

Data Quality Plan

Louisiana Services Network Data Consortium
Version 2.0

Effective Date:
October 1, 2016

Developed by:
LSNDC Policy Committee

Adopted by:
LSNDC Board of Directors
On August 5, 2016

Introduction

This document serves as the Homeless Management Information System (HMIS) Data Quality Plan for the Continuum of Care (CoCs) served by the Louisiana Services Network Data Consortium (LSNDC) and shall be used in concert with the policies listed in the LSNDC Policies and Standard Operating Procedures. The plan is prepared and maintained by the LSNDC Board of Directors and shared with the CoCs of Louisiana to adopt and implement. The plan standardizes the baseline requirements for ensuring accuracy, timeliness, and completeness of information maintained within the LSNDC HMIS database. The protocols identified within the plan are in accordance with the requirements set by the United States Department of Housing and Urban Development (HUD) and detailed in the 2014 HUD Data and Technical Standards, specifically the HMIS Data Standards Manual, the HMIS Project Descriptor Data Elements Manual, and the Program Specific HMIS Manuals for the various federal partners identified in *Opening Doors: Federal Strategic Plan to Prevent and End Homelessness*. It is not the intention of the plan to preclude or supersede additional requirements identified by the CoC or contributing HMIS organization. The plan shall be reviewed and revised no less than once a year, with consideration given to the scheduled releases of HMIS Data Standard updates published by HUD.

As CoCs shift towards more data-informed approaches to ending homelessness, the value and necessity for strong HMIS data quality increases. Data quality that is timely, complete, and accurate provides CoCs with statistically valid and reliable data about the communities they serve. CoCs must have clear and concise information to evaluate progress towards meeting local, state, and federal benchmarks, as well as effectively serving clients within their jurisdictions and coordinating their paths to stable, permanent housing.

The purpose of the LSNDC Data Quality Plan is to ensure each CoC within the state of Louisiana has defined baseline expectations for both the community and end users to capture reliable and valid data about persons accessing the homeless assistance system. Additionally, compliance with the LSNDC Data Quality Plan validates with the CoC's compliance with the HMIS data standards set by HUD and their relevant federal partners.

Glossary of Terms:

APR	Annual Performance Report	PATH	Projects for Assistance in Transition from Homelessness
CoC	Continuum of Care	PDDE	Program Descriptor Data Elements
ESG	Emergency Solutions Grants	PSDE	Program Specific Data Element
HMIS	Homeless Management Information System	QPR	Quarterly Performance Report
HOPWA	Housing Opportunities for Persons with AIDS	RHY	Runaway Homeless Youth
HUD	Dept of Housing and Urban Development	SSVF	Supportive Services for Veteran Families
LSNDC	Louisiana Services Network Data Consortium	UDE	Universal Data Element

Referenced Materials:

The plan includes hyperlinks to manuals and ancillary documents published by HUD and relevant federal partners.

- [2014 HMIS Data Standards Manual](#), U.S. Department of Housing and Urban Development
- [CoC Program HMIS Manual](#), U.S. Department of Housing and Urban Development
- [ESG Program HMIS Manual](#), U.S. Department of Housing and Urban Development
- [HMIS Data Standards Dictionary](#), U.S. Department of Housing and Urban Development
- [HMIS Project Descriptor Data Elements](#), U.S. Department of Housing and Urban Development

- [HMIS Standard Reporting Terminology Glossary](#), U.S. Department of Housing and Urban Development
- [PATH Program HMIS Manual](#), U.S. Department of Health and Human Services
- [RHY Program HMIS Manual](#), U.S. Department of Health and Human Services
- [VA Program HMIS Manual](#), U.S. Department of Veterans Affairs

Data Quality 1.0: Data Quality Plan Definition

Effective Date: October 01, 2016

Last Revision: October 01, 2016

A data quality plan is the document that facilitates the ability of Louisiana Services Network Data Consortium (LSNDC) to achieve statistically valid, reliable data. LSNDC Data Quality Plan follows the requirements of the current Federal [HMIS Data Standards Manual](#) and the Project Descriptor and [Program Specific HMIS Manuals](#). This plan is subject to change to accommodate new standards released by HUD.

