



**Exit Date** – This is the date that the client exits the program.

**Intake Staff Name** – Record the first and last name of the person completing the form.

**Program Name** – Indicate the specific program in which the client is being exited.

**Client Name** – Record the full legal name of the client (first, middle and last name). If possible, verify by documentation available (i.e. driver’s license, etc.).

**Client ID** – This unique ID number is generated by Client Track. The number will appear at the top of the client record.

**Client Social Security Number** – Record the client’s social security number, if known. If possible, verify by documentation available.

**Housing Status** - For each client, determine the appropriate response according to the definitions below. A client cannot be in multiple reporting categories.

**Literally Homeless** includes people who are:

- o Places not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
- o A supervised publicly or privately operated shelter designated to provide temporary living arrangements (including hotels and motels paid for by Federal, State, or local government programs for low-income individuals or by charitable organizations, congregate shelters, and transitional housing for homeless persons);
- o A hospital or other institution, if the person was sleeping in an emergency shelter or other place not meant for human habitation (cars, parks, streets, etc.) immediately prior to entry into the hospital or institution;
- o Fleeing a domestic violence situation.

**Imminently Losing Their Housing** include people who are:

Are currently housed and not literally homeless, per above definition;

- o Are imminently losing their housing, whether permanent or temporary;
- o Have no subsequent housing options identified; and
- o Lack the resources or support networks needed to retain current housing or obtain temporary or permanent housing.

Examples of imminent housing loss include:

- o Being evicted from a private dwelling unit (including housing they own, rent, or live in without paying rent, are sharing with others, and rooms in hotels or motels not paid for by Federal, State, or local government programs for low-income individuals or by charitable organizations);
- o Being discharged from a hospital or other institution;
- o Living in housing that has been condemned by housing officials and is no longer considered meant for human habitation.

**Unstably Housed and At-Risk of Losing Their Housing** include people who are:

- o Are currently housed and not literally homeless or imminently losing their housing, per above definitions;
- o Are experiencing housing instability, but may have one or more other temporary housing options; and
- o Lack the resources or support networks to retain or obtain permanent housing.

Housing instability may be evidenced by:

- o Frequent moves because of economic reasons;
- o Living in the home of another because of economic hardship;
- o Being evicted from a private dwelling unit (including housing they own, rent, or live in without paying rent, are sharing with others, and rooms in hotels or motels not paid for by Federal, State, or local government programs for low-income individuals or by charitable organizations);
- o Living in a hotel or motel not paid for by Federal, State, or local government programs for low-income individuals or by charitable organizations;
- o Living in severely overcrowded housing;
- o Being discharged from a hospital or other institution; or

- Otherwise living in housing that has characteristics associated with instability and an increased risk of homelessness.

**Stably Housed** Persons who are stably housed are in a stable housing situation and not at risk of losing this housing (i.e., do not meet the criteria for any of the other housing response categories, per above definitions).

**HMIS Barriers** – Determine if the client has any of the following barriers and whether or not they are currently receiving services or treatment for the barrier. In households with children accompanied by an adult, children’s barriers should be determined based on an interview with the adult in the household.

**Substance Abuse Issues:** In separate data fields, determine (a) if the client has an alcohol or drug abuse problem or both, (b) if the problem is expected to be of long-continued and indefinite duration and substantially impedes a client’s ability to live independently, and (c) if the client is currently receiving services or treatment for the condition or received services or treatment prior to exiting the program.

**Mental Health:** In separate data fields, determine: (a) if the client has a mental health problem, (b) if the problem is expected to be of long-continued and indefinite duration and substantially impedes a client’s ability to live independently, and (c) if the client is currently receiving services or treatment for the condition or received services or treatment prior to exiting the program. A mental health problem may include serious depression, serious anxiety, hallucinations, violent behavior or thoughts of suicide.

**Physical Disability:** In separate fields, determine (a) if the client has a physical disability, and (b) if the client is currently receiving services or treatment for this disability or received services or treatment prior to exiting the program. For the purposes of HMIS, a physical disability means a physical impairment which is (a) expected to be of long, continued and indefinite duration, (b) substantially impedes an individual’s ability to live independently, and (c) of such a nature that such ability could be improved by more suitable housing conditions.

