

## Data Entry for HMIS Critical Data Standards Changes

October 4, 2016

We have received a few questions about the requirements for back data-entry related to the Data Standards Critical Changes updates. The good news is; you should not need to do any back data entry, and only should have to check the data in 3.917. HMIS vendors were provided with mapping instructions for elements that had mapping requirements and other elements are simply “new” elements that do not require any back data entry. See the table of changes from the HMIS Data Dictionary below for additional information.

Element Number	Element Name	Change Requirement	“Back-entry” requirements
2.3	Continuum of Care Code	Updated guidance	Verify all CoC codes associated with a project are collected
3.6	Gender	Wording change	None – uses same field as “other”
3.8	Disabling Condition	Universe change – collect for all clients	None* - See additional info below
3.917	Living Situation	Structural and wording change (Major change)	None** -Vendors provided with mapping instructions.
4.2	Income and Sources	Collection change – collection now includes PATH	None – new for PATH
4.3	Non-Cash Benefits	Collection change – collection now includes PATH	None – new for PATH
4.4	Health Insurance	New Response options added	None - new
4.14 A	Services Provided: PATH Funded	Response options changed	None -Vendors provided with mapping instructions.
4.16A	Referrals Provided: PATH	Response options changed	None -Vendors provided with mapping instructions.
4.17	Residential Move-in Date	Element structural Change	None – removed yes/no responses
4.21	Connection with SOAR	Collection change – collection now includes PATH	None - new
4.24	Last Grade Complete	Response Options added & Collection change – collection now includes SSVF & HUD/VASH	None – new for VA

Element Number	Element Name	Change Requirement	“Back-entry” requirements
4.26	Employment Status	Collection change – collection now includes HUD/VASH	None – new for VA
4.27	General Health Status	Collection change – collection now includes HUD/VASH	None – new for VA
4.47	T-cell and Viral Load	Response options changed for viral load	None -Vendors provided with mapping instructions.
4.48	SSVF HP Targeting Criteria	New Element	None -new
4.49	Use of Other Crisis Services	New Element	None - new

**\*3.8 Disabling Condition**

The universe for Disabling Condition has expanded to include children. There is no current report on disabling condition for youth except for the RHY CSV, and thus no real need to back enter the data unless your community believes you need to. RHY does not require this element to be updated prior to the submission of federal transfer or for data to be “back-entered”. It is possible that the data is already there because:

- Many systems were already collecting the Disabling Condition element on all clients, including children. If your system was one that collected that data – then there is no further action needed.
- HMIS vendors were provided with the guidance below in the HMIS Data Dictionary that defines how data collected on Special Needs can be used to populate element 3.8 Disabling Condition.

*“Disabling Condition directly relates to the Program-Specific Elements capturing more detailed information on Special Needs: Physical Disability, Developmental Disability, Chronic Health Condition, HIV/AIDS, Mental Health Problem, and/or Substance Abuse.*

*If all of the Special Needs elements are present for completion in the HMIS application for a particular project, then disabling condition may be inferred to be “yes” from an answer of “yes” to the dependent field in those elements “expected to be of long–continued and indefinite duration and substantially impairs ability to live independently”.*”

If your vendor takes the action of populating the Disabling Condition element based on the answers to special needs – then no additional data entry should be required.

### \*\*3.917 Living Situation

Mapping instructions were provided to vendors. No back data entry is required. However, since all the elements and dependencies were not previously collected, HUD is requesting that when the record is reviewed by staff the first time after 10-1-2016 that the element be checked to be sure that the data is as accurate as possible.