HUD: Continuum of Care
Annual Performance Report
(CoC - APR)

HUD: Emergency Solutions Grant
Consolidated Annual Performance and Evaluation Report
(ESG - CAPER)

HMIS PROGRAMMING SPECIFICATIONS

Released September 2018

U.S. Department of Housing and Urban Development

Version 1.4

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Revision History

Date	Version	Description
6/2016	5.0	Added Table of Questions listing applicability of each question to the APR, CAPER, or both. Q5a: Changed universe for [disabling condition] from adults to all clients. Q10a, Q10b, Q10c, Q10d, Q25c, Q26c, Q27c: Update on row header text. Q13a2, Q13b2 and Q13c2: Use of [disabling condition] element now required on children in addition to adults. Q15 and Q27d: Added new living situation of "Interim Housing", removed "other". Q21: Added new health insurance responses of "Indian Health Services Program" and "Other".
1/2017	For CoC-APRs submitted beginning April 1, 2017 in Sage	Removed tables for the ESG CAPER throughout the document. Updated the introduction to remove references to programming the ESG CAPER. Added additional instructions to the Exporting Results to CSV section. Revisions to the Report Validations Table and re-numbered to be Q5a-- replaces Q6a. Added new Data Quality Sections (Q6a-6f) to replace Q5a. Q6b Number of Persons Served re-numbered to be Q7a Q6c Point in Time Count of Persons Served on the Last Wednesday re-numbered to be Q7b Q7a Households Served re-numbered to be Q8a Q7b Point in Time Count of Households Served on the Last Wednesday re-numbered to be Q8b. Added % column to table for 19a1, 19a2, 19a3. Re-configured question numbering for exit destinations. Q23 is now Q23a; Q24 is now Q23b. *[Q23a will now be Q23c and Q23b will be Q24 (neither of these questions are in the APR, only CAPER])* Added three rows to exit destination calculations to Q23a, Q23b, Q25i, Q27f: "Total persons exiting to positive housing destinations"; "Total persons whose destinations excluded them from the calculation" "Percentage". Removed Performance Questions: Q29a; Q29b; Q29c; Q29d; Q29e; and Q30 Additional Performance Measures.
2/3/2017		Row 16 in Q5a: Report Validation Table corrected to read "Heads of Households and adult stayers in the project **365 days or more**".
3/1/2017		Q7b. Point-in-Time Count of Persons on the Last Wednesday: "For other project types (4 and 6) ..." updated to read "For other project types (4, 6, and 14) ..." Q20a. Type of Non-Cash Benefit Sources: Line 2 updated to read: "Other source" (row 7) includes all "yes" (1) responses to any of the following Data Standards elements:" Q25 Veteran Status Questions table: Last three lines updated to refer to questions Q25g, Q25h, and Q25i instead of Q25g1, Q25g2, and Q25h. Q25g. Type of Cash Income Sources – Veterans: Cell B17 grayed out. Q25i. Exit Destination – Veterans: Changed duplicate row 38 to be row 39. Q26f. Client Cash Income - Chronically Homeless Persons: Cells B8, B9, D8 and D9 are grayed out. Q26f. Client Cash Income - Chronically Homeless Persons: Added clarification note that rows 11 & 12 are intentionally excluded (compared with Q18). Q26g. Type of Cash Income Sources - Chronically Homeless Persons: Cells C17 and D17 no longer grayed out. Q27d. Living Situation – Youth Added clarification that Q27d only includes youth who are heads of household.

Date	Version	Description
6/30/2017		Added ESG CAPER tables and programming instructions. Please note, there was no CAPER v5.1 corresponding to the APR v5.1. APR v5.1 added new Data Quality sections and renumbered several questions and these changes also apply to the CAPER. Please refer to the Table of Questions for applicability of sections to the APR and CAPER. Q9 Contacts and Engagements updated with new columns to reflect Data Standards. Q22c added to CoC APR. Q23, Q25i, and Q27f updated with new row to reflect Data Standards. Some existing rows have wording changes to reflect Data Standards. Many tables have minor wording changes on existing columns and rows to reflect Data Standards, including the change from "entry" to "start". Please review column and row headers even on tables with no other logic changes.
8/1/2017	1.1	Appendix A (Exit Destinations) updated so that Safe Haven is a positive outcome for Street Outreach.
8/24/2017	1.2	Q7b: removed ESG CAPER from Report Relevance Updated instructions in Exporting Report Results to CSV to indicate that the APR has 66 tables and the CAPER has 37 tables.
4/2018	1.3	Q21: Corrected instructions step 10. Changed "income and sources" to "health insurance" and changed "adult leaver" to "each leaver". Q22c: Add PSH to project applicability and updated universe to all active clients where the head of household had a move-in date in the report date range plus leavers who exited in the date range and never had a move-in date. Also added rows for average length of time between Start and Move-in, and row for total clients moved in and those exiting without moving in. Q25d: Grey out cells that are not applicable Q27a: Grey out cells that are not applicable
9/2018	1.4	Clarified programming instructions for the Q19 Cash Income – Changes Over Time series of questions and clearly identified different table header requirements. Added clarifying instructions for output of percentages and averages. Added clarifying language in Q7b and Q8b for PIT counts when report date range is greater than one year.

Introduction

This HUD HMIS Programming Specification document details the business rules required for the HUD Continuum of Care (CoC) Annual Performance Report (APR) and Emergency Solutions Grants (ESG) Consolidated Annual Performance and Evaluation Report (CAPER) to be submitted in the Sage HMIS Reporting Repository (Sage).

These programming specifications cover all questions for the CoC- APR and ESG - CAPER where the information needed to answer the question is required/expected to be extracted from an HMIS or comparable database system. Please see the following section for a table of questions that apply to the APR, CAPER, or both reports. These specifications were developed utilizing the HUD Data Standards as found in the current version of the 2017 HMIS Data Dictionary. Wherever possible, these specifications also refer to the *HMIS Standard Reporting Terminology Glossary* (*HMIS Reporting Glossary*), which outlines programming rules developed for, and with HMIS Vendors, to facilitate streamlined programming and like reporting across systems.

The CoC – APR and ESG – CAPER will be submitted to HUD in the Sage HMIS Reporting Repository via CSV export of aggregate results in the manner described below.

Exporting Report Results to CSV

1. Both the APR and CAPER must be programmed to allow for an export of all HMIS-generated tables in standard CSV format.
2. Each question in the report must generate one CSV file and must be named the same as the question table number, e.g. “Q6b.csv”. Sage is designed to recognize only these exact file names, but are case-insensitive so that “Q6b.csv”, “q6b.CSV”, “Q6B.CSV” are all valid.
3. The APR consists of 66 separate tables for a total of 66 CSV output files. The CAPER consists of 37 separate tables for a total of 37 CSV output files. Note that not every question/file will generate data for every project type or may have a total of zero applicable client records. However, all output files are required even if the number of clients reported is zero.
4. The structure of each file must match the layout in the Programming Specifications table shell for that question in terms of the quantity and sequence of lettered columns and numbered rows, excluding columns Y and Z. (Y and Z are only present to aid in programming and not part of the report output to screen or CSV.) Sage is designed to read data from the output tables according to cell position, not row and column headers, so the position of each number output in the files is critical.
5. Column and row headers must be exported for every table shell which has them, but these headers are not used to look up or access data in a particular file. There must be a placeholder for each cell that is a header in the CSV file (see first row of example below) to maintain the overall structure of the file.
6. All grayed-out cells are those which logically should not contain any data (see cells C2 through C4 and E5 through E10). The CSV must contain either 0 (zero) or (blank) with a comma for all grayed-out cells.
7. Use double-quotes to surround ALL text in column and row headers in order to ignore commas which are sometimes present in that text.
8. Double-quotes are optional surrounding numbers.
9. When output from an HMIS, the entire set of files (66 for the APR, 37 for the CAPER) should be compressed into a .zip file.

The examples below show the format for an example question (Q11: Age) with sample data in the table shell as indicated in the Programming Specifications followed by the layout of that same table in CSV format.

Q11 table shell

	A	B	C	D	E	F
1		**Total**	**Without Children**	**With Children and Adults**	**With Only Children**	**Unknown Household Type**
2	Under 5	115	0	115	0	0
3	5-12	128	0	81	47	0
4	13-17	679	0	20	659	0
5	18-24	58	17	41	0	0
6	25-34	57	3	54	0	0
7	35-44	28	7	21	0	0
8	45-54	8	5	3	0	0
9	55-61	0	0	0	0	0
10	62+	0	0	0	0	0
11	Client Doesn't Know/Client Refused	0	0	0	0	0
12	Data Not Collected	0	0	0	0	0
13	**Total**	1073	32	335	706	0

Q11.csv

```
,"Total","a. Without children","b. With children and adults","c. With only children","d. Unknown household type"
"a. Under 5","115","0","115","0","0"
"b. 5 - 12","128","0","81","47","0"
"c. 13 - 17","679","0","20","659","0"
"d. 18 - 24","58","17","41","0","0"
"e. 25 - 34","57","3","54","0","0"
"f. 35 - 44","28","7","21","0","0"
"g. 45 - 54","8","5","3","0","0"
"h. 55 - 61","0","0","0","0","0"
"i. 62+","0","0","0","0","0"
"j. Client Doesn't Know/Client Refused","0","0","0","0","0"
"k. Data Not Collected","0","0","0","0","0"
"l. Total","1073","32","335","706","0"
```

Table of Questions

Number	Question	CoC-APR	ESG-CAPER
Q4a	Project Identifiers in HMIS	✓	✓
Q5a	Report Validations Table	✓	✓
Q6a	Data Quality: Personally Identifiable Information	✓	✓
Q6b	Data Quality: Universal Data Elements	✓	✓
Q6c	Data Quality: Income and Housing Data Quality	✓	✓
Q6d	Data Quality: Chronic Homelessness	✓	✓
Q6e	Data Quality: Timeliness	✓	✓
Q6f	Data Quality: Inactive Records: Street Outreach and Emergency Shelter	✓	✓
Q7a	Number of Persons Served	✓	✓
Q7b	Point-in-Time Count of Persons on the Last Wednesday	✓	
Q8a	Number of Households Served	✓	✓
Q8b	Point-in-Time Count of Households on the Last Wednesday	✓	✓
Q9a	Number of Persons Contacted	✓	✓
Q9b	Number of Persons Engaged	✓	✓
Q10a	Gender of Adults	✓	✓
Q10b	Gender of Children	✓	✓
Q10c	Gender of Persons Missing Age Information	✓	✓
Q10d	Gender by Age Ranges		✓
Q11	Age	✓	✓
Q12a	Race	✓	✓
Q12b	Ethnicity	✓	✓
Q13a1	Physical and Mental Health Conditions at Start	✓	✓
Q13b1	Physical and Mental Health Conditions at Exit	✓	✓
Q13c1	Physical and Mental Health Conditions for Stayers	✓	✓
Q13a2	Number of Conditions at Start	✓	
Q13b2	Number of Conditions at Exit	✓	
Q13c2	Number of Conditions for Stayers	✓	
Q14a	Domestic Violence History	✓	✓
Q14b	Persons Fleeing Domestic Violence	✓	✓
Q15	Living Situation	✓	✓
Q16	Cash Income - Ranges	✓	
Q17	Cash Income - Sources	✓	
Q18	Client Cash Income Category - Earned/Other Income Category - by Start and Annual Assessment/Exit Status	✓	
Q19a1	Client Cash Income Change - Income Source - by Start and Latest Status	✓	
Q19a2	Client Cash Income Change - Income Source - by Start and Exit	✓	
Q19a3	Client Cash Income Change - Income Source - by Start and Latest Status/Exit	✓	

Number	Question	CoC-APR	ESG-CAPER
Q20a	Type of Non-Cash Benefit Sources	✓	✓
Q20b	Number of Non-Cash Benefit Sources	✓	
Q21	Health Insurance	✓	✓
Q22a1	Length of Participation – CoC Projects	✓	
Q22a2	Length of Participation – ESG Projects		✓
Q22b	Average and Median Length of Participation in Days	✓	
Q22c	Length of Time between Project Start Date and Housing Move-in Date	✓	✓
Q22d	Length of Participation by Household Type		✓
Q23a	Exit Destination – More Than 90 Days	✓	✓
Q23b	Exit Destination – 90 Days or Less	✓	✓ (RRH Only)
Q23c	Exit Destination – All persons		✓ (all project types except RRH)
Q24	Homelessness Prevention Housing Assessment at Exit		✓ HP Only
Q25a	Number of Veterans	✓	✓
Q25b	Number of Veteran Households	✓	
Q25c	Gender – Veterans	✓	
Q25d	Age – Veterans	✓	
Q25e	Physical and Mental Health Conditions – Veterans	✓	
Q25f	Cash Income Category - Income Category - by Start and Annual /Exit Status – Veterans	✓	
Q25g	Type of Cash Income Sources – Veterans	✓	
Q25h	Type of Non-Cash Benefit Sources – Veterans	✓	
Q25i	Exit Destination – Veterans	✓	
Q26a	Chronic Homeless Status - Number of Households w/at least one or more CH person	✓	
Q26b	Number of Chronically Homeless Persons by Household	✓	✓
Q26c	Gender of Chronically Homeless Persons	✓	
Q26d	Age of Chronically Homeless Persons	✓	
Q26e	Physical and Mental Health Conditions - Chronically Homeless Persons	✓	
Q26f	Client Cash Income - Chronically Homeless Persons	✓	
Q26g	Type of Cash Income Sources - Chronically Homeless Persons	✓	
Q26h	Type of Non-Cash Income Sources - Chronically Homeless Persons	✓	
Q27a	Age of Youth	✓	
Q27b	Parenting Youth	✓	
Q27c	Gender – Youth	✓	
Q27d	Living Situation – Youth	✓	
Q27e	Length of Participation - Youth	✓	
Q27f	Exit Destination – Youth	✓	

Fundamentals

Program and Project Type Applicability

The CoC- APR is utilized for projects with one or more Funding Source responses (Element 2.6) with a HUD: COC prefix. For a full list of current Federal Partner funding sources using HMIS to collect and report data, please see the 2017 HMIS Data Dictionary Project Descriptor Element – Federal Partner Funding Sources (2.6).

Each question on the Report identifies the HMIS project type that will be required to respond to the question. The HMIS-generated Report may leave all cells blank or zero for questions that do not apply to a given project type.

Report Programming Basics

This Report generally uses Active Client - Method 1 from the *HMIS Reporting Glossary* to determine which clients to include in the reporting universe, except where noted on specific questions. Emergency Shelters ([project type] = 1) using the night-by-night method ([element 2.5.1] = 3) of tracking clients should use Active Client – Method 2.

The CoC-APR reports should only pull data explicitly entered by and attached to each client's latest project stay for the particular project being reported on. In the event a client was active in more than one project stay in the report date range, all data for the report should come from the client's latest project stay according to [project start date] unless otherwise noted.

Some questions are further limited to "stayers" and "leavers". Refer to the *HMIS Reporting Glossary* for instructions in determining these client universes.

