



HUD Standards for Success

Participant Record-Level Information

Key for Applicable HUD Programs: Family Self-Sufficiency (**FSS**); Jobs Plus (**Jobs+**), Juvenile Re-entry Assistance Program (**JRAP**), Housing Counseling (**HC**), Housing Opportunities for Persons with AIDS (**HOPWA**), Lead Based Paint Hazard Control (**LBPHC**), Lead Hazard Reduction Demo (**LHRD**), Multifamily Housing Service Coordinator (**MFSC**), Budget Based Service Coordinators (**B-b**), Resident Opportunity and Self-Sufficiency Service Coordinators Program (**ROSS**).

Fixed ID	Indicator Number ¹	Data Element Name	Data Element Description	Response Options	Applicable HUD Programs
i.	N/A	Grant Number	The unique number identifying the grants as listed in award document.	The unique number identifying the grant.	FSS, Jobs+, JRAP, HOPWA, ROSS, HC, LBPHC, LHRD, MFSC, B-b
ii.	N/A	Grantee DUNS Number	The unique, non-indicative identifier issued by D&B and used by sam.gov to verify business entity.	The 9-digit DUNS number assigned to the grantee's business. Omit dashes (-).	FSS, Jobs+, JRAP, HOPWA, ROSS, HC, LBPHC, LHRD, MFSC, B-b
iii.	N/A	Grant Appropriation Fiscal Year	The year of appropriation for the Federal funds awarded.	The year of appropriation in a YYYY format.	FSS, Jobs+, JRAP, HOPWA, ROSS, HC, LBPHC, LHRD, MFSC, B-b
iv.	N/A	Catalog of Federal Domestic Assistance Number	The 5-digit CFDA number for the grant award.	The CFDA number in a XXXXX format. Omit the period (.).	FSS, Jobs+, JRAP, HOPWA, ROSS, HC, LBPHC, LHRD, MFSC, B-b
v.	N/A	Reporting Period Beginning Date	The begin date for the reporting period.	The beginning date for the reporting period in YYYY-MM-DD format.	FSS, Jobs+, JRAP, HOPWA, ROSS, HC, LBPHC, LHRD, MFSC, B-b
vi.	N/A	Reporting Period End Date	The end date for the reporting period.	The ending date for the reporting period in a YYYY-MM-DD format.	FSS, Jobs+, JRAP, HOPWA, ROSS, HC, LBPHC, LHRD, MFSC, B-b

¹ N/A includes demographic and other descriptive attributes of interest.



Fixed ID	Indicator Number	Data Element Name	Data Element Description	Response Options	Applicable HUD Programs
vii.	N/A	Person Identifier	The unique record identification code for the individual person (participant) assigned by the grantee.	Grantee assigned alpha-numeric identifier. Do not use SSNs or a combination of personally identifying characters.	FSS, Jobs+, JRAP, HOPWA, ROSS, HC, LBPHC, LHRD, MFSC, B-b
viii.	N/A	Household Identifier	The unique record identification code for the individual's household assigned by the grantee.	The alpha-numeric identifier assigned to the individual's household by the grantee.	FSS, Jobs+, JRAP, HOPWA, ROSS, HC, LBPHC, LHRD, MFSC, B-b
		A household includes all the people who occupy a housing unit. (People not living in households are classified as living in group quarters.) A housing unit is a house, an apartment, a mobile home, a group of rooms, or a single room that is occupied (or if vacant, is intended for occupancy) as separate living quarters. Separate living quarters are those in which the occupants live separately from any other people in the building and which have direct access from the outside of the building or through a common hall. The occupants may be a single family, one person living alone, two or more families living together, or any other group of related or unrelated people who share living arrangements.			
ix.	N/A	Age	The age in years of the individual as of the data collection date.	The age in years of the individual as of the data collection date.	FSS, Jobs+, JRAP, HOPWA, ROSS, HC, LBPHC, LHRD, MFSC, B-b
x.	N/A	Participant Status Code	This will identify if the resident does or does not participate in the service coordination program – responses below are not required if the resident is a non-participant. They can be filled out if known.	1= Participant 2= Non-Participant	FSS, Jobs+, JRAP, HOPWA, ROSS, HC, LBPHC, LHRD, MFSC, B-b



Fixed ID	Indicator Number	Data Element Name	Data Element Description	Response Options	Applicable HUD Programs	
1.	N/A	Gender Code	The gender for the participant.	1 = Male 2 = Female 3 = Transgendered Male to Female 4 = Transgendered Female to Male 5 = Other 77 = Information not collected 88 = Individual refused. 99 = Individual does not know.	FSS, Jobs+, JRAP, HOPWA, ROSS, HC, LBPHC, LHRD, MFSC, B-b	
2.	N/A	Ethnicity Code	The self-identified ethnicity of the participant.	1 = Hispanic/Latino 2 = Not Hispanic/Latino 77 = Information not collected 88 = Individual refused 99 = Individual does not know	FSS, Jobs+, JRAP, HOPWA, ROSS, HC, LBPHC, LHRD, MFSC, B-b	
3.	N/A	Race Code	The self-identified race of the participant. Multiple choices may be selected.	1 = American Indian or Alaska Native 2 = Asian 3 = Black or African American 4 = Native Hawaiian or other Pacific Islander 5 = White 6 = Mixed 77 = Information not collected 88 = Individual refused 99 = Individual does not know	FSS, Jobs+, JRAP, HOPWA, ROSS, HC, LBPHC, LHRD, MFSC, B-b	
		<p>American Indian or Alaska Native = person having origins in any of the original peoples of North America and South America (including Central America), and who maintains cultural identification through tribal affiliation or community recognition.</p> <p>Asian = person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent (e.g., India, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikkim, and Bhutan).</p> <p>Black or African American = person having origins in any of the black racial groups of Africa.</p> <p>Native Hawaiian or Other Pacific Islander = person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. It includes people who indicate their race as "Native Hawaiian," "Guamanian or Chamorro," " Samoan," and "Other Pacific Islander" or provide other detailed Pacific Islander responses.</p> <p>White = person having origins in any of the original peoples of Europe, the Middle East, or North Africa.</p>				
4.	N/A	Head of Household Code	The individual is an adult who is considered the head of household for purposes of determining income eligibility and rent.	1 = Yes 2 = No 77 = Information not collected 88 = Individual refused 99 = Individual does not know	FSS, Jobs+, JRAP, HOPWA, ROSS, HC, LBPHC, LHRD, MFSC, B-b	
		The head of household is responsible for ensuring that the household fulfills all of its responsibilities under the program, alone or in conjunction with a co-head or spouse. The household may designate any qualified household member as the head of household. The head of household must have the legal capacity to enter into a lease under state and local law. A minor who is emancipated under state law may be designated as head of household.				
5.	N/A	Residence Census Tract	The 11-digit census tract number for the residence of the individual.	The 11-digit code for the census tract for the individual's residence.	FSS, Jobs+, JRAP, HOPWA, ROSS, HC, LBPHC, LHRD, MFSC, B-b	
		The Census Bureau has developed an online tool for converting physical addresses to census tract numbers (http://factfinder2.census.gov/faces/nav/jsf/pages/searchresults.xhtml?ref=addr&refresh=t#none). Homeless individuals may designate a fixed location as their residence for identification purposes. This location may be a homeless shelter, or other location where a homeless individual may spend time or return to for sleep.				



