

2014 HMIS Data Standards Version 5.1

3.917 Living Situation – Training Guide

The universal data elements 3.9 *Residence Prior to Project Entry* and 3.17 *Length of Time on the Streets, in an Emergency Shelter or in a Safe Haven* have been combined in the 2014 Version 5 data standards to one element 3.917 Living Situation.

Fields and responses will be determined by project type:

- 3.917A is to be used for all persons entering a Street Outreach, Emergency Shelter or Safe Haven project
- 3.917B is to be used for persons entering all other HMIS project types (such as Transitional Housing, Permanent Supportive Housing, Rapid Re-Housing, Service Only and Homeless Prevention)

With this separation and clarification, the definition of chronic homelessness as identified in the final rule in the [Federal Register](#) published December 5, 2015 is able to be fully reported through an HMIS.

Note: Because 3.917 reflects real time data entry as described in the Data Dictionary, the Default Last Assessment button will not bring in any 3.917 data.

3.917A - For persons entering HMIS Project Type: Street Outreach, Emergency Shelter or Safe Haven

1. Record the type of living arrangement of the head of household and each adult household member was residing in just prior to entry into the Street Outreach, ES, or SH project from the drop-down menu. The living situations have been divided into three different situations: Homeless; Institutional; and Transitional and Permanent Housing. *(Note - Adult members of the same household may have different prior living situations)*

The screenshot shows the 'Universal Data Assessment' interface. At the top, there is a navigation bar with a back arrow and a plus sign. Below that, the 'Client Location' is set to 'CA-608 - Riverside City & County CoC'. The main section is titled 'Living Situation - Identify the type of residence and length of stay at that residence just prior to (i.e., the night before) program admission.' Underneath, there is a field for 'Type of Residence' with a dropdown menu currently showing '-- SELECT --'. A red arrow points from a red-bordered callout box to this dropdown menu. The callout box contains the text: 'Record the type of living arrangement the client was residing in just prior to project entry from the drop-down menu'. Below the dropdown menu, there is a 'Residence' field with a blue location pin icon.

-- SELECT --

HOMELESS SITUATION
 Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)
 Emergency shelter, including hotel or motel paid for with emergency shelter voucher
 Safe Haven
 Interim Housing

INSTITUTIONAL SITUATION
 Foster care home or foster care group home
 Hospital or other residential non-psychiatric medical facility
 Jail, prison or juvenile detention facility
 Long-term care facility or nursing home
 Psychiatric hospital or other psychiatric facility
 Substance abuse treatment facility or detox center

TRANSITIONAL AND PERMANENT HOUSING SITUATION
 Hotel or motel paid for without emergency shelter voucher
 Owned by client, no ongoing housing subsidy
 Owned by client, with ongoing housing subsidy
 Permanent housing for formerly homeless persons (such as: a CoC project; HUD legacy programs; or HOPWA PH)
 Rental by client, no ongoing housing subsidy
 Rental by client, with VASH housing subsidy

**Living Situation
is now divided into
three different categories**

- Record the length of time the client was residing in their prior living situation from the drop-down menu.

Length of stay*
 in prior living situation:

-- SELECT --

-- SELECT --

One day or less
 Two days to one week
 More than one week, but less than one month
 One to three months
 More than three months, but less than one year
 One year or longer
 Client doesn't know
 Client refused
 Data not collected

Record the length of time the client was residing in their prior living situation from the drop-down menu

- Record the Approximate date this homeless situation began. Have the client look back to the date of the last time the client had a place to sleep that was not on the streets, ES, or SH and enter that date.