Several Data Standards elements are required across this entire report and as such will not be listed in the reference information for each individual question. These elements are:

1. [Project ID] (element 2.2) – Used to select clients and data for the report.
2. [Personal ID] (element 3.13) – Used to identify/count unique/distinct persons.
3. [Enrollment ID] (element 5.6) – Used to link data together for a specific person/project stay.
4. [Household ID] (element 3.14) – Used to link household members who are together on a specific project stay.
5. [Relationship to Head of Household] (element 3.15) – Used to link household members who are together on a specific project stay. Also used in determining "parenting youth" for Q28b.
6. [Date of Birth] (element 3.3) – Used to identify age of persons and determination of household type.
7. [Data collection stage] – Used to retrieve data attached to a specific event during the client's project stay. Some questions report on data specifically dated at project start ([collection stage] = 1), annual assessment (5), latest available (2, 5, or 1), or project exit (3). The data collection stage will be explicitly listed for such questions.

Determining Age-Related Variables

Per the *HMIS Reporting Glossary*, Age is a global variable determined from a client's Date of Birth. These reporting specifications comply with the methods of determining Age per the *HMIS Reporting Glossary*. In the event a client has more than one active project stay in the report date range, a client's age for every section of the report is as of the *latest* [project start date] or [report start date], whichever comes later.

This report references the following age-related variables in several tables, and as such these will not be repeated in the reference information for each individual question:

Youth = any client age >= 12 and <= 24 provided that not one household member is above that age range. If so, exclude the entire household including the person age >= 12 and <= 24.

Child = any client age < 18. The [relationship to head of household] (element 3.15) does not matter, unless a specific reporting question also includes this element.

Adults and heads of household = Anyone age >= 18 or where [relationship to head of household] = "self" (1). This includes "unaccompanied children" who, by definition in HMIS, are heads of household.

Determining Each Client's Household Type and Counting Distinct Households

This report uses the following methods from the *HMIS Reporting Glossary*:

1. Unduplicated Client Counts by Household Type
2. Unduplicated Household Counts by Individual Attribute
3. Unduplicated Household Counts

The relevant method utilized will be detailed in the Reference Information for each question in these Specifications as applicable. Because this report uses data from each client's latest project stay, each client may have only one household type as determined by the household composition on that latest stay. This includes the head of household, which is used for determining counts of households according to household type.

Determining Length of Stay (LOS)

This report includes questions regarding persons' total length of participation in the Project. This report uses the Length of Stay method defined in the *HMIS Reporting Glossary* to make these calculations.

Determining a Client's Relevant Annual Assessment

Several questions in this report utilize Annual Assessment ([data collection stage] = 5) data on stayers where the head of household is in the project 365 days or more. Furthermore, this report requires data from the *specific* Annual Assessment on the client's anniversary most relevant to the [report date range]. The instructions for determining a client's relevant annual assessment can be found in the HMIS Reporting Glossary. Report questions utilizing Annual Assessment data will not repeat these instructions.

Determining Total Income and Earned Income on a Specific Record

Use the chart below to calculate the total income for a specific income record. Process the rules in order starting with #1 and stop processing when a match for the data is found. This logic mirrors that for the 2015 HUD APR. Note: If at time of data entry, the HMIS auto-calculates [total income] based on the dollar amounts entered in the separate income source fields (earned income, unemployment insurance, etc.) then it is sufficient to use [total income] directly as it is stored in the database.

Several sections of this report will refer to this method and will not repeat this logic.

	Total Monthly Income	Income from any source	Individual Sources Specified?	Individual Source Amounts >= 0.00 Entered?	[total income]
1	(any) And [total income] is auto-calculated at data entry	(any)	(any)	(any)	Use [total income] as calculated
2	> $0.00	(any)	(any)	(any)	Use [total income] as entered
3	(any)	(any)	Yes	Yes	Sum amounts for individual sources to get total monthly income
4	(any)	No	(any)	(any)	$0.00
5	<= $0.00	Yes or NULL	(any)	(any)	$0.00
6	(any)	Don't Know or Refused	(any)	(any)	null (report client as "don't know / refused")
7	(any)	(any)	(any)	(any)	null (report client as "data not collected / missing information"

[Earned income] is simply the dollar value entered in element 4.2.3.A. If element 4.2.3 ("earned income") indicates yes (1), but no dollar amount is entered in 4.2.3.A, [earned income] is $0.

Count Disabling Conditions

Per the *HMIS Reporting Glossary*, the specific conditions of a client may be reported in one of two ways: simply as having the Special Need or as having a Disabling Condition. This report utilizes both methods and identifies which is appropriate for applicable questions.

Counting Chronically Homeless (CH)

Please see the HMIS Reporting Glossary for the latest algorithm for determining chronic homelessness status at project start, in response to Data Standard element 3.917.

Reporting Counts of Clients by Element by Household Type

Many questions report on distinct counts of clients, split out by each client's household type and one element of data, similar to the example below. The programming for these questions is similar, except for which data element is used to report clients on different rows. For these questions, the table shells have an additional column (Z) indicating which response option to the data element places a client into that row. This column should not be output by the HMIS; it is only used to aid in programming. As with all questions on this report, each client in the universe for that question should be counted exactly once according to element and household type (columns C through F, rows 2 through 5 in the example below), and again in the total column (B) and row (6).

Because of the relative simplicity of programming these table shells, the instructions on these questions will be minimal.

	A	B	C	D	E	F	Z
1		**Total**	**Without Children**	**With Children and Adults**	**With Only Children**	**Unknown Household Type**	**Data Standards Response options**
2	Non-Hispanic/Non-Latino						0
3	Hispanic/Latino						1
4	Client Doesn't Know/Client Refused						8 or 9
5	Data Not Collected						99
6	**Total**						

Output of Percentages

Table cells that contain percentages should output those as decimal numbers without multiplying by 100 and carry at least 4 places to the right of the decimal. For example, if 7 out of 9 clients exited to positive housing in Q23, the output should be 0.7778 or .7778.

Table cells that contain averages should contain decimal numbers with at least 2 places to the right of the decimal if the output is money. If the output is any other type of average such as number of days, it may contain an integer or a decimal number with up to 4 places to the right of the decimal.

Report Details

(Questions 1-3 are NOT generated from HMIS data, and thus are not detailed in these specifications)

Q4: HMIS Information

Q4a: Project Identifiers in HMIS

Report Relevance: CoC-APR and ESG-CAPER
Changes from APR V1.2: None

	A	B	Z
1	Organization Name		
2	Organization ID		
3	Project Name		
4	Project ID		
5	HMIS Project Type		
6	Method for Tracking ES		
7	Is the Services Only (HMIS Project Type 6) affiliated with a residential project?		report when the [project type] is = 6 (Services Only) and element 2.4.2a [affiliated with a residential project] is = 1 (Yes)
8	Identify the Project ID's of the housing projects this project is affiliated with		report [project id] when the [project type] is = 6 (Services Only) and element 2.4.2a [affiliated with a residential project] is = 1 (Yes)

Field No	Other Relevant Data Standards Required	Relevant Data
2.1.2	Organization Name	text
2.1.1	Organization ID	unique identifier
2.2.2	Project Name	text
2.2.1	Project ID	unique identifier
2.4.2	HMIS Project Type	All projects
2.5	Method for Tracking ES	(If 2.4.2 =1, then) 0 or 3
2.4.2a	Is the Services Only (HMIS Project Type 6) affiliated with a residential project?	(If 2.4.2 =6, then) 0 or 1
2.4.2b	Identify the Project ID's of the housing projects this project is affiliated with	(If 2.4.2a = 1, then) unique identifier(s)

Universe: NA
HMIS Reporting Glossary Reference: None
Programming Instructions: Q4a provides descriptor information on the project that is associated with the APR being submitted, as well as data on projects with which it is affiliated, if any. The information is from the Project Specific Data Elements in HMIS and must be generated by the HMIS as it will be utilized in national unduplication efforts.

Q5: Report Validations

Q5a: Report Validations Table

Report Relevance: CoC-APR and ESG-CAPER
Changes from APR V1.2: None

	A	B
1	Total number of persons served	
2	Number of adults (age 18 or over)	
3	Number of children (under age 18)	
4	Number of persons with unknown age	
5	Number of leavers	
6	Number of adult leavers	
7	Number of adult and head of household leavers	
8	Number of stayers	
9	Number of adult stayers	
10	Number of veterans	
11	Number of chronically homeless persons	
12	Number of youth under age 25	
13	Number of parenting youth under age 25 with children	
14	Number of adult heads of household	
15	Number of child and unknown-age heads of household	
16	Heads of households and adult stayers in the project 365 days or more	

HMIS Reporting Glossary Reference: Data Quality Q1.

Q6: Data Quality

Report Relevance: CoC- APR and ESG-CAPER

Changes from APR V1.2: None

Q6a: Data Quality: Personally Identifiable Information

	A	B	C	D	E
1	Data Element	Client Doesn't Know/Refused	Information Missing	Data Issues	% of Error Rate
2	Name (3.1)				
3	Social Security Number (3.2)				
4	Date of Birth (3.3)				
5	Race (3.4)				
6	Ethnicity (3.5)				
7	Gender (3.6)				
8	Overall Score				

Q6b: Data Quality: Universal Data Elements

	A	B	C
1	Data Element	Error Count	% of Error Rate
2	Veteran Status (3.7)		
3	Project Start Date (3.10)		
4	Relationship to Head of Household (3.15)		
5	Client Location (3.16)		
6	Disabling Condition (3.8)		

Q6c: Data Quality: Income and Housing Data Quality

	A	B	C
1	Data Element	Error Count	% of Error Rate
2	Destination (3.12)		
3	Income and Sources (4.2) at Start		
4	Income and Sources (4.2) at Annual Assessment		
5	Income and Sources (4.2) at Exit		

Q6d: Data Quality: Chronic Homelessness

	A	B	C	D	E	F	G	H
1	Entering into project type	Count of total records	Missing time in institution (3.917.2)	Missing time in housing (3.917.2)	Approximate Date started (3.917.3) **DK/R/missing**	Number of times (3.917.4) **DK/R/missing**	Number of months (3.917.5) **DK/R/missing**	% of records unable to calculate
2	ES, SH, Street Outreach							
3	TH							
4	PH (all)							
5	Total							

Q6e: Data Quality: Timeliness

	A	B	C
1	**Time for Record Entry**	**Number of Project Start Records**	**Number of Project Exit Records**
2	0 days		
3	1-3 days		
4	4-6 days		
5	7-10 days		
6	11+ days		

Q6f: Data Quality: Inactive Records: Street Outreach and Emergency Shelter

	A	B	C	D
1	**Data Element**	**# of Records**	**# of Inactive Records**	**% of Inactive Records**
2	Contact *(Adults and Heads of Household in Street Outreach or ES – NBN)*			
3	Bed Night *(All clients in ES – NBN)*			

Q7: Persons Served

Q7a: Number of Persons Served

Report Relevance: CoC-APR and ESG-CAPER
Changes from APR V1.2: None

	A	B	C	D	E	F
1		**Total**	**Without Children**	**With Children and Adults**	**With Only Children**	**Unknown Household Type**
2	Adults					
3	Children					
4	Client Doesn't Know/ Client Refused					
5	Data Not Collected					
6	**Total**					

Field No	Other Relevant Data Standards Required	Relevant Data
2.4.2	Project Type	All projects

Universe: Active clients in the report date range

***HMIS Reporting Glossary* Reference:** Active Clients; Date of Birth / Age; Household Types; Unduplicated Household Counts and Unduplicated Client Counts by Household Type

Programming Instructions: Report the distinct counts of clients by age and household type. See Reporting counts of clients by element by household type for column instructions.

Q7b: Point-in-Time Count of Persons on the Last Wednesday

Report Relevance: CoC-APR
Changes from APR V1.2: None

	A	B	C	D	E	F
1		**Total**	**Without Children**	**With Children and Adults**	**With Only Children**	**Unknown Household Type**
2	January					
3	April					
4	July					
5	October					

Field No	Other Relevant Data Standards Required	Relevant Data
2.4.2	Project Type	2 (TH); 3 (PSH); 4(S OUT); 6(SO); 8 (SH); 9/10 (PH - for SSO); 13 (RRH); 14 (CA)

Universe: Active clients in the report date range

***HMIS Reporting Glossary* Reference:** Active Clients; Date of Birth / Age; Household Types; Unduplicated Household Counts and Unduplicated Client Counts by Household Type

Programming Instructions: Report the total count of all persons in the project on the LAST WEDNESDAY of January, April, July and October falling with the report date range. Use the latest possible month if the month appears more than once in the report date range (i.e. if the range is more than one year).

For housing projects (types 2, 3, 8, 9, 10, 13), the client must not be exited the point-in-time date in order to be included ([project exit date] is null or > [point in time date]).

For other project types (4, 6, and 14), the client's [project exit date] may be on the point-in-time date and still be included on that date.

See Reporting counts of clients by element by household type for column instructions.

Q8: Households Served

Q8a: Number of Households Served

Report Relevance: CoC-APR and ESG-CAPER
Changes from APR V1.2: None

	A	B	C	D	E	F
1		**Total**	**Without Children**	**With Children and Adults**	**With Only Children**	**Unknown Household Type**
2	Total Households					

Field No	Other Relevant Data Standards Required	Relevant Data
2.4.2	Project Type	All projects

Universe: Active households in the report date range

***HMIS Reporting Glossary* Reference:** Active Clients; Date of Birth / Age; Household Types; Unduplicated Household Counts and Unduplicated Client Counts by Household Type

Programming Instructions: Q8a reports the total number of households served during the report date range. Information on households served must be reported in total and by household type. The "Total number of households" column is an unduplicated count of distinct households served during the report date range. See Determining Each Client's Household Type and Counting Distinct Households for additional instruction. Use the latest possible month if the month appears more than once in the report date range (i.e. if the range is more than one year).

Q8b: Point-in-Time Count of Households on the Last Wednesday

Report Relevance: CoC-APR and ESG-CAPER
Changes from APR V1.2: None

	A	B	C	D	E	F
1		Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
2	January					
3	April					
4	July					
5	October					

Field No	Other Relevant Data Standards Required	Relevant Data
2.4.2	Project Type	All projects

Universe: Active households in the report date range

HMIS Reporting Glossary Reference: Active Clients; Bed night; Date of Birth / Age; Household Types; Unduplicated Household Counts and Unduplicated Client Counts by Household Type

Programming Instructions: Q8b reports the point-in-time number of households served on the last Wednesday in January, April, July, and October. Information on households served must be reported in total and by household type. The "Total number of households" column is an unduplicated count of distinct households served during the report date range.

Report the distinct counts of household at a point in time in total and by household type. See Determining Each Client's Household Type and Counting Distinct Households for column instructions. Note that households (i.e. heads of household) reported at any point in the report date range are reported according to the household type from his/her *latest* project stay – even if that is not the household makeup present on the point in time. Night-by-night shelters must use bed night records indicating household presence on each point-in-time night.

Rows 2-5 represent a different point in time:

a. Row 2 = Count each household by household type served on the last Wednesday in January.
b. Row 3 = Count each household by household type served on the last Wednesday in April.
c. Row 4 = Count each household by household type served on the last Wednesday in July.
d. Row 5 = Count each household by household type served on the last Wednesday in October.

