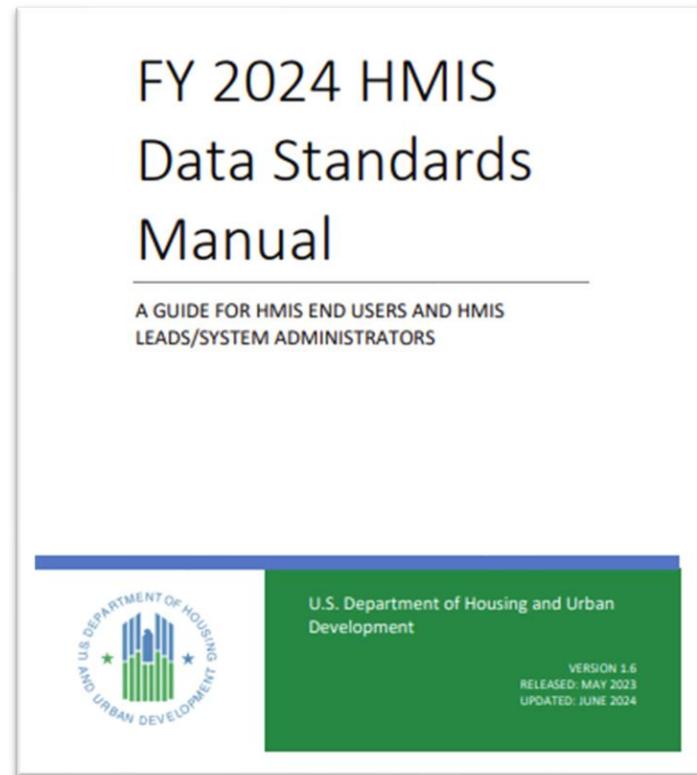




3.917 Prior Living Situation Enrollment CoC & End User Data Responsibility

FEBRUARY HMIS REFRESHER TRAINING

3.917 Data Element



3.917 Data Element

Data Collected About?	Collection Point?	Project Types?
The Head of Household	Project Start	All HMIS Project Types*
All Adults		*3.917A -Question Flow *3.917B- Question Flow

3.917 Data Element

RATIONALE

1. To identify a client's **living situation** prior to 'Project Start'.
2. To identify the **length of stay** in that **living situation**.
3. Used along with **other information*** to identify whether a client meets the **criteria for experiencing Chronic Homelessness**.

3.917 Data Element

The 3.917 Data Element consists of a series of questions

1. Prior Living Situation or Residence prior to project entry?
2. Length of Stay in Prior Living Situation?
3. Approximate Date Homelