# Data Standards 2024 General Workflow Changes

### September 7, 2023

The following slides outline the changes in the general data entry workflow due to the 2024 HUD Data Standards Changes.

# Agenda

- 1. Wording Changes
- 2. Guideline Updates
- 3. Race and Ethnicity
- 4. Gender
- 5. Destination/Living Situations
- 6. Translation Assistance Needed
- 7. HOPWA Elements
- 8. RHY Elements
- 9. VA Elements
- 10. General Workflow Changes
- 11. Next Steps

# Wording Changes

**Enrollment CoC**: This element used to be called "Client Location"

	Current	Client Location	* IL-510 ∨ G		
	2024 Update				
	Enrollment CoC *	IL-510		∽ G	
"this episod	<b>g Situation:</b> Ad le" to response		Current Approximate date homelessness started:	08 / 03 / 2017	🛗 ්ට 💼 G
	te date this epis ess started" field		2024 Update		
clarity.			Approximate date <mark>this</mark> <mark>episode of</mark> homelessness started	08 / 03 / 2017	5 🖬 G

# Wording Changes

Health Insurance: Option added to say "Veteran's Health Administration (VHA)," which replaces "Veteran's Administration (VA) Medical Services"

#### Standard Response Option:

Change "Client Refused" to "Client prefers not to answer"

<b>Current</b> Add Recordset - (49) Clie	nt Test	2024 Update					
Health Insurance		Add Recordset - (2207) Client, Test, AC					
Start Date *	04 / 01 / 2021 🛗 🕤 🖬 G	Health Insurance					
Health Insurance Type (If Yes to Other) Specify Source	-Select-	Health Insurance Type (If Yes to Other) Specify Source	-Select- v G -Select- MEDICAID MEDICARE				
	MEDICARE State Children's Health Insurance Program Veteran's Administration (VA) Medical Services Employer - Provided Health Insurance		Veteran's Health Administration (VHA) State Children's Health Insurance Program Employer - Provided Health Insurance Health Insurance obtained through COBRA				
Covered?	Health Insurance obtained through COBRA Private Pay Health Insurance	Covered?	Private Pay Health Insurance State Health Insurance for Adults				
(HOPWA) If Private Pay Insurance, Specify	State Health Insurance for Adults Indian Health Services Program	Start Date *	Indian Health Services Program Other				
mouranee, opeenly	Other	(HOPWA) If Private Pav					

Current	2024 Update	
-Select-	-Select-	Ģ
-Select- Yes (HUD) No (HUD) Client doesn't know (HUD) Client refused (HUD) Data not collected (HUD)	-Select- Yes (HUD) No (HUD) Client doesn't know (HUD) Client prefers not to answer (HUD) Data not collected (HUD)	4 

# **Guideline Updates**

1. Name: Client may provide preferred name. "Legal name" not required unless required by the funder (e.g. VA).

2. **Social Security Number**: Only the last four digits of SSN will be required, although collecting all nine digits is not prohibited, except for SSVF and RHY projects.

- When enrolling a client with a complete record already in the system, there is no need to replace their 9-digit SSN unless they have specifically requested it
- \*For clients that do not have an SSN,
  - Select "Client Doesn't Know"
  - Note that SSVF and RHY projects specifically require SSN collect in order to verify eligibility, please refer to the requirements of your specific program grant.
- 3. Well-Being: This data element will be RETIRED