The plan:

- Identifies the responsibilities of all parties within LSNDC that affect data quality
- Establishes specific data quality benchmarks for timeliness, completeness, and accuracy
- Describes the procedures that the LSNDC will take to implement the plan and monitor progress to meet data quality benchmarks.

Data Quality 1.1: Timeliness Requirements

Effective Date: October 01, 2016

Last Revision: October 01, 2016

All data shall be entered into the HMIS in a timely manner to ensure access to data when it is needed for reporting purposes. To that end, the following timeliness benchmark is set forth:

General Standard:

All HMIS participating projects will ensure entry/exits, services, and Universal Data Elements are at minimum completed within 5 business days of project entry/exit.

Exceptions:

1. *Emergency Shelters:* All HMIS Participating Emergency Shelter projects will ensure entry/exits, services, and Universal Data Elements are completed within 2 business days of initial contact.
2. *Outreach Projects:* All HMIS Participating Outreach projects will ensure entry of limited basic demographics as provided by client and services within 5 business days of initial contact.
3. *Legacy Data:* There will be a grace period determined on a case by case basis for how quickly the data should be entered into the HMIS. Legacy Data is information stored in an old or obsolete format or computer system that is, therefore, difficult to access or process and requires more time for a project to enter data

Data Quality 1.2: Completeness Overview

Effective Date: October 01, 2016

Last Revision: October 01, 2016

Complete HMIS data is necessary to fully understand the demographic characteristics and service use of persons in the system. Complete data facilitates confident reporting and analysis on the nature and extent of homelessness, including ability for CoCs to address HUD System Performance Measures, including:

- Unduplicated counts of clients served at the regional level;
- Patterns of use of participants entering and exiting the homeless assistance system;
- Evaluation of the effectiveness of CoC homeless systems locally and statewide; and

- Effectively producing data to reach benchmarks to end homelessness.

Data Quality 1.2.1: Completeness Requirements for Project Descriptor Data Elements (PDDE)

Effective Date: October 01, 2016

Last Revision: October 01, 2016

Project Descriptors include information about projects that are required for reporting purposes and enhance the HMIS as a tool for supporting information and referral services.

General Standard:

All Project Descriptor Data Elements are required as part of basic administrative setup of projects utilizing the LSNDC, no null/missing Project Descriptor Data Elements are allowed. The PDDE's should be entered no later than 5 days from the time the Provider is created in the LSNDC. They should also be reviewed annually and any changes should be recorded.

For a listing of the Project Descriptor Data Elements please see the [HMIS Project Descriptor Data Elements Manual](#) for detailed listing and explanation of each element.

- 2.1 Organization Identifiers
- 2.2 Project Identifiers
- 2.3 Continuum of Care Code
- 2.4 Project Type
- 2.5 Method for Tracking Emergency Shelter Utilization
- 2.6 Federal Partner Funding Sources
- 2.7 Bed and Unit Inventory Information
- 2.8 Site Information - Optional
- 2.9 Target Population – Optional

Data Quality 1.2.2: Completeness Requirements for All Clients Served

Effective Date: October 01, 2016

Last Revision: October 01, 2016

It is the expectation that all clients receiving homeless assistance will have their service delivery documented in the HMIS.

General Standard:

All projects using the HMIS shall enter data on all clients in accordance with the newest relevant [HMIS Data and Technical Standards](#) of the [2014 HMIS Data Standards Manual](#), [HMIS Data Standards Data Dictionary](#), and [Program Specific HMIS Manuals](#). Anonymous entry is discouraged and should only be allowed when absolutely necessary.

Exceptions:

1. Non-Federally funded projects are required to have a minimum of 80% of each Universal Data Element on all clients.
2. Homeless Service Providers whose primary target population is victims of domestic violence are currently collecting data and providing non-identifiable data to the local CoC are statutorily disallowed from entering client data into the HMIS
3. If a client refuses to have information input into the HMIS, the Homeless Service Provider is responsible to choose "Client refused" for those data elements being refused. The Homeless Service Provider is not held responsible for client refusal, although some reporting tools may consider "client refused" as a null value. For additional information please refer to the LSNDC Policies and Privacy Plan. Plan.