Q9: Contacts and Engagements

Q9a: Number of Persons Contacted

Q9b: Number of Persons Engaged

Report Relevance: CoC-APR and ESG-CAPER
Changes from APR V1.2: None

	A	B	C	D	E
1	**Number of Persons Contacted**	**All Persons Contacted**	**First contact – NOT staying on the Streets, ES, or SH**	**First contact – WAS staying on Streets, ES, or SH**	**First contact – Worker unable to determine**
2	Once				
3	2-5 Times				
4	6-9 Times				
5	10+ Times				
6	**Total Persons Contacted**				

	A	B	C	D	E
1	**Number of Persons Engaged**	**All Persons Contacted**	**First contact – NOT staying on the Streets, ES, or SH**	**First contact – WAS staying on Streets, ES, or SH**	**First contact – Worker unable to determine**
2	Once				
3	2-5 Contacts				
4	6-9 Contacts				
5	10+ Contacts				
6	**Total Persons Engaged**				
7	**Rate of Engagement**	=B6/(B6 from table Q9a)	=C6/(C6 from table Q9a)	=D6/(D6 from table Q9a)	=E6/(E6 from table Q9a)

Field No	Other Relevant Data Standards Required	Relevant Data
2.4.2	Project Type	1 (ES – night-by-night), 4 (S OUT)
2.5	Method for Tracking Emergency Shelter Utilization	3 if [project type] = 1, otherwise irrelevant
4.12.1	Information Date (date of contact)	mm/dd/yyyy
4.12.2	Staying on Streets, ES, or SH	0,1,2
4.13	Date of Engagement	mm/dd/yyyy

Universe:

Q9a: Adults and Heads of Household who have either or both:

1. a [date of contact] in the report date range that is <= [date of engagement] (or the [date of engagement] is null)
2. or [date of engagement] in the report date range.

Q9b: Adults and Heads of Household with a [date of engagement] in the date range.

HMIS Reporting Glossary Reference: Active Clients; Contact; Date of Engagement

Programming Instructions:

Q9a reports the number of persons contacted, how many times they were contacted, and in which type of location the first contact occurred.

1. Columns C-F represents each different [location of contact]. Count the total number of clients using data from their latest project stay in the [report date range] by the [location of contact] of the client's earliest contact.
2. Include all contacts in each clients' count where all of the following are true. Note that contacts prior to the [report start date] are included in each person's total count, provided those contacts are attached to the client's latest relevant project stay. Contacts dated after the [date of engagement], [project exit date], and [report end date] are all excluded.
    a. [date of contact] >= [project start date]
    b. [project exit date] is null or [date of contact] <= [project exit date]
    c. [date of contact] <= [date of engagement] (or the [date of engagement] is null)
    d. [date of contact] <= [report end date]
3. If there is no [date of contact] on the [date of engagement], also count the [date of engagement] as 1 contact.
4. Rows 2-5 represent the number of times a client was contacted. Determine the total number of times a client was contacted for each applicable record.
    a. Row 2 = Count each person where [contact] = 1 by [location of contact] category.
    b. Row 3 = Count each person where ([contact] >=2 and [contact] <=5) by [location of contact] category.
    c. Row 4 = Count each person where ([contact] >=6 and [contact] <=9) by [location of contact] category.
    d. Row 5 = Count each person where [contact] >=10 by [location of contact] category.
    e. Row 6 = Unduplicated count of persons with Contacts during the operating year.

Q9b reports all persons contacted for which a [date of engagement] is recorded based upon how many times they were contacted up to and including the [date of engagement], and in which type of location the first contact occurred. It also calculates a rate of engagement by dividing the number of persons contacted during the report range by the number of persons engaged (both in total and by location of first contact).

1. Use the same logic as for Q9a, but limit the universe of clients to those who were engaged during the report date range as described in the *HMIS Reporting Glossary*.

Q10: Gender

Q10a: Gender of Adults

Q10b: Gender of Children

Q10c: Gender of Persons Missing Age Information

Report Relevance: CoC-APR and ESG-CAPER

Changes from APR V1.2: None

	A	B	C	D	E	Z
1		**Total**	**Without Children**	**With Children and Adults**	**Unknown Household Type**	**Data Standards Response options**
2	Male					1
3	Female					0
4	Trans Female (MTF or Male to Female)					2
5	Trans Male (FTM or Female to Male)					3
6	Gender Non-Conforming (i.e. not exclusively male or female)					4
7	Client Doesn't Know/Client Refused					8 or 9
8	Data Not Collected					99
9	**Subtotal**					

Field No	Other Relevant Data Standards Required	Relevant Data
2.4.2	Project Type	All projects
3.6	Gender	0, 1, 2, 3, 4, 8, 9, 99

Universe: Active clients in the report date range

***HMIS Reporting Glossary* Reference:** Active Clients; Date of Birth / Age; Household Types; Unduplicated Household Counts and Unduplicated Client Counts by Household Type

Programming Instructions:

Report the distinct counts of the gender:

1. In 10a of adults (age 18 or older). Reporting using household type columns shown above.
2. In 10b of children (age 17 or younger). Report using "Total", "With children and adults", "With only children", and "Unknown household type" columns.
3. In 10c of persons with missing ages. Report using "Total", "Without children", "With children and adults", "With only children", and "Unknown household type" columns.

See Reporting counts of clients by element by household type for column instructions.

Q10d: Gender by Age Ranges

Report Relevance: ESG-CAPER
Changes from V1.2: None

	A	B	C	D	E	F	G	H	Z
1		**Total**	**Under Age 18**	**Age 18-24**	**Age 25-61**	**Age 62 and over**	**Client Doesn't Know/ Client Refused**	**Data Not Collected**	**Data Standards Response options**
2	Male								1
3	Female								0
4	Trans Female (MTF or Male to Female)								2
5	Trans Male (FTM or Female to Male)								3
6	Gender Non-Conforming (i.e. not exclusively male or female)								4
7	Client Doesn't Know/Client Refused								8 or 9
8	Data Not Collected								99
9	**Subtotal**								

Field No	Other Relevant Data Standards Required	Relevant Data
2.4.2	Project Type	All projects
3.6	Gender	0, 1, 2, 3, 4, 8, 9, 99

Universe: Active clients in the report date range
***HMIS Reporting Glossary* Reference:** Active Clients; Date of Birth / Age; Household Types; Unduplicated Household Counts and Unduplicated Client Counts by Household Type
Programming Instructions:

1. Columns C-F represents different age groups.
2. Rows 2-8 represents different gender types.
3. Determine the total number of unduplicated clients for each cell based on the gender response values in Column Z and the client's age bracket.

Q11: Age

Report Relevance: COC-APR and ESG-CAPER
Changes from APR V1.2: None

	A	B	C	D	E	F
1		**Total**	**Without Children**	**With Children and Adults**	**With Only Children**	**Unknown Household Type**
2	Under 5					
3	5-12					
4	13-17					
5	18-24					
6	25-34					
7	35-44					
8	45-54					
9	55-61					
10	62+					
11	Client Doesn't Know/Client Refused					
12	Data Not Collected					
13	**Total**					

Field No	Other Relevant Data Standards Required	Relevant Data
2.4.2	Project Type	All projects

Universe: Active clients in the report date range
HMIS Reporting Glossary Reference: Active Clients; Date of Birth / Age; Household Types; Unduplicated Household Counts and Unduplicated Client Counts by Household Type
Programming Instructions:
Report the distinct counts of clients by age bracket and household type. See Reporting counts of clients by element by household type for column instructions.

Q12: Race & Ethnicity

Q12a: Race

Report Relevance: COC-APR and ESG-CAPER
Changes from APR V1.2: None

	A	B	C	D	E	F	Z
1		Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type	Data Standards Response options
2	White						5
3	Black or African American						3
4	Asian						2
5	American Indian or Alaska Native						1
6	Native Hawaiian or Other Pacific Islander						4
7	Multiple Races						1, 2, 3, 4, 5
8	Client Doesn't Know/Client Refused						8 or 9
9	Data Not Collected						99
10	**Total**						

Field No	Other Relevant Data Standards Required	Relevant Data
2.4.2	Project Type	All projects
3.4	Race	1, 2, 3, 4, 5, 8, 9, 99

Universe: Active clients in the report date range
***HMIS Reporting Glossary* Reference:** Active Clients; Date of Birth / Age; Household Types; Unduplicated Household Counts and Unduplicated Client Counts by Household Type
Programming Instructions:
Report the distinct counts of clients by race and household type. See Reporting counts of clients by element by household type for column instructions.

1. Rows 2-6 represent different race categories. Determine the total number of applicable records for each race category based on the values in Column Z. To be reported in these rows, the client must have one and only one response in [race].
2. Multiple Races (row 7) = Select each person where distinct count [race] > 1 and [race] in (1, 2, 3, 4, 5).

Q12b: Ethnicity

Report Relevance: COC-APR and ESG-CAPER
Changes from APR V1.2: None

	A	B	C	D	E	F	Z
1		**Total**	**Without Children**	**With Children and Adults**	**With Only Children**	**Unknown Household Type**	**Data Standards Response options**
2	Non-Hispanic/Non-Latino						0
3	Hispanic/Latino						1
4	Client Doesn't Know/Client Refused						8 or 9
5	Data Not Collected						99
6	**Total**						

Field No	Other Relevant Data Standards Required	Relevant Data
2.4.2	Project Type	All projects
3.5	Ethnicity	0, 1, 8, 9, 99

Universe: Active clients in the report date range
***HMIS Reporting Glossary* Reference:** Active Clients; Date of Birth / Age; Household Types; Unduplicated Household Counts and Unduplicated Client Counts by Household Type
Programming Instructions: Report the distinct counts of clients by ethnicity and household type. See Reporting counts of clients by element by household type for column instructions.

Q13: Physical and Mental Health Conditions

Q13a1: Physical and Mental Health Conditions at Start

Q13b1: Physical and Mental Health Conditions at Exit

Q13c1: Physical and Mental Health Conditions for Stayers

Report Relevance: COC-APR and ESG-CAPER
Changes from APR V1.2: None

	A	B	C	D	E	F	Z
1		**Total Persons**	**Without Children**	**With Children and Adults**	**With Only Children**	**Unknown Household Type**	**Data Standards Response options**
2	Mental Health Problem						1
3	Alcohol Abuse						1
4	Drug Abuse						2
5	Both Alcohol and Drug Abuse						3
6	Chronic Health Condition						1
7	HIV/AIDS						1
8	Developmental Disability						1
9	Physical Disability						1

Field No	Other Relevant Data Standards Required	Relevant Data
2.4.2	Project Type	All projects
4.5	Physical Disability	1
4.6	Developmental Disability	1
4.7	Chronic Health Condition	1
4.8	HIV/AIDS	1
4.9	Mental Health Problem	1
4.10	Substance Abuse	1, 2, 3

Universe: Active clients in the report date range

HMIS Reporting Glossary Reference: Active Clients; Date of Birth / Age; Household Types; Unduplicated Household Counts and Unduplicated Client Counts by Household Type

Programming Instructions: Report on the distinct counts of clients by Special Need

1. In 13a1 - based on the record from project start ([data collection stage] = 1) at their latest [project start date].
2. In 13b1 - based on the record from project exit ([data collection stage] = 3) at their latest [project exit date].
3. In 13c1 - based on the record from their latest data available ([data collection stage] = 5, 2 or 1), where the [information date] <= [report end date].
4. Report clients according to each special need listed only when there is a definite "yes" indicator in the field (value = 1, 2 or 3). Values of null, 8, 9, or 99 are completely ignored.

See Reporting counts of clients by element by household type for column instructions.

Q13a2: Number of Conditions at Start
Q13b2: Number of Conditions at Exit
Q13c2: Number of Conditions for Stayers

Report Relevance: COC-APR
Changes from APR V1.2: None

	A	B	C	D	E	F
1		**Total Persons**	**Without Children**	**With Children and Adults**	**With Only Children**	**Unknown Household Type**
2	None					
3	1 Condition					
4	2 Conditions					
5	3+ Conditions					
6	Condition Unknown					
7	Client Doesn't Know/Client Refused					
8	Data Not Collected					
9	**Total**					

Field No	Other Relevant Data Standards Required	Relevant Data
2.4.2	Project Type	All projects
3.8	Disabling Condition	1, 8, 9, 99
4.5	Physical Disability	1
4.6	Developmental Disability	1
4.7	Chronic Health Condition	1
4.8	HIV/AIDS	1
4.9	Mental Health Problem	1
4.10	Substance Abuse	1, 2, 3

Universe: Active clients in the report date range
***HMIS Reporting Glossary* Reference:** Active Clients; Household Types; Unduplicated Household Counts and Unduplicated Client Counts by Household Type
Programming Instructions:
Report on the total number of conditions each client has
1. In 13a1 - based on the record from project start ([data collection stage] = 1) at their latest [project start date].
2. In 13b1 - based on the record from project exit ([data collection stage] = 3) at their latest [project exit date].
3. In 13c1 - based on the record from their latest data available ([data collection stage] = 5, 2 or 1), where the [information date] <= [report end date].
4. Report each client on lines 3 through 5 according to the number of affirmative responses ("yes" or "1") in elements 4.5, 4.6, 4.7, 4.8, 4.9, and 4.10 recorded at the relevant data collection stage as described above. For element 4.10, a response of 1 ("Alcohol abuse") or 2 ("Drug abuse") counts as 1 condition. A response of 3 ("Both alcohol and drug abuse") counts as 2 conditions.
5. For records where the responses to elements 4.5, 4.6, 4.7, 4.8, 4.9, and 4.10 are all 0, 8, 9, or 99, use [disabling condition] to report the client on line 2 (response = 0), 6 (response = 1), 7 (response = 8 or 9), or 8 (response = 99 or null).
6. With the Data Standards version 5 update, [disabling condition] is now collected on all clients - **both adults and children.** This element should now be used on *all* client records as described in line 5.

See Reporting counts of clients by element by household type for column instructions.

Q14: Domestic Violence

Q14a: Domestic Violence History

Report Relevance: COC-APR and ESG-CAPER

Changes from APR V1.2: None

	A	B	C	D	E	F	Z
1		**Total**	**Without Children**	**With Children and Adults**	**With Only Children**	**Unknown Household Type**	**Data Standards Response options**
2	Yes						1
3	No						0
4	Client Doesn't Know/Client Refused						8 or 9
5	Data Not Collected						99
6	**Total**						

Field No	Other Relevant Data Standards Required	Relevant Data
2.4.2	Project Type	All projects
4.11.2	Domestic Violence Victim/Survivor	all

Universe: Adults and heads of household active in the report date range

***HMIS Reporting Glossary* Reference:** Active Clients; Date of Birth / Age; Household Types; Unduplicated Household Counts and Unduplicated Client Counts by Household Type

Programming Instructions: Report the distinct counts of heads of households and adult history of domestic violence. See Reporting counts of clients by element by household type for column instructions.

Q14b: Persons Fleeing Domestic Violence

Report Relevance: COC-APR and ESG-CAPER
Changes from APR V1.2: None

	A	B	C	D	E	F	Z
1		**Total**	**Without Children**	**With Children and Adults**	**With Only Children**	**Unknown Household Type**	**Data Standards Response options**
2	Yes						1
3	No						0
4	Client Doesn't Know/Client Refused						8 or 9
5	Data Not Collected						99
6	**Total**						

Field No	Other Relevant Data Standards Required	Relevant Data
2.4.2	Project Type	All projects
4.11.2	Domestic Violence Victim/Survivor	1
4.11.2B	Domestic Violence Victim/Survivor (Fleeing)	all

Universe: Heads of household and adults who reported "yes" (1) to Domestic Violence History.
***HMIS Reporting Glossary* Reference:** Active Clients; Date of Birth / Age; Household Types; Unduplicated Household Counts and Unduplicated Client Counts by Household Type
Programming Instructions: Of heads of household and adults who reported "yes" (1) to Domestic Violence History, report each client according to the response to Domestic Violence Victim/Survivor (Fleeing). This field is an update to the Data Standards in 2015 and may not be present in records recorded prior to then. Report these records in "Data Not Collected".

