includes locking workstations, laptops, placing GFE in locked drawer, cabinet, or simply out of plain sight, and removing my PIV card from my workstation.
13. Only use authorized credentials, including PIV card, to access HHS systems and facilities and will not attempt to bypass access control measures; and
14. Report all suspected and identified information security incidents and privacy breaches to the Helpdesk, Incident Response Team (IRT) and/or Privacy Incident Response Team (PIRT) as soon as possible, without unreasonable delay and no later than within **one (1) hour** of occurrence/discovery

**B. Data Protection:**

When handling and accessing HHS information, I understand that I must:

1. Take all necessary precautions to protect HHS information and IT assets, including but not limited to hardware, software, sensitive information, including but not limited to Personally Identifiable Information (PII), Protected Health Information (PHI), federal records [media neutral], and other HHS information from unauthorized access, use, modification, destruction, theft, disclosure, loss, damage, or abuse, and in accordance with HHS Policies
2. Protect sensitive information (e.g., sensitive information, such as confidential business information, PII, PHI, financial records, proprietary data, etc.) at rest (stored on laptops or other computing devices) regardless of media or format, from disclosure to unauthorized persons or groups. This includes, but is not limited to:
  - a. Never store sensitive information in public folders, unauthorized devices/services or other unsecure physical or electronic locations,
  - b. Always encrypt sensitive information and in transit (transmitted via email, attachment, media, etc.),
  - c. Always disseminate passwords and encryption keys out of band (e.g., via text message, in person, or phone call) or store password and encryption keys separately from encrypted files, devices and data when sending encrypted emails or transporting encrypted media
  - d. Access or use sensitive information only when necessary to perform job functions, and do not access or use sensitive information for anything other than authorized purposes, and
  - e. Securely dispose of electronic media and papers that contain sensitive data when no longer needed, in accordance with the HHS Policy for Records Management and federal guidelines;
3. Immediately report all suspected and known security incidents (e.g., GFE loss or compromise, violation of security policies, etc.), privacy breeches (e.g., loss, compromise or unauthorized access and use of PII/PHI), and suspicious activities to the Helpdesk and/or CSIRC/CSIRT pursuant to HHS incident response policy and/or procedures.

**C. Privacy:**

I understand that I must:

1. Collect information about individuals only as required by my assigned duties and authorized by a program-specific law, after complying with any applicable notice or other requirements of laws such as the Privacy Act of 1974, the Paperwork Reduction Act, and agency privacy policies and OMB memoranda, such as OMB Memorandum M-17-06 governing collection of PII on agency websites;
2. Release information to members of the public (including individuals, organizations, the media, individual Members of Congress, etc.) only as allowed by the scope of my duties, applicable HHS policies, and the law
3. Not access information about individuals unless specifically authorized and required as part of my assigned duties
4. Not use non-public HHS data for private gain or to misrepresent myself or HHS or for any other unauthorized purpose;
5. Use information about individuals (including PII<sup>6</sup> and PHI<sup>7</sup>) only for the purposes for which it was collected and consistent with conditions set forth in stated privacy notices such as those provided to individuals at the point of data collection or published in the Federal Register (to include System of Records Notices [SORNs]);
6. Ensure the accuracy, relevance, timeliness, and completeness of information about individuals, as is reasonably necessary and to the extent possible, to assure fairness in making determinations about an individual; and
7. Maintain no record describing how an individual exercises his or her First Amendment rights, unless it is expressly authorized by statute or by the individual about whom the record is maintained, or is pertinent to and within the scope of an authorized law enforcement activity.

**D. Strictly Prohibited Activities:**

When using RHY-HMIS I must refrain from the following:

1. Unethical or illegal conduct (e.g. pornography, criminal and terrorism activities, and other illegal actions and activities);
2. Sending or forwarding chain letters, e-mail spam, inappropriate messages, or unapproved newsletters and broadcast messages except when forwarding to report this activity to authorized recipients;
3. Sending messages supporting or opposing partisan political activity as restricted under the Hatch Act and other federal laws and regulations;
4. Using peer-to-peer (P2P) software except for secure tools approved in writing by the OpDiv CIO (or designee) to meet business or operational needs;
5. Sending, retrieving, viewing, displaying, or printing sexually explicit, suggestive or pornographic text or images, or other offensive material (e.g. vulgar material, racially offensive material, etc.);
6. Creating and/or operating unapproved/unauthorized Web sites or services;
7. Using, storing, or distributing, unauthorized copyrighted or other intellectual property;
8. Using HHS information, systems, and devices to send or post threatening, harassing, intimidating, or abusive material about anyone in public or private messages or any forums;
9. Exceeding authorized access to sensitive information;
10. Using HHS GFE for commercial or for-profit activity, shopping, instant messaging (for unauthorized and non-work related purposes), playing games, gambling, watching movies, accessing unauthorized sites, and hacking;
11. Using an official HHS e-mail address to create personal commercial accounts for the purpose of receiving notifications (e.g., sales discounts, marketing, etc.), setting up a personal business or website, and signing up for personal memberships. Professional groups or memberships related to job duties at HHS are permissible;
12. Removing data or equipment from the agency premises without proper authorization;
13. Sharing, storing, or disclosing sensitive information with third-party organizations and/or using third-party applications (e.g. DropBox, Evernote, iCloud, etc.) unless authorized and with formal agreement in accordance with HHS policies;
14. Transporting, transmitting, e-mailing, texting, remotely accessing, or downloading sensitive information unless such action is explicitly permitted in writing by the manager or owner of such information and appropriate safeguards are in place per HHS policies concerning sensitive information; and
15. Knowingly or willingly concealing, removing, mutilating, obliterating, falsifying, or destroying HHS information.

**E. For Privileged Users:**

A Privileged User (Grantee Manager/Authorized User) is a user who has been granted significantly elevated privileges for access to protected physical or logical resources. A privileged user has the potential to compromise the three security objectives of confidentiality, integrity, and availability. Such users include security personnel or system administrators who are responsible for managing restricted physical locations or shared IT resources and have been granted permissions to create new user accounts, modify user privileges, as well as make system changes. Examples of privileged users include:

- Application developer
- Database administrator
- Domain administrator
- Data center operations personnel
- IT tester/auditor
- Helpdesk support and computer/system maintenance personnel
- Network engineer
- System administrator

**I understand that as a Privileged User of RHY-HMIS, I must:**

- Use Privileged User accounts appropriately for their intended purpose and only when required for official administrative actions.
- Use multi-factor authentication when logging into the Environment.
- Use Government Furnished Equipment (GFE) when logging into the Environment.
- Protect all Privileged User account passwords/passcodes/Personal Identity Verification (PIV)/Personal Identified Numbers (PINs) and other login credentials used to access ACF information systems.
- Comply with all system/network administrator responsibilities in accordance with the HHS IS2P and any other applicable policies.
- Notify system owners immediately when privileged access is no longer required.
- Properly protect all sensitive information and securely dispose of information and GFE that are no longer needed in accordance with HHS/ACF sanitization policies.
- Report all suspected or confirmed information security incidents (security and privacy) to the ACF Incident Response Team and my supervisor as appropriate.
- Complete any specialized role-based security or privacy training as required before receiving privileged system access.

**I understand that as a Privileged User of RHY-HMIS, I must not:**

- Share Privileged User account(s), password(s)/passcode(s)/PIV PINs and other login credentials.
- Install, modify, or remove any system hardware or software without official written approval or unless it is part of my job duties.
- Remove or destroy system audit logs or any other security event log information unless authorized by appropriate official(s) in writing.
- Tamper with audit logs of any kind. Note: In some cases, tampering can be considered evidence and can be a criminal offense punishable by fines and possible imprisonment.
- Acquire, possess, trade, or use hardware or software tools that could be employed to evaluate, compromise, or bypass information systems security controls for unauthorized purposes.
- Introduce unauthorized code, Trojan horse programs, malicious code, viruses, or other malicious software into ACF information systems or networks.
- Knowingly write, code, compile, store, transmit, or transfer malicious software code, to include viruses, logic bombs, worms, and macro viruses.
- Use Privileged User account(s) for day-to-day communications and other non-privileged transactions and activities.
- Elevate the privileges of any user without prior approval from the system owner.
- Use privileged access to circumvent ACF policies or security controls.
- Access information outside of the scope of my specific job responsibilities or expose non-public information to unauthorized individuals.
- Use a Privileged User account for Web access except in support of administrative related activities.
- Modify security settings on system hardware or software without the approval of a system administrator and/or a system owner.
- Use systems (either government issued or non-government) without the following protections in place to access sensitive ACF information:
  - Antivirus software with the latest updates
  - Anti-spyware and personal firewalls
  - A time-out function that requires re-authentication after no more than 30 minutes of inactivity on remote access
  - Approved encryption to protect sensitive information stored on recordable media, including laptops, USB drives, and external disks; or transmitted or downloaded via e-mail or remote connections.