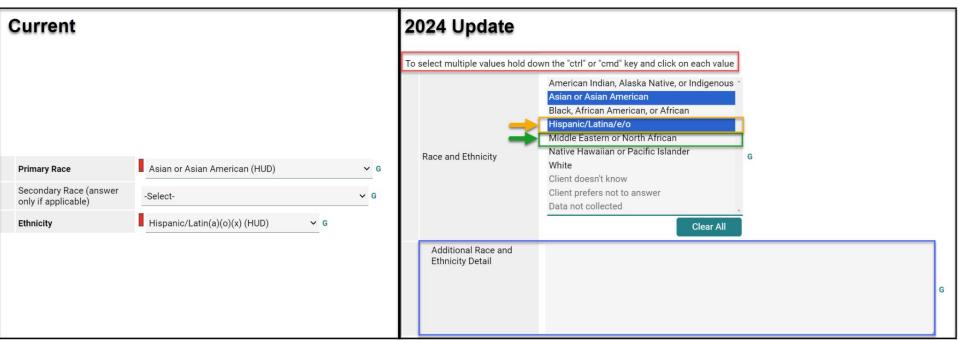
Social Security	· ·
SSN Data Quality	Client doesn't know (HUD) 🗸 🗸
U.S. Military Veteran?	-Select- Full SSN Reported (HUD) Approximate or partial SSN reported (HUD)
Client ID	Client doesn't know (HUD) Client refused (HUD) Data not collected (HUD)

#### The following 4 questions related to Well Being are required for PSH projects HoH only.



# **Race and Ethnicity**

Race and Ethnicity elements in the <u>Client Profile</u> and <u>Entry Assessment</u> will be **combined into single data element and updated**:



- **RED**: Functionality will be **multi-select**, similar to the Gender element
- **ORANGE**: Modified "Hispanic/Latina/e/o" response option. Clients that identify as non-Hispanic/Latina/e/o **will not** need an additional response selected to reflect that.
- **GREEN**: Add response option for "Middle Eastern or North African"
- **BLUE**: Added text box to provide **additional**, **but optional** detail.

### Gender

Gender options in the Client Profile and Entry Assessments will be **updated**:

Current		2	024 Update	
Gender	Female       Male         A gender other than singularly female or male (e.g., non-binary, genderfluid, agender, culturally specific gender)         Transgender         Questioning         Client doesn't know         Client refused         Data not collected		Gender If Different Identity,	Woman (Girf, if child)         Man (Boy, if child)         Culturally Specific Identity (e.g., Two-Spirit)         Different Identity         Non-Binary         Transgender         Questioning         Client doesn't know         Client prefers not to answer         Data not collected
			Please Specify	G

- **RED**:
  - Change Female to "Woman (Girl if child)"
  - Change Male to "Man (Boy if child)"
- **BLUE**: Add "Culturally Specific Identity (e.g., Two-Spirit)

- **GREEN**: Change "Gender other than..." to "Non-Binary"
- **ORANGE**: Add "Different Identity" and text box to add detail

# **Destination/Living Situations**

This destination/living situation picklist can be found associated with the following questions:

- 1. **Prior Living Situation** (Entry Assessment)
- 2. **Current Living Situation** (All Assessments)
- 3. **Destination** (Exit Assessment)

Prior Living Situation	Place not meant for habitation (HUD)
Length of Stay in Previous Place	-Select- HOMELESS SITUATIONS Place not meant for habitation (HUD)
Approximate date homelessness started:	Emergency shelter, incl. hotel/motel paid for w/ ES voucher, or RHY-funded Host Home shelter (HUE Safe Haven (HUD)
Regardless of where they stayed last night - Number of times the client has been on the streets, in ES, or SH in the past three years including today	INSTITUTIONAL SITUATIONS Foster care home or foster care group home (HUD) Hospital or other residential non-psychiatric medical facility (HUD) Jail, prison or juvenile detention facility (HUD) Long-term care facility or nursing home (HUD) Psychiatric hospital or other psychiatric facility (HUD)
Total number of months homeless on the street, in ES or SH in the past three years	Substance abuse treatment facility or detox center (HUD)  TEMPORARY AND PERMANENT HOUSING SITUATIONS — Residential project or halfway house with no homeless criteria (HUD) Hotel or motel paid for without emergency shelter voucher (HUD) Transitional housing for homeless persons (including homeless youth) (HUD)
Please choose the primary reason the client is in their current housing situation:	Host Home (non-crisis) (HUD) Staying or living in a friend's room, apartment or house (HUD) Staying or living in a family member's room, apartment or house (HUD) Rental by client, with GPD TIP housing subsidy (HUD)
	Rental by client, with VASH housing subsidy (HUD) Permanent housing (other than RRH) for formerly homeless persons (HUD) Rental by client, with RRH or equivalent subsidy (HUD) Rental by client, with HCV voucher (tenant or project based) (HUD) Rental by client, no ongoing housing subsidy (HUD) Rental by client, no ongoing housing subsidy (HUD) Rental by client, with other ongoing housing subsidy (HUD) Owned by client, with ongoing housing subsidy (HUD)
	Owned by client, no ongoing housing subsidy (HOD) OTHER Client doesn't know (HUD) Client fused (HUD)

