

# HMIS Data Collection for RHY Emergency Shelter/ Transitional Housing Projects - EXIT (Operation Safehouse)

**FOR TEXT FIELDS, USE BLOCK LETTERS. OTHERWISE, MARK APPROPRIATE BOXES WITH AN "X"**

The form is broken into two sections for *All Clients* and *Head of Household and Other Adults in the Household* in order to eliminate duplication of data gathering when characteristics only apply to certain members of households.

## DATA FOR ALL CLIENTS

Respond to the following questions for all household members—each adult and child. A separate form should be included for each household member.

### PROJECT EXIT DATE (e.g., 08/24/2014)

The Project Exit Date will serve as the information date for all data elements collected on this form; all data must be accurate as of this date, regardless of the date collected.

		/			/				
Month			Day			Year			

### CLIENT (name or other identifier)

### DESTINATION

Which of the following *most closely matches* where the client will be staying right after leaving this project?

<input type="checkbox"/>	Deceased	<input type="checkbox"/>	Rental by client, with VASH housing subsidy
<input type="checkbox"/>	Emergency shelter, including hotel or motel paid for with emergency shelter voucher	<input type="checkbox"/>	Rental by client, with GPD TIP housing subsidy
<input type="checkbox"/>	Foster care home or foster care group home	<input type="checkbox"/>	Rental by client, with other ongoing housing subsidy
<input type="checkbox"/>	Hospital or other residential non-psychiatric medical facility	<input type="checkbox"/>	Residential project or halfway house with no homeless criteria
<input type="checkbox"/>	Hotel or motel paid for without emergency shelter voucher	<input type="checkbox"/>	Safe Haven
<input type="checkbox"/>	Jail, prison, or juvenile detention facility	<input type="checkbox"/>	Staying or living with family, permanent tenure
<input type="checkbox"/>	Long-term care facility or nursing home	<input type="checkbox"/>	Staying or living with family, temporary tenure (e.g., room, apartment or house)
<input type="checkbox"/>	Moved from one HOPWA funded project to HOPWA PH	<input type="checkbox"/>	Staying or living with friends, permanent tenure
<input type="checkbox"/>	Moved from one HOPWA funded project to HOPWA TH	<input type="checkbox"/>	Staying or living with friends, temporary tenure (e.g., room apartment or house)
<input type="checkbox"/>	Owned by client, no ongoing housing subsidy	<input type="checkbox"/>	Substance abuse treatment facility or detox center
<input type="checkbox"/>	Owned by client, with ongoing housing subsidy	<input type="checkbox"/>	Transitional housing for homeless persons (including homeless youth)
<input type="checkbox"/>	Permanent housing (other than RRH) for formerly homeless persons	<input type="checkbox"/>	Other (Describe) _____
<input type="checkbox"/>	Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)	<input type="checkbox"/>	No exit interview completed
<input type="checkbox"/>	Psychiatric hospital or other psychiatric facility	<input type="checkbox"/>	Client doesn't know
<input type="checkbox"/>	Rental by client, no ongoing housing subsidy	<input type="checkbox"/>	Client refused
<input type="checkbox"/>	Rental by client, with RRH or equivalent subsidy		

## DATA FOR ALL CLIENTS (CONTINUED)

### HEALTH INSURANCE

Is the client currently covered by health insurance?

No

Yes

Client doesn't know

Client refused



**[IF YES] Answer 'Yes' or 'No' for each health insurance source.**

Answer 'No' for sources that have been terminated, even if they were received in the past.

No	Yes	Source of non-cash benefit
<input type="checkbox"/>	<input type="checkbox"/>	Medicaid
<input type="checkbox"/>	<input type="checkbox"/>	Medicare
<input type="checkbox"/>	<input type="checkbox"/>	State Children's Health Insurance Program (or use local name)
<input type="checkbox"/>	<input type="checkbox"/>	Veteran's Administration (VA) Medical Services
<input type="checkbox"/>	<input type="checkbox"/>	Employer-Provided Health Insurance
<input type="checkbox"/>	<input type="checkbox"/>	Health insurance obtained through COBRA
<input type="checkbox"/>	<input type="checkbox"/>	Private Pay Health Insurance
<input type="checkbox"/>	<input type="checkbox"/>	State Health Insurance for Adults (or use local name)
<input type="checkbox"/>	<input type="checkbox"/>	Indian Health Services Program
<input type="checkbox"/>	<input type="checkbox"/>	Other If yes, specify source _____

### PHYSICAL DISABILITY

Does the client currently have a physical disability?

