



NCHMIS Data Entry Guidance

Data Entry Tips	Additional Resources
<p>Coordinated Entry Screening Providers</p> <ul style="list-style-type: none"> - Answer the housing status question and basic universal data elements for ALL household members who are designated as Category 1 homeless. - This should be done at the point of initial contact, rather than waiting for the household to formally begin receiving services as some individuals do not go on to receive services. 	<ul style="list-style-type: none"> - Entry and Assessments: Entry/Exit Process Part 1
<p>Households</p> <ul style="list-style-type: none"> - Do not create a household for a single person. - Create a household prior to adding a project entry. 	<ul style="list-style-type: none"> - Creating and Managing Households video - Creating and Managing Households Workflow
<p>Release of Information (ROI)</p> <ul style="list-style-type: none"> - When adding an electronic ROI, in the Release Granted field, select Yes even if the client did not agree to share data with visibility sharing partners. The Yes response is required for the data to share internally and externally. - If the client has refused to share data, adjust the security settings for that client to reflect his or her decision. 	<ul style="list-style-type: none"> - Release of Information Video - Release of Information Workflow - Securing Client Records Video - Securing Client Records Addendum
<p>Project Start Date</p> <ul style="list-style-type: none"> - Emergency Shelters: it is the night the client first stayed in the shelter for the consecutive shelter period from entry to exit. 	<ul style="list-style-type: none"> - Entry and Assessments: Entry/Exit Process Part 1

<ul style="list-style-type: none"> - Safe Haven and Transitional Housing: Date the client moves into the residential project (<i>i.e.</i>, first night in residence). - Permanent Housing, including Rapid Re-Housing: Date that the client was admitted into the project. - Other Service Projects, including but not limited to services only, day shelter, homelessness prevention, coordinated assessment, health care: it is the date the client first began working with the project and, generally, received the first provision of service.” 	<ul style="list-style-type: none"> - Project Start/Exit Workflow
<p>Housing Status</p> <ul style="list-style-type: none"> - Reflects the client’s status at entry, do not update when the client exits. - People entering emergency shelters should be marked ‘Category 1 Homeless’ (literally homeless), regardless of where they stayed the night before. - Use Category 2 homeless (imminent risk) for people who will imminently lose their primary nighttime residence, provided that residence will be lost within 14 days, no subsequent residence has been identified; and they lack the resources needed to obtain other permanent housing - In cases where an individual or family meets the definition of homeless under Category 1 or 2 or meets the ‘at risk’ definition AND is fleeing domestic violence, they should only be coded as Category 1, 2 or At-Risk. - Use Category 3 homelessness for youth only if the youth is homeless (but does not meet the definition of homelessness under Category 1 or 2). Category 3 should only be used in communities that have received Youth Demonstration Project funding - Use Category 4 only when the household does not meet any other category but is still homeless (or on the verge of becoming homeless) due to domestic violence. 	

<p>Sub-Assessment Data</p> <ul style="list-style-type: none"> - Sub-assessments data is to be added at Project Entry, if/when changes occur, annually (+/- 30 days), and at Exit. - The HUD Verification is required and MUST be completed even if the “gateway” question is answered No. Example of gateway question. “Does the client have a disabling condition?” - When completing the sub-assessments, every item must be selected, Yes, No, etc., otherwise the HUD Verification Alert will stay Red. - Using the option Data not collected (HUD) will cause null or missing data in your data quality reports 	<ul style="list-style-type: none"> - Entry and Assessments: Entry/Exit Process Part 1 - Project Start/Exit Workflow
<p>Services</p> <ul style="list-style-type: none"> - Service Start Date = Date the service is provided. - Service End Date = Do not leave services open-ended (<i>i.e.</i>, services without end dates). The End Date is often the same as start date, however, see grant specific workflows for more information. An Emergency Shelter service end date should be at least one day AFTER the service start date. A Rent Payment Assistance service end date should be the last day of the month (if the rent covers the entire month). - If you have a service that is providing some type of financial assistance to a family, do not include all household members when providing that service. For example, if the service is Rent Payment Assistance and the amount is \$700, provide that service on the Head of Household’s record. If you applied it to a second household member, that member would also show an additional \$700 that was issued for the rent, which would total \$1400 instead of \$700. 	<ul style="list-style-type: none"> - Service Transactions Workflow - Service Transactions Video
<p>Housing Move-in Date</p> <ul style="list-style-type: none"> - Enter the Housing Move-In Date for permanent housing project types, do not enter the housing move-in date for other project types. - Be sure to record the Housing Move-in Date on the Interim Assessment. - Housing Move-In Date must be date/time stamped for a point in time between the project start and project exit. 	<ul style="list-style-type: none"> - Entry and Assessments: Entry/Exit Process Part 1 - Entry and Assessments: Entry/Exit Process Part 2 - Project Start/Exit Workflow

<ul style="list-style-type: none"> - Housing Move in Date should only be entered if a client physically moves into a housing unit associated with the project. - For RRH projects only, a Housing Move-in Date must be entered regardless of if the RRH project is providing the rental assistance. For example, if an RRH project provides supportive services, but is not providing the rental assistance for the unit, a Housing Move-in Date must still be entered to differentiate RRH clients in housing from those still experiencing homelessness. 	
<p>Discharge Destination</p> <ul style="list-style-type: none"> - 'Other' should be used only as a last resort if the client's destination truly cannot be even loosely described by any of the available options. Any response of 'Other' will not count in any HMIS-based reporting as a positive outcome. - Clients that are exiting to school or the military may have housing provided for them. If the client is moving into a dorm or Army supplied housing, 'Rental by Client, with other ongoing housing subsidy' can be selected, consistent with the notion that these units are not owned by client, have conditions of tenancy, and have a value ascribed to them. - If the client is moving into housing with a relative during schooling, 'Living with Family, Permanent Tenure' can be selected, consistent with the notion that the client may stay with the family member for as long as needed to complete school. - 	<ul style="list-style-type: none"> - HUD HMIS Exit Destination Guidance - Increasing Client Engagement and Determining Discharge Destination