See Reporting counts of clients by element by household type for column instructions.

Q15: Living Situation

Report Relevance: COC-APR and ESG-CAPER

Changes from APR V1.2: None

	A	B	C	D	E	F	Z
1		**Total**	**Without Children**	**With Children and Adults**	**With Only Children**	**Unknown Household Type**	**Data Standards Response options**
2	**Homeless Situations**						
3	Emergency shelter, including hotel or motel paid for with emergency shelter voucher						1
4	Transitional housing for homeless persons (including homeless youth)						2
5	Place not meant for habitation						16
6	Safe Haven						18
7	Interim Housing						27
8	**Subtotal**						
9	**Institutional Settings**						
10	Psychiatric hospital or other psychiatric facility						4
11	Substance abuse treatment facility or detox center						5
12	Hospital or other residential non-psychiatric medical facility						6
13	Jail, prison or juvenile detention facility						7
14	Foster care home or foster care group home						15
15	Long-term care facility or nursing home						24
16	Residential project or halfway house with no homeless criteria						26
17	**Subtotal**						
18	**Other Locations**						
19	Permanent housing (other than RRH) for formerly homeless persons						3
20	Owned by client, no ongoing housing subsidy						23
21	Owned by client, with ongoing housing subsidy						21

	A	B	C	D	E	F	Z
1		**Total**	**Without Children**	**With Children and Adults**	**With Only Children**	**Unknown Household Type**	**Data Standards Response options**
22	Rental by client, no ongoing housing subsidy						22
23	Rental by client, with VASH subsidy						19
24	Rental by client with GPD TIP subsidy						25
25	Rental by client, with other housing subsidy (including RRH)						20
26	Hotel or motel paid for without emergency shelter voucher						14
27	Staying or living in a friend's room, apartment or house						13
28	Staying or living in a family member's room, apartment or house						12
29	Client Doesn't Know/Client Refused						8 or 9
30	Data Not Collected						99
31	**Subtotal**						
32	**TOTAL**						

Field No	Other Relevant Data Standards Required	Relevant Data
2.4.2	Project Type	All projects
3.917	Living Situation	all

Universe: Adults and heads of household active in the report date range.
***HMIS Reporting Glossary* Reference:** Active Clients; Date of Birth / Age; Household Types; Unduplicated Household Counts and Unduplicated Client Counts by Household Type
Programming Instructions: Report the distinct counts of adults and unaccompanied children by their living situation at project start.

See Reporting counts of clients by element by household type for column instructions.

Q16: Cash Income - Ranges

Report Relevance: COC-APR
Changes from APR V1.2: None

	A	B	C	D
1		Income at Start	Income at Latest Annual Assessment for Stayers	Income at Exit for Leavers
2	No Income			
3	$1 - $150			
4	$151 - $250			
5	$251 - $500			
6	$501 - $1,000			
7	$1,001 - $1,500			
8	$1,501 - $2,000			
9	$2,001+			
10	Client Doesn't Know/Client Refused			
11	Data Not Collected			
12	Number of adult stayers not yet required to have an annual assessment			
13	Number of adult stayers without required annual assessment			
14	**Total Adults**			

Field No	Other Relevant Data Standards Required	Relevant Data
2.4.2	Project Type	All projects
4.2	Income and Sources	Earned Income and all other sources

Universe: Active adults in the report date range
***HMIS Reporting Glossary* Reference:** Active Clients; Date of Birth / Age; Project Stayers; Project Leavers

Programming Instructions

1. Report using data from each adult's latest project stay in the [report date range].
2. Rows 2 through 9 report clients according to [total income] based on the client's record at start (column B), annual assessment (column C) or at exit (column D). Refer to Determining Total Income to calculate [total income] for this question.
3. Column B (Income at Start)
   a. For each active adult, determine the Income and Sources record with a [data collection stage] of project start (1) attached to the selected project stay where the [information date] of the record = [project start date].
   b. If [total income] is null and [income from any source] = 8 or 9, report the client in cell B10.
   c. If [total income] is null and [income from any source] = 99 or the record is completely missing, report the client in cell B11.
   d. Report the total number of active adults in cell B14.
4. Column C (Income at Latest Annual Assessment for Stayers)
   a. All project stayers regardless of length of stay must be reported one time in rows 2 through 13 of column C as well as in C14.
   b. Refer to Determining a Client's Relevant Annual Assessment to know if a stayer is required to have an annual assessment, and if so whether or not the relevant record is available.
   c. If the client has the required annual assessment, report the client on row 2 through 11 relative to the [total income] and [income from any source] on that annual assessment.
   d. If the stayer is not yet required to have an annual assessment, report the client in cell C12.
   e. If the stayer is required to have an annual assessment but the necessary record is completely missing, report the client in cell C13.
5. Column D (Income at Exit)
   a. For each adult leaver, determine the Income and Sources record with a [data collection stage] of project exit (3) attached to the selected project stay where the [information date] of the record = [project exit date].
   b. If [total income] is null and [income from any source] = 8 or 9, report the client in cell D10.
   c. If [total income] is null and [income from any source] = 99 or the record is completely missing, report the client in cell D11.
   d. Report the total number of adult leavers in cell D14.

Q17: Cash Income - Sources

Report Relevance: COC-APR
Changes from APR V1.2: None

	A	B	C	D
1		Income at Start	Income at Latest Annual Assessment for Stayers	Income at Exit for Leavers
2	Earned Income			
3	Unemployment Insurance			
4	Supplemental Security Income (SSI)			
5	Social Security Disability Insurance (SSDI)			
6	VA Service – Connected Disability Compensation			
7	VA Non-Service Connected Disability Pension			
8	Private Disability Insurance			
9	Worker's Compensation			
10	Temporary Assistance for Needy Families (TANF)			
11	General Assistance (GA)			
12	Retirement Income from Social Security			
13	Pension or retirement income from a former job			
14	Child Support			
15	Alimony and other spousal support			
16	Other Source			
17	Adults with Income Information at Start and Annual Assessment/Exit			

Field No	Other Relevant Data Standards Required	Relevant Data
2.4.2	Project Type	All projects
4.2	Income and Sources	Earned Income and all other sources

Universe: Active Adults in the report date range
***HMIS Reporting Glossary* Reference:** Active Clients; Date of Birth / Age; Project Leavers; Project Stayers

Programming Instructions

1. Report using data from each adult's latest project stay in the [report date range].
2. Rows 2 through 16 report clients according to income sources indicated as "yes" (1) on the client's record at start (column B), annual assessment (column C) or at exit (column D).
3. Column B (Income at Start)
    a. For each active adult, determine the Income and Sources record with a [data collection stage] of project start (1) attached to the selected project stay where the [information date] of the record = [project start date].
    b. Report the adult as having the income source if the record indicates "yes" (1) to that source.
4. Column C (Income at Latest Annual Assessment for Stayers)
    a. Refer to Determining a Client's Relevant Annual Assessment to know if a stayer is required to have an annual assessment, and if so whether or not the relevant record is available.
    b. If the stayer has the required annual assessment,
        i. Report the adult on row 2 through 16 according to any income sources indicated as "yes" (1) on that annual assessment.
        ii. Also report the client in cell C17 if the same client has an income record from project start.
    c. If the stayer is not yet required to have an annual assessment, do not report that client in this question.
5. Column D (Income at Exit)
    a. For each adult leaver, determine the Income and Sources record with a [data collection stage] of project exit (3) attached to the selected project stay where the [information date] of the record = [project exit date].
    b. If the leaver has the required record,
        i. Report the adult on row 2 through 16 according to any income sources indicated as "yes" (1) on that record.
        ii. Also report the client in cell D17 if the same client has an income record from project start.
6. Clients reported in cells C17 and D17 – those with two usable data points for income comparisons – are the universe of clients for questions 19a1, 19a2, and 19a3.

Q18: Client Cash Income Category - Earned/Other Income Category - by Start and Annual Assessment/Exit Status

Report Relevance: COC-APR

Changes from APR V1.2: None

	A	B	C	D
1	**Number of Adults By Income Category**	**Number of Adults at Start**	**Number of Adults at Annual Assessment (Stayers)**	**Number of Adults at Exit (Leavers)**
2	Adults with Only Earned Income (i.e., Employment Income)			
3	Adults with Only Other Income			
4	Adults with Both Earned and Other Income			
5	Adults with No Income			
6	Adults with Client Doesn't Know/Client Refused Income Information			
7	Adults with Missing Income Information			
8	Number of adult stayers not yet required to have an annual assessment			
9	Number of adult stayers without required annual assessment			
10	**Total Adults**			
11	1 or more source of income			
12	Adults with Income Information at Start and Annual Assessment/Exit			

Field No	Other Relevant Data Standards Required	Relevant Data
2.4.2	Project Type	All projects
4.2	Income and Sources	Earned Income and all other sources

Universe: Active adults in the report date range

***HMIS Reporting Glossary* Reference:** Active Clients; Date of Birth / Age; Project Leavers; Project Stayers

Programming Instructions

1. Report using data from each adult's latest project stay in the [report date range].
2. The [total income] on a specific Income and Sources record is required to determine "other income". Refer to Determining Total Income to calculate [total income] for this question.
3. "Earned income" reports on adults with earned income at start, annual assessment, or exit as appropriate to the column, with an associated dollar amount > $0.00. If the response to [earned income] is 'Yes' but no amount is recorded in element 4.2.3.A, do not report the person as having earned income.
4. "Other income" reports on adults with [other income] = [total income] minus [earned income]. If the response to [earned income] is 'Yes' but no amount is recorded, or if the person has a total monthly income without any specific sources and dollars for those sources specified, assume that [total income] is *entirely* "other income".
5. **Adults with Only Earned Income (row 2)** = A count of all adults with only [earned income] > $0 and no [other income].
6. **Adults with Only Other Income (row 3)** = A count of all adults with [other income] > $0 and who have no [earned income].
7. **Adults with Both Earned Income and Other Income (row 4)** = A count of all adults with both [earned income] and [other income], both greater than zero.
8. **Adults with No Income (row 5)** = a count of all adults with [total income] of $0.00.

9. **Adults with Don't Know / Refused Income Information (row 6)** = a count of all adults who did not know or refused to disclose their income, as calculated using Determining Total Income.
10. **Adults with Missing Income Information (row 7)** = a count of all adults who have a missing [total income] as calculated using Determining Total Income or, for columns B and D, whose relevant Income and Sources record is completely missing. Stayers whose annual assessment is completely missing are reported in row 9.
11. **Number of adult stayers not yet required to have an annual assessment (row 8)** and **Number of adult stayers without required annual assessment (row 9)** – see #15 below.
12. **Total adults (row 10)** = the total number of adults active during the [report date range]. Note that the total adults in Number of adults at start column should be equal to the total adults in the Number of adults at annual assessment column plus the Number of adults at exit column.
13. **1 or more source of Income (row 11)** = A count of all adults with a [total income] amount > $0.00.
14. Column B (Number of Adults at Start)
    a. For each active adult use the Income and Sources record with a [data collection stage] of project start (1) attached to the selected project stay where the [information date] of the record = [project start date].
    b. Report the adult on rows 2 through 7 and 11 according to the above instructions using data from that record.
    c. Report all active adults in cell B10.
15. Column C (Number of Adults at Annual Assessment (Stayers))
    a. Refer to Determining a Client's Relevant Annual Assessment to know if a stayer is required to have an annual assessment, and if so whether or not the relevant record is available.
    b. If the stayer has the required annual assessment,
        i. Report the adult on rows 2 through 7 and 11 according to the above instructions using data from that annual assessment.
        ii. Also report the client in cell C12 if the same client has an income record from project start.
    c. If the stayer is not yet required to have an annual assessment, report the client in cell C8.
    d. If the stayer is completely missing the annual assessment record, report the client in cell C9.
    e. Report all stayers in cell C10 regardless of length of stay and presence of the required annual assessment.
16. Column D (Number of Adults at Exit (Leavers))
    a. For each adult leaver, determine the Income and Sources record with a [data collection stage] of project exit (3) attached to the selected project stay where the [information date] of the record = [project exit date].
    b. If the leaver has the required record,
        i. Report the adult on rows 2 through 7 and 11 according to the above instructions using data from that record.
        ii. Also report the client in cell D12 if the same client has an income record from project start.
    c. Report all leavers in cell D10.
17. Clients reported in cells C12 and D12 – those with two usable data points for income comparisons – are the universe of clients for questions 19a1, 19a2, and 19a3.

Q19: Cash Income – Changes over Time

Q19a1: Client Cash Income Change - Income Source - by Start and Latest Status

Q19a2: Client Cash Income Change - Income Source - by Start and Exit

Q19a3: Client Cash Income Change - Income Source - by Start and Latest Status/Exit

Report Relevance: COC-APR

Changes from APR V1.2: **None**

	A	B	C	D	E	F	G	H	I	J
1	**Income Change by Income Category (Universe: Adult Stayers with Income Information at Start and Annual Assessment)**	**Had Income Category at Start and Did Not Have It at Annual Assessment**	**Retained Income Category But Had Less $ at Annual Assessment Than at Start**	**Retained Income Category and Same $ at Annual Assessment as at Start**	**Retained Income Category and Increased $ at Annual Assessment**	**Did Not Have the Income Category at Start and Gained the Income Category at Annual Assessment**	**Did Not Have the Income Category at Start or at Annual Assessment**	**Total Adults (including those with No Income)**	**Performance Measure: Adults who Gained or Increased Income from Start to Annual Assessment, Average Gain**	**Performance measure: Percent of persons who accomplished this measure**
2	Number of Adults with Earned Income (i.e., Employment Income)								#	=I2/H2
3	Average Change in Earned Income	$	$		$	$			$	
4	Number of Adults with Other Income								#	=I4/H4
5	Average Change in Other Income	$	$		$	$			$	
6	Number of Adults with Any Income (i.e., Total Income)								#	=I6/H6
7	Average Change in Overall Income	$	$		$	$		$	$	

Field No	Other Relevant Data Standards Required	Relevant Data
2.4.2	Project Type	All projects
4.2	Income and Sources	Earned Income and all other sources

Universe:

Q19a1: All adult stayers where the head of household has been in the project 365 days or more, with Income and Sources at start and at Annual Assessment