Approximate date*
 homeless situation started:

Record the approximate date this homeless situation began

4. Regardless of where the client stayed last night enter the **number of times** the client has been homeless on the streets, in ES, or SH in the past three years including today from the drop-down menu. *(Note – if this is the first time the client has been homeless in the past three years then the response is One Time)*

Regardless of*
where they
stayed last
night—
Number of
times the
client has
been on the
streets, in ES,
or SH in the
past three
years
including
today:

-- SELECT --
-- SELECT --
Never in the 3 years
One time
Two times
Three times
Four or more times
Client doesn't know
Client refused
Data not collected

Record the number of times the client has been homeless on the streets, in ES, or SH in the past three years including today from the drop-down menu (Regardless of where they stayed last night)

5. Record the **total number of months** homeless the client has been on the streets, in ES or SH in the past three years from the drop-down menu. *(The number of cumulative, but not necessarily consecutive months spent homeless.)*

Total number*
of months
homeless on
the street, in
ES, or SH in
the past three
years :

-- SELECT --
-- SELECT --
One month (this time is the first month)
2
3
4
5
6
7
8
9
10
11
12
More than 12 months
Client doesn't know
Client refused
Data not collected

Record the total number of months the client has been homeless on the streets, in ES, or SH in the past three years from the drop-down menu

END – No other questions are required

3.917B - For persons entering all other HMIS Project Types (Transitional Housing, Permanent Supportive Housing, Rapid Re-Housing, Service Only, Homeless Prevention)

This new data element has been carefully constructed to apply the logic appropriate to the client's responses in order to avoid asking for information which is irrelevant or inappropriate for the client population being served in a particular situation. For example – eligibility for Homelessness Prevention requires that a client be in housing. By definition, a person in housing is not chronically homeless, so the series of questions asked to determine chronic homeless status are not required.

See page #13 for a HUD provided 3.917B Flow Chart

1. Record the type of living arrangement of the head of household and each adult household member was residing in just prior to project entry from the drop-down menu. The living situations have been divided into three different situations: Homeless; Institutional; and Transitional and Permanent Housing. *(Note - Adult members of the same household may have different prior living situations)*

The screenshot shows the 'Universal Data Assessment' interface. At the top, there is a back arrow and a plus sign. Below that, the 'Client Location' is set to 'CA-608 - Riverside City & County CoC'. The main section is titled 'Living Situation - Identify the type of residence and length of stay at that residence just prior to (i.e., the night before) program admission.' Below this title, there is a field labeled 'Type of* Residence:' with a dropdown menu currently showing '-- SELECT --'. A red arrow points from a red-bordered box containing the text 'Record the type of living arrangement the client was residing in just prior to project entry from the drop-down menu' to the dropdown menu.

The screenshot shows the expanded dropdown menu for 'Living Situation'. It is divided into three main categories, each with a list of options:

- HOMELESS SITUATION**
 - Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)
 - Emergency shelter, including hotel or motel paid for with emergency shelter voucher
 - Safe Haven
 - Interim Housing
- INSTITUTIONAL SITUATION**
 - Foster care home or foster care group home
 - Hospital or other residential non-psychiatric medical facility
 - Jail, prison or juvenile detention facility
 - Long-term care facility or nursing home
 - Psychiatric hospital or other psychiatric facility
 - Substance abuse treatment facility or detox center
- TRANSITIONAL AND PERMANENT HOUSING SITUATION**
 - Hotel or motel paid for without emergency shelter voucher
 - Owned by client, no ongoing housing subsidy
 - Owned by client, with ongoing housing subsidy
 - Permanent housing for formerly homeless persons (such as: a CoC project; HUD legacy programs; or HOPWA PH)
 - Rental by client, no ongoing housing subsidy
 - Rental by client, with VASH housing subsidy

A red-bordered box on the right side of the menu contains the text: 'Living Situation is now divided into three different categories'.