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6.	N/A	Veteran Status Code	The individual who initiated services under this grant is a person who served on active duty in the armed forces and was discharged or released from such service under conditions other than dishonorable.	1 = Yes 2 = No 77 = Information not collected 88 = Individual refused 99 = Individual does not know	FSS, Jobs+, JRAP, HOPWA, ROSS, HC, MFSC, B-b
7.	N/A	Years in Subsidized Housing Number	Total number of years individual has lived in publicly or privately subsidized housing. County all time even if not consecutive.	The number of years.	FSS, Jobs+, JRAP, HOPWA, ROSS, MFSC, B-b
8.	N/A	Disability Status Code	The disability status of the individual.	1 = Yes, individual indicates a disability as defined in ADA 2 = No, individual indicates no disability as defined by ADA 77 = Information not collected 88 = Individual refused 99 = Individual does not know 100 = N/A	FSS, Jobs+, JRAP, ROSS, MFSC, B-b
ADA = Section 3(2) (a) of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102).					
9.	N/A	Disability Category Code	The category of disability for the individual.	1 = Impairment is primarily physical, including mobility and sensory impairments 2 = Impairment is primarily mental, including cognitive and learning impairments 3 = Impairment is both physical and mental 77 = Information not collected 88 = Individual refused 99 = Individual does not know 100 = N/A	ROSS, MFSC, B-b
10.	N/A	Disability Requires Assistance Code	The individual with a disability who received services funded under the grant demonstrated a need for assistance with activities of daily living, including eating, bathing, grooming, and dressing and home management activities.	1 = The disabled individual requires services to manage home activities 2 = The disabled individual does not require services for home management 3 = The disabled individual was not assessed for these criteria 77 = Information not collected 88 = Individual refused 99 = Individual does not know 100 = N/A	ROSS, MFSC, B-b



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11.	N/A	Hard to House Code	The household is at high risk of losing housing. Choose all that apply.	1 = Head of household has lived in public housing for more than 10 years 2 = Head of household does not have a high-school diploma or GED 3 = Three or more minors in the household 4 = One or more household members has a criminal record 5 = The head of household is not disabled, but one or more other household members is disabled 6 = The head of household is a single, elderly adult who is the primary caregiver for one or more children 77 = Information not collected 88 = Individual refused 99 = Individual does not know 100 = N/A	HOPWA
12.	N/A	Returning Citizen/Ex-Offender Code	The individual is currently an offender with an active criminal record in the justice system, or has committed or been charged with committing criminal acts in the previous 12 months. CJS = criminal justice system	1 = Individual is currently a subject involved in the CJS 2 = The individual is not currently subject to any phase of the CJS, but has been in the previous 12 months 3 = The individual is not currently subject to any phase of the CJS, and has not been in the previous 12 months 77 = Information not collected 88 = Individual refused 99 = Individual does not know 100 = N/A	FSS, Jobs+, JRAP
13.	N/A	Earned Income Tax Credit Recipient Code	The individual received the Earned Income Tax Credit (EITC) for the most recent tax year.	1 = Individual reported receipt of the EITC in most recent tax year. 2 = Individual reported no receipt of the EITC in most recent tax year. 77 = Information not collected 88 = Individual refused 99 = Individual does not know 100 = N/A	FSS, Jobs+, JRAP, ROSS, MFSC, B-b
The Earned Income Tax Credit, EITC or EIC, is a benefit for working people with low to moderate income. To qualify, persons must meet certain requirements and file a tax return, even if no taxes are owed or the person is not required to file. EITC reduces the amount of tax a person owes and may provide a refund to the person.					



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14.	N/A	Financial Account Creation Code	The individual has a checking, savings, individual development account (IDA) or escrow account.	1 = Individual has a checking or savings account. 2 = Individual has an IDA. 3 = The individual has an FSS escrow account. 77 = Information not collected 88 = Individual refused 99 = Individual does not know 100 = N/A	FSS, Jobs+, JRAP, MFSC, B-b
15.	N/A	Supplemental Nutrition Assistance Program (SNAP) Code	The individual received SNAP benefits at the time of data collection.	1 = Yes 2 = No 77 = Information not collected 88 = Individual refused 99 = Individual does not know 100 = N/A	FSS, Jobs+, JRAP, HOPWA, ROSS, MFSC, B-b
16.	N/A	Temporary Assistance to Needy Families (TANF) Code	The individual received cash or other support services under TANF at the time of data collection.	1 =Yes 2 = No 77 = Information not collected 88 = Individual refused 99 = Individual does not know 100 = N/A	FSS, Jobs+, JRAP, HOPWA, ROSS, MFSC, B-b
		TANF is federally funded but is administrated by each state. TANF is a financial assistance program for low income families that have children and for pregnant women in their last three months of pregnancy.			
17.	N/A	Supplemental Security Income (SSI) Code	The individual received SSI at the time of data collection.	1 =Yes 2 = No 77 = Information not collected 88 = Individual refused 99 = Individual does not know 100 = N/A	FSS, Jobs+, JRAP, HOPWA, ROSS, MFSC, B-b
		SSI is a Federal income supplement program funded by general tax revenues (<i>not</i> Social Security taxes). It is designed to help aged, blind, and disabled people who meet income and asset thresholds.			
18.	N/A	Social Security Disability Insurance (SSDI) Code	The individual received SSDI at the time of data collection.	1 =Yes 2 = No 77 = Information not collected 88 = Individual refused 99 = Individual does not know 100 = N/A	FSS, Jobs+, JRAP, HOPWA, ROSS, MFSC, B-b