4. When agencies host special events (e.g. Christmas Baskets, Christmas Tree Programs, Easter Baskets, etc.) they are not required to record information on all clients who participate in the event.

Data Quality 1.2.3: Completeness Requirements of Universal Data Elements (UDE)

Effective Date: October 01, 2016

Last Revision: October 01, 2016

Universal Data Elements are necessary to produce an unduplicated count of clients served, to provide accurate counts for various reporting requirements, including HUD CoC APR, the Annual Homeless Assessment Report (AHAR), ESG Consolidated Annual Performance and Evaluation Report (CAPER), SSVF Export, RHY Export, System Performance Measure reports, and other reporting requirements.

General Standard:

The acceptable percentage of Universal Data Elements without responses (i.e. null data) or with responses of 'Client doesn't know', 'Client refused' or "Data not collected" for all clients served in CoC, ESG, and HOPWA projects is 5 percent or less. Whenever a response is not listed for a required UDE, it will be treated as missing (or null) data. Documenting the reasons for not recording responses are important and missing data should be avoided.

Uses of non-reportable responses for UDEs -

- Response of *Client doesn't know (HUD)*: This response should be recorded whenever a client is asked a question, but he or she is unable to recall this information. For example, a client is asked about the number of times he has homeless on the streets, in ES, or SH in the past three years, but the client cannot quantify this number.
- Response of *Client refused (HUD)*: This response should be recorded whenever a client is asked a question, but he or she chooses to not disclose this information. For example, a client is asked about the number of times he has homeless on the streets, in ES, or SH in the past three years, but the client states he will not answer this question.
- Response of *Data not collected (HUD)*: this response should be recorded whenever a staff person does not ask the question or does not keep a record of the response. For example, a case manager is completing an intake with a future client, and she does not ask the client the number of times he has homeless on the streets, in ES, or SH in the past three years.

Exceptions:

1. *Outreach Programs*: Capture and record initial contact and any other contacts along with UDEs they are able to obtain.

Please refer to the [2014 HMIS Data Standards Manual](#) for more detailed information on the following UDEs; see Exhibit 1 of the plan for more specific detailed information about when and for whom this information should be recorded.

- 3.1 Name
- 3.2 Social Security Number
- 3.3 Date of Birth
- 3.4 Race
- 3.5 Ethnicity
- 3.6 Gender
- 3.7 Veteran Status

- 3.8 Disabling Condition
- 3.917 Living Situation
- 3.10 Project Entry Data
- 3.11 Project Exit Data
- 3.12 Destination
- 3.13 Personal ID (System Generated)
- 3.14 Household ID (System Generated)
- 3.15 Relationship to Head of Household
- 3.16 Client Location

<p>Data Quality 1.2.4: Completeness Requirements of Program Specific Data Elements (PSDE)</p>
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Effective Date: October 01, 2016

Last Revision: October 01, 2016

Program Specific Data Elements are necessary to produce the HUD CoC, ESG, PATH, RHY and SSVF Federal Reports. These elements also ensure LSNDL has sufficient client data to conduct analysis on the extent and characteristics of the population(s) served.

General Standard:

The acceptable percentage of Program Specific Data Elements with “null/missing”, “Client doesn’t know” and “Client refused” is less than 5 percent for all clients served by a CoC, ESG, HOPWA, SSVF, and RHY programs and any other federally funded HMIS project. Please refer to the [2014 HMIS Data Standards Manual](#), [Program Specific Manuals](#) for each project type and the HMIS Standard Reporting Terminology Glossary for more detailed information.

The following PSDEs are required by more than one Federal partnering agency; see Exhibit 3 for specific requirements by each Federal partner.

- 4.1 Housing Status
- 4.2 Income and Sources
- 4.3 Non-Cash Benefits
- 4.4 Health Insurance
- 4.5 Physical Disability
- 4.6 Developmental Disability
- 4.7 Chronic Health Condition
- 4.8 HIV/AIDS
- 4.9 Mental Health Problem
- 4.10 Substance Abuse
- 4.11 Domestic Violence
- 4.12 Contact
- 4.13 Date of Engagement
- 4.14 Services Provided
- 4.15 Financial Assistance Provided
- 4.16 Referrals Provided
- 4.17 Residential Move-In Date
- 4.18 Housing Assessment Disposition
- 4.19 Housing Assessment at Exit

Data Quality 1.3 Accuracy

Effective Date: October 01, 2016

Last Revision: November 02, 2012

The purpose of accuracy is to ensure that the data in the LSND C HMIS is the best possible representation as it relates to clients and the programs that serve them.

