

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.

****Please note: Current data in the system will be automatically mapped over to the new questions and corresponding responses on October 1st. There is no need to update client assessments, unless an actual change in their information has occurred.****

Agenda

1. Wording Changes
2. Guideline Updates
3. Race and Ethnicity
4. Gender
5. Destination/Living Situations
6. Translation Assistance Needed
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10. General Workflow Changes
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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

Prior Living Situation: Added in “this episode” to response “Approximate date this episode of homelessness started” field for clarity.

Current	Approximate date homelessness started:	08 / 03 / 2017	Calendar	Refresh	Calendar	G
2024 Update	Approximate date this episode of homelessness started	08 / 03 / 2017	Calendar	Refresh	Calendar	G

Current data in the system will be automatically mapped over to the new questions and corresponding responses on October 1st. There is no need to update client assessments, unless an actual change in their information has occurred.

Wording Changes

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

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

Standard Response Option:
Change "Client Refused" to "Client prefers not to answer"

Current	2024 Update
-Select-	-Select-
-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)

Current data in the system will be automatically mapped over to the new questions and corresponding responses on October 1st. There is no need to update client assessments, unless an actual change in their information has occurred.

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.

Client perceives their life has value and worth.	-Select- ▼ G
Client perceives they have support from others who will listen to problems.	-Select- G
Client perceives they have a tendency to bounce back after hard times.	-Select- ▼ G
Client's frequency of feeling nervous, tense, worried, frustrated, or afraid.	-Select- ▼ G
General Health Status	-Select- ▼ G

Current data in the system will be automatically mapped over to the new questions and corresponding responses on October 1st. There is no need to update client assessments, unless an actual change in their information has occurred.

Race and Ethnicity

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

Current

Primary Race	Asian or Asian American (HUD)	▼	G
Secondary Race (answer only if applicable)	-Select-	▼	G
Ethnicity	Hispanic/Latin(a)(o)(x) (HUD)	▼	G

2024 Update

To select multiple values hold down the "ctrl" or "cmd" key and click on each value

Race and Ethnicity	<ul style="list-style-type: none">American Indian, Alaska Native, or IndigenousAsian or Asian AmericanBlack, African American, or AfricanHispanic/Latina/e/oMiddle Eastern or North AfricanNative Hawaiian or Pacific IslanderWhiteClient doesn't knowClient prefers not to answerData not collected	▼	G
Additional Race and Ethnicity Detail			

Clear All

- **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.

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Gender

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

The image shows two side-by-side screenshots of a software interface for selecting gender. The left screenshot, titled 'Current', shows a dropdown menu with options: Female (highlighted in blue), Male, A gender other than singularly female or male (e.g., non-binary, genderfluid, agender, culturally specific gender) (highlighted in blue), Transgender, Questioning, Client doesn't know, Client refused, and Data not collected. A 'Clear All' button is at the bottom right. The right screenshot, titled '2024 Update', shows a similar dropdown menu with options: Woman (Girl, if child) (highlighted in blue), Man (Boy, if child) (highlighted in blue), Culturally Specific Identity (e.g., Two-Spirit) (highlighted in blue), Different Identity (highlighted in orange), Non-Binary (highlighted in green), Transgender (highlighted in blue), Questioning, Client doesn't know, Client prefers not to answer, and Data not collected. A 'Clear All' button is at the bottom right. Below the dropdown in the '2024 Update' view is a text box labeled 'If Different Identity, Please Specify' with a 'G' icon to its right.

- **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

Current data in the system will be automatically mapped over to the new questions and corresponding responses on October 1st. There is no need to update client assessments, unless an actual change in their information has occurred.

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)

Current	
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 (HUD) 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) Substance abuse treatment facility or detox center (HUD)
Total number of months homeless on the street, in ES or SH in the past three years	--- 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) 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 in a public housing unit (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 (HUD)
Please choose the primary reason the client is in their current housing situation:	---- OTHER ---- Client doesn't know (HUD) Client refused (HUD) Data not collected (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-
Income from Any Source	----- HOMELESS SITUATIONS ----- Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside) (HUD) Emergency shelter, including hotel or motel paid for with emergency shelter voucher, Host Home shelter (HUD) Safe Haven (HUD) ----- 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) Substance abuse treatment facility or detox center (HUD)
Monthly Income	----- TEMPORARY HOUSING SITUATIONS -----
Monthly Amount	Transitional housing for homeless persons (including homeless youth) (HUD)
Source of Income	Residential project or halfway house with no homeless criteria (HUD)
Add	Hotel or motel paid for without emergency shelter voucher (HUD)
View Gross	Host Home (non-crisis) (HUD)
Total Monthly Income	Staying or living in a friend's room, apartment, or house (HUD)
Non-cash benefit from any source	Staying or living in a family member's room, apartment, or house (HUD)
	----- PERMANENT HOUSING SITUATIONS -----
	Rental by client, no ongoing housing subsidy (HUD)
	Rental by client, with ongoing housing subsidy (HUD)
	Owned by client, with ongoing housing subsidy (HUD)
	Owned by client, no ongoing housing subsidy (HUD)
	----- OTHER ----- Client doesn't know (HUD) Client prefers not to answer (HUD) Data not collected (HUD) Subsidized Housing

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Destination/Living Situations

The picklists will be updated with the following:

2024 Update

Prior Living Situation	Rental by client, with ongoing housing subsidy (HUD) ▼ G		
Rental Subsidy Type	-Select- ▼ G		
Length of Stay in Previous Place	-Select-		
Income from Any Source	RRH or equivalent subsidy		
Monthly Income	HUD Verification ▲		
Monthly Amount	Source of Income	g Income Source?	End Date

Options in Rental Subsidy Type dropdown:

- Select-
- GPD TIP housing subsidy
- VASH housing subsidy
- RRH or equivalent subsidy
- HCV voucher (tenant or project based) (not dedicated)
- Public housing unit
- Rental by client, with other ongoing housing subsidy
- Housing Stability Voucher
- Family Unification Program Voucher (FUP)
- Foster Youth to Independence Initiative (FYI)
- 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 "Rental by client, 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)

Current data in the system will be automatically mapped over to the new questions and corresponding responses on October 1st. There is no need to update client assessments, unless an actual change in their information has occurred.

