**HUD VASH Program Specific Data Elements Form for HMIS: All Clients** *(Collect information about all household members)*

|  |  |
| --- | --- |
| **Data Collection Instructions:*** ***Underlined terms*** *have definitions available at* [*hmismn.org/definitions*](https://www.hmismn.org/definitions)*. Print a copy to have available.*
 | **HMIS Tips:*** *Use the General HMIS Instructions, your program’s (funder) User Guide, and the Households How-To Guide for complete data entry instruction.*
* *EDA to Entry provider. Set backdate when prompted after searching for a client. Date should match project start date.*
* *If information is missing, follow-up with the client or staff person responsible for gathering information to complete the missing information. DO NOT enter “Client doesn’t know” or “Client refused” unless the client does not know or refused an answer.*
 |

Program Entry (in HMIS: use Entry/Exit Tab)

|  |
| --- |
| 1. Provider: 2. Type: VA 3. Project Start Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (Month/Day/Year) |

|  |
| --- |
| **HMIS Tips:** *Complete the remaining required questions for EACH household member.* A green circle with a white tick  Description automatically generated *(green check-mark) indicates a household member’s record has been updated.* |

**VASH Specific Elements**

|  |
| --- |
| Veteran Information *(Veterans Only)* |
| Year Entered Military Service \_\_\_\_\_ [Integer YYYY] | Year Separated from Military \_\_\_\_\_ [Integer YYYY] |
| Theatre of Operations |
| World War II | □ Yes □No □ DK □ X □ DNC | Afghanistan (Operation Enduring Freedom) | □ Yes □No □ DK □ X □ DNC |
| Korean War | □ Yes □No □ DK □ X □ DNC | Iraq (Operation Enduring Freedom) | □ Yes □No □ DK □ X □ DNC |
| Vietnam War | □ Yes □No □ DK □ X □ DNC | Iraq (Operation Iraqi Freedom) | □ Yes □No □ DK □ X □ DNC |
| Persian Gulf War (Operation Desert Storm) | □ Yes □No □ DK □ X □ DNC | Iraq (Operation New Dawn) | □ Yes □No □ DK □ X □ DNC |
|  Afghanistan (Operation Enduring Freedom) | □ Yes □No □ DK □ X □ DNC | Other Peace-keeping Operations or Military Interventions (such as Lebanon, Panama, Somalia, Bosnia, Kosovo) | □ Yes □No □ DK □ X □ DNC |
| Branch of the Military  |
| * Army
 | * Air Force
 |
| * Navy
 | * Marines
 |
| * Coast Guard
 | * Space Force
 |
| * Client doesn’t know
 | * Client prefers not to answer
 |
| * Data not collected
 |  |
| Discharge Status |
| * Honorable
 | * Dishonorable
 |
| * General under honorable conditions
 | * Uncharacterized
 |
| * Under other than honorable conditions (OTH)
 | * Client doesn’t know
 |
| * Bad Conduct
 | * Client prefers not to answer
 | * Data not collected
 |

**VAMC Station Number:** *\_\_\_\_\_\_\_\_\_\_\_\_ (Head of Household) Choose the VAMC station number that the corresponds to the grantees’ service location. The list of VAMC station numbers can be found on the SSVF University at* [*https://www.va.gov/homeless/ssvf/?page=/official\_guide/homeless\_management\_info\_system*](https://www.va.gov/homeless/ssvf/?page=/official_guide/homeless_management_info_system)

**Voucher Change** *(Head of Household/Veteran)*

|  |  |
| --- | --- |
| * Referral Package forwarded to PHA
 | * Voucher Denied by PHA
 |
| * Voucher issued by PHA
 | * Voucher revoked or expired
 |
| * Voucher in use-veteran moved into housing
 | * Voucher was ported locally
 |
| * Voucher was administratively absorbed by new PHA
 | * Veteran exited-voucher was returned
 |
| * Veteran exited-family maintained the voucher
 | * Veteran exited-prior to ever receiving a voucher
 |
| * Other­­­, please specify­\_\_\_\_\_\_\_\_\_\_\_\_\_
 |  |

**Last Grade Completed** *(All Adults and Heads of Household)*

|  |  |
| --- | --- |
| * Less than grade 5
 | * Grades 5-6
 |
| * Grades 7-8
 | * Grades 9-11
 |
| * Grade 12/High School Diploma
 | * School Program does not have grade levels
 |
| * GED
 | * Some college
 |
| * Associate’s Degree
 | * Bachelor’s degree
 |
| * Graduate degree
 | * Vocational certification
 |
| * Client doesn’t know
 | * Client prefers not to answer □ Data not collected
 |

|  |
| --- |
| Employed? *(All Adults and Heads of Household)* □ Yes □ No □ Client doesn’t know □ Client prefers not to answer □ Data not collected |
| **If *Yes*, Type of Employment?**  | **If *No*, Why Not Employed?**  |
| * Full Time
 | * Part Time
 | * Looking for Work
 | * Unable to work
 |
| * Seasonal/Sporadic (including day labor)
 | * Data not collected
 | * Not Looking for Work
 | * Data not collected
 |

