

- 3.2: Non-Cash Benefits
- 3.3: Physical Disability
- 3.4: Developmental Disability
- 3.5: General Health Status
- 3.6: Pregnancy Status
- 3.7: HIV/AIDS Status
- 3.8: Behavioral Health Status
- 3.9: Domestic Violence
- 3.10: Education
- 3.11: Employment
- 3.12: Veterans
- 3.13: Services Received
- 3.14: Destination
- 3.15: Follow-up After Program Exit
- 3.16: Children's Education
- 3.17: Other Children's Questions

Most of the data elements require that staff from a homeless assistance agency enter information provided by the client into the HMIS database. For each data element one or more questions and multiple response categories are provided. As with the universal data elements, 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. For APR-required data elements, the response categories are required and the HMIS application must include these responses exactly as they are presented in this section.

The program-level data questions are 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 18 years of age 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 who are applying for services with this group of persons should be interviewed separately, unless an adult is unable to provide information for himself/herself.

Because these standards are presented in 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.

Since many program-level data elements include private or sensitive information, HUD requires that the client be told the purpose for which the question is being asked and the ways in which the client may benefit from answering the question (e.g., by suggesting need or eligibility for a particular service). Local CoCs will have to establish firm policies and procedures to protect against

unauthorized disclosure of, or misuse of, personal information. These issues will be discussed in more detail in Part 4 of this notice.

### 3.1 Income and Sources

*Rationale:* Income and sources of income are important for determining service needs of people at the time of program entry, determining whether they are accessing all income sources for which they are eligible, assessing their degree of vulnerability to chronic homelessness, and describing the characteristics of the homeless population. Capturing the amount of cash income from various sources will help to: Assure all income sources are counted in the calculation of total income; enable program staff to take into account the composition of income in determining needs; determine if people are receiving the mainstream program benefits to which they may be entitled; help clients apply for benefits assistance; and allow analysis of changes in the composition of income between entry and exit from the program.

*Data Collection Method:* Interview or self-administered form.

*When Data Are Collected:* Upon initial program entry (or as soon as possible thereafter), at program exit and during periodic follow-up. Needed to complete Annual Progress Reports for certain HUD McKinney-Vento Act programs.

*Subjects:* All adults served by the program.

*Recommended Questions and APR-Required Response Categories:*

#### Earned Income

Q: "Have you [and/or the children who are coming into this program with you] received money from working in the last month?"

- 0—No
- 1—Yes
- 88—Don't know
- 99—Refused

*If yes, then ask the following question:*

Q: "Over the last month, how much money did you [and/or the children who are coming to this program with you] receive from working?"

- \$ \_\_\_\_\_.00
- 88—Don't know
- 99—Refused

#### Income from Other Sources

Q: Have you [and/or the children who are coming to this program with you] received money from any other sources in the last month?"

- 0—No
- 1—Yes

88—Don't know

99—Refused

If yes, then ask the following questions:

Q: "Over the last month, how much money did you [and/or the children who are coming into this program with you] receive from the following sources?"

Q: "Unemployment Insurance?"

\$ \_\_\_\_\_.00

88—Don't know

99—Refused

Q: "Supplemental Security Income or SSI?"

\$ \_\_\_\_\_.00

88—Don't know

99—Refused

(For household head with children)

Q: "Was this SSI for you or for a child who is with you?"

1—Self

2—A child

Q: "Over the last month, how much money did you [and/or the children who are coming into this program with you] receive from the following sources?" (Ask each)

\$ \_\_\_\_\_.00

88—Don't know

99—Refused

a—Social Security Disability Income (SSDI)

b—A veteran's disability payment

c—Private disability insurance

d—Worker's compensation

e—Temporary Assistance for Needy Families (TANF) (or replace with local name)

f—General Assistance (GA) (or replace with local name)

g—Retirement income for Social Security

h—Veteran's pension

i—Pension from a former job

j—Child support

k—Alimony or other spousal support

l—Any other sources

*If the client reported any sources of income as "Don't Know" or "Refused," then ask:*

Q: "Over the last month, what was your total income? Please do not include the income of any persons in your household who are 18 years of age or older."

\$ \_\_\_\_\_.00

88—Don't know

99—Refused

*Special Issues:* Note that this is the only data element that combines information for an adult and his or her children under 18 years of age who are participating in a program. Income for any other adult members of the household should be reported separately. Programs may choose to