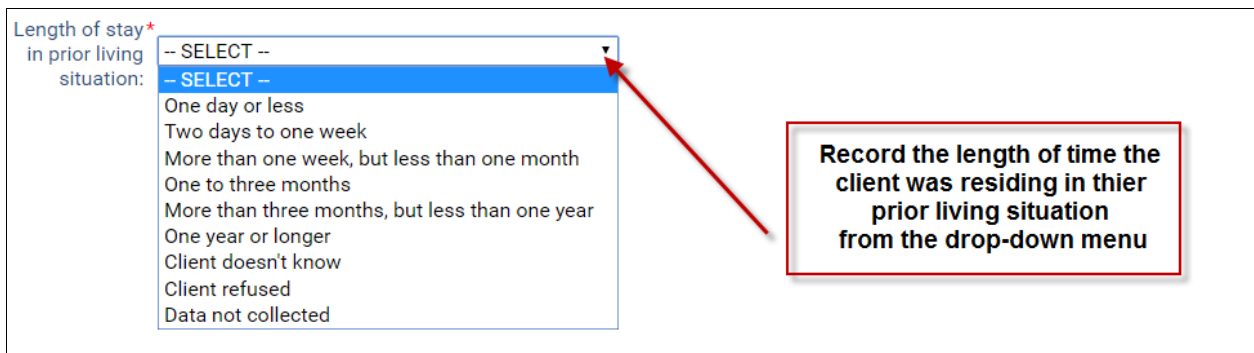
If the client's prior living situation was a **HOMELESS SITUATION**, complete steps 2a – 5a.

If the client's prior living situation was an **INSTITUTIONAL SITUATION**, complete steps 2b-8b (page 7)

If the client's prior living situation was a **TRANSITIONAL OR PERMANENT HOUSING SITUATION**, or responded "**Don't Know**" or "**Refused**" - complete steps 2c-8c (page 10)

If the client's prior living situation was a **homeless situation** – complete the following steps:

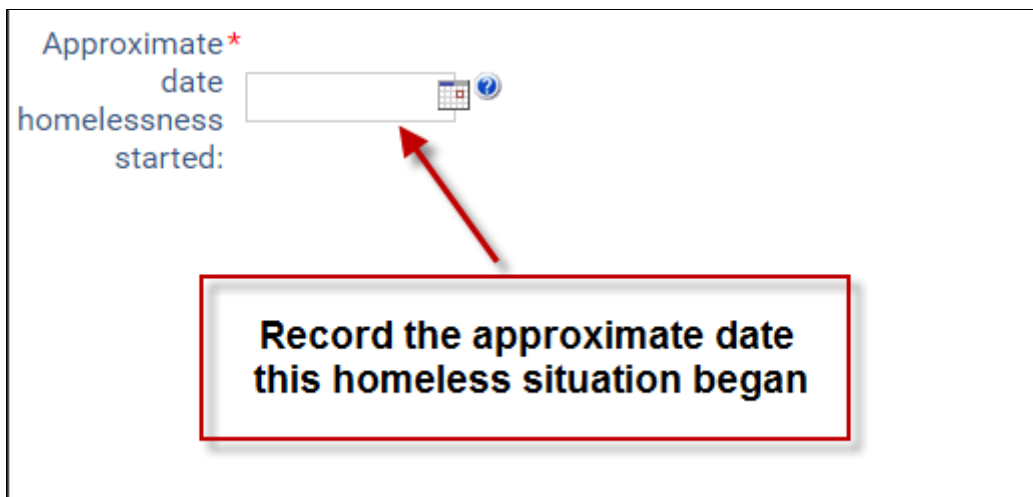
2a. Record the length of time the client was residing in their prior living situation from the drop-down menu.



The screenshot shows a form field labeled "Length of stay* in prior living situation:". A drop-down menu is open, displaying the following options: "-- SELECT --", "-- SELECT --", "One day or less", "Two days to one week", "More than one week, but less than one month", "One to three months", "More than three months, but less than one year", "One year or longer", "Client doesn't know", "Client refused", and "Data not collected". A red arrow points from a callout box to the drop-down menu.

Record the length of time the client was residing in their prior living situation from the drop-down menu

3a. Record the Approximate date this homeless situation began. Have the client look back to the date of the last time the client had a place to sleep that was not on the streets, ES, or SH and enter that date



The screenshot shows a form field labeled "Approximate* date homelessness started:". There is an empty text input box with a calendar icon and a refresh icon to its right. A red arrow points from a callout box to the input box.

