

- 2.8: Zip Code of Last Permanent Address
- 2.9: Month and Year Person Left Last Permanent Address
- 2.10: Program Entry Date
- 2.11: Program Exit Date
- 2.12: Unique Person Identification Number

Number

- 2.13: Program Identification Number
- 2.14: Program Event Number
- 2.15: Household Identification Number

- 2.16: Children's Questions

Data elements 2.1 through 2.11 require that staff from a homeless assistance agency enter information provided by a client into the HMIS database. For each of these data elements one or more questions and multiple response categories are provided. There is no requirement that the questions appear on the computer screens generated by the HMIS application. At the same time, staff are highly encouraged to use them.

The response categories are required and the HMIS application must include these responses exactly as they are presented in this section. Part 5 of this notice, Technical Standards, discusses approaches for handling missing response categories throughout the HMIS application.

The universal data questions must be asked of each adult who applies for a homeless assistance service. Where a group of persons apply for services together (as a household or family), the intake worker will first ask for information from the household head who is applying for services and then request information from him/her about any children under the age of 18 who are applying for services with the household head. (The children do not need to be present at the time the household head applies for services.) Any other adults (18 years of age or older) who are applying for services with this group of persons will be interviewed separately. One adult should not provide information for another adult.

Because this section follows an interview format, all of the data elements that are asked of an adult are presented first in this section, followed by the data elements that are required for any children (presented in 2.16).

Elements 2.12 to 2.15 are automatically generated by the data collection software, although staff inquiries are essential for the proper generation of these elements.

All protected personal information, including data elements 2.1, 2.2, 2.3, 2.8, 2.10, 2.11, 2.12, and 2.13 will be encrypted using at least 128-bit

encryption standards. This will render the data unusable to any casual viewer, as the information will not be able to be unencrypted and viewed except through the local HMIS application.

Jurisdictions must have the capacity to unencrypt HMIS data at the local level. HMIS user access to this information will be highly restricted in accordance with Part 4 of this notice.

2.1 Name

Rationale: The first, middle, and last names should be collected to support the unique identification of each person served.

Data Collection Methods: Interview or self-administered form.

When Data Are Collected: Upon initial program entry or as soon as possible thereafter.

Subjects: All adults and children served.

Recommended Interview Questions and Required Response Categories:

Q: "What is your first, middle, and last name?" (legal names only; avoid aliases or nicknames)

(example: John David Doe, Jr.)

88—Don't know

99—Refused

Q: "Have you ever received services under a different name?"

0—No

1—Yes

88—Don't know

99—Refused

If yes:

Q: "What was the other name under which you received services?"

Special Issues: Four fields should be created in the HMIS database to capture suffixes such as "Junior" or "II" in addition to their full first, middle, and last names. Part 5 of this notice discusses how to treat missing information for open-ended questions.

This data standard should be treated as a protected personal identifier and is subject to the security standards for personal identifiers set forth in Part 4 of this notice.

2.2 Social Security Number

Rationale: The Social Security number should be collected to support the unique identification of each person served.

Data Collection Methods: Interview or self-administered form.

When Data Are Collected: Upon initial program entry or as soon as possible thereafter.

Subjects: All adults and children served.

Recommended Interview Questions and Required Response Categories:

Q: "What is your Social Security number?" (use "X" for missing numbers) [If client declines to provide his/her SSN, he/she cannot be declined services on that basis].

_____/_____/_____(example: 123 45 6789, or 123 45 XXXX)

77—Does not have a Social Security number

88—Don't know

99—Refused

Special Issues: Clients cannot be denied services if they refuse to provide their Social Security number.

Although the HMIS application's data entry form may include hyphens within the SSN to improve readability, one alphanumeric field without hyphens should be created within the HMIS database.

This data standard should be treated as a protected personal identifier, and is subject to the security standards for personal identifiers set forth in Part 4 of this notice.

2.3 Date of Birth

Rationale: The date of birth can be used to calculate the age of persons served at time of program entry or at any point in receiving services. It will also support the unique identification of each person served.

Data Collection Methods: Interview or self-administered form.

When Data Are Collected: Upon initial program entry or as soon as possible thereafter.

Subjects: All adults and children served.

Recommended Interview Questions and Required Response Categories:

Q: "What is your birth date?" (use "X" for missing numbers)

_____/_____/_____(example: 01/31/2002, or 01/XX/2002)(Month) (Day) (Year)

If complete birth date is not known:

Q: "In what year were you born?"

88—Don't know

99—Refused

Q: "In what month were you born?"

88—Don't know

99—Refused

If neither year nor month of birth is known:

Q: "What is your age?"

____ years old

88—Don't know

99—Refused

Special Issues: One date-format field for complete birth dates should be created in the HMIS database.