**Developmental Disability:** In separate fields, determine (a) if the client has a developmental disability, and (b) if the client is currently receiving services or treatment for this disability or received services or treatment prior to exiting the program. For the purposes of HMIS, a developmental disability means a severe, chronic disability that is attributed to a mental or physical impairment (or combination of physical and mental impairments) that occurs before 22 years of age and limits the capacity for independent living and economic self-sufficiency.

**HIV/AIDS:** In separate fields, determine if the client (a) has been diagnosed with AIDS or has tested positive for HIV, and (b) if the client is currently receiving services or treatment for this diagnosis or received services or treatment prior to exiting the program.

**Chronic Health Condition:** In separate fields, determine (a) if the client has a chronic health condition, and (b) if the client is currently receiving services or treatment for this condition or received services or treatment prior to exiting the program. For the purposes of HMIS, a chronic health condition means a diagnosed condition that is more than three months in duration and is either not curable or has residual effects that limit daily living and require adaptation in function or special assistance. Examples of chronic health conditions include, but are not limited to, heart disease (including coronary heart disease, angina, heart attack and any other kind of heart condition or disease); severe asthma; diabetes; arthritis-related conditions (including arthritis, rheumatoid arthritis, gout, lupus, or fibromyalgia); adult onset cognitive impairments (including traumatic brain injury, post-traumatic distress syndrome, dementia, and other cognitive related conditions); severe headache/migraine; cancer; chronic bronchitis; liver condition; stroke; or emphysema.

**Income** - Determine if the client has received any income in the last 30 days. Enter the dollar amount of the client’s monthly income on the day he/she entered the program, and check all sources of that income. An income source should not be assigned to more than one person in the same household.

As a general rule, income is assigned to a household member if the income source/amount leaves the household upon the departure of that member. For TANF, child support, alimony or other spousal support income, the responses should be assigned to the adult member of the household who is issued the income payment. For SSI received on behalf of a minor child, income source/amount should be assigned to the minor child. However, if it is not possible to discern which minor child the SSI benefit is intended for, the SSI benefit should be assigned to the child’s parent or legal guardian.

**Non-Cash Benefits** – Determine if the client has received any non-cash benefits in the last 30 days. For households with more than one member, non-cash benefits should be assigned in HMIS to all members of the household for whom the benefit is intended. For example, if an entire family is enrolled in Medicaid, the “Non-cash benefits received from any source in the past 30 days” question would be assigned as “Yes” for all household members and the “Source of non-cash benefit” would have Medicaid selected for all household members.

**Employment Assessment** (adults and unaccompanied youth only) - Record the client's employment status. If employed, how many hours they worked in the previous week and the tenure of the employment. If not employed, document whether or not the client is looking for work.

Seasonal employment is work that can, by the nature of it, ordinarily only be performed during a certain season in the year. Temporary employment is work for a limited time only or for a specific piece of work and that work will last a short duration. Permanent employment is work that is contemplated to continue indefinitely.

**Education Assessment** (adults and unaccompanied youth only) – Record the client's education information.

**Health Assessment** (adults and unaccompanied youth only) – Determine how the client assesses his/her health in comparison to other people their age.

**Children's Education** (children ages 5 -17) – Indicate whether or not the child is enrolled and name of school. If currently enrolled, indicate if the child is connected with McKinney-Vento Homeless Assistance Act liaison, and the type of school. If not enrolled, indicate the problem leading to non-enrollment and that last date of enrollment.

**Destination at Exit** - Determine the response value that best describes where the client will be staying after they leave the program. For clients who will be staying with family or friends, select the response that includes the expected tenure of the destination (permanent or temporary). For rental by client and owned by client, select the response that includes the type of housing subsidy, if any, the client will be receiving. A housing subsidy may be tenant-, project- or sponsor-based and provides ongoing assistance to reduce rent burden. This includes either a housing subsidy provided through the Veterans Affairs Supportive Housing (VASH) program or other housing subsidy. Other housing subsidies may include a HUD-funded subsidy (e.g., public housing, Housing Choice Voucher or "Section 8") or other housing subsidy (e.g., state rental assistance voucher).

**Reason for Leaving** - Identify the reason why the client left the program. If a client left for multiple reasons, record only the primary reason.