Record the approximate date this homeless situation began

4a. Regardless of where the client stayed last night enter the **number of times** the client has been homeless on the streets, in ES, or SH in the past three years including today from the drop-down menu. (Note – if this is the first time the client has been homeless in the past three years then the response is One Time)

Regardless of*
where they
stayed last
night—
Number of
times the
client has
been on the
streets, in ES,
or SH in the
past three
years
including
today:

-- SELECT --
-- SELECT --
Never in the 3 years
One time
Two times
Three times
Four or more times
Client doesn't know
Client refused
Data not collected

Record the number of times the client has been homeless on the streets, in ES, or SH in the past three years including today from the drop-down menu (Regardless of where they stayed last night)

5a. Record the **total number of months** homeless the client has been on the streets, in ES or SH in the past three years from the drop-down menu. (The number of cumulative, but not necessarily consecutive months spent homeless.)

Total number*
of months
homeless on
the street, in
ES, or SH in
the past three
years :

-- SELECT --
-- SELECT --
One month (this time is the first month)
2
3
4
5
6
7
8
9
10
11
12
More than 12 months
Client doesn't know
Client refused
Data not collected

Record the total number of months the client has been homeless on the streets, in ES, or SH in the past three years from the drop-down menu

END – No other questions are required

If the client's prior living situation was an **Institutional Situation** – complete the following steps:

2b. Record whether the client resided in the institution for less than 90 days

Did you*
stay less
than 90
days?

-- SELECT --
-- SELECT --
Yes
No

Record whether client resided in institution for less than 90 days

If client responds "NO"

3b. Record the amount of time the client stayed in the Institutional Situation from the drop-down menu

Length of*
stay in the
prior living
situation:

-- SELECT --
-- SELECT --
More than three months, but less than one year
One year or longer
Client doesn't know
Client refused
Data not collected

Record the amount of time the client stayed in the Institutional Situation from the drop-down menu

END – No other questions are required

If client responds "YES"

4b. Record the amount of time the client stayed in the Institutional Situation from the drop-down menu

Length of stay*
in the prior
living
situation:

-- SELECT --
-- SELECT --
One day or less
Two days to one week
More than one week, but less than one month
One to three months
Client doesn't know
Client refused
Data not collected

Record the amount of time the client stayed in the Institutional Situation from the drop-down menu

5b. Record if the client's living situation immediately prior to entering the institution was on the streets, in an emergency shelter or a safe haven from the drop-down menu

On the*
night
before did
you stay
on the
streets, ES
or SH:

-- SELECT --
-- SELECT --
Yes
No

Record if their living situation immediately prior to the institution was on the streets, ES or SH

The image shows a form field with a dropdown menu. The dropdown menu is open, showing options: "-- SELECT --", "-- SELECT --", "Yes", and "No". A red arrow points from a callout box to the dropdown menu. The callout box contains the text: "Record if their living situation immediately prior to the institution was on the streets, ES or SH".

If the client responds "NO"

END – No other questions are required

If client responds "YES"

6b. Record the Approximate date this homeless situation began. Have the client look back to the date of the last time the client had a place to sleep that was not on the streets, ES, or SH and enter that date

Approximate*
date
homelessness
started:

Record the approximate date this homeless situation began

The image shows a form field for "Approximate date homelessness started:". The field is empty and has a calendar icon and a blue circular icon to its right. A red arrow points from a callout box to the form field. The callout box contains the text: "Record the approximate date this homeless situation began".

7b. Regardless of where the client stayed last night enter the **number of times** the client has been homeless on the streets, in ES, or SH in the past three years including today from the drop-down menu. *(Note – if this is the first time the client has been homeless in the past three years then the response is One Time)*

Regardless of*
where they
stayed last
night—
Number of
times the
client has
been on the
streets, in ES,
or SH in the
past three
years
including
today:

-- SELECT --
-- SELECT --
Never in the 3 years
One time
Two times
Three times
Four or more times
Client doesn't know
Client refused
Data not collected

Record the number of times the client has been homeless on the streets, in ES, or SH in the past three years including today from the drop-down menu (Regardless of where they stayed last night)