No

Yes

Client doesn't know

Client refused



**[IF YES for physical disability] Is the physical disability expected to be of long-continued and indefinite duration and substantially impairs ability to live independently?**

No

Yes

Client doesn't know

Client refused

### DEVELOPMENTAL DISABILITY

Does the client currently have a developmental disability?

No

Yes

Client doesn't know

Client refused



**[IF YES for developmental disability] Is the developmental disability expected to substantially impair ability to live independently?**

No

Yes

Client doesn't know

Client refused

## DATA FOR ALL CLIENTS (CONTINUED)

### CHRONIC HEALTH CONDITION

Does the client currently have a chronic health condition?

No

Yes

Client doesn't know

Client refused



[IF YES for chronic health condition] Is the chronic health condition expected to be of long-continued and indefinite duration and substantially impairs ability to live independently?

No

Yes

Client doesn't know

Client refused

### HIV/AIDS

Does the client currently have HIV/AIDS?

No

Yes

Client doesn't know

Client refused



[IF YES for HIV/AIDS] Is HIV/AIDS expected to substantially impair the client's ability to live independently?

No

Yes

Client doesn't know

Client refused

### MENTAL HEALTH PROBLEM

Does the client currently have a mental health problem?

No

Yes

Client doesn't know

Client refused



[IF YES for mental health problem] Is the mental health problem expected to be of long-continued and indefinite duration and substantially impairs ability to live independently?

No

Yes

Client doesn't know

Client refused

## DATA FOR ALL CLIENTS (CONTINUED)

### SUBSTANCE ABUSE PROBLEM

Does the client currently have a substance abuse problem?

No

Both alcohol and drug abuse

Alcohol abuse

Drug abuse



Client doesn't know

Client refused

**[IF YES for alcohol abuse, drug abuse, or both alcohol and drug abuse for substance abuse problem] Is the substance abuse problem expected to be of long-continued and indefinite duration and substantially impairs ability to live independently?**

No

Yes

Client doesn't know

Client refused

## DATA FOR HEAD OF HOUSEHOLD AND OTHER ADULTS

Respond to the following questions for the head of household and each additional adult in the household. If the household is composed of an unaccompanied child, that child is the head of household. If the household is composed of two or more minors, data must be collected about the minor that has been designated as the head of household. A separate form should be included for each adult member of the household.

### INCOME AND SOURCES

Only record regular, recurrent sources that are current as of today (i.e. not terminated). Income received for a minor member of the household (e.g. SSI) should be recorded under the Head of Household's information (income from employment of a minor can be excluded from the household income).

Does the client have any income from any source?

No

Yes

Client doesn't know

Client refused



**[IF YES] Answer Yes or No for each income source. If the response for a source is 'Yes', enter the monthly amount received based on current income. If unsure of the exact monthly amount, enter client's best estimate.**

Source of income	Receiving income from source?	If yes, monthly amount from source (round to nearest dollar)
Earned income (i.e., employment income)	No <input type="checkbox"/>	
	Yes <input type="checkbox"/>	\$ . 0 0
Unemployment Insurance	No <input type="checkbox"/>	
	Yes <input type="checkbox"/>	\$ . 0 0
Supplemental Security Income (SSI)	No <input type="checkbox"/>	
	Yes <input type="checkbox"/>	\$ . 0 0
Social Security Disability Insurance (SSDI)	No <input type="checkbox"/>	
	Yes <input type="checkbox"/>	\$ . 0 0
VA Service-Connected Disability Compensation	No <input type="checkbox"/>	
	Yes <input type="checkbox"/>	\$ . 0 0
VA Non-Service-Connected Disability Pension	No <input type="checkbox"/>	
	Yes <input type="checkbox"/>	\$ . 0 0
Private disability insurance	No <input type="checkbox"/>	
	Yes <input type="checkbox"/>	\$ . 0 0
Worker's Compensation	No <input type="checkbox"/>	
	Yes <input type="checkbox"/>	\$ . 0 0
Temporary Assistance for Needy Families (TANF)	No <input type="checkbox"/>	
	Yes <input type="checkbox"/>	\$ . 0 0
General Assistance (GA)	No <input type="checkbox"/>	
	Yes <input type="checkbox"/>	\$ . 0 0
Retirement Income from Social Security	No <input type="checkbox"/>	
	Yes <input type="checkbox"/>	\$ . 0 0
Pension or retirement income from a former job	No <input type="checkbox"/>	
	Yes <input type="checkbox"/>	\$ . 0 0
Child support	No <input type="checkbox"/>	
	Yes <input type="checkbox"/>	\$ . 0 0
Alimony and other spousal support	No <input type="checkbox"/>	
	Yes <input type="checkbox"/>	\$ . 0 0
Other source If yes, specify source: _____	No <input type="checkbox"/>	
	Yes <input type="checkbox"/>	\$ . 0 0
<b>Total monthly income from all sources</b>		<b>\$ . 0 0</b>