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19.	N/A	Substance Abuse Treatment Code	The individual is being treated by a medical professional or a treatment facility for substance abuse or dependence. Substance abuse is defined as a maladaptive (i.e., harmful to a person's life) pattern of substance use marked by recurrent and significant negative consequences related to the repeated use of substances. These substances may be legal, such as alcohol, or an illicit drug such as hashish, cocaine hallucinogens, heroin, or prescription-type drug used non-medically.	1 = The individual is being treated for substance abuse or dependence 2 = The individual is not being treated for substance abuse or dependence, but did receive treatment in past 12 months 3 = The individual was not treated for substance abuse or dependence in past 12 months, but did receive such treatment over a year ago 4 = The individual never received treatment for substance abuse or dependence 77 = Information not collected 88 = Individual refused 99 = Individual does not know 100 = N/A	HOPWA, ROSS, MFSC, B-b
20.	N/A	Acquired Immune Deficiency Syndrome (AIDS)/Human Immunodeficiency Virus (HIV) Status Code	The individual was diagnosed by a medical professional as being infected with AIDS/HIV. AIDS is an infectious disease caused by the human immunodeficiency virus or HIV. Both variants of the HIV virus, HIV-1 and HIV-2, cause AIDS.	1 = The individual identified as being infected with HIV/AIDS. 2 = The individual identified as not being infected with HIV/AIDS. 77 = Information not collected 88 = Individual refused 99 = Individual does not know 100 = N/A	HOPWA
21.	N/A	Activities of Daily Living (ADL) Count	If assessed, individual demonstrated need for assistance in completing one or more ADLs. Record number of ADLs individual could not complete at time of initial assessment.	The number of ADLs that the individual is unable to perform.	ROSS, MFSC, B-b
		Activities of Daily Living (ADL) means eating, dressing, bathing, grooming, and transferring, as further described below: (1) Eating—May need assistance with cooking, preparing, or serving food, but must be able to feed self; (2) Bathing—May need assistance in getting in and out of the shower or tub, but must be able to wash self; (3) Grooming—May need assistance in washing hair, but must be able to take care of personal appearance; (4) Dressing—Must be able to dress self, but may need occasional assistance; (5) Transferring—Actions such as going from a seated to standing position and getting in and out of bed; and (6) Other such activities as HUD deems essential for maintaining independent living.			
22.	N/A	Instrumental Activities of Daily Living (IADL) Count	If assessed, individual demonstrated need for assistance in completing one or more IADLs. Record number of IADLs individual could not complete at the time of initial assessment.	The number of IADLs that the individual is unable to perform.	ROSS, MFSC, B-b
		Instrumental Activities of Daily Living (IADLs) are activities that are more complex than ADL activities including, but not limited to, handling personal finances, meal preparation, shopping, traveling, doing housework, using the telephone, taking or managing medications, or other such activities as HUD deems essential for maintaining independent living.			
23.	N/A	Service start date	The date the individual enrolled in or first received grant-funded services or benefits, defined as the start or initiation of services.	Service start or initiation date in YYYY-MM-DD format.	FSS, Jobs+, JRAP, HOPWA, ROSS, HC, LBPHC, LHRD, MFSC, B-b



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24.	N/A	Service end date	The date that grant-funded services were completed or terminated. The last date the individual received grant-funded service.	Service end, completion or termination date in YYYY-MM-DD format.	FSS, Jobs+, JRAP, HOPWA, ROSS, HC, LBPHC, LHRD, MFSC, B-b
25.	11	Opportunity Area Census Tract	The census tract is identified as an area of opportunity in the community's Regional Fair Housing Equity Assessment (FHEA).	1 = Yes 2 = No 3 = N/A 77 = Information not collected	FSS, Jobs+, JRAP, HOPWA, HC, LBPHC, LHRD
26.	18	Housing Status Code	The current housing status of the individual.	1 = Identifies as a public housing resident. 2 = Receives a tenant-based rental voucher. 3 = Receives a project based rental voucher. 4 = Privately subsidized housing. 5 = Unsubsidized (market rate) housing. 6 = Owns a home. 7 = Homeless. 77 = Information not collected 88 = Individual refused 99 = Individual does not know 100 = N/A	FSS, Jobs+, JRAP, HOPWA
27.	12,13,14	Primary Health Care Provider Code	The individual has a personal primary health care provider (a general doctor, a specialist doctor, nurse practitioner or physician's assistant).	1 = Yes 2 = No 77 = Information not collected 88 = Individual refused 99 = Individual does not know 100 = N/A	FSS, Jobs+, JRAP, HOPWA, ROSS, MFSC, B-b
28.	12,13,14	Health Coverage Code	The individual was covered by a private or public health insurance plan. Please note that a person having only a private plan that paid for one type of service, such as accidents or dental care, is considered uninsured. Insurance coverage may be held or purchased by this individual or any family member.	1 = Yes, covered through employer or union (current or former) 2 = Yes, purchased insurance from insurance company 3 = Medicare 4 = Medicaid/Medical Assistance 5 = TRICARE or other military health care 6 = VA health care 7 = Indian Health Service 8 = Other health insurance or health coverage plan 9 = No coverage 77 = Information not collected 88 = Individual refused 99 = Individual does not know 100 = N/A	FSS, Jobs+, JRAP, HOPWA, ROSS, MFSC, B-b



