

**Georgia Balance of State Continuum of Care (BoS CoC)
Homeless Management Information Systems (HMIS) DATA REQUIREMENTS
2012-2013**

SET UP REQUIREMENTS

1. Ensure correct agency name in HMIS. Work with Pathways staff to ensure that agency's legal name on S+C /SHP contracts match agency name in HMIS. Some agencies may need to provide DCA staff with explanation.
2. Ensure agency has at least one HMIS user and at least one agency administrator. It is preferable to have more than one staff member trained as an agency administrator.
3. Participate in trainings or utilize online tutorials offered by Pathways Community Network Institute as relevant (confidentiality, agency administration, data cleaning, etc.)
4. Establish unique program in HMIS.
5. Establish Housing unit and bed inventory in HMIS (permanent supportive housing and transitional housing programs only).
6. Establish program discharge follow-ups per contract obligations (90 and/or 180 days).

4a Establish Unique Program in HMIS according to Program type**

Program name- should be the same program name included in CoC application. If establishing a new program in HMIS, please use a naming convention based on program type that easily identifies the program. For example: "HUD-BoS CoC- S+C or SHP/PSH (or TH or SSO) Program Name"

Program type

Primary site

Expected length of stay

5a Establish Housing unit and bed inventory in HMIS (Residential CoC Programs)

Number of households with children and without children. (This MUST match your contract configuration NOT your actual configuration.)

Bed and unit inventory information

Availability of housing/beds

Target population A (SSO programs requested to enter this information too)

Target population B

DATA REQUIREMENTS

A. Universal Data Elements-Required for all individuals in all program types

Name

Social Security Number

Date of Birth

Race

Ethnicity

Gender

Veteran Status

Disabling Condition

Residence Prior to Program Entry

Zip Code of Last Permanent Address

Housing Status

Program Entry Date

Program Exit Date

B. Program Specific Data Elements Standards -(see HUD's 2010 Data Standards requirements)

Amount and Sources of income
Sources of Noncash benefits
Physical Disability
Developmental Disability
Chronic Health Condition
HIV/AIDS
Mental Health
Substance Abuse
Domestic Violence
Destination
Date of Contact (Outreach only)
Date of Engagement (Outreach only)

REQUIRED SCREENS IN HMIS

- a. Client Tab
 - 1) General Information
 - 2) Household
 - 3) Finance
 - 4) Veteran (if applicable)
 - 5) Special Needs
 - 6) Employment

- b. Client Visit Tab
 - 1) Services
 - 2) Programs (follow ups, etc.)
 - 3) Assessment (Barriers to Housing Stability)
 - 4) Progress

HOUSING SUPPORT STANDARDS

- A. Barriers to Housing Stability-required for all except some service programs.

- B. Client Status Indicators and Client Goals -entered at entry and discharge, updated throughout enrollment.

- C. Program Discharge Follow-Ups – 90 and/or 180 days after consumer is discharged from program.

PERFORMANCE MEASURES:

HUD's "Notice to SHP, S+C and SRO Grantees: New CoC APR Training and Performance Measurement Updates"

March 6, 2012

Annual Performance Report Requirements

Effective June 1, 2011 all Supportive Housing Program (SHP), Shelter Plus Care (S+C), and Section 8 Moderate Rehabilitation Single Room Occupancy (SRO) grantees are required to use *e-snaps* to submit their Annual Performance Report (APR). Starting in March 2012, *e-snaps* has two Performance Measurement screens visible to grantees completing their APRs:

Q36 (“Standard Performance Measures”) – required of all grantees, and allows grantees to report their performance related to targets that they established in their Exhibit 2 project application for the grant. For grants submitted before the Fiscal Year (FY) 2010 Homeless Assistance Grant competition, grantees will enter zeroes in the table but will need to complete the narrative section at the bottom of the screen. For grants submitted in the FY2010 and subsequent Homeless Assistance Grant competitions, grantees will need to complete both the table and the narrative section.

Q37 (“Additional Performance Measures”) – only required for SHP-Supportive Services Only (SSO) grantees “without a housing goal” (this does not include SHP-SSO Outreach grantees) and grantees that have indicated or will indicate an additional performance measure in their Exhibit 2 project application for the FY2010 or subsequent Homeless Assistance Grant competitions.

It is important for grantees to note that HMIS vendors recently received clarification from HUD on how to program for screen Q36 into their system. As a result, your vendor may need to change how they programmed for screen Q36. All vendors have been asked by HUD to complete any changes to Q36 by June 2012. Screen Q37 is not required to be programmed into HMIS by vendors. Grantees should still seek to get this information from their HMIS, but since the measures for Q37 are not standardized, HUD cannot provide specifications to vendors for that question. However, data for Q36 should come from your HMIS or comparable database, and must be programmed by your vendor.

APR Training

HUD recently developed an online eLearning module training that grantees can use to familiarize themselves with this report, as well as watch a demonstration on how to set-up an APR in *e-snaps*. This eLearning module provides valuable information for completing an APR. To view the module, click on this link: <http://hudhre.info/apr/index.cfm?do=viewResource&ResourceID=4612>.

Additionally, on March 27th HUD hosted a webinar on the new Performance Measurement questions in the APR. To view the slides or listen to this webinar, please visit:

<http://hudhre.info/index.cfm?do=viewReadySETGo>.