Q19a2: All adult leavers with Income and Sources at start and exit

Q19a3: Combined universe of Q19a1 and Q19a2

***HMIS Reporting Glossary* Reference:** Active Clients; Date of Birth / Age; Project Leavers; Project Stayers

Programming Information
Q19a1

1. Report using data from each adult project stayer's last project stay during the [report date range].
2. The [total income] on a specific Income and Sources record is required to determine "other income". Refer to Determining Total Income to calculate [total income] for this question and to Determining a Client's Relevant Annual Assessment to locate required annual assessment records. Clients with don't know / refusing / missing [total income] at project start OR annual assessment are completely excluded from this question.
3. "Earned income" reports on adults with earned income at start, annual assessment, or exit as appropriate to the column, with an associated dollar amount > $0.00. If the response to [earned income] is 'Yes' but no amount is recorded, do not report the person as having earned income.
4. "Other income" reports on adults with [other income] = [total income] minus [earned income]. If the response to [earned income] is 'Yes' but no amount is recorded, or if the person has a total monthly income without any specific sources and dollars for those sources specified, assume that [total income] is *entirely* "other income".
5. "Change in Income" is computed by subtracting the amount of monthly income reported on the assessment at project start from the monthly income reported at annual assessment. For the columns B and C this should result in negative responses. For columns E and F this should result in positive responses.
6. Description of rows
   a. **Number of Adults with Earned Income (row 2)** counts adult stayers with earned income at program start, annual assessment, or both, as appropriate to the column.
   b. **Average Change in Earned Income (row 3)** is calculated by dividing the sum of all changes in Earned income for adult stayers in that column by the total number of adult stayers with earned income who are reported in that column. For example, if under "Retained Income Category and Increased $ at Annual Assessment" there is one adult stayer who gained $200.00 in earned income and one other adult stayer who gained $400.00 in earned income within the date range, the two increases are added together ($600.00), and divided by the number of clients in that category (2) for an average change of $300.00.
   c. **Number of Adults with Other Income (row 4)** counts adult stayers according to other income recorded at program start, annual assessment, or both, as appropriate to the column.
   d. **Average Change in Other Income (row 5)** is calculated by dividing the sum of all changes in other income for adult stayers in that column by the total number of adult stayers with other income who are reported in that column. For example, if under "Retained Income Category and Increased $ at Annual Assessment" there is one adult stayer who gained $200.00 in other income and another adult stayer who gained $400.00 in other income within the date range, the two increases are added together ($600.00) and divided by the number of clients in that category (2), for an average change of $300.00.
   e. **Number of Adults with Any Income (row 6)** counts adult stayers according to total monthly income recorded at program start, annual assessment, or both, as appropriate to the column.
   f. **Average Change in Overall Income (row 7)** is calculated by dividing the sum of all total monthly changes in any income for adult stayers in that column by the total number of adult stayers who are reported in that column. Because the calculation for overall change of income can

include changes in earned income as well as other income, it is possible that a person counted in one column for earned or other income may appear in a different column for any or overall income. For example, suppose under “had income category at start and increased income at annual assessment” there is one adult stayer who gained $200.00 in other income and another adult stayer who gained $400.00 in other income within the date range. The average change in other income for these two stayers would be $300.00. As long as this is the only income reported for these two clients, they would also appear in the Number of Adults with Any Income and Average Change in Overall Income for “had income category at start and increased income at annual assessment.” However, if these two clients also had earned income upon program start, and both clients lost $500.00 each in earned income at annual assessment, then both clients would end up under the “Retained income category but had less income at annual assessment than at start” for Number of Adults with Any Income and Average Change in Overall Income because their total income losses exceed their other income increases.

g. Description of columns

7. **Had Income Category at Start and Did Not Have It at Annual Assessment (column B)** counts adult stayers who had > $0.00 in the Income and Sources category at project start and $0.00 in the Income and Sources category at Annual assessment.
8. **Retained Income Category but Had Less $ at Annual Assessment than at Start (column C)** counts adult stayers who had > $0.00 in Income and Sources category at project start and at Annual assessment had < the dollar amount at project start, but still > $0.00.
9. **Same income at start as at Annual Assessment (column D)** counts adult stayers for whom the dollar amount recorded in the Income and Sources category at project start is > $0.00 and = the dollar amount recorded in the Income and Sources category at Annual assessment.
10. **Had income category at start and increased income at Annual Assessment (column E)** counts adult stayers who had > $0.00 in the Income and Sources category at project start and at Annual assessment had > the dollar amount at project start.
11. **Did Not Have the Income Category at Start and Gained the Income Category at Annual Assessment (column F)** = counts adult stayers who had $0.00 in the Income and Sources category at project start and had > $0.00 in the Income and Sources category at Annual assessment.
12. **No income of this type at start or Annual Assessment (column G)** counts adult stayers for whom the dollar amount recorded in the Income and Sources category at project start = $0.00 and the dollar amount recorded in the Income and Sources category at annual assessment also = $0.00.
13. **Total Adults -including those with $0.00 income (column H)** = the total number of adult stayers with Income and Sources records both at project start and at annual assessment, i.e. the total universe of clients for this question.
14. **Performance Measures: Adults who Gained or Increased Income from Start to Annual Assessment, Average Gain (column I)** = the number of adult stayers with an Income and Sources record at Annual assessment > Income and Sources record at project start for the Income and Sources category.
    a. Average Gain for each Income and Sources category. (Earned – A2, Other – A4, and Any – A6) is calculated by dividing the sum of monthly changes in income for adult stayers who gained or increased income from project start to Annual assessment by the total number of adults with such a change in income.
15. **Performance measure: Percent of persons who accomplished this measure (column J)** = Adults who Gained or Increased Income (column i) / Total Adults (column h).

Q19a2

The programming for this question is identical to the programming for Q19a1, with the following changes:

1. This question reports on adult leavers with total monthly income >= $0.00 at project start and project exit. Adult leavers with don't know / refused or Missing income as calculated using [Determining Total Income](#) at project start or project exit are not included in this question.

2. Each project leaver's assessment at project exit is used in lieu of data from each client's annual assessment. Again, project leavers missing an exit assessment are not reported in this question.

3. Use the header row shown below (text changed from "Annual Assessment" to "Exit").

	A	B	C	D	E	F	G	H	I	J
1	**Income Change by Income Category (Universe: Adult Leavers with Income Information at Start and Exit)**	**Had Income Category at Start and Did Not Have It at Exit**	**Retained Income Category But Had Less $ at Exit Than at Start**	**Retained Income Category and Same $ at Exit as at Start**	**Retained Income Category and Increased $ at Exit**	**Did Not Have the Income Category at Start and Gained the Income Category at Exit**	**Did Not Have the Income Category at Start or at Exit**	**Total Adults (including those with No Income)**	**Performance Measure: Adults who Gained or Increased Income from Start to Exit, Average Gain**	**Performance measure: Percent of persons who accomplished this measure**

Q19a3

This question is a combination of 19a1 and 19a2. Use the logic described above to select the relevant clients and data together into a single universe. Use the header row shown below (text changed from "Annual Assessment" to "Annual Assessment/Exit").

	A	B	C	D	E	F	G	H	I	J
1	**Income Change by Income Category (Universe: Adults with Income Information at Start and Annual Assessment/Exit)**	**Had Income Category at Start and Did Not Have It at Annual Assessment/Exit**	**Retained Income Category But Had Less $ at Annual Assessment/Exit Than at Start**	**Retained Income Category and Same $ at Annual Assessment/Exit as at Start**	**Retained Income Category and Increased $ at Annual Assessment/Exit**	**Did Not Have the Income Category at Start and Gained the Income Category at Annual Assessment /Exit**	**Did Not Have the Income Category at Start or at Annual Assessment /Exit**	**Total Adults (including those with No Income)**	**Performance Measure: Adults who Gained or Increased Income from Start to Annual Assessment/Exit, Average Gain**	**Performance measure: Percent of persons who accomplished this measure**

Q20: Non-Cash Benefits

Q20a: Type of Non-Cash Benefit Sources

Report Relevance: COC-APR and ESG-CAPER
Changes from APR V1.2: None

	A	B	C	D	Z
1		Benefit at Start	Benefit at Latest Annual Assessment for Stayers	Benefit at Exit for Leavers	Data Standards Response options
2	Supplemental Nutrition Assistance Program (SNAP) (Previously known as Food Stamps)				4.3.3 = 1
3	Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)				4.3.4 = 1
4	TANF Child Care Services				4.3.5 = 1
5	TANF Transportation Services				4.3.6 = 1
6	Other TANF-Funded Services				4.3.7 = 1
7	Other Source				4.3.9 = 1

Field No	Other Relevant Data Standards Required	Relevant Data
2.4.2	Project Type	All projects
4.3	Non-Cash Benefits	Non-Cash Benefits and all other sources

Universe: Active adults in the report date range, further described below.

***HMIS Reporting Glossary* Reference:** Active Clients; Date of Birth / Age; Project Leavers; Project Stayers

Programming Instructions

1. Report using data from each adult project stayer's last project stay during the [report date range].
2. Column B (Benefit at Start)
   a. For all active adults determine the most recent Income and Sources record with a [data collection stage] of project start (1) attached to the selected project stay where the [information date] of the record = [project start date].
   b. Report the client according to specific non-cash benefit listed on each row. Clients may be reported on multiple rows in column B, but no more than one time in a single cell of column B.
3. Column C (Benefit at Latest Annual Assessment for Stayers)
   a. Refer to Determining a Client's Relevant Annual Assessment to know if a stayer is required to have an annual assessment, and if so whether or not the relevant record is available.
   b. If the head of household has the required annual assessment record, allow other household members who are also stayers to be included in the universe according to their most recent data even if it is not annual assessment data and regardless of their length of stay.
   c. If the head of household is missing his / her relevant annual assessment but another household member has the annual assessment, report that household members in this question.
4. Column D (Benefit at Exit)
   a. For leavers, report only heads of households who left plus other adult household members who left at the same time as the head of household. Do not include household members who left *prior* to the head of household even though that person is otherwise considered a "leaver" in other report questions.
   b. For each client determine the most recent Income and Sources record with a [data collection stage] of project exit (3) attached to the selected project stay where the [information date] of the record = [project exit date].

Q20b: Number of Non-Cash Benefit Sources

Report Relevance: COC-APR

Changes from APR V1.2: None

	A	B	C	D
1		**Benefit at Start**	**Benefit at Latest Annual Assessment for Stayers**	**Benefit at Exit for Leavers**
2	No Sources			
3	1 + Source(s)			
4	Client Doesn't Know/Client Refused			
5	Data Not Collected			
6	Total			

Field No	Other Relevant Data Standards Required	Relevant Data
2.4.2	Project Type	All projects
4.3	Non-Cash Benefits	Non-Cash Benefits and all other sources

Universe: Active adults in the report date range

***HMIS Reporting Glossary* Reference:** Active Clients; Date of Birth / Age; Project Leavers; Project Stayers;

Programming Instructions:

1. Use the same logic for client and record selection as Q20a, but instead of reporting according to individual sources this question reports on the total number of sources for each client.
2. On row 2, report clients where all specific non-cash benefits indicate "no" or are null/blank AND where [Non-Cash Benefits from Any Source] = "no" (0).
3. On row 3, report each client that has one or more specific sources of non-cash benefits. If a specific Income and Sources record indicates [Non-Cash Benefits from Any Source] = "yes" (1), report the client on row 3 even if no other specific benefits are indicated.
4. For any remaining records not reported in rows 2 or 3, report the client in row 4 or 5 according to the response in [Non-Cash Benefits from Any Source].
5. Stayers that have not been in the project long enough to receive an Annual Assessment should be reported in row 5.

Q21: Health Insurance

Report Relevance: COC-APR and ESG-CAPER

Changes from APR V1.2: Corrected instructions step 10. Changed "income and sources" to "health insurance" and changed "adult leaver" to "each leaver".

	A	B	C	D	Z
1		At Start	At Annual Assessment for Stayers	At Exit for Leavers	Data Standards Response options
2	MEDICAID				4.4.3 = 1
3	MEDICARE				4.4.4 = 1
4	State Children's Health Insurance Program				4.4.5 = 1
5	Veteran's Administration (VA) Medical Services				4.4.6 = 1
6	Employer – Provided Health Insurance				4.4.7 = 1
7	Health Insurance obtained through COBRA				4.4.8 = 1
8	Private Pay Health Insurance				4.4.9 = 1
9	State Health Insurance for Adults				4.4.10 = 1
10	Indian Health Services Program				4.4.11 = 1
11	Other				4.4.12 = 1
12	No Health Insurance				see below
13	Client Doesn't Know/Client Refused				see below
14	Data not Collected				see below
15	Number of Stayers not yet Required To Have an Annual Assessment				
16	1 Source of Health Insurance				see below
17	More than 1 Source of Health Insurance				see below

Field No	Other Relevant Data Standards Required	Relevant Data
2.4.2	Project Type	All projects
4.4	Health Insurance	Health Insurance from all sources

Universe: Active clients in the report date range
***HMIS Reporting Glossary* Reference:** Active Clients; Project Leavers; Project Stayers
Programming Instructions:

1. Report using data from each client's latest project stay in the [report date range].
2. Rows 2 through 11 report clients according to specific health insurance sources based on the client's record at start (column B), annual assessment (column C) or at exit (column D).
3. Row 12 reports clients where all specific sources of health insurance indicate "no" or are null/blank AND where [Covered by Health Insurance] is "no" (0) or "yes" (1).
4. Row 13 reports clients where all specific sources of health insurance indicate "no" or are null/blank AND where [Covered by Health Insurance] is "Client doesn't know" (8) or "Client refused" (9).
5. Row 14 reports clients where the relevant Health Insurance record is completely missing, or where specific sources of health insurance indicate "no" or are null/blank AND where [Covered by Health Insurance] is missing or "Data not collected" (99).
6. Row 15 reports only on stayers – see 9c below.
7. Rows 16 and 17 report clients with exactly one or more than one specific source of health insurance indicating "yes" (1). Do not include the response [Covered by Health Insurance] in the total number – this count is based exclusively around the specific sources.
8. Column B (at Start)
    a. For each active client, determine the Health Insurance record with a [data collection stage] of project start (1) attached to the selected project stay where the [information date] of the record = [project start date].
    b. Report the client on row 2 through 17 as described above.
9. Column C (at Latest Annual Assessment for Stayers)
    a. Refer to Determining a Client's Relevant Annual Assessment to know if a stayer is required to have an annual assessment, and if so whether or not the relevant record is available.
    b. If the client has the required annual assessment, report the client on row 2 through 17 as described above.
    c. If the stayer is not yet required to have an annual assessment, report the client in cell C15.
    d. If the stayer is required to have an annual assessment but the necessary record is completely missing, report the client in cell C14.
10. Column D (at Exit)
    a. For each leaver, determine the Health Insurance record with a [data collection stage] of project exit (3) attached to the selected project stay where the [information date] of the record = [project exit date].
    b. Report the client on row 2 through 17 as described above.