## DATA FOR HEAD OF HOUSEHOLD AND OTHER ADULTS (CONTINUED)

### NON-CASH BENEFITS

Only record regular, recurrent sources that are current as of today (not terminated). If a non-cash benefit is only received by a minor member of the household, record under the Head of Household's information.

Does the client have any non-cash benefits from any source?

No

Yes

Client doesn't know

Client refused



**[IF YES] Answer 'Yes' or 'No' for each non-cash benefit source. (Answer 'No' for benefits that have been terminated, even if they were received in the past.)**

No	Yes	Source of non-cash benefit
<input type="checkbox"/>	<input type="checkbox"/>	Supplemental Nutrition Assistance Program (SNAP)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)
<input type="checkbox"/>	<input type="checkbox"/>	TANF Child Care services (or use local name)
<input type="checkbox"/>	<input type="checkbox"/>	TANF transportation services (or use local name)
<input type="checkbox"/>	<input type="checkbox"/>	Other TANF-Funded Services (or use local name)
<input type="checkbox"/>	<input type="checkbox"/>	Other source: _____

### EMPLOYMENT STATUS

Check the appropriate employment status at the time of assessment. If the client is employed, record the hours worked in the week prior to assessment, and select the tenure of the employment position. If the client is not employed, indicate if the client is looking for work.

No

Yes

Client doesn't know

Client refused



**[IF YES] Type of Employment**

Full-time

Part-Time

Seasonal / sporadic (including day labor)

**[IF NO] Why not employed?**

Looking for work

Unable to work

Not looking for work

## DATA FOR HEAD OF HOUSEHOLD AND OTHER ADULTS (CONTINUED)

### LAST GRADE COMPLETED AND SCHOOL STATUS

Indicate if the client is currently enrolled in an education or training program or working toward a degree at the time of assessment. Indicate if the client has completed vocational training or received an apprenticeship. Select highest grade completed. If the client has completed a high school diploma or above, select the secondary education degree(s) the client has earned.

#### Highest grade completed

<input type="checkbox"/> School program does not have grade levels	<input type="checkbox"/> Some college
<input type="checkbox"/> Less than Grade 5	<input type="checkbox"/> Associates degree
<input type="checkbox"/> Grades 5-6	<input type="checkbox"/> Bachelor's degree
<input type="checkbox"/> Grades 7-8	<input type="checkbox"/> Graduate degree
<input type="checkbox"/> Grades 9-11	<input type="checkbox"/> Vocational certification
<input type="checkbox"/> Grade 12/ High School Diploma	<input type="checkbox"/> Client doesn't know
<input type="checkbox"/> GED	<input type="checkbox"/> Client refused

#### Attendance Status

<input type="checkbox"/> Attending school regularly	<input type="checkbox"/> Suspended
<input type="checkbox"/> Attending school irregularly	<input type="checkbox"/> Expelled
<input type="checkbox"/> Graduated from high school	<input type="checkbox"/> Client doesn't know
<input type="checkbox"/> Obtained GED	<input type="checkbox"/> Client refused
<input type="checkbox"/> Dropped out	