APR Guidebook Updates

The APR Guidebook was recently updated to include the following revisions:

- New guidance on how to complete the Performance Measurement questions on the APR (Q36 & Q37)
- Clarification on the *e-snaps* process for victim service providers (DV providers)

To review these updates, please go to: <http://hudhre.info/documents/esnapsCoCAPRGuidebook.pdf>

Please note:

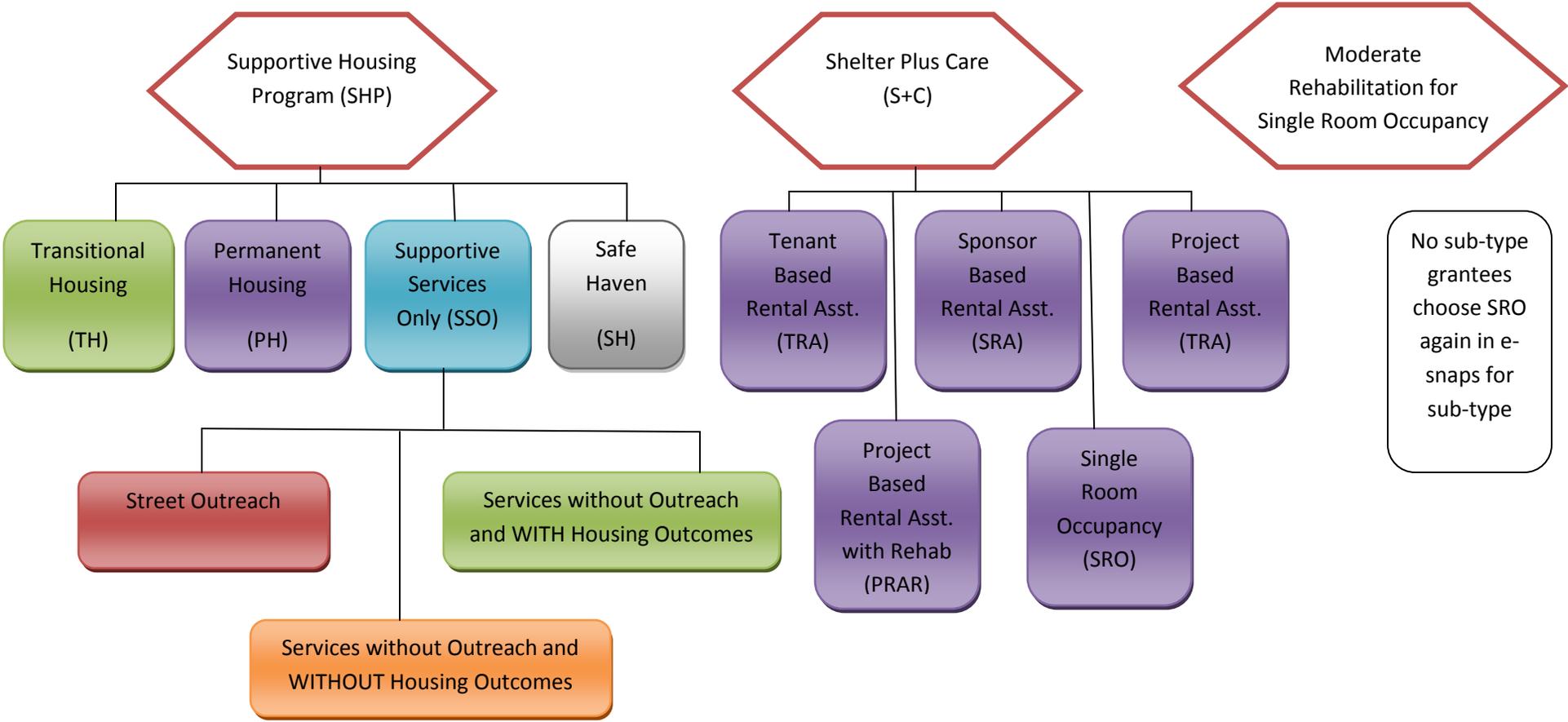
HUD SHP Grantees are responsible for entering their data into e-snaps. S+C Project Sponsors partnering with GHFA/DCA must also adhere to the data requirements within HMIS, but GHFA/DCA is responsible for entering that data into e-snaps. The charts on pages 4-8 of this document illustrate required data paths within the HUD APR (by CoC program type).

The following HMIS Guidance can be located on HUDhre’s HMIS web page at:

<http://www.hudhre.info/index.cfm?do=viewHMISHome>

HMIS Requirements Proposed Rule
HMIS Data Standards (March 2010)
HMIS Data Standards Comparison Worksheet
HMIS Summary of Changes from 2004 Notice to 2010 Notice

Continuum of Care for the Homeless
Full APR Grant Guide



1. All CoC Grants have a component type - either SHP, S+C or SRO 
2. There are sub-component types for SHP and S+C grants that will determine which type of APR is needed. Refer to the visibility tab to see which questions are used for each sub component.
3. In 2012 Performance Measures will be added to the APR. The performance measures will further separate the types of APR's needed. Each shade color on this chart indicates like performance measure for programming purposes.