8b. Record the **total number of months** homeless the client has been on the streets, in ES or SH in the past three years from the drop-down menu. *(The number of cumulative, but not necessarily consecutive months spent homeless.)*

Total number*
of months
homeless on
the street, in
ES, or SH in
the past three
years :

-- SELECT --
-- SELECT --
One month (this time is the first month)
2
3
4
5
6
7
8
9
10
11
12
More than 12 months
Client doesn't know
Client refused
Data not collected

Record the total number of months the client has been homeless on the streets, in ES, or SH in the past three years from the drop-down menu

END – No other questions are required

If the client's prior living situation was a **Transitional or Permanent Housing Situation**, or responded "**Don't Know**" or "**Refused**" - complete the following steps:

2c. Record if the client resided in the housing situation for less than seven nights

Did you^{*} stay less than 7 nights?

-- SELECT --
-- SELECT --
Yes
No

Record if the client was in the housing situation for less than 7 nights

If the client responds "NO"

3c. Record the amount of time the client stayed in the housing situation from the drop-down menu

Length of^{*} stay in the prior living situation:

-- SELECT --
-- SELECT --
More than one week, but less than one month
One to three months
More than three months, but less than one year
One year or longer
Client doesn't know
Client refused
Data not collected

Record the amount of time the client stayed in the housing situation from the drop-down menu

END – No other questions are required

If the client responds "YES"

4c. Record the amount of time the client stayed in the housing situation from the drop-down menu

Length of^{*} stay in the prior living situation:

-- SELECT --
-- SELECT --
One day or less
Two days to one week
Client doesn't know
Client refused
Data not collected

Record the amount of time the client stayed in the housing situation from the drop-down menu

5c. Record if the client’s living situation immediately prior to entering short-term housing was on the streets, in an emergency shelter or a safe haven from the drop-down menu

On the*
night
before did
you stay
on the
streets, ES
or SH:

-- SELECT --
-- SELECT --
Yes
No

Record if their living situation immediately prior to short-term housing was on the streets, ES or SH

The image shows a form field with a dropdown menu. The dropdown menu is open, showing options: "-- SELECT --", "-- SELECT --", "Yes", and "No". A red arrow points from a red-bordered box containing the instruction "Record if their living situation immediately prior to short-term housing was on the streets, ES or SH" to the dropdown menu.

If the client responds “NO”

END – No other questions are required

If client responds “YES”

6c. Record the Approximate date this homeless situation began. Have the client look back to the date of the last time the client had a place to sleep that was not on the streets, ES, or SH and enter that date

Approximate*
date
homelessness
started:

Record the approximate date this homeless situation began

The image shows a form field for a date. The field is empty and has a calendar icon and a refresh icon to its right. A red arrow points from a red-bordered box containing the instruction "Record the approximate date this homeless situation began" to the date field.

7c. Regardless of where the client stayed last night enter the **number of times** the client has been homeless on the streets, in ES, or SH in the past three years including today from the drop-down menu. *(Note – if this is the first time the client has been homeless in the past three years then the response is One Time)*

Regardless of*
where they
stayed last
night—
Number of
times the
client has
been on the
streets, in ES,
or SH in the
past three
years
including
today:

-- SELECT --
-- SELECT --
Never in the 3 years
One time
Two times
Three times
Four or more times
Client doesn't know
Client refused
Data not collected

Record the number of times the client has been homeless on the streets, in ES, or SH in the past three years including today from the drop-down menu (Regardless of where they stayed last night)

8c. Record the **total number of months** homeless the client has been on the streets, in ES or SH in the past three years from the drop-down menu. *(The number of cumulative, but not necessarily consecutive months spent homeless.)*

Total number*
of months
homeless on
the street, in
ES, or SH in
the past three
years :

-- SELECT --
-- SELECT --
One month (this time is the first month)
2
3
4
5
6
7
8
9
10
11
12
More than 12 months
Client doesn't know
Client refused
Data not collected

Record the total number of months the client has been homeless on the streets, in ES, or SH in the past three years from the drop-down menu

END – No other questions are required

3.917B Flow Chart