# **Destination/Living Situations**

The picklists will be updated with the following:

**RED**: Separate Temporary and Permanent Situations into separate headers and re-organize response options

**BLUE**: Add dependency for permanent subsidized options (see next slide for this breakdown)

2024 Update	
Prior Living Situation	-Select-
Length of Stay in Previous Place	-Select- HOMELESS SITUATIONS Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside) (HUD)
Income from Any Source	Emergency shelter, including hotel or motel paid for with emergency shelter voucher, Host Home shelter (HUD) Safe Haven (HUD) INSTITUTIONAL SITUATIONS
Q Monthly Income	Foster care home or foster care group home (HUD) Hospital or other residential non-psychiatric medical facility (HUD)
	Jail, prison, or juvenile detention facility (HUD) Long-term care facility or nursing home (HUD) Psychiatric hospital or other psychiatric facility (HUD)
Add View Gross	Substance abuse treatment facility or detox center (HUD) TEMPORARY HOUSING SITUATIONS
Total Monthly Income	Transitional housing for homeless persons (including homeless youth) (HUD) Residential project or halfway house with no homeless criteria (HUD) Hotel or motel paid for without emergency shelter voucher (HUD)
Non-cash benefit from any source	Host Home (non-crisis) (HUD) Staying or living in a friend's room, apartment, or house (HUD)
-	Staying or living in a family member's room, apartment, or house (HUD)  PERMANENT HOUSING SITUATIONS Rental by client, no ongoing housing subsidy (HUD) Owned by client, with ongoing housing subsidy (HUD) Owned by client, no ongoing housing subsidy (HUD) Owned by client, no ongoing housing subsidy (HUD) Owned by client, no ongoing housing subsidy (HUD) Client prefers not to answer (HUD) Data not collected (HUD) Subsidized Housing

# **Destination/Living Situations**

The picklists will be updated with the following:

2024 Update				
Prior Living Situation	Rental by client, with ongoing housing subsidy (HUD)		_	v
Rental Subsidy Type	-Select-	✓ G		
Length of Stay in Previous Place	-Select- GPD TIP housing subsidy VASH housing subsidy			
Income from Any Source	RRH or equivalent subsidy HCV voucher (tenant or project based) (not dedicated)			
Q Monthly Income	Public housing unit Rental by client, with other ongoing housing subsidy Housing Stability Voucher	-		HUD Verification
Monthly Amount Source of In	Family Unification Program Voucher (FUP) Foster Youth to Independence Initiative (FYI)	g Income Source?	End Date	
A 11 1 10 A	Permanent Supportive Housing Other permanent housing dedicated for formerly homeless persons			

**BLUE**: Add dependency for permanent subsidized options

- The subsidy options will **only** appear if "<u>Rental by client</u>, with ongoing housing subsidy" is selected.
- The question is **otherwise not available** if you choose any other response.

