

**Client ID** – This unique ID number is generated by Client Track. The number will appear at the top of the client record. Please record on the upper right hand corner of the form.

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

**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.).

**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
- o 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).

**Barriers** – Determine if the client has any of the following barriers and whether or not received services while in the program 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.

**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.

**Income** - Enter the dollar amount of the client’s monthly income in the last thirty days, 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.

**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).