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29.	12,13,14	Medical Examination Status Code	The individual received a routine medical examination within the last 12 months. This includes well-baby visit, well-child visit, well-woman visit, physical exam performed by a health care provider and annual wellness visit covered through Medicare.	1 = Yes 2 = No 77 = Information not collected 88 = Individual refused 99 = Individual does not know 100 = N/A	FSS, Jobs+, JRAP, HOPWA, ROSS, MFSC, B-b
30.	8,9,10	Highest Education Level Code	The highest degree or level of education completed by the individual.	0 = No schooling completed, Nursery school, or Kindergarten. 1 - 11 = Grade 1 through 11. 12 = 12th grade, no diploma. 13 = High school diploma. 14 = GED or alternative credential. 15 = Less than 1 year of college credit. 16 = 1 or more years of college credit, no degree. 17 = Associate's degree 18 = Bachelor's degree 19 = Master's degree). 20 = Professional degree (e.g., MD, DDS, DVM, LLB, JD). 21 = Doctorate degree 77 = Information not collected 88 = Individual refused 99 = Individual does not know 100 = N/A	FSS, Jobs+, JRAP, HOPWA, ROSS, MFSC, B-b
31.	8,9,10	Enrollment in Educational or Vocational Program	Individual's current enrollment in educational or vocational training.	1 = Individual is enrolled in educational training. 2 = Individual is enrolled in vocational training. 3 = Not enrolled in educational or vocational training. 4 = N/A 77 = Information not collected	FSS, Jobs+, JRAP, HOPWA, ROSS
32.	8,9,10	License or Certificate Attainment Code	Individual's attainment of a vocational/occupational license or certificate while receiving grant-funded services. The license or certificate must have been attained between the start and the completion or termination of grant-funded services.	1 = Occupational skills license 2 = Occupational skills certificate 3 = Other license or certificate recognized by state 4 = Individual did not attain a license or certificate 77 = Information not collected 88 = Individual refused 99 = Individual does not know 100 = N/A	FSS, Jobs+, JRAP, HOPWA, ROSS



Fixed ID	Indicator Number	Data Element Name	Data Element Description	Response Options	Applicable HUD Programs
33.	8,9,10	Degree Attainment Code	Individual's attainment of a degree while receiving grant-funded services. The degree must have been attained between the start and the completion or termination of grant-funded services.	1 = High school diploma/ GED 2 = AA or AS diploma 3 = BA or BS diploma. 4 = Other degree. 5 = No degree attained 77 = Information not collected 88 = Individual refused 99 = Individual does not know 100 = N/A	FSS, Jobs+, JRAP, HOPWA, ROSS
34.	1,2	Employment Status Code	Individual's employment status during the prior month, including, the date of collection. An individual is considered "employed" if he or she did any work for pay during the last month even for just for a few hours)	1 = Employed 2 = Not employed at any time in the last month and actively seeking work. 3 = Not employed at any time in the last month and not actively seeking work. 77 = Information not collected 88 = Individual refused 99 = Individual does not know 100 = N/A	FSS, Jobs+, JRAP, HOPWA, ROSS, MFSC, B-b
35.	1,2	Employment Type Status Code	The type of employment, classified as full-time or part-time.	1 = Full-time worker employed in the last month. 2 = Part-time worker employed in the last month. 77 = Information not collected 88 = Individual refused 99 = Individual does not know 100 = N/A	FSS, Jobs+, JRAP, HOPWA, ROSS, MFSC, B-b
		Full-time includes people at least 16 years old who worked or who were scheduled to work 35 hours or more per week. Part-time includes people at least 16 years old who worked or who were scheduled to work less than 35 hours per week.			
36.	1,2	Entered Employment Date	The date the individual entered employment. When multiple instances of entering employment exist, use the current or most recent job.	The date entered employment in YYYY-MM-DD format.	FSS, Jobs+, JRAP, HOPWA, ROSS, MFSC, B-b



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37.	1,2	Occupation Code	The SOC Based Occupation Group that best describes the individual's occupation.	1 = Management Occupations 2 = Business and Financial Operations Occupations 3 = Computer, Engineering, and Science Occupations 4 = Education, Legal, Community Service, Arts, and Media Occupations 5 = Healthcare Practitioners and Technical Occupations 6 = Healthcare Support Occupations 7 = Protective Service Occupations 8 = Food Preparation and Serving Related Occupations 9 = Building and Grounds Cleaning and Maintenance Occupations 10 = Personal Care and Service Occupations 11 = Sales and Related Occupations 12 = Office and Administrative Support Occupations 13 = Farming, Fishing, and Forestry Occupations 14 = Construction and Extraction Occupations 15 = Installation, Maintenance, and Repair Occupations 16 = Production Occupations 17 = Transportation and Material Moving Occupations 77 = Information not collected 88 = Individual refused 99 = Individual does not know 100 = N/A For additional instructions and examples, see supplement.	FSS, Jobs+, JRAP, HOPWA, ROSS
38.	1,2	Monthly Paid Earnings Amount	The individual's gross earnings from all employment for the prior 4 weeks leading up to, and including, the collection date.	Reported gross monthly earnings in whole (rounded U.S. dollars.	FSS, Jobs+, JRAP, HOPWA, ROSS, MFSC, B-b
39.	17	Household Annual Gross Income Amount	The household's self-reported annual gross income.	Estimated annual income in whole (rounded) U.S. dollars.	FSS, Jobs+, JRAP, HOPWA, MFSC, B-b
		For the purposes of determining included and excluded income in the calculation of household income, please refer to definition of "adjusted gross income" as used in the Internal Revenue Service's 1040 long form. Go to http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/affordablehousing/training/web/calculator/definitions/irs#inclusions for sources of income to be included and excluded in this calculation.			



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40.	4,5,6	Homeless Status Code	The individual's homeless or runaway status.	1 = Homeless 2 = Runaway youth 3 = Neither homeless or a runaway youth 77 = Information not collected 88 = Individual refused 99 = Individual does not know 100 = N/A	HOPWA
		A "homeless" person lacks a fixed, regular, adequate night time residence. This definition includes any individual who has a primary night time residence that is a publicly or privately operated shelter for temporary accommodation; an institution providing temporary residence for individuals intended to be institutionalized; or a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings; or a person under 18 years of age who absents himself or herself from home or place of legal residence without the permission of his or her family (i.e., runaway youth). This definition does not include an individual imprisoned or detained under an Act of Congress or State law. An individual who may be sleeping in a temporary accommodation while away from home should not, as a result of that alone, be recorded as homeless.			
41.	4,5,6	Weeks Homeless Count	The number of weeks the homeless person lacked a fixed, regular, adequate night time residence in the past 12 month or 52 week period. The weeks do not have to be consecutive to count.	The number of weeks homeless.	HOPWA
42.	4,5,6	Chronically Homeless Status Code	The individual meets definition of chronically homeless person.	1 = Yes 2 = No 3 = Individual was not assessed for this condition 77 = Information not collected 88 = Individual refused 99 = Individual does not know 100 = N/A	HOPWA
		HUD defines a chronically homeless person as an unaccompanied homeless individual with a disabling condition who has either been continuously homeless for a year or more, or has had at least four episodes of homelessness in the past three years, where each homeless occasion was at least 15 days. To be considered chronically homeless, persons must have been sleeping in a place not meant for human habitation (e.g., living on the streets) and/or in an emergency homeless shelter during that time. Disabling conditions include substance use disorder, serious mental illness, developmental disability (as defined in section 102 of the Developmental Disabilities Assistance Bill of Rights Act of 2000 (42 U.S.C. 15002)), post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability. An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in the above paragraph before entering that facility is considered chronically homeless. A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in the above paragraph of this definition, including a family whose head composition has fluctuated while the head of household has been homeless.			