General Standard:

All data entered into the LSND C HMIS shall be a reflection of information provided by the client, as documented by the intake worker or otherwise updated by the client and documented for reference. Deliberately recording inaccurate information is strictly prohibited.

Data Quality 1.3.1: Consistency in Accuracy

Effective Date: October 01, 2016

Last Revision: November 02, 2012

The purpose is to ensure that data is understood, collected, and entered consistently across all programs in the HMIS. Consistency directly affects the accuracy of data.

General Standard:

All data elements in the LSND C HMIS shall be collected and entered in a common and consistent manner across all programs.

Data Quality 1.4: Monitoring

Effective Date: October 01, 2016

Last Revision: October 01, 2016

The purpose of monitoring is to ensure that agencies are following the data quality standards agreed upon by LSND C and are meeting expected benchmarks as described by the LSND C Data Quality Plan.

General Standard:

Data Elements will be monitored on at least a quarterly basis by local CoCs and system administrators to quickly identify and resolve issues that affect the timeliness, completeness, and accuracy of the client record. More frequent monitoring is encouraged. Use of ART data quality reports is recommended, but it is at the discretion of the CoC to determine which reports best fit the needs of the project types within the jurisdiction.

Data Quality 1.5 Incentives and Enforcement

Effective Date: October 01, 2016

Last Revision: October 01, 2016

The purpose of using incentives to reinforce the importance of good data quality.

General Standard:

CoCs are encouraged to develop an incentive program to entice contributing HMIS organizations to adhere to the data quality plan. Effective incentives for projects/users maintaining good data quality may include, but are not limited to, public acknowledgements at meetings or in newsletters, certificates or recognition, or bonus points for funding awards.

Exhibit 1: Universal Data Element Collection Summary

Data Element	Collected For				When Collected			
	All	HoH	HoH and Adults	Adults	Record Creation	Project Entry	Update	Project Exit
3.1 Name	X				X			
3.2 Social Security Number	X				X			
3.3 Date of Birth	X				X			
3.4 Race	X				X			
3.5 Ethnicity	X				X			
3.6 Gender	X				X			
3.7 Veteran Status				X	X			
3.8 Disabling Condition				X		X		
3.917 Living Situation			X			X		
3.10 Project Entry Date	X					X		
3.11 Project Exit Date	X							X
3.12 Destination			X					X
3.13 Personal ID	X				X			
3.14 Household ID	X					X		
3.15 Relationship to Head of Household	X					X		
3.16 Client Location		X				X	X	

**Program Specific Data Element Collection Summaries will be available for each federal partner program in the HMIS Program Manuals.

Exhibit 2: Federal Partner Grant Programs, Eligible Components/Activities and HMIS Project Types

This table serves as a source reference for:

1. Identification of all HMIS Federal Partner programs and components use of HMIS.
2. Identification of the Program and Program Component/Activity Abbreviations used throughout the Data Manual.
3. Identification of the HMIS Project Type [element 2.4] required association with each Component/Activity.

U.S. Department of Housing and Urban Development (HUD)