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:

- HUD: CoC
- HUD: ESG RUSH
- HUD: Unsheltered Special NOFO
- HUD: Rural Special NOFO

The image shows a screenshot of a data entry form. On the left, there is a table with the following structure:

Translation Assistance Needed
-Select-

Below this table is a dropdown menu with the following options:

- Select-
- Yes (HUD)
- No (HUD)
- Client doesn't know (HUD)
- Client prefers not to answer (HUD)
- Data not collected (HUD)

Two red arrows point from this dropdown to the right. On the right, there is another table with the following structure:

Translation Assistance Needed	Preferred Language
Yes (HUD)	-Select-

Below this table is a dropdown menu with the following options:

- Select-
- Acholi
- Afar
- Afrikaans
- Black American Sign Language
- Cantonese
- Chinese
- Jingpho
- Spanish
- Ukrainian
- Client doesn't know
- Client prefers not to answer
- Data not collected
- Different Preferred Language

The 'Preferred Language' dropdown is currently open, showing the list of languages. A red arrow points from the 'Yes (HUD)' cell in the table above to the 'Preferred Language' dropdown.

Since this is a new data element, please make sure to add a response 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 responds 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 HUD HOPWA 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



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

Current	2024 Update
<p>Housing Assessment at Exit -Select- G</p> <p>If Able to maintain housing at entry, Subsidy Information</p> <p>If Moved to new housing unit, Subsidy information</p> <ul style="list-style-type: none">-Select-Able to maintain the housing they had at project entryMoved to new housing unitMoved in with family/friends on a temporary basisMoved in with family/friends on a permanent basisMoved to a transitional or temporary housing facility or programClient became homeless - moving to a shelter or other place unfit for human habitationClient went to jail/prisonClient diedClient doesn't knowClient refusedData not collected	<p>Housing Assessment at Exit -Select- G</p> <p>If Able to maintain housing at entry, Subsidy Information</p> <p>If Moved to new housing unit, Subsidy information</p> <ul style="list-style-type: none">-Select-Able to maintain the housing they had at project entryMoved to new housing unitMoved in with family/friends on a temporary basisMoved in with family/friends on a permanent basisMoved to a transitional or temporary housing facility or programClient became homeless - moving to a shelter or other place unfit for human habitationJail/prisonDeceasedClient doesn't knowClient prefers not to answerData not collected

Current data in the system will be automatically mapped over to the new questions and corresponding responses on October 1st. There is no need to update client assessments, unless an actual change in their information has occurred.

RHY Elements

The following elements are only found in the HHS RHY 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 *	<input type="text" value="-Select-"/>
	<ul style="list-style-type: none">-Select-Completed projectYouth voluntarily left earlyYouth was expelled or otherwise involuntarily discharged from project

2024 Update	
Project Completion Status *	<input type="text" value="-Select-"/>
	<ul style="list-style-type: none">-Select-Completed projectClient voluntarily left earlyClient was expelled or otherwise involuntarily discharged from project

Current data in the system will be automatically mapped over to the new questions and corresponding responses on October 1st. There is no need to update client assessments, unless an actual change in their information has occurred.

VA Elements

The following elements are only found in the VA SSVF 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
<p>Percentage of AMI</p> <p>-Select- ▼ G</p> <p>-Select-</p> <p>Less than 30%</p> <p>30% to 50%</p> <p>Greater than 50%</p>	<p>Percentage of AMI</p> <p>-Select- ▼ G</p> <p>-Select-</p> <p>30% or less</p> <p>31% to 50%</p> <p>51% to 80%</p> <p>81% or greater</p>

Current data in the system will be automatically mapped over to the new questions and corresponding responses on October 1st. There is no need to update client assessments, unless an actual change in their information has occurred.

Last Permanent Address – RETIRED

Client's Residence: Record the last permanent address for persons experiencing homelessness or the current address for persons at-risk of homelessness.

Start Date *	Client's Street Address	Client's Apartment Number	Client's City	Phone Number (1)	Phone Number (2)
Add					

HP Targeting Criteria - Wording Changes in dependent questions:

- "History of Literal Homelessness" → "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)" → "Single parent/guardian household with minor child(ren)"

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

Current data in the system will be automatically mapped over to the new questions and corresponding responses on October 1st. There is no need to update client assessments, unless an actual change in their information has occurred.

General Workflow Changes

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

2024

- HUD CoC & ESG Entry SO ES SH (~~2022~~
Chicago)

General Workflow Changes

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.*

The screenshot displays a software interface with a top navigation bar and a main content area. The navigation bar contains two buttons: "Entry Assessment" (highlighted with a red border) and "Exit Assessment". Below the navigation bar is a section titled "Select an Assessment" which contains two selectable options, each with a checkmark icon and a red border:

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

The interface also features a vertical scrollbar on the right side of the "Select an Assessment" section.

General Workflow Changes


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 

General Workflow Changes

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.*

Entry Assessment	Exit Assessment	
Household Members	HUD CoC & ESG Exit (2022 Chicago)	Exit Date: 09/07/2023 09:19:44 AM 

Next Steps

1. 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.
2. 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 helpdesk@allchicago.org