**General Health Status** *(All Adults and Heads of Household)*

|  |  |
| --- | --- |
| * Excellent
 | * Very good
 |
| * Good
 | * Fair
 |
| * Poor
 | * Client doesn’t know □ Client prefers not to answer □ Data not collected
 |

|  |  |  |
| --- | --- | --- |
| **a. Have you ever experienced domestic violence?***(All Adults and Heads of Household)* | **b. If yes for Domestic violence victim/survivor, when did the experience occur?** | **c. If yes for domestic violence victim/survivor, currently fleeing?** |
| **HoH/Adult Household Member Name** |  | No | DK | X | DNC | Within the past 3 months | 3-6 months ago | 6-12 months ago | More than 1 year ago | DK | X | DNC | Yes | No | DK | X | DNC |
|  1. | Yes |
| □ | □ | □ | □ | □ | □ | □ | □ | □ | □ | □ | □ | □ | □ | □ | □ | □ |
|  2. | □ | □ | □ | □ | □ | □ | □ | □ | □ | □ | □ | □ | □ | □ | □ | □ | □ |
|  3. | □ | □ | □ | □ | □ | □ | □ | □ | □ | □ | □ | □ | □ | □ | □ | □ | □ |

Updates (in HMIS: Entry/Exit Tab: Interims)

|  |  |
| --- | --- |
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 | **HMIS Tips:*** *Use the General HMIS Instructions & your program’s (funder) User Guide for complete data entry instruction.*
* *EDA to Entry provider. No need to backdate*
* *Click on the “Interims” icon next to the correct entry in the Entry/Exit tab*
* *Select appropriate* ***Interim Review Type*** *and enter the date of the review.*
* *Check all household members to be updated. Update individual assessments as needed*
 |

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 | * Voucher was ported locally
 |
| * Voucher was administratively absorbed by new PHA
 | * Veteran exited-voucher was returned
 |
| * Veteran exited-family maintained the voucher
 | * Veteran exited-prior to ever receiving a voucher
 |
| * Other­­­, please specify­\_\_\_\_\_\_\_\_\_\_\_\_\_
 |  |

Program Exit (in HMIS: use Entry/Exit Tab)

**Name**:

*First Middle Last Suffix*

|  |
| --- |
| **HMIS Tips:*** *Complete Exit from the head of household’s record*
* *Use the General HMIS Instructions, your program’s (funder) User Guide, and the Households How-To Guide for complete data entry instruction.*
* *EDA to Entry Provider. No need to backdate.*
* *Entry/Exit Tab: click pencil next to exit date. Continue to the Exit Assessment.*
* *If some household members are staying, uncheck the boxes next to their names.*
* *After completing the first Exit Data window, Save & Continue to Exit Assessment and answer required questions for each member. A* A green circle with a white tick  Description automatically generated *(green checkmark) indicates a household member’s record has been updated.*
 |

**VASH Specific**

**Case Management Exit Reason** *(Head of Household/Veteran)*

|  |  |
| --- | --- |
| * Accomplished Goals and/or obtained services and no longer needs CM
 | * Transferred to another HUD-VASH program Site
 |
| * Found/chose other housing
 | * Did not comply with HUD-VASH CM
 |
| * Eviction and/or other housing related issues
 | * Unhappy with HUD-VASH Housing
 |
| * No longer financially eligible for HUD-VASH Housing
 | * No longer interested in participating in this program
 |
| * Veteran cannot be located
 | * Veteran too ill to participate at this time
 |
| * Veteran is incarcerated
 | * Veteran in deceased
 |
| * Other, please specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |  |

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 |
| * GED
 | * Some college
 |
| * Associate’s Degree
 | * Bachelor’s degree
 |
| * Graduate degree
 | * Vocational certification
 |
| * Client doesn’t know
 | * Client prefers not to answer □ Data not collected
 |

|  |
| --- |
| Employed? *(All Adults and Heads of Household)* □ Yes □ No □ Client doesn’t know □ Client prefers not to answer □ Data not collected |
| **If *Yes*, Type of Employment?**  |
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 |
| **If *No*, Why Not Employed?**  |
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 | * Unable to work
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 |

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