Grant/Program	Component/Activity	HMIS PROJECT TYPE
Continuum of Care for the Homeless (CoC)	Homelessness Prevention (HP)	Homelessness Prevention
	Permanent Supportive Housing (PSH) [Includes CoC - Shelter Plus Care (S+C) and Supportive Housing Program(SHP) – permanent housing with active funding and/or use requirements]	PH: - Permanent Supportive Housing (disability required for entry)
	Rapid Re- Housing (RRH)	PH - Rapid Re-Housing
	Supportive Services Only (SSO)	Services Only (unless Street outreach is funded then Street Outreach)
	Transitional Housing (TH) [Includes CoC SHP – transitional housing with active funding and/or use requirements]	Transitional Housing
	Safe Haven (SH)	Safe Haven
	SRO [20 year use requirement]	PH- Permanent Supportive Housing or PH - Housing Only (depending on whether services are provided).
Emergency Solutions Grants (ESG)	Emergency Shelter (ES) – Entry/Exit (ES-e/e) OR Night-by-Night (ES-nbn) [Includes ESG – Transitional Shelter (Housing)]	Emergency Shelter (Transitional Shelter = Transitional Housing program type, reported under Emergency Shelter)
	Homelessness Prevention (HP)	Homelessness Prevention
	Rapid Re-Housing (RRH)	PH - Rapid Re-Housing
	Street Outreach (SO)	Street Outreach
Housing Opportunities for Persons with AIDS (HOPWA)	Hotel/Motel (H/M)	Emergency Shelter
	Housing Information (HI)	Services Only
	Permanent Housing (PH)	PH - Permanent Supportive Housing
	Permanent Housing Placement (PHP)	Services Only
	Short Term Housing (STH)	Emergency Shelter
	Short Term Rent, Mortgage Utility Assistance (STRMU)	Homelessness Prevention
Transitional Housing (TH)	Transitional Housing	
HUD/VASH (H/V)	Permanent Supportive Housing (PSH)	PH - Permanent Supportive Housing
Rural Housing Stability	Rural Assistance (RA)	Undetermined at time of Data Standards Release

U.S. Department of Health and Human Services (HHS)

Administration for Children and Families (ACYF) -- Family and Youth Services Bureau (FYSB)		
Grant/Program	Component/Activity	HMIS PROJECT TYPE
Runaway and Homeless Youth (RHY)	Basic Center Program (BCP) Emergency Shelter (BCP-es) OR Prevention (BCP-p)	es = Emergency Shelter p=Homelessness Prevention
	Maternal Group Home (MGH)	Transitional Housing
	Street Outreach Program (SOP)	Street Outreach
	Transitional Living Program (TLP)	Transitional Housing
	Demonstration Programs (D)	Undetermined at time of Data Standards Release
Substance Abuse and Mental Health Services Administration (SAMHSA)		
Grant/Program	Component/Activity	HMIS PROJECT TYPE
Projects for Assistance in Transition from Homelessness (PATH)	Street Outreach (SO)	Street Outreach
	Supportive Services (SSO)	Services Only

U.S. Department of Veteran Affairs (VA)

Grant/Program	Component/Activity	HMIS PROJECT TYPE
Health Care for Homeless Veterans (HCHV)	Community Contract Emergency Housing (HCHV/EH)*	Emergency Shelter
	Community Contract Residential Treatment Program (HCHV/RT)*	Emergency Shelter
	Domiciliary Care (HCHV/DOM)*	Emergency Shelter
	VA Community Contract Safe Haven Program (HCHV/SH)*	Safe Haven
VA Funded Transitional Housing	Grant and Per Diem Program (GPD)*	Transitional Housing
	Compensated Work Therapy Transitional Residence (CWT/TR)*	Transitional Housing
Supportive Services for Veteran Families (SSVF)	Supportive Services for Veteran Families Homelessness Prevention	Homelessness Prevention
	(HP) Supportive Services for Veteran Families Rapid Re-Housing	PH - Rapid Re-Housing
*Participation in HMIS is not required as part of a funding requirement except for SSVF. The federal partners recognize that communities record Project Descriptor Data Elements and Universal Data Elements in order to facilitate completion of the HIC and PIT.		