### HEALTH ASSESSMENT

#### General Health Status

<input type="checkbox"/> Excellent	<input type="checkbox"/> Poor
<input type="checkbox"/> Very Good	<input type="checkbox"/> Client doesn't know
<input type="checkbox"/> Good	<input type="checkbox"/> Client refused
<input type="checkbox"/> Fair	

#### Dental Health Status

<input type="checkbox"/> Excellent	<input type="checkbox"/> Poor
<input type="checkbox"/> Very Good	<input type="checkbox"/> Client doesn't know
<input type="checkbox"/> Good	<input type="checkbox"/> Client refused
<input type="checkbox"/> Fair	

#### Mental Health Status

<input type="checkbox"/> Excellent	<input type="checkbox"/> Poor
<input type="checkbox"/> Very Good	<input type="checkbox"/> Client doesn't know
<input type="checkbox"/> Good	<input type="checkbox"/> Client refused
<input type="checkbox"/> Fair	

## DATA FOR HEAD OF HOUSEHOLD AND OTHER ADULTS (CONTINUED)

### COMMERCIAL SEXUAL EXPLOITATION

Ever received anything in exchange for sex (e.g. money, food, drugs, shelter)

<input type="checkbox"/> No	<input type="checkbox"/> Client doesn't know
<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Client refused



**[IF YES to Commercial Sexual Exploitation] In the last three months**

<input type="checkbox"/> No	<input type="checkbox"/> Client doesn't know
<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Client refused



**How many times?**

<input type="checkbox"/> 1-3	<input type="checkbox"/> 12 or more
<input checked="" type="checkbox"/> 4-7	<input checked="" type="checkbox"/> Client refused
<input type="checkbox"/> 8-11	<input type="checkbox"/> Client doesn't know



**Ever made/persuaded/forced to have sex in exchange for something**

<input type="checkbox"/> No	<input type="checkbox"/> Client doesn't know
<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Client refused



**[IF YES] In the last three months**

<input type="checkbox"/> No	<input type="checkbox"/> Client doesn't know
<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Client refused

### COMMERCIAL LABOR EXPLOITATION

Ever afraid to quit/leave work due to threats of violence to yourself, family, or friends

<input type="checkbox"/> No	<input type="checkbox"/> Client doesn't know
<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Client refused

Ever promised work where work or payment different than you expected?

<input type="checkbox"/> No	<input type="checkbox"/> Client doesn't know
<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Client refused



**[IF YES] For either "Workplace Violence Threats" OR "Workplace Promise Actual Difference" Felt forced, pressured or tricked into continuing the job**

<input type="checkbox"/> No	<input type="checkbox"/> Client doesn't know
<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Client refused



**In the last three months**

<input type="checkbox"/> No	<input type="checkbox"/> Client doesn't know
<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Client refused



## DATA FOR HEAD OF HOUSEHOLD AND OTHER ADULTS (CONTINUED)

### PROJECT COMPLETION STATUS

- Completed project
- Youth voluntarily left early
- Youth was expelled or otherwise involuntarily discharged from project



**[IF YOUTH WAS EXPELLED OR OTHERWISE INVOLUNTARILY DISCHARGED FROM PROJECT]**  
Select the major reason

- Criminal activity / destruction of property / violence
- Non-compliance with project rules
- Non-payment of rent/ occupancy charge
- Reached maximum time allowed by project
- Project terminated
- Unknown / disappeared

### COUNSELING

#### Counseling received by client

- No
- Yes



#### [IF YES] Identify the type(s) of counseling received

- Individual
- Family
- Group - including peer counseling



#### [IF YES] Identify the number of sessions received by exit

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#### Total number of sessions planned in youth's treatment or service plan

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#### A plan is in place to start or continue counseling after exit

- No
- Yes

## DATA FOR HEAD OF HOUSEHOLD AND OTHER ADULTS (CONTINUED)

### Safe and Appropriate Exit

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Exit destination safe - as determined by the client	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Client doesn't know	<input type="checkbox"/>	Client refused
Exit destination safe - as determined by the project/ caseworker	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Worker does not know		
Client has permanent positive adult connections outside of the project	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Worker does not know		
Client has permanent positive peer connections outside of the project	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Worker does not know		
Client has permanent positive community connections outside of the project	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Worker does not know		

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