Q22: Length of participation

Q22a1: Length of Participation – CoC Projects

Q22a2: Length of Participation – ESG Projects

Report Relevance: COC-APR

Changes from APR V1.2: None

	A	B	C	D
1		**Total**	**Leavers**	**Stayers**
2	30 days or less			
3	31 to 60 days			
4	61 to 90 days			
5	91 to 180 days			
6	181 to 365 days			
7	366 to 730 days (1-2 Yrs)			
8	731 to 1,095 days (2-3 Yrs)			
9	1,096 to 1,460 days (3-4 Yrs)			
10	1,461 to 1,825 days (4-5 Yrs)			
11	More than 1,825 days (> 5 Yrs)			
12	Data Not Collected			
13	**Total**			

Report Relevance: ESG-CAPER

Changes from CAPER V1.2: None

	A	B	C	D
1		**Total**	**Leavers**	**Stayers**
2	0 to 7 days			
3	8 to 14 days			
4	15 to 21 days			
5	22 to 30 days			
6	31 to 60 days			
7	61 to 90 days			
8	91 to 180 days			
9	181 to 365 days			
10	366 to 730 days (1-2 Yrs)			
11	731 to 1,095 days (2-3 Yrs)			
12	1,096 to 1,460 days (3-4 Yrs)			
13	1,461 to 1,825 days (4-5 Yrs)			
14	More than 1,825 days (> 5 Yrs)			
16	Data Not Collected			
17	**Total**			

Field No	Other Relevant Data Standards Required	Relevant Data
2.4	Project Type	All projects

Universe: Active clients in the report date range
***HMIS Reporting Glossary* Reference:** Active Clients; Project Leavers; Project Stayers; Bed Night and Length of Stay
Programming Instructions:

1. Report the distinct counts of clients by length of stay intervals using data from each client's latest project stay according to whether the client was a leaver or stayer.
2. Refer to the *HMIS Reporting Glossary* for determining a client's length of stay. Exclude criteria of [report start date]; for reporting purposes, length of stay should include all time relevant to the client's latest project stay even if it is before the start of the report.

Q22b: Average and Median Length of Participation in Days

Report Relevance: COC-APR
Changes from APR V1.2: None

	A	B	C
1		**Leavers**	**Stayers**
2	Average Length		
3	Median Length		

Field No	Other Relevant Data Standards Required	Relevant Data
2.4.2	Project Type	All projects

Universe: Active clients in the report date range
***HMIS Reporting Glossary* Reference:** Active Clients; Project Leavers; Project Stayers; Bed Night and Length of Stay
Programming Instructions:
Using each client's length of stay as determined in Q22a, calculate the average and median across each client universe (leavers and stayers).

Q22c: Length of Time between Project Start Date and Housing Move-in Date

Report Relevance: CoC APR and ESG-CAPER

Changes from APR V1.2: Add PSH to project applicability and updated universe to all active clients where the head of household had a move-in date in the report date range plus leavers who exited in the date range and never had a move-in date. Also added rows for average length of time between Start and Move-in, and row for total clients moved in and those exiting without moving in.

	A	B	C	D	E	F
1		**Total**	**Without Children**	**With Children and Adults**	**With Only Children**	**Unknown Household**
2	7 days or less					
3	8 to 14 days					
4	15 to 21 days					
5	22 to 30 days					
6	31 to 60 days					
7	61 to 180 days					
8	181 to 365 days					
9	366 to 730 days (1-2 Yrs)					
10	**Total (persons moved into housing)**					
11	**Average length of time to housing**					
12	**Persons who were exited without move-in**					
13	**Total persons**					

Field No	Other Relevant Data Standards Required	Relevant Data
2.4.2	Project Type	13 (RRH), 3 (PSH)
3.20	Housing Move-in Date	mm/dd/yyyy

Universe: All active clients where the head of household had a move-in date in the report date range plus leavers who exited in the date range and never had a move-in date.

***HMIS Reporting Glossary* Reference:** Active Clients; Date of Birth / Age; Household Types; Unduplicated Household Counts and Unduplicated Client Counts by Household Type

Programming Instructions

1. On rows 2 through 9, report the distinct counts of clients by the length of time between the persons [project start date] and [housing move-in date]. See Reporting counts of clients by element by household type for column instructions.
2. On row 10, report the distinct counts of clients who have moved into housing.
3. On row 11, of clients who have moved into housing, report the average length of time between [project start date] and [housing move-in date].
4. On row 12, report the distinct counts of clients who exited without moving into housing.
5. On row 13, report the total number of clients.

Q22d: Length of Participation by Household Type

Report Relevance: ESG-CAPER

Changes from APR V1.2: None

	A	B	C	D	E	
1		Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
2	7 days or less					
3	8 to 14 days					
4	15 to 21 days					
5	22 to 30 days					
6	31 to 60 days					
7	61 to 90 days					
8	91 to 180 days					
9	181 to 365 days					
10	366 to 730 days (1-2 Yrs)					
11	731 to 1,095 days (2-3 Yrs)					
12	1,096 to 1,460 days (3-4 Yrs)					
13	1,461 to 1,825 days (4-5 Yrs)					
14	More than 1,825 days (> 5 Yrs)					
16	Data Not Collected					
17	**Total**					

Field No	Other Relevant Data Standards Required	Relevant Data
2.4.2	Project Type	All projects

Universe: Active clients in the report date range

***HMIS Reporting Glossary* Reference:** Active Clients; Bed Nights and Length of Stay; Project Leavers; Project Stayers; Household Types; Unduplicated Household Counts and Unduplicated Client Counts by Household Type

Programming Instructions: Using length of stay as calculated for Q22a, report each client in the relevant range according to household type. See Reporting counts of clients by element by household type for column instructions.

Q23: Exit Destination

Q23a: Exit Destination – More Than 90 Days

Report Relevance: CoC – APR (all project types) and ESG-CAPER (RRH only)
Changes from APR V1.2: None

Q23b: Exit Destination – 90 Days or less

Report Relevance: CoC – APR (all project types) and ESG-CAPER (ESG-RRH only)
Changes from APR V1.2: None Q23c: Exit Destination – All Persons

Q23c: Exit Destination – All Persons

Report Relevance: ESG-CAPER (all project types except RRH)
Changes from CAPER V1.2: None

	A	B	C	D	E	F	Z
1		Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type	Data Standards Response options
2	**Permanent Destinations**						
3	Moved from one HOPWA funded project to HOPWA PH						26
4	Owned by client, no ongoing housing subsidy						11
5	Owned by client, with ongoing housing subsidy						21
6	Rental by client, no ongoing housing subsidy						10
7	Rental by client, with VASH housing subsidy						19
8	Rental by client, with GPD TIP housing subsidy						28
9	Rental by client, with other ongoing housing subsidy						20
10	Permanent housing (other than RRH) for formerly homeless persons						3
11	Staying or living with family, permanent tenure						22
12	Staying or living with friends, permanent tenure						23
13	Rental by client, with RRH or equivalent subsidy						31
14	**Subtotal**						
15	**Temporary Destinations**						
16	Emergency shelter, including hotel or motel paid for with emergency shelter voucher						1
17	Moved from one HOPWA funded project to HOPWA TH						27
18	Transitional housing for homeless persons (including homeless youth)						2
19	Staying or living with family, temporary tenure (e.g. room, apartment or house)						12
20	Staying or living with friends, temporary tenure (e.g. room, apartment or house)						13

	A	B	C	D	E	F	Z
1		Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type	Data Standards Response options
21	Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)						16
22	Safe Haven						18
23	Hotel or motel paid for without emergency shelter voucher						14
24	**Subtotal**						
25	**Institutional Settings**						
26	Foster care home or group foster care home						15
27	Psychiatric hospital or other psychiatric facility						4
28	Substance abuse treatment facility or detox center						5
29	Hospital or other residential non-psychiatric medical facility						6
30	Jail, prison, or juvenile detention facility						7
31	Long-term care facility or nursing home						25
32	**Subtotal**						
33	**Other Destinations**						
34	Residential project or halfway house with no homeless criteria						29
35	Deceased						24
36	Other						17
37	Client Doesn't Know/Client Refused						8 or 9
38	Data Not Collected (no exit interview completed)						30 or 99
39	**Subtotal**						
40	**Total**						
41	Total persons exiting to positive housing destinations						
42	Total persons whose destinations excluded them from the calculation						
43	Percentage	=B41/(B40 – B42)	=C41/(C40 – C42)	=D41/(D40 – D42)	=E41/(E40 – E42)	=F41/(F40 – F42)	

Field No	Other Relevant Data Standards Required	Relevant Data
2.4.2	Project Type	All
3.12	Destination	All

Universe: Leavers in the report date range
***HMIS Reporting Glossary* Reference:** Leavers; Date of Birth / Age; Household Types; Unduplicated Household Counts and Unduplicated Client Counts by Household Type
Programming Instructions:

1. Report the distinct counts of clients by each different housing destination. See Reporting counts of clients by element by household type for column instructions.
2. Use [destination] recorded separately in each client's record. Data recorded under the 2014 Data Standards may not have this field present for child household members. In this case, use the [destination] of the head of household for these child household members.
3. **For Q23a** - Determine the total number of applicable records for each housing destination for [project leavers] on the values in Column Z where the [project exit date] is in the [report date range] the [length of stay] is > 90 days. Use the calculation of [length of stay] as described in the *HMIS Reporting Glossary*.
4. **For Q23b** - Determine the total number of applicable records for each housing destination for [project leavers] based on the values in Column Z where the [project exit date] is in the [report date range] and the [length of stay] is <= 90 days. Use the calculation of [length of stay] as described in the *HMIS Reporting Glossary*.
5. Row 40 is the unduplicated count of [project leavers] in the [report date range] based on *Unduplicated Household Counts and Unduplicated Client Counts by Household Type* as determined by the *HMIS Reporting Glossary*.
6. Row 41 is the [number of clients exiting to positive destinations]. Reference the destinations of project exits against Appendix A (row headers) and the column corresponding to the project type of the data. Positive destinations are indicated with a ✓.
7. Row 42 is the [total clients excluded], whose destination cause them to be removed from the removed from the percentage calculation. Refer to Appendix A for these destinations, indicated with an X, corresponding to the project type of the data.
8. Row 43 is the [number of clients exiting to positive destinations] divided by ([total clients exiting]– [total clients excluded]).

Q24: Homelessness Prevention Housing Assessment at Exit

Report Relevance: ESG-CAPER (HP only)

Changes from CAPER V1.2: None

	A	B	C	D	E	F	Y	Z
1		Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type	Data Standards Response to [housing assessment at exit]	Data Standards Response to [housing assessment at exit - subsidy]
2	Able to maintain the housing they had at project start--Without a subsidy						1	1
3	Able to maintain the housing they had at project start--With the subsidy they had at project start						1	2
4	Able to maintain the housing they had at project start--With an on-going subsidy acquired since project start						1	3
5	Able to maintain the housing they had at project start--Only with financial assistance other than a subsidy						1	4
6	Moved to new housing unit--With on-going subsidy						2	3
7	Moved to new housing unit--Without an on-going subsidy						2	1
8	Moved in with family/friends on a temporary basis						3	n/a
9	Moved in with family/friends on a permanent basis						4	n/a
10	Moved to a transitional or temporary housing facility or program						5	n/a
11	Client became homeless – moving to a shelter or other place unfit for human habitation						6	n/a
12	Client went to jail/prison						7	n/a
13	Client died						10	n/a
14	Client doesn't know/Client refused						8 or 9	n/a
15	Data not collected (no exit interview completed)						99	n/a
16	Total							

Field No	Other Relevant Data Standards Required	Relevant Data
2.4.2	Project Type	12
4.19.1	Housing Assessment at Exit	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 99 (If W5.1 = 1, then) 1, 2, 3, 4 (If W5.1 = 2, then) 1, 2

Universe: Leavers in the report date range

***HMIS Reporting Glossary* Reference:** Leavers; Date of Birth / Age; Household Types; Unduplicated Household Counts and Unduplicated Client Counts by Household Type

Programming Instructions:

1. Using data from each client's latest project stay, report the distinct counts of clients by housing assessment recorded at exit ([data collection stage] = 3 and [information date] = [project exit date]). See Reporting counts of clients by element by household type for column instructions.
2. Reference column Y against [housing assessment at exit] (element 4.19.1) and column Z against [housing assessment at exit – subsidy information] (elements 4.19.1.A or 4.19.1.B, depending on the response to element 4.19.1) to count the client in the correct row.

Q25: Veterans Questions

The Veterans questions are a subset of questions required to be completed for all CoC-APR's where at least one veteran is served.

The Veteran questions are designed, where possible to reuse programming from a previous APR question with the application of a filter for Veterans.

For all veteran questions (Q25 series) a Veteran:

a. Must be age 18 or older at time of [project start] or [report start date] – whichever is greater.
b. Must indicate 'yes' for [veteran status].

It is critical to include the client's age in this determination to avoid reporting children as veterans, either because of data entry error or because the client's [veteran status] changed at some point during the client's HMIS history.

Veteran Status Questions	Report Relevance	Changes from APR V V1.2	Add veteran filter to this question
Q25a: Number of Veterans	CoC-APR and ESG-CAPER	None	n/a
Q25b: Number of Veteran Households	CoC-APR	None	n/a
Q25c: Gender - Veterans	CoC-APR	None	Q10a
Q25d: Age - Veterans	CoC-APR	None	Q11
Q25e: Physical and Mental Health Conditions - Veterans	CoC-APR	None	Q13a1, Q13b1, Q13c1
Q25f: Cash Income Category - Income Category - by Start and Annual /Exit Status - Veterans	CoC-APR	None	Q18
Q25g: Type of Cash Income Sources - Veterans	CoC-APR	None	Q17
Q25h: Type of Non-Cash Benefit Sources - Veterans	CoC-APR	None	Q20a
Q25i: Exit Destination - Veterans	CoC-APR	None	Q23a

Q25a: Number of Veterans

Report Relevance: CoC-APR and ESG-CAPER
Changes from APR V1.2: None

	A	B	C	D	E	Z
1		**Total**	**Without Children**	**With Children and Adults**	**Unknown Household Type**	**Data Standards Response options**
2	Chronically Homeless Veteran					1
3	Non-Chronically Homeless Veteran					1
4	Not a Veteran					0
5	Client Doesn't Know/Client Refused					8 or 9
6	Data Not Collected					99
7	**Total**					

Field No	Other Relevant Data Standards Required	Relevant Data
2.4.2	Project Type	All projects
3.7	Veteran Status	0, 1, 8, 9, 99
3.8	Disabling Condition	(used in calculation of chronic homelessness)
3.917	Living Situation	(used in calculation of chronic homelessness)
4.5	Physical Disability	(used in calculation of chronic homelessness)
4.6	Developmental Disability	(used in calculation of chronic homelessness)
4.7	Chronic Health Condition	(used in calculation of chronic homelessness)
4.8	HIV/AIDS	(used in calculation of chronic homelessness)
4.9	Mental Health Problem	(used in calculation of chronic homelessness)
4.10	Substance Abuse	(used in calculation of chronic homelessness)

Universe: Active clients in the report date range

***HMIS Reporting Glossary* Reference:** Active Clients; Date of Birth / Age; Household Types; Chronically Homeless at Project Start

Programming Instructions

Count the total number of adults based on the response to [veteran status] as indicated in column Z along with the client's chronic homelessness status. See Reporting counts of clients by element by household type for column instructions. See the *HMIS Reporting Glossary* for instruction on determining chronic homelessness status. For the purposes of determining CH in this question, a client with a CH status of don't know / refused / unknown with no other household members or in a household with no other CH members can be simply considered NOT chronically homeless. In other words, rows 5 and 6 apply solely to the person's [veteran status].