Exhibit 3: Federal Partner Program Specific Data Element Tables

A. CoC HMIS Program Specific Data Element Table

All CoC Program funded projects are required to collect all of the Universal Data Elements and a select number of Program-Specific Data Elements, which are shown below for each program component:

#	Element	Homeless Prevention	PSH	Rapid Rehousing	SSO	Transitional Housing
4.2	Income and Sources	X	X	X	X	X
4.3	Non-Cash Benefits	X	X	X	X	X
4.4	Health Insurance	X	X	X	X	X
4.5	Physical Disability	X	X	X	X	X
4.6	Developmental Disability	X	X	X	X	X
4.7	Chronic Health Condition	X	X	X	X	X
4.8	HIV/AIDS	X	X	X	X	X
4.9	Mental Health Problem	X	X	X	X	X
4.10	Substance Abuse	X	X	X	X	X
4.11	Domestic Violence	X	X	X	X	X
4.12	Contact				+	
4.13	Date of Engagement				+	
4.17	Residential Move-in Date			X		
4.18	Housing Assessment Disposition	?	?	?	?	?
4.19	Housing Assessment at Exit	X				

X = Data collection is required
+ = Data collection is required only for SSO components which are funded to provide Street Outreach
? = Data collection is determined by how the CoC has structured Coordinated Entry in the area. Use of element is required for any project conducting CE, either across multiple projects or through a centralized process.

B. ESG HMIS Program Specific Data Element Table

All ESG recipients and sub-recipients are required to collect all of the Universal Data Elements and a select number of Program-Specific Data Elements, which are shown below for each program component:

#	Element	Emergency Shelter (E/E)	Emergency Shelter (NBN)	Homeless Prevention	Rapid Rehousing	Street Outreach
4.2	Income and Sources	X		X	X	X
4.3	Non-Cash Benefits	X		X	X	X
4.4	Health Insurance	X		X	X	X

4.5	Physical Disability	X	X	X	X	X
4.6	Developmental Disability	X	X	X	X	X
4.7	Chronic Health Condition	X	X	X	X	X
4.8	HIV/AIDS	X	X	X	X	X
4.9	Mental Health Problem	X	X	X	X	X
4.10	Substance Abuse	X	X	X	X	X
4.11	Domestic Violence	X	X	X	X	X
4.12	Contact		X			
4.13	Date of Engagement		X			
4.14E	Bed-Night Date		X			
4.17	Residential Move-in Date				X	
4.18	Housing Assessment Disposition	?	?	?	?	?
4.19	Housing Assessment at Exit			X		

X = Data collection is required
? = Data collection is determined by how the CoC has structured Coordinated Entry in the area. Use of element is required for any project conducting CE, either across multiple projects or through a centralized process.

C. PATH Program Specific Data Element Table

All PATH projects are required to collect all of the Universal Data Elements and a select number of Program-Specific Data Elements. The Program-Specific Data Elements to be collected by each PATH project are as shown below:

#	Element	Street Outreach	Services Only
4.1	Housing Status	X	X
4.2	Income and Sources	X	X
4.3	Non-Cash Benefits	X	X
4.4	Health Insurance	X	X
4.5	Physical Disability	X	X
4.6	Developmental Disability	X	X
4.7	Chronic Health Condition	X	X
4.8	HIV/AIDS	%	%
4.9	Mental Health Problem	X	X
4.10	Substance Abuse	X	X

4.11	Domestic Violence		X	X
4.12	Contact		X	X
4.13	Date of Engagement		X	X
4.14A	Services Provided – PATH Funded		X	X
4.16A	Referrals Provided - PATH		X	X
4.20	PATH Status		X	X
4.21	Connection with SOAR		X	X
X = Data collection is required				
% = Data collection is pending approval and collection is at the discretion of the grantee				

D. RHY Program Specific Data Element Table

All RHY projects are required to collect all of the Universal Data Elements and a select number of Program-Specific Data Elements. The Program-Specific Data Elements to be collected by each PATH project are as shown below:

#	Element	Basic Center Program (Emergency Shelter)	Basic Center Program (Prevention)	Maternity Group Home	Street Outreach Program	Transitional Living Program	DEMO
4.2	Income and Sources			X		X	X
4.3	Non-Cash Benefits			X		X	X
4.4	Health Insurance	X	X	X	X	X	X
4.5	Physical Disability	X	X	X	X	X	X
4.6	Developmental Disability	X	X	X	X	X	X
4.7	Chronic Health Condition	X	X	X	X	X	X
4.8	HIV/AIDS	X	X	X	X	X	X
4.9	Mental Health Problem	X	X	X	X	X	X
4.10	Substance Abuse	X	X	X	X	X	X
4.12	Contact				X		
4.13	Date of Engagement				X		
4.14B	Services Provided – RHY	X	X	X	X	X	X
4.16B	Residential Referrals Provided - RHY	X	X	X	X	X	X
4.22	RHY: BCP Status	X	X				
4.23	Sexual Orientation	X	X	X	X	X	X
4.24	Last Grade Completed	X	X	X		X	X
4.25	School Status	X	X	X		X	X
4.26	Employment Status	X	X	X		X	X
4.27	General Health Status	X	X	X		X	X