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43.	4,5,6	Prior Night Residence Code	For homeless individuals, indicate the type of living arrangement the night before the individual received services funded by the grant. If the individual was residing in an institution (hospital, jail, etc.) for less than 30 days, then select where he or she was staying before the entering the institution.	1 = Emergency shelter including hotel/ motel voucher 2 = Foster care home or foster care group home 3 = Hospital or other residential non-psychiatric medical facility 4 = Hotel or motel paid for without emergency shelter voucher 5 = Jail, prison or juvenile detention facility 6 = Long-term care facility or nursing home 7 = Owned by individual, no ongoing housing subsidy 8 = Owned by individual, with ongoing housing subsidy 9 = Permanent housing for formerly homeless persons 10 =Place not meant for habitation 11 =Psychiatric hospital or other psychiatric facility 12 =Rental by individual, no ongoing housing subsidy 13 =Rental by individual, with ongoing housing subsidy 14 =Safe Haven 15 =Staying or living in a family member's room, apartment or house 16 =Staying or living in a friend's room, apartment or house 17 =Substance abuse treatment facility or detox center 18 =Transitional housing for homeless persons (including homeless youth) 77 = Information not collected 88 = Individual refused 99 = Individual does not know 100 = N/A	HOPWA



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44.	18	Intermediate Housing Status Code	The intermediate housing outcome achieved by the individual.	1 = Avoided eviction from rental property 2 = Obtained a Home Equity Conversion Mortgage (HECM) 3 = Prevented or resolved a mortgage default 77 = Information not collected 88 = Individual refused 99 = Individual does not know 100 = N/A	HC, FSS, Jobs+, JRAP, HOPWA, MFSC, B-b
45.	17	Household Housing Cost Amount	Monthly household housing costs including rent, mortgage, utilities, fees and property taxes.	The household's average monthly housing costs in whole (rounded) U.S. dollars.	FSS, Jobs+, JRAP, HOPWA, ROSS, MFSC, B-b
46.	17	Household Transportation Cost Amount	Monthly transportation costs including car payments, vehicle insurance and public transportation cost. Exclude vacations and other rare instances of travel.	The household's average monthly transportation costs in whole (rounded) U.S. dollars.	FSS, Jobs+, JRAP, HOPWA, ROSS, MFSC, B-b
47.	15	Asthma Condition Code	The individual has been diagnosed with asthma by a medical professional.	1 = Yes 2 = No 77 = Information not collected 88 = Individual refused 99 = Individual does not know 100 = N/A	LBPHC, LHRD, MFSC, B-b
48.	15	Emergency Room / Hospital Visit Code	The individual was treated in the emergency department or hospitalized within the last 12 months.	1 = Yes 2 = No 77 = Information not collected 88 = Individual refused 99 = Individual does not know 100 = N/A If Yes, input number of times, as whole number. And input number of times, as a whole number, that were asthma-related.	LBPHC, LHRD, MFSC, B-b
49.	16	Blood-Lead Test Code	A blood level test was performed for a child under age 6 in the household in last 12 months.	1 = Yes 2 = No 77 = Information not collected 88 = Individual refused 99 = Individual does not know 100 = N/A	LBPHC, LHRD
50.	16	Blood-Lead Test Result	Blood level test result was elevated (≥ 5 $\mu\text{g}/\text{dL}$).	1 = Yes 2 = No 3 = N/A 77 = Information not collected	LBPHC, LHRD



Fixed ID	Indicator Number	Data Element Name	Data Element Description	Response Options	Applicable HUD Programs
51.	4,8,9,10	Adult Basic Education Service Code	The individual received training (e.g. uses textbooks and handouts) to improve his/her literacy and numeracy skills.	1 = Yes 3 = N/A 77 = Information Not Collected If Yes, input number of times, as whole number.	FSS, Jobs+, JRAP, HOPWA, ROSS
		Literacy skills training develops critical reading, writing, listening, speaking, and viewing skills and knowledge necessary to function productively in school, the workplace or society in general. This may take the form of classes or one-on-one tutoring. Examples include: basic reading, writing, literacy, math skills, pre-admission college prep courses and other adult continuing education classes (non-credit). This does not include ESL, GED prep, enrollment in post-secondary education, occupational skills training, or work readiness classes.			
52.	4	ESL Class Service Code	Individual with limited English proficient individual (LEP) (e.g. non-native English speaker) received English as a second language (ESL) instruction	1 = Yes 3 = N/A 77 = Information not collected If Yes, input number of times, as whole number.	FSS, Jobs+, JRAP, HOPWA, ROSS, MFSC, B-b
		English as a Second Language is the use of English by speakers with different native languages. The individual participated in one or more programs and activities designed to help the individual learn English. ESL instruction reduces language barriers that can preclude meaningful access by LEP persons to important government programs, services, and employment. This may take the form of classes or one-on-one tutoring.			
53.	1,2,4	Career Guidance Service Code	The individual received career guidance services.	1 = Yes 3 = N/A 77 = Information not collected If Yes, input number of times, as whole number.	FSS, Jobs+, JRAP, HOPWA, ROSS
		Career guidance services include the provision of information, materials, suggestions, or advice which are intended to assist the job seeker in making occupation or career decisions.			
54.	1,2,4	Self-Directed Job Search Assistance Service Code	The individual received job search activities.	1 = Yes 3 = N/A 77 = Information not collected If Yes, input number of times, as whole number.	FSS, Jobs+, JRAP, HOPWA
		Job search activities help an individual plan and carry out a successful self-directed job hunting strategy and include resume preparation, application preparation, interviewing skills, job lead development, job finding clubs, and development of a job search plan.			
55.	1,2,4	Work Readiness Assistance Service Code	The individual received work readiness assistance.	1 = Yes 3 = N/A 77 = Information not collected If Yes, input number of times, as whole number.	FSS, Jobs+, JRAP, HOPWA
		Work readiness includes specific work-related skills that young people and adults need in order to be successful as entry-level workers in any formal sector business or industry or in any informal sector livelihood. These skills are generally thought of as life skills with a strong work focus, and include work-related health and safety at work, work habits and conduct, personal leadership at work, communicating with others at work, team work and collaboration at work, rights and responsibilities of workers and employers, and customer service. This may include business communications, computer literacy, financial literacy, employment counseling.			