Q25b: Number of Veteran Households

Report Relevance: CoC-APR

Changes from APR V1.2: None

	A	B	C	D	E	Z
1		**Total**	**Without Children**	**With Children and Adults**	**Unknown Household Type**	**Data Standards Response options**
2	Chronically Homeless Veteran					1
3	Non-Chronically Homeless Veteran					1
4	Not a Veteran					0
5	Client Doesn't Know/Client Refused					8 or 9
6	Data Not Collected					99
7	**Total**					

Field No	Other Relevant Data Standards Required	Relevant Data
2.4.2	Project Type	All projects
3.7	Veteran Status	0, 1, 8, 9, 99
3.8	Disabling Condition	(used in calculation of chronic homelessness)
3.917	Living Situation	(used in calculation of chronic homelessness)
4.5	Physical Disability	(used in calculation of chronic homelessness)
4.6	Developmental Disability	(used in calculation of chronic homelessness)
4.7	Chronic Health Condition	(used in calculation of chronic homelessness)
4.8	HIV/AIDS	(used in calculation of chronic homelessness)
4.9	Mental Health Problem	(used in calculation of chronic homelessness)
4.10	Substance Abuse	(used in calculation of chronic homelessness)

Universe: Active clients in the report date range

***HMIS Reporting Glossary* Reference:** Active Clients; Date of Birth / Age; Household Types; Chronically Homeless at Project Start

Programming Instructions:

Count the total number of households based on whether any of the adults are veterans and/or chronically homeless. Determine the row to report the household in as follows. Stop processing when a match is found, i.e. do not report the household in more than one row in rows 2 through 6:

1. Use data attached to each head of household's latest project stay in the report date range. Include all other adults present with the head of household *on that project stay who are also active in the date range*, along with their data from that stay. This is necessary in order to

determine the veteran and chronic homelessness status of the entire household, even though one or more of the adult household members may have another later project stay in the report date range with a different head of household or as the head of household. **Please note: this is a departure from most other questions on this report which exclusively use data associated with each person's latest project stay.**

2. For the purposes of determining chronic homelessness in this question, any household with a CH status of don't know / refused / unknown can be simply considered NOT chronically homeless.
3. Chronically Homeless Veteran (row 2): Any household with at least one veteran who is chronically homeless.
4. Non-Chronically Homeless Veteran (row 3): Any household not reported above with at least one non-chronically homeless veteran.
5. Not a Veteran (row 4): Any household not reported above where all the adults have a veteran status of "no" (0).
6. Client Doesn't Know/Client Refused (row 5): Any household not reported above where at least one of the adults has a veteran status of "Client doesn't know" (8) or "Client refused" (9).
7. Data Not Collected (row 6): Any household not reported above where at least one of the adults is missing his/her veteran status or it is "Data not collected" (99).
8. Report each household by type as described in Determining Each Client's Household Type and Counting Distinct Households.
9. Note that the household type "With Only Children" is not applicable for this question (by definition, child-only households should not have veterans).

Q25c: Gender – Veterans

Report Relevance: CoC-APR

Changes from APR V1.2: None

	A	B	C	D	E	Z
1		Total	Without Children	With Children and Adults	Unknown Household Type	Data Standards Response options
2	Male					1
3	Female					0
4	Trans Female (MTF or Male to Female)					2
5	Trans Male (FTM or Female to Male)					3
6	Gender Non-Conforming (i.e. not exclusively male or female)					4
7	Client Doesn't Know/Client Refused					8 or 9
8	Data Not Collected					99
9	**Total**					

Add veteran filter to Q10a for programming.

Q25d: Age – Veterans

Report Relevance: CoC-APR

Changes from APR V1.2: Grey out cells that are not applicable. Veterans must be adults.

	A	B	C	D	E
1		Total	Without Children	With Children and Adults	Unknown Household Type
2	18-24				
3	25-34				
4	35-44				
5	45-54				
6	55-61				
7	62 +				
8	Client Doesn't Know/Client Refused				
9	Data Not Collected				
10	**Total**				

Add veteran filter to Q11 for programming. Exclude first three rows from Q11, which apply only to children, as well as the "With only children" column.

Q25e: Physical and Mental Health Conditions – Veterans

Report Relevance: CoC-APR

Changes from APR V1.2: None

	A	B	C	D	Z
1		**Conditions At Start**	**Conditions at Latest Assessment for Stayers**	**Conditions at Exit for Leavers**	**Data Standards Response options**
2	Mental Health Problem				1
3	Alcohol Abuse				1
4	Drug Abuse				2
5	Both Alcohol Abuse and Drug Abuse				3
6	Chronic Health Condition				1
7	HIV/AIDS				1
8	Developmental Disability				1
9	Physical Disability				1

Column B = Add veteran filter to Q13a1 and report clients in total, without regard to household type.
Column C = Add veteran filter to Q13b1 and report clients in total, without regard to household type.
Column D = Add veteran filter to Q13c1 and report clients in total, without regard to household type.

Q25f: Cash Income Category - Income Category - by Start and Annual /Exit Status – Veterans

Report Relevance: CoC-APR

Changes from APR V1.2: None

	A	B	C	D
1	**Number of Veterans By Income Category**	**Number of Veterans at Start**	**Number of Veterans at Annual Assessment (Stayers)**	**Number of Veterans at Exit (Leavers)**
2	Veterans with Only Earned Income (i.e., Employment Income)			
3	Veterans with Only Other Income			
4	Veterans with Both Earned and Other Income			
5	Veterans with No Income			
6	Veterans with Client Doesn’t Know/Client Refused Income Information			
7	Veterans with Missing Income Information			
8	Number of veterans not yet required to have an annual assessment			
9	Number of veterans without required annual assessment			
10	**Total Veterans**			

Add veteran filter to Q18 for programming.

Q25g: Type of Cash Income Sources – Veterans

Report Relevance: CoC-APR

Changes from APR V1.2: None

	A	B	C	D
1		**Income at Start**	**Income at Latest Annual Assessment for Stayers**	**Income at Exit for Leavers**
2	Earned Income			
3	Unemployment Insurance			
4	Supplemental Security Income (SSI)			
5	Social Security Disability Insurance (SSDI)			
6	VA Service – Connected Disability Compensation			
7	VA Non-Service Connected Disability Pension			
8	Private Disability Insurance			
9	Worker's Compensation			
10	Temporary Assistance for Needy Families (TANF)			
11	General Assistance (GA)			
12	Retirement Income from Social Security			
13	Pension or retirement income from a former job			
14	Child Support			
15	Alimony and other spousal support			
16	Other Source			
17	Veterans with Income Information at Start and Annual Assessment/Exit			

Add veteran filter to Q17 for programming.

Q25h: Type of Non-Cash Benefit Sources – Veterans

Report Relevance: CoC-APR
Changes from APR V1.2: None

	A	B	C	D	Z
1		**Benefit at Start**	**Benefit at Latest Annual Assessment for Stayers**	**Benefit at Exit for Leavers**	**Data Standards Response options**
2	Supplemental Nutrition Assistance Program (SNAP) (Previously known as Food Stamps)				4.3.3 = 1
3	Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)				4.3.4 = 1
4	TANF Child Care Services				4.3.5 = 1
5	TANF Transportation Services				4.3.6 = 1
6	Other TANF-Funded Services				4.3.7 = 1
7	Other Source				4.3.9 = 1

Add veteran filter to Q20a for programming.

Q25i: Exit Destination – Veterans

Report Relevance: CoC-APR
Changes from APR V1.2: None

	A	B	C	D	E	F	Z
1		Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type	Data Standards Response options
2	**Permanent Destinations**						
3	Moved from one HOPWA funded project to HOPWA PH						26
4	Owned by client, no ongoing housing subsidy						11
5	Owned by client, with ongoing housing subsidy						21
6	Rental by client, no ongoing housing subsidy						10
7	Rental by client, with VASH housing subsidy						19
8	Rental by client, with GPD TIP housing subsidy						28
9	Rental by client, with other ongoing housing subsidy						20
10	Permanent housing (other than RRH) for formerly homeless persons						3
11	Staying or living with family, permanent tenure						22
12	Staying or living with friends, permanent tenure						23
13	Rental by client, with RRH or equivalent subsidy						31
14	**Subtotal**						
15	**Temporary Destinations**						
16	Emergency shelter, including hotel or motel paid for with emergency shelter voucher						1
17	Moved from one HOPWA funded project to HOPWA TH						27
18	Transitional housing for homeless persons (including homeless youth)						2
19	Staying or living with family, temporary tenure (e.g. room, apartment or house)						12
20	Staying or living with friends, temporary tenure (e.g. room, apartment or house)						13
21	Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)						16
22	Safe Haven						18
23	Hotel or motel paid for without emergency shelter voucher						14

	A	B	C	D	E	F	Z
1		**Total**	**Without Children**	**With Children and Adults**	**With Only Children**	**Unknown Household Type**	**Data Standards Response options**
24	**Subtotal**						
25	**Institutional Settings**						
26	Foster care home or group foster care home						15
27	Psychiatric hospital or other psychiatric facility						4
28	Substance abuse treatment facility or detox center						5
29	Hospital or other residential non-psychiatric medical facility						6
30	Jail, prison, or juvenile detention facility						7
31	Long-term care facility or nursing home						25
32	**Subtotal**						
33	**Other Destinations**						
34	Residential project or halfway house with no homeless criteria						29
35	Deceased						24
36	Other						17
37	Client Doesn’t Know/Client Refused						8 or 9
38	Data Not Collected (no exit interview completed)						30 or 99
39	**Subtotal**						
40	**Total**						
41	Total persons exiting to positive housing destinations						
42	Total persons whose destinations excluded them from the calculation						
43	Percentage	=B41/(B40 – B42)	=C41/(C40 – C42)	=D41/(D40 – D42)	=E41/(E40 – E42)	=F41/(F40 – F42)	

Use same logic as Q23a with the following modifications:

1. Filter for clients who are veterans.
2. Include all veteran leavers regardless of length of stay.

Q26: Chronic Homeless Questions

The CH questions are designed, where possible, to reuse programming from a previous APR question with the application of a "CH filter" for chronically homeless clients at project start as described in the HMIS Reporting Glossary. Unlike other APR questions, this may require the examination of client data for clients not active in the report date range. (Note: for HMIS data entry and programming purposes, the Head of Household is not required to be the person who is CH; for HUD record keeping and documentation purposes the CH person is expected to be the Head of Household.)

CH Status Questions	Report Relevance	Changes from APR V1.2	Add CH filter to this question
Q26a: Number of Households w/at least one or more Chronically Homeless person	CoC-APR	None	n/a
Q26b: Number of Chronically Homeless Persons by Household	CoC-APR and ESG-CAPER	None	n/a
Q26c: Gender of Chronically Homeless Persons	CoC-APR	None	Q10a
Q26d: Age of Chronically Homeless Persons	CoC-APR	None	Q11
Q26e: Physical and Mental Health Conditions - Chronically Homeless Persons	CoC-APR	None	Q13a1, Q13b1, Q13c1
Q26f: Client Cash Income - Chronically Homeless Persons	CoC-APR	None	Q18
Q26g: Type of Cash Income Sources - Chronically Homeless Persons	CoC-APR	None	Q17
Q26h: Type of Non-Cash Income Sources - Chronically Homeless Persons	CoC-APR	None	Q20a

Q26a: Chronic Homeless Status - Number of Households w/at least one or more CH person

Report Relevance: CoC-APR

Changes from APR V1.2: None

	A	B	C	D	E	F
1		**Total**	**Without Children**	**With Children and Adults**	**With Only Children**	**Unknown Household Type**
2	Chronically Homeless					
3	Not Chronically Homeless					
4	Client Doesn't Know/Client Refused					
5	Data Not Collected					
6	**Total**					

Field No	Other Relevant Data Standards Required	Relevant Data
2.4.2	Project Type	1, 2, 3, 4, 6, 8, 9, 10, 11, 12, 13, 14
3.8	Disabling Condition	(used in calculation of chronic homelessness)
3.917	Living Situation	(used in calculation of chronic homelessness)
4.5	Physical Disability	(used in calculation of chronic homelessness)
4.6	Developmental Disability	(used in calculation of chronic homelessness)
4.7	Chronic Health Condition	(used in calculation of chronic homelessness)
4.8	HIV/AIDS	(used in calculation of chronic homelessness)
4.9	Mental Health Problem	(used in calculation of chronic homelessness)
4.10	Substance Abuse	(used in calculation of chronic homelessness)

Universe: Active clients in the report date range
***HMIS Reporting Glossary* Reference:** Active Clients; Date of Birth / Age; Chronically Homeless at Project Start, Unduplicated Household Counts and Unduplicated Client Counts by Household Type

Programming Instructions:
Count the total number of households based on whether any of the adults or heads of household (including unaccompanied children) are chronically homeless at project start. Determine the row to report the household in as follows. Stop processing when a match is found, i.e. do not report the household in more than one row in rows 2 through 5:

1. Use data attached to each head of household's latest project stay in the report date range. Determine the chronic homelessness status at project start as described in the HMIS Reporting Glossary.
2. Chronically Homeless (row 2): Any household with at least one chronically homeless adult or head of household.
3. Non-Chronically Homeless (row 3): Any household not reported above where the head of household and all other adults are not chronically homeless.
4. Client Doesn't Know/Client Refused (row 4): Any household not reported above where the head of household or at least one other adult has a CH status of DK/R (don't know / refused).
5. Data Not Collected (row 6): Any household not reported above where the head of household or at least one other adult has a CH status of missing.
6. Report each household by type as described in Determining Each Client's Household Type and Counting Distinct Households.
7. Each head of household, and thus each household, should be reported only once in rows 2 through 5, and again in row 6. Similarly, each household should be reported only once in columns C through F, and again in column B.

Q26b: Number of Chronically Homeless Persons by Household

Report Relevance: CoC-APR and ESG CAPER

Changes from APR V1.2: None

	A	B	C	D	E	F
1		**Total**	**Without Children**	**With Children and Adults**	**With Only Children**	**Unknown Household Type**
2	Chronically Homeless					
3	Not Chronically Homeless					
4	Client Doesn't Know/Client Refused					
5	Data Not Collected					
6	**Total**					

Field No	Other Relevant Data Standards Required	Relevant Data
2.4.2	Project Type	All projects
3.8	Disabling Condition	(used in calculation of chronic homelessness)
3.917	Living Situation	(used in calculation of chronic homelessness)
4.5	Physical Disability	(used in calculation of chronic homelessness)
4.6	Developmental Disability	(used in calculation of chronic homelessness)
4.7	Chronic Health Condition	(used in calculation of chronic homelessness)
4.8	HIV/AIDS	(used in calculation of chronic homelessness)
4.9	Mental Health Problem	(used in calculation of chronic homelessness)
4.10	Substance Abuse	(used in calculation of chronic homelessness)

Universe: Active clients in the report date range

***HMIS Reporting Glossary* Reference:** Active Clients; Date of Birth / Age; Chronically Homeless at Project Start; Household Types; Unduplicated Household Counts and Unduplicated Client Counts by Household Type

Programming Instructions:

1. Report using data from each person's latest project stay in the [report date range].
2. Report each person on lines 2 through 5 according to their chronic homelessness status at project start as described in the HMIS Reporting Glossary.
3. See Reporting counts of clients by element by household type for column instructions.
4. Report each person again in row 6 and column B.

Q26c: Gender of Chronically Homeless Persons

Report Relevance: CoC-APR

Changes from APR V1.2: None

	A	B	C	D	E	F	Z
1	**Add column**	**Total**	**Without Children**	**With Children and Adults**	**With Only Children**	**Unknown Household Type**	**Data Standards Response options**
2	Male						1
3	Female						0
4	Trans Female (MTF or Male to Female)						2
5	Trans Male (FTM or Female to Male)						3
6	Gender Non-Conforming (i.e. not						4
7	Client Doesn’t Know/Client Refused						8 or 9
8	Data Not Collected						99
9	**Total**						

Use programming steps for Q10a with the following modifications:

1. Report on all CH clients (not just adults).
2. Include the additional column of output shown above (“With Only Children”).