4.28	Dental Health Status	X	X	X		X	X
4.29	Mental Health Status	X	X	X		X	X
4.30	Pregnancy Status	X	X	X	X	X	X
4.31	Formerly a Ward of Child Welfare/Foster Care Agency	X	X	X		X	X
4.31	Formerly a Ward of Juvenile Justice System	X	X	X		X	X
4.32	Young Person's Critical Issues	X	X	X		X	X
4.33	Referral Source	X	X	X		X	X
4.34	Commercial Sexual Exploitation	X	X	X	X	X	X
4.35A	Commercial Labor Exploitation	X	X	X	X	X	X
4.3B	Transitions, Exit-care, or Aftercare Plan and Actions	X	X	X		X	X
4.36	Project Completion Status	X	X	X		X	X
4.37	Family Reunification Achieved	X	X	X		X	X
4.38		X	X	X		X	X

X = Data collection is required

E. VA Program Specific Data Element Table

All VA-funded projects participating in HMIS are required to collect and enter Universal data elements. SSVF projects are required to collect and enter additional Program-Specific data elements; detailed information about HMIS data collection for SSVF may be found in the [SSVF HMIS Data Collection](#) section of the VA Data Guide, available on VA's SSVF University website.

#	Element	SSVF	HUD/VASH and HUD/VASH-OTH
4.2	Income and Sources	X	X
4.3	Non-Cash Benefits	X	X
4.4	Health Insurance	X	X
4.5	Physical Disability		X
4.6	Developmental Disability		X
4.7	Chronic Health Condition		X
4.8	HIV/AIDS		%
4.9	Mental Health Problem		X
4.10	Substance Abuse		X
4.11	Domestic Violence		X

4.14D	Services Provided – SSVF	X	X
4.15B	Financial Assistance – SSVF	X	X
4.17	Residential Move-in Date	X (RRH Only)	X
4.24	Last Grade Completed	X	X
4.26	Employment Status		X
4.27	General Health Status		X
4.41	Veteran’s Information	X	X
4.42	Percent of AMI (SSVF Eligibility)	X	
4.43	Last Permanent Address	X	X
4.45	VAMC Station Number	X	X
4.48	SSVF HP Targeting	X (HP Only)	X
X = Data collection is required			

F. HOPWA Program Specific Data Element Table

All HOPWA projects are required to collect all of the Universal Data Elements and a select number of Program-Specific Data Elements. The Program-Specific Data Elements to be collected by each HOPWA project are as shown below:

#	Element	Hotel Motel	Housing Info	Permanent Housing	PH Placement	Short Term Housing	STRMU	TH
4.1	Housing Status	X	X	X	X	X	X	X
4.2	Income and Sources	X	X	X	X	X	X	X
4.3	Non-Cash Benefits	X	X	X	X	X	X	X
4.4	Health Insurance	X	X	X	X	X	X	X
4.5	Physical Disability	X	X	X	X	X	X	X
4.6	Developmental Disability	X	X	X	X	X	X	X
4.7	Chronic Health Condition	X	X	X	X	X	X	X
4.8	HIV/AIDS	X	X	X	X	X	X	X
4.9	Mental Health Problem	X	X	X	X	X	X	X
4.10	Substance Abuse	X	X	X	X	X	X	X
4.11	Domestic Violence	X	X	X	X	X	X	X
4.14C	Services Provided – HOPWA	X	X	X	X	X	X	X
4.15A	Financial Assistance - HOPWA				X		X	

4.19	Housing Assessment at Exit	X	X	X	X	X	X	X
4.39	Medical Assistance	X	X	X	X	X	X	X
4.47	T-Cell Viral Load	X		X	X	X	X	X
X = Data collection is required								