Fixed ID	Indicator Number	Data Element Name	Data Element Description	Response Options	Applicable HUD Programs
56.	1,2,4	Occupational Skills Training (OST) Service Code	The individual received occupational skills training (OST). OST may be conducted in the classroom or on-the-job in the workplace or a combination of approaches.	1 = Yes 3 = N/A 77 = Information not collected If Yes, input number of times, as whole number.	FSS, Jobs+, JRAP, HOPWA
		The OST curriculum is designed to meet the technical needs of the workplace. OST provides participants with the technical skills necessary to perform a specific job or group of jobs. The duration of OST activities varies based on many factors. This could be to retain an existing job, for a new job, for advancement in a current field, or for employment in a new/different field. This could be training provided by an employer.			
57.	1,2,4	Job Development Service Code	The individual received job development services. Job development is contacting an employer directly for the purpose of obtaining possible employment for a specific individual.	1 = Yes 3 = N/A 77 = Information not collected If Yes, input number of times, as whole number.	FSS, Jobs+, JRAP, HOPWA
58.	1,2,4	Job Retention Service Code	The individual received job retention services.	1 = Yes 3 = N/A 77 = Information not collected If Yes, input number of times, as whole number.	FSS, Jobs+, JRAP
		Job retention services include a Job coach works with participant on managing challenges in the workplace or works with employer to create a remediation plan for employee, etc. Occupational skills training (OST), employer sponsored "in-service training" and certifications needed to maintain employment are excluded.			
59.	4	Fair Housing and Civil Rights Assistance Service Code	The individual received services or participated in programs that promotes racially, ethnically, and economically diverse communities and integrated living patterns and avoid patterns where persons are forced to live in high poverty areas, or in areas suffering from a lack of accessible services, or a lack of integration in terms of income, race, or ethnicity, or disability status.	1 = Yes 3 = N/A 77 = Information not collected If Yes, input number of times, as whole number.	HOPWA, HC, MFSC, B-b
60.	4	Tax Preparation Service Code	The individual received tax preparation services while participating in grant-funded activities.	1 = Yes 3 = N/A 77 = Information not collected If Yes, input number of times, as whole number.	FSS, Jobs+, JRAP, MFSC, B-b
		Tax preparation services include assistance with obtaining information about low- or no-cost tax preparation services; arranging no-cost tax preparation services at the property; assistance with organizing tax documents, paperwork, and other supporting materials for individuals; and assistance with preparing and/or filing of senior/disabled age/income-based specific tax rebates including property tax rebate programs and/or food sales tax rebate programs. These services may be provided by an IRS Volunteer Income Tax Assistance (VITA) center or a reputable (not refund-anticipation loan-type) private service. This does not include the use of tax software by individuals unless facilitated by the PHA or a partner.			



Fixed ID	Indicator Number	Data Element Name	Data Element Description	Response Options	Applicable HUD Programs
61.	4	Financial Account Creation Service Code	The individual was assisted with credit activities or to create a financial account (savings/checking), FSS escrow, Individual Development Acct.	1 = Yes 3 = N/A 77 = Information not collected If Yes, input number of times, as whole number.	FSS, Jobs+, JRAP, MFSC, B-b
		The Individual Development Account (IDA) is created through an Assets for Independence Program, an alternative program at the housing authority or another IDA through a partner. IDAs are matched savings accounts that help people with modest means to save towards the purchase of a lifelong asset, such as a home.			
62.	4	Legal Assistance Service Code	The individual received legal assistance in civil or criminal matters during participation in the grant-funded activities.	1 = Yes 3 = N/A 77 = Information not collected If Yes, input number of times, as whole number.	FSS, Jobs+, JRAP, HOPWA, MFSC, B-b
		Legal assistance includes receiving legal aid or counsel as well as participating in community legal clinics. Counsel includes providing basic information on services such as end of life decision making, advanced directives, or wills.			
63.	4	Legal Assistance Type Service Code	The type of legal assistance received during participation in the grant-funded activities.	1 = Will preparation, advanced directives, end of life decisions 2 = ID theft and credit Issues 3 = Foreclosure prevention 4 = Eviction prevention 5 = Custody, divorce and child support 6= Fair housing assistance 7 = Assistance to victims of domestic violence 8 = Expunging criminal records 9 = Other 10 = N/A 77 = Information not collected	FSS, Jobs+, JRAP, HOPWA, MFSC, B-b
64.	4	Financial Education Service Code	The individual participated in financial literacy, budgeting or credit education activities	1 = Yes 3 = N/A 77 = Information not collected If Yes, input number of times, as whole number.	FSS, Jobs+, JRAP, HOPWA, ROSS, MFSC, B-b
		This financial management assistance is designed to help low-income families increase income, build savings, and gain assets to improve financial stability. It provides adults practical tips to manage debt, avoid quick fixes, and plan to resolve financial trouble. It also helps homebuyers understand the basics of handling new homeowner expenses.			
65.	4, 18	Pre-Housing Counseling Service Code	Prior to purchase or rental, the individual was counseled and/or received service related to buying a home or renting.	1 = Yes 3 = N/A 77 = Information not collected If Yes, input number of times, as whole number.	FSS, Jobs+, JRAP, HOPWA, HC, MFSC, B-b
		Bank-sponsored mortgage seminars open to the general public or simply going to a bank and being guided through the process are excluded. Sweat-equity programs that offer homeownership counseling, such as Habitat for Humanity, are also excluded.			