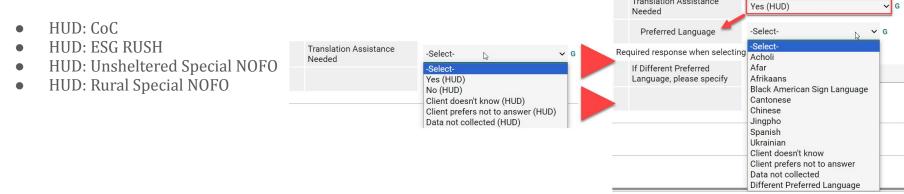
**GREEN**: New permanent subsidized options:

- Housing Stability Voucher
- Family Unification Program Voucher (FUP)
- Foster Youth to Independence Initiative (FYI)

# **Translation Assistance Needed**

This new data element will be found in the **Entry Assessment** and used to understand how many clients need access to translation services, and if so, which languages are most often cited as needing translation. *As of right now, this question is only for data collection and therefore, no next steps are outlined to happen afterward.* 

This data will be collected from the **Head of Household** and is required for all projects types for with the following funders:



# Since this is a new data element, <u>please make sure to add a response</u> to this required question the next time you update your client's records.

To begin, a locally-determined list will be provided and updated to reflect how the community responses to the new question over the upcoming months. If any languages should be added to the picklist, please reach out to helpdesk@allchicago.org

### **HOPWA Elements**

#### The following elements are only found in the <u>HUD HOPWA</u> Assessments.

\*Services Provided - Remove "disorder" from response option: "Substance use disorder services/treatment"

Medical Assistance - Remove "Receiving Public HIV/AIDS Medical Assistance" field and dependency

#### responses

Receiving Public HIV/AIDS<br/>Medical AssistanceSelect-V G

Housing Assessment at Exit - Update response language to say "Jail/prison" and "Deceased"

Current		2024 Update	
Housing Assessment at Exit If Able to maintain housing at entry, Subsidy Information If Moved to new housing unit, Subsidy information	-Select- Able to maintain the housing they had at project entry Moved to new housing unit Moved in with family/friends on a temporary basis Moved in with family/friends on a permanent basis Moved to a transitional or temporary housing facility or program Client became homeless - moving to a shelter or other place unfit for human habitation Client doesn't know Client ded Client refused Data not collected	Housing Assessment at Exit If Able to maintain housing at entry, Subsidy Information If Moved to new housing unit, Subsidy information	-Select- Select- Able to maintain the housing they had at project entry Moved to new housing unit Moved in with family/friends on a temporary basis Moved in with family/friends on a permanent basis Moved to a transitional or temporary housing facility or program Client became homeless - moving to a shelter or other place unfit for human habitation Jail/prison Deceased Client doesn't know Client prefers not to answer Data not collected

### **RHY Elements**

#### The following elements are only found in the <u>HHS RHY</u> Assessments.

\*RHY Service Connections - Response label change – change "mother" to "client (person who gave birth)"

Project Completion Status and Counseling - Change response labels from "Youth" to "Client"

Current		
Project Completion Status	• -Select-	
	-Select-	
	Completed project Youth voluntarily left early	
	Youth was expelled or otherwise involuntarily discha	arged from project
2024 Update		
2024 Update	-Select-	<b>⊳ ×</b>
	-Select-	<b>&gt;</b>

# **VA Elements**

The following elements are only found in the <u>VA SSVF</u> Assessments. **\*Services Provided – SSVF** - Change "Subsidy" to "Shallow Subsidy"

#### \*Financial Assistance - SSVF -

- Updated "Date of Financial Assistance" to "Start Date of Financial Assistance"
- Added options:
  - Landlord Incentive
  - Tenant Incentive
- Added "End Date of Financial Assistance"

#### Percent of AMI (SSVF Eligibility) Updated response fields to:

- 30% or less
- 31% to 50%
- 51% to 80%
- 81% or greater

Current		2024 Update	
Percentage of AMI	-Select- -Select- Less than 30% 30% to 50% Greater than 50%	Percentage of AMI	-Select- 30% or less 31% to 50% 51% to 80% 81% or greater