Q26d: Age of Chronically Homeless Persons

Report Relevance: CoC-APR

Changes from APR V1.2: None

	A	B	C	D	E	F
1	**Add column**	**Total**	**Without Children**	**With Children and Adults**	**With Only Children**	**Unknown Household Type**
2	0 - 17					
3	18-24					
4	25-34					
5	35-44					
6	45-54					
7	55-61					
8	62 +					
9	Client Doesn’t Know/Client Refused					
10	Data Not Collected					
11	**Total**					

Add CH status filter to Q11 for programming with different age groupings.

Q26e: Physical and Mental Health Conditions - Chronically Homeless Persons

Report Relevance: CoC-APR

Changes from APR V1.2: None

	A	B	C	D	Z
1		**Conditions At Start**	**Conditions at Latest Assessment for Stayers**	**Conditions at Exit for Leavers**	**Data Standards Response options**
2	Mental Health Problem				1
3	Alcohol Abuse				1
4	Drug Abuse				2
5	Both Drug and Alcohol Abuse				3
6	Chronic Health Condition				1
7	HIV/AIDS				1
8	Developmental Disability				1
9	Physical Disability				1

Column B = Add CH status filter to Q13a1 and report clients in total, without regard to household type.
Column C = Add CH status filter to Q13b1 and report clients in total, without regard to household type.
Column D = Add CH status filter to Q13c1 and report clients in total, without regard to household type.

Q26f: Client Cash Income - Chronically Homeless Persons

Report Relevance: CoC-APR

Changes from APR V1.2: None

	A	B	C	D
1	**Number of Chronically Homeless Persons By Income Category**	**Number of Chronically Homeless Persons at Start**	**Number of Chronically Homeless Persons at Annual Assessment (Stayers)**	**Number of Chronically Homeless Persons at Exit (Leavers)**
2	Chronically Homeless Persons with Only Earned Income (i.e., Employment Income)			
3	Chronically Homeless Persons with Only Other Income			
4	Chronically Homeless Persons with Both Earned and Other Income			
5	Chronically Homeless Persons with No Income			
6	Chronically Homeless Persons with Client Doesn’t Know/Client Refused Income Information			
7	Chronically Homeless Persons with Missing Income Information			
8	Number of Chronically Homeless Persons not yet required to have an annual assessment			
9	Number of Chronically Homeless Persons without required annual assessment			
10	**Total Chronically Homeless Persons**			

Add CH status filter to Q18 for programming. This table intentionally excludes rows 11 and 12 from the table in Q18.

Q26g: Type of Cash Income Sources - Chronically Homeless Persons

Report Relevance: CoC-APR

Changes from APR V1.2: None

	A	B	C	D
1		**Income at Start**	**Income at Latest Annual Assessment for Stayers**	**Income at Exit for Leavers**
2	Earned Income			
3	Unemployment Insurance			
4	Supplemental Security Income (SSI)			
5	Social Security Disability Insurance (SSDI)			
6	VA Service – Connected Disability Compensation			
7	VA Non-Service Connected Disability Pension			
8	Private Disability Insurance			
9	Worker's Compensation			
10	Temporary Assistance for Needy Families (TANF)			
11	General Assistance (GA)			
12	Retirement Income from Social Security			
13	Pension or retirement income from a former job			
14	Child Support			
15	Alimony and other spousal support			
16	Other Source			
17	Chronically Homeless Persons with Income Information at Start and Annual Assessment/Exit			

Add CH status filter to Q17 for programming.

Q26h: Type of Non-Cash Benefit Sources - Chronically Homeless Persons

Report Relevance: CoC-APR

Changes from APR V1.2: None

	A	B	C	D	Z
1		**Benefit at Start**	**Benefit at Latest Annual Assessment for Stayers**	**Benefit at Exit for Leavers**	**Data Standards Response options**
2	Supplemental Nutrition Assistance Program (SNAP) (Previously known as Food Stamps)				4.3.3 = 1
3	Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)				4.3.4 = 1
4	TANF Child Care Services				4.3.5 = 1
5	TANF Transportation Services				4.3.6 = 1
6	Other TANF-Funded Services				4.3.7 = 1
7	Other Source				4.3.9 = 1

Add CH status filter to Q20a for programming.

Q27: Youth Questions

The questions on youth are a subset of questions required to be completed for all CoC-APR's regarding youth households.

The Youth questions are designed, where possible, to reuse programming from a previous APR question with the application of a youth filter.

For all youth questions (Q27 series), "Youth" = any client age >= 12 and <= 24 provided that not one household member is above that age range. If so, exclude the entire household including the person age >= 12 and <= 24.

Youth Questions	Report Relevance	Changes from APR V1.2	Add Youth filter to this question
Q27a: Age of Youth	CoC-APR	None	Q11
Q27b: Parenting Youth	CoC-APR	None	n/a
Q27c: Gender - Youth	CoC-APR	None	Q10a
Q27d: Living Situation - Youth	CoC-APR	None	Q15
Q27e: Length of Participation - Youth	CoC-APR	None	Q22a1
Q27f: Exit Destination - Youth	CoC-APR	None	Q23a

Q27a: Age of Youth

Report Relevance: CoC-APR

Changes from APR V1.2: grey out cells that are not applicable

	A	B	C	D	E	F
1		Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
2	12-17					
3	18-24					
4	Client Doesn't Know/Client Refused					
5	Data Not Collected					
6	**Total**					

Add Youth filter to Q11 for programming. Adjust age ranges as shown above.

Q27b: Parenting Youth

Report Relevance: CoC-APR

Changes from APR V1.2: None

	A	B	C	D	E
1		**Total parenting youth**	**Total children of parenting youth**	**Total Persons**	**Total Households**
2	Parent youth < 18				
3	Parent youth 18 to 24				

Field No	Other Relevant Data Standards Required	Relevant Data
3.15	Relationship to Head of Household	1, 2

Universe: *Households with a youth who is a parent*
***HMIS Reporting Glossary* Reference:** Active clients; Date of Birth / Age

Programming Instructions:

1. Use data attached to each head of household's latest project stay in the report date range. Include all other clients present with the head of household *on that project stay who are also active in the date range*. This is necessary in order to determine the "parenting youth" status of the entire household, even though one or more of the household members may have another later project stay in the report date range with a different head of household or as the head of household. **Please note: this is a departure from most other questions on this report which exclusively use data associated with each person's latest project stay.**
2. Apply the youth filter to the selected clients.
3. Of the youth clients, determine the heads of household ([relationship to head of household] = 1).
4. With the youth heads of household, determine if any of the household members active in the report date range are the child of the head of household ([relationship to head of household] = 2). Include clients of *any* age between 0 and 24 years old, even though clients below age 12 would not normally be included in the universe of "youth".
5. If the youth household has a child as determined in step 4:
    a. Report all heads of household plus all adults (age 18 – 24) in the household in column B according to the age of the head of household (age < 18 on line 2, or 18-24 on line 3). Include all adults in the household *regardless* of [relationship to head of household].
    b. Report all children (age 0 - 17) in the household in column C according to the age of the head of household. This includes children age 0 to 11 who will not be reported in any other youth question. Only include children in the household where the [relationship to head of household] = 2.
    c. Report all clients in the household in column D according to the age of the head of household. Include all members of the household *regardless* of [relationship to head of household].
    d. Report the household itself in column E according to the age of the head of household.

Q27c: Gender – Youth

Report Relevance: CoC-APR

Changes from APR V1.2: None

	A	B	C	D	E	F	Z
1		Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type	Data Standards Response options
2	Male						1
3	Female						0
4	Trans Female (MTF or Male to Female)						2
5	Trans Male (FTM or Female to Male)						3
6	Gender Non-Conforming (i.e. not exclusively male or female)						4
7	Client Doesn't Know/Client Refused						8 or 9
8	Data Not Collected						99
9	**Total**						

Use programming steps for Q10a with the following modifications:

1. Report on all Youth clients (not just adults).
2. Include the additional column of output shown above ("With Only Children").

Q27d: Living Situation – Youth

Report Relevance: CoC-APR

Changes from APR V1.2: None

	A	B	C	D	E	F	Z
1		Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type	Data Standards Response options
2	**Homeless Situations**						
3	Emergency shelter, including hotel or motel paid for with emergency shelter voucher						1
4	Transitional housing for homeless persons (including homeless youth)						2
5	Place not meant for habitation						16
6	Safe Haven						18
7	Interim Housing						27
8	**Subtotal**						

	A	B	C	D	E	F	Z
1		Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type	Data Standards Response options
9	**Institutional Settings**						
10	Psychiatric hospital or other psychiatric facility						4
11	Substance abuse treatment facility or detox center						5
12	Hospital or other residential non-psychiatric medical facility						6
13	Jail, prison or juvenile detention facility						7
14	Foster care home or foster care group home						15
15	Long-term care facility or nursing home						24
16	Residential project or halfway house with no homeless criteria						26
17	**Subtotal**						
18	**Other Locations**						
19	Permanent housing (other than RRH) for formerly homeless persons						3
20	Owned by client, no ongoing housing subsidy						23
21	Owned by client, with ongoing housing subsidy						21
22	Rental by client, no ongoing housing subsidy						22
23	Rental by client, with VASH subsidy						19
24	Rental by client with GPD TIP subsidy						25
25	Rental by client, with other housing subsidy (including RRH)						20
26	Hotel or motel paid for without emergency shelter voucher						14
27	Staying or living in a friend’s room, apartment or house						13
28	Staying or living in a family member’s room, apartment or house						12
29	Client Doesn’t Know/Client Refused						8 or 9
30	Data Not Collected						99
31	**Subtotal**						
32	**TOTAL**						

Add youth filter to Q15 for programming. Note: this table only includes youth who are heads of a household.

Q27e: Length of Participation - Youth

Report Relevance: CoC-APR

Changes from APR V1.2: None

	A	B	C	D
1		**Total**	**Leavers**	**Stayers**
2	30 days or less			
3	31 to 60 days			
4	61 to 90 days			
5	91 to 180 days			
6	181 to 365 days			
7	366 to 730 days (1-2 Yrs)			
8	731 to 1,095 days (2-3 Yrs)			
9	1,096 to 1,460 days (3-4 Yrs)			
10	1,461 to 1,825 days (4-5 Yrs)			
11	More than 1,825 days (> 5 Yrs)			
12	Data Not Collected			
13	**Total**			

Add youth filter to Q22a1 for programming.

Q27f: Exit Destination – Youth

Report Relevance: CoC-APR

Changes from APR V1.2: None

	A	B	C	D	E	F	Z
1		Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type	Data Standards Response options
2	**Permanent Destinations**						
3	Moved from one HOPWA funded project to HOPWA PH						26
4	Owned by client, no ongoing housing subsidy						11
5	Owned by client, with ongoing housing subsidy						21
6	Rental by client, no ongoing housing subsidy						10
7	Rental by client, with VASH housing subsidy						19
8	Rental by client, with GPD TIP housing subsidy						28
9	Rental by client, with other ongoing housing subsidy						20
10	Permanent housing (other than RRH) for formerly homeless persons						3
11	Staying or living with family, permanent tenure						22
12	Staying or living with friends, permanent tenure						23
13	Rental by client, with RRH or equivalent subsidy						31
14	**Subtotal**						
15	**Temporary Destinations**						
16	Emergency shelter, including hotel or motel paid for with emergency shelter voucher						1
17	Moved from one HOPWA funded project to HOPWA TH						27
18	Transitional housing for homeless persons (including homeless youth)						2
19	Staying or living with family, temporary tenure (e.g. room, apartment or house)						12
20	Staying or living with friends, temporary tenure (e.g. room, apartment or house)						13
21	Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)						16
22	Safe Haven						18
23	Hotel or motel paid for without emergency shelter voucher						14
24	**Subtotal**						

	A	B	C	D	E	F	Z
1		Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type	Data Standards Response options
25	**Institutional Settings**						
26	Foster care home or group foster care home						15
27	Psychiatric hospital or other psychiatric facility						4
28	Substance abuse treatment facility or detox center						5
29	Hospital or other residential non-psychiatric medical facility						6
30	Jail, prison, or juvenile detention facility						7
31	Long-term care facility or nursing home						25
32	**Subtotal**						
33	**Other Destinations**						
34	Residential project or halfway house with no homeless criteria						29
35	Deceased						24
36	Other						17
37	Client Doesn't Know/Client Refused						8 or 9
38	Data Not Collected (no exit interview completed)						30 or 99
39	**Subtotal**						
40	**Total**						
41	Total persons exiting to positive housing destinations						
42	Total persons whose destinations excluded them from the calculation						
43	Percentage	=B41/(B40 – B42)	=C41/(C40 – C42)	=D41/(D40 – D42)	=E41/(E40 – E42)	=F41/(F40 – F42)	

Add Youth filter to Q23a for programming.

Appendix A: Exit Destinations

Data Standards Response	Exit Destinations	Project type SO	Project type ES	Project type TH	Project type PH (all)	Project type SH	Project type SSO
Temporary	**/ Institutional**						
1	Emergency shelter, including hotel or motel paid for with emergency shelter voucher	✓					
15	Foster care home or foster care group home	✓	X	X	X	X	X
6	Hospital or other residential non-psychiatric medical facility	X	X	X	X	X	X
14	Hotel or motel paid for without emergency shelter voucher	✓					
7	Jail, prison or juvenile detention facility						
27	Moved from one HOPWA funded project to HOPWA TH	✓					
16	Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)						
4	Psychiatric hospital or other psychiatric facility	✓					
29	Residential project or halfway house with no homeless criteria	X					
18	Safe Haven	✓					
12	Staying or living with family, temporary tenure (e.g., room, apartment or house)	✓					
13	Staying or living with friends, temporary tenure (e.g., room apartment or house)	✓					
5	Substance abuse treatment facility or detox center	✓					
2	Transitional housing for homeless persons (including homeless youth)	✓					
25	Long-term care facility or nursing home	✓	X	X	X	X	X
Permanent							
26	Moved from one HOPWA funded project to HOPWA PH	✓	✓	✓	✓	✓	✓
11	Owned by client, no ongoing housing subsidy	✓	✓	✓	✓	✓	✓
21	Owned by client, with ongoing housing subsidy	✓	✓	✓	✓	✓	✓
3	Permanent housing (other than RRH) for formerly homeless persons	✓	✓	✓	✓	✓	✓
10	Rental by client, no ongoing housing subsidy	✓	✓	✓	✓	✓	✓
28	Rental by client, with GPD TIP housing subsidy	✓	✓	✓	✓	✓	✓
20	Rental by client, with other ongoing housing subsidy	✓	✓	✓	✓	✓	✓
19	Rental by client, with VASH housing subsidy	✓	✓	✓	✓	✓	✓
22	Staying or living with family, permanent tenure	✓	✓	✓	✓	✓	✓
23	Staying or living with friends, permanent tenure	✓	✓	✓	✓	✓	✓
31	Rental by client, with RRH or equivalent subsidy	✓	✓	✓	✓	✓	✓
Other							
24	Deceased	X	X	X	X	X	X
8	Client doesn't know						
9	Client refused						
99	Data not collected						
30	No exit interview completed						
17	Other						