Fixed ID	Indicator Number	Data Element Name	Data Element Description	Response Options	Applicable HUD Programs
66.	4, 18	Post-Housing Counseling Service Code	After purchase or rental, the individual was counseled and/or received service related to renting, default, foreclosure avoidance, credit issues or reverse mortgages.	1 = Yes 3 = N/A 77 = Information not collected If Yes, input number of times, as whole number.	FSS, Jobs+, JRAP, HOPWA, HC, MFSC, B-b
67.	4	Food and Nutrition Service Code	The individual received food and nutrition services to prevent and/or end a period of hunger or a period of malnutrition.	1 = Yes 3 = N/A 77 = Information not collected If Yes, input number of times, as whole number.	HOPWA, MFSC, B-b
		These services include participation the Women, Infant and children (WIC) nutrition program, in congregate meal sites such as Meals on Wheels programs, using emergency food programs and food banks, grocery shopping or cooking services or other means of access including family, friends, and individuals within the community, and receiving donated food items from community-based sources. The Supplemental Nutrition Assistance Program (SNAP) is not included.			
68.	4	Conflict Resolution Service Code	The individual received counseling and/or other services related to conflict resolution.	1 = Yes 3 = N/A 77 = Information not collected If Yes, input number of times, as whole number.	HOPWA, ROSS, MFSC, B-b
		Conflict resolution services include assistance to resolve conflict by helping to clarify, educate, mediate, and propose compromises or alternative solutions to parties who are contesting some mutual objectives. Conflict may be between individuals or between individuals and property management, service providers, or other parties. This includes court ordered participation.			
69.	4	Translation/ Interpretation Service Code	Individual with no or limited English speaking ability or with hearing or visual impairments received translation or interpretation services to participate in the program.	1 = Yes 3 = N/A 77 = Information not collected If Yes, input number of times, as whole number.	FSS, Jobs+, JRAP, HOPWA, HC, MFSC, B-b
70.	4	Housing Retention Service Code	The individual received housing retention assistance.	1 = Yes 3 = N/A 77 = Information not collected If Yes, input number of times, as whole number.	HOPWA, ROSS, MFSC, B-b
		This assistance includes Informing individuals of lease provisions and/or of behaviors/problems that could lead to lease violations, such as noise, odors, unsanitary or unsafe conditions in apartments (hoarding and clutter) or common areas. Activities can include assistance with eviction prevention; assistance with preparing, organizing and understanding documents for lease recertification; and assistance with apartment inspection compliance. Includes linking individuals with a member of the property management team for assistance with understanding their lease and house rules. Working with property management staff to provide reasonable accommodation as defined by 1973 Rehabilitation Act when an individual's mental, physical, or social disability is impeding compliance with the lease.			



Fixed ID	Indicator Number	Data Element Name	Data Element Description	Response Options	Applicable HUD Programs
71.	4	Household Skills/Life Skills Service Code	The individual participated in a course or training regarding household or life skills.	1 = Yes 3 = N/A 77 = Information not collected If Yes, input number of times, as whole number.	ROSS, MFSC, B-b
		Household or life skills services may include Good Neighbor trainings, household management, food prep, civic engagement, navigating community resources, citizenship classes, driver's education, etc.			
72.	4	Needs Assessment Service Code	The individual received a documented assessment or Individual Services and Training Plan (ITSP) that identifies housing and supportive service needs.	1 = Yes 3 = N/A 77 = Information not collected If Yes, input number of times, as whole number.	FSS, Jobs+, JRAP, HOPWA, ROSS, MFSC, B-b
		Assessment is the process that reveals the past and current details of a service seeker's strengths, and needs, in order to match the client to appropriate housing and supportive services. The results of the assessment are documented in the individual's case record and are typically used in providing counseling services, making referrals and in developing an individual service plan. Assessment can occur either at primary screening or at entry to a housing program.			
73.	3,4	Service Coordination Service Code	The individual received service coordination assistance.	1 = Yes 3 = N/A 77 = Information not collected If Yes, input number of times, as whole number.	FSS, Jobs+, JRAP, HOPWA, ROSS, MFSC, B-b
		Service coordination includes establishing linkages with appropriate agencies and service providers in the general community in order to tailor the needed services to the program participant; linking program participants to providers of services that the participant needs; and educating participants on issues, including, but not limited to, supportive service availability, application procedures and client rights.			
74.	4,7	Parenting Skills Service Code	The individual received parenting training.	1 = Yes 3 = N/A 77 = Information not collected If Yes, input number of times, as whole number.	FSS, Jobs+, JRAP, HOPWA
		Parenting skills includes training in child development, family budgeting, health and nutrition, and other skills to promote their long-term economic independence and the well-being of their children.			
75.	4,7	3 to 5 Years Childhood Education Service Code	The individual received assistance obtaining early childhood education for children between the ages of 3 and 5 (or the age prior to the commencement of compulsory education at primary school). Record for head of household only; not recorded for children.	1 = Yes 2 = Household has children aged 3-5 years and did not receive child care services. 3 = N/A 77 = Information not collected	FSS, Jobs+, JRAP, HOPWA, ROSS
		The early childhood program is child care combined with a developmentally appropriate educational component. This includes Head Start and Pre-K. Do NOT record as a service to the child); record as a service to the head of household.			