# **VA Elements**

#### The following elements are only found in the <u>VA SSVF</u> Assessments.

Last Permanent Address – RETIRED

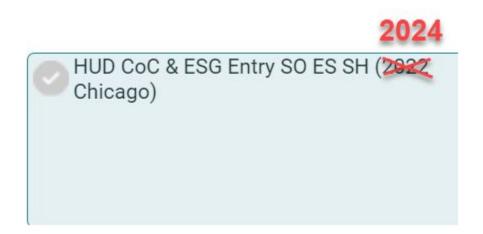


HP Targeting Criteria - Wording Changes in dependent questions:

- "History of Literal Homelessness"  $\rightarrow$  "Past experience of Homelessness"
- "Head of Household (HOH) is not a current leaseholder" → "Head of Household is not a current leaseholder/renter of unit"
- "Head of Household (HOH) never been a leaseholder" → "Head of household (HOH) never been a leaseholder/renter of unit"
- "Single parent with minor child(ren)"  $\rightarrow$  "Single parent/guardian household with minor child(ren)"

Current		1	2024 Update	
Is Homelessness			Is Homelessness Prevention targeting screener required?	Yes 🗸
Prevention targeting screener required?	Yes 🗸 G		Housing loss expected within	-Select- v G
Housing loss expected within	-Select- V G		Current household income	-Select- G
Current household income	-Select- v G	6	Past experience of homelessness	
History of literal homelessness		L	(street/shelter/transitional housing) (any adult)	-Select- G
(street/shelter/transitional housing) (any adult)	-Select- v G		Head of Household is not a current leaseholder/renter	-Select- V G
Head of Household is not a current leaseholder.	-Select- 🗸 G	L	of unit Head of household has	
Head of household (HoH) never been a leaseholder	-Select- ¥ G		never been a leaseholder/renter of unit	-Select- V G
Single parent household with minor child(ren)	-Select v G		Single parent/ <mark>guardian</mark> household with minor child(ren)	-Select- V G

Changes in the names of assessments to indicate the year **2024 from 2022**.



Within the assessment itself, we will be changing the view so that only the relevant assessment will populate for that assessment, rather than being able to see all the assessments available all at once.

For example, in this sample project, users should be completing the DFSS and IDHS Assessment and Entry assessment in the Entry, so both are visible. *If only the Entry is assessment is needed for your project, the "Select an Assessment" box would not appear anymore.* 

Entry Assessment	Exit Assessment
Select an Assessment	
DFSS and IDHS Supplemental Assessment HUD CoC & ESG Entry SO ES SH (2022 Chicago)	

Within the assessment itself, we will be changing the view so that only the relevant assessment will populate for that assessment, rather than being able to see all the assessments available all at once.

In the interim, only the Update assessment will be relevant for this sample project, so no other assessments will be visible. *If your specific project type (for example: Permanent Supportive Housing projects or Rapid Re-housing projects) uses other assessments in the interim, such as Annual Assessments or Recertifications, those assessments will appear here in the "Select an Assessment" box.* 

Interim Review Assessment		
Household Members	HUD CoC & ESG Update (2022 Chicago)	Interim Review Date: 04/30/2023 12:47:07 PM 🔒

Within the assessment itself, we will be changing the view so that only the relevant assessment will populate for that assessment, rather than being able to see all the assessments available all at once.

Similarly, for this sample project, only the Exit Assessment is relevant, so no other assessments will be visible. If your project requires additional assessments, *those assessments will appear here in the "Select an Assessment" box.* 



# **Next Steps**

- This slide deck and webinar recording will be posted in the article and included in the Introduction to HMIS course in the LMS for new HMIS users. We will continue to update this slide deck as we receive more guidance over time.
- With the data standards changing, the APR will also have some changes. If any of your projects have an APR due right after the data standards change, **consider submitting your reports early** to avoid submission issues.
- 3. For any additional specialized, data entry support, please reach out to <u>helpdesk@allchicago.org</u>