Fixed ID	Indicator Number	Data Element Name	Data Element Description	Response Options	Applicable HUD Programs
76.	4,8,9,10	High School/GED Preparation Service Code	The individual participated in an organized program of study or a GED preparation class to attain secondary school diploma or equivalent. This may take the form of classes or one-on-one tutoring.	1 = Yes 3 = N/A 77 = Information not collected If Yes, input number of times, as whole number.	FSS, Jobs+, JRAP, ROSS
77.	4,8,9,10	Post-Secondary/College Education Service Code	The individual is attending a post-secondary school or program, including college (either full or part-time) and assistance is provided to enable the individual to enroll and/or remain in the organized program of study to attain a post-secondary school diploma or a certificate.	1 = Yes 3 = N/A 77 = Information not collected If Yes, input number of times, as whole number.	FSS, Jobs+, JRAP, HOPWA, ROSS
78.	4,5,6	Shelter Placement Service Code	The homeless individual was placed in an emergency shelter.	1 = Yes 3 = N/A 77 = Information not collected If Yes, input number of times, as whole number.	HOPWA
		A shelter is any facility whose primary purpose is to provide temporary housing. A shelter provides support, supervision, and a safe place to live in a group home, cluster of apartments, or a network of homes that integrate housing and services for low-income individuals and families.			
79.	4,5,6	Housing Placement Service Code	The housed individual was provided assistance for permanent and/or temporary or short-term transfer to another property, a different unit within the property, or to an alternative care facility.	1 = Yes 3 = N/A 77 = Information not collected If Yes, input number of times, as whole number.	HOPWA, ROSS, MFSC, B-b
		Information and assistance was provided to the individual and/or family members regarding temporary housing options. Includes assistance with an individual's transition back to their apartment from short-term care facility or hospital.			
80.	4,5,6	Permanent Housing Placement / Turnover Reason Code	The individual is no longer on the property or in the program for the following reason.	1 = Moved Out: Purchased a home 2 = Moved Out: Another apartment or rental property 3 = Moved Out: Higher Level of Care 4 = Moved Out: With family 5 = Moved Out: Other 6 = Moved Out: Unknown 7 = Eviction 8 = Death 77 = Information not collected 100 = N/A	HOPWA, ROSS, MFSC, B-b
81.	4,5,6	Permanent Housing Placement / Turnover Date	Date the individual was no longer on the property for the above reason.	Date YYYY-MM-DD format.	HOPWA, ROSS, MFSC, B-b



Fixed ID	Indicator Number	Data Element Name	Data Element Description	Response Options	Applicable HUD Programs
82.	4	Independent Living Service Code	The disabled or frail elderly individual received assistance in obtaining services to enable him or her to remain in their own home.	1 = Yes 3 = N/A 77 = Information not collected If Yes, input number of times, as whole number.	FSS, Jobs+, JRAP, HOPWA, MFSC, B-b
		Services include apartment cleaning, laundry, shopping, and cooking, and referrals to services or supports to assist individual with keeping, managing and maintaining all aspects of their home other than homemaking. Activities can include assisting individual with simple money management budgeting, bill paying, reading mail, organization of personal records, or utility company issues.			
83.	4	Transportation Assistance Service Code	The individual received transportation services to participate in medical or other personal appointments, religious, social, or recreational activities.	1 = Yes 3 = N/A 77 = Information not collected If Yes, input number of times, as whole number.	FSS, Jobs+, JRAP, HOPWA, ROSS, MFSC, B-b
		This may include bus passes/tokens, rides in a service provider-owned van, arranging car pools, connecting to city/county special transportation opportunities, assistance with personal auto repair, etc.			
84.	4	HIV/AIDS Service Code	The individual received HIV/AIDS health and counseling services. Services include	1 = Yes 3 = N/A 77 = Information not collected If Yes, input number of times, as whole number.	HOPWA, MFSC, B-b
		Human immunodeficiency virus infection/acquired immunodeficiency syndrome (HIV/AIDS) health and counseling services include access to treatment, financial assistance to pay for medication and medical tests, and assistance in securing housing.			
85.	4	Adult Personal Assistance Service Code	A chronically ill or disabled individual needing help with daily living, received assistance with activities of daily living (ADL), such as bathing or dressing.	1 = Yes 3 = N/A 77 = Information not collected If Yes, input number of times, as whole number.	HOPWA, ROSS, MFSC, B-b
		Includes adult day care center services and services provided to frail elderly and disabled individuals who are unable to live independently and perform ADLs and/or Instrumental Activities of Daily Living (IADL) without assistance. An adult day care center, also commonly known as adult day services, is a non-residential facility that supports the health, nutritional, social support, and daily living needs of adults in professionally staffed, group settings. Assistance with ADL includes services associated with gaining independence in: (1) Eating— assistance with cooking, preparing, or serving food, but must be able to feed self; (2) Bathing— assistance in getting in and out of the shower or tub, but must be able to wash self; (3) Grooming— assistance in washing hair, but must be able to take care of personal appearance; (4) Dressing— able to dress self, but may need occasional assistance; (5) Transferring— actions such as going from a seated to standing position and getting in and out of bed; and (6) Other such activities as HUD deems essential for maintaining independent living. Assistance with IADL are services that are more complex than those needed for ADL and include: handling personal finances, meal preparation, shopping, traveling, doing housework, using the telephone, taking or managing medications, or other such activities as HUD deems essential for maintaining independent living.			



Fixed ID	Indicator Number	Data Element Name	Data Element Description	Response Options	Applicable HUD Programs
86.	4,12,13, 14	Medical Care Service Code	The individual is referred for and receives medical or health care services to optimize and maintain physical health.	1 = Yes 3 = N/A 77 = Information not collected If Yes, input number of times, as whole number.	FSS, Jobs+, JRAP, HOPWA, ROSS, MFSC, B-b
		The medical or health care services are provided by a physician, medical professional, credentialed nutritionist. Medical services also include dental services, home health services, receiving durable medical equipment and other adaptive equipment, prescription medication and medication management, dietary support, and lifeline programs.			
87.	4,12,13, 14	Mental Health Service Code	The individual is referred for and receives mental health services.	1 = Yes 3 = N/A 77 = Information not collected If Yes, input number of times, as whole number.	FSS, Jobs+, JRAP, HOPWA, ROSS, MFSC, B-b
		These services include being treated by credentialed psychiatrists, psychologists, therapists, and mental health counselors. Mental health services may be delivered in a one-on-one setting or in a group setting through therapeutic support groups. Prescription medication and medication management for mental health concerns are also considered mental health services.			
88.	4,12,13, 14	Substance Abuse Service Code	The individual received substance abuse services during participation in grant activities.	1 = Yes 3 = N/A 77 = Information not collected If Yes, input number of times, as whole number.	FSS, Jobs+, JRAP, HOPWA, ROSS, MFSC, B-b
		These services include treatment for use of addictive substances such as tobacco, alcohol, drugs (prescription and street). Examples of treatment providers are the American Lung Association or other smoking cessation programs, physicians, mental health workers, alcohol and drug treatment facilities, and Alcoholics Anonymous (AA).			

Public reporting burden for this collection of information is estimated to average 20 minutes per respondent, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number. This information is collected in connection with HUD's respective program. The information is considered sensitive and is protected by the Privacy Act which requires the records to be maintained with appropriate administrative, technical and physical safeguards to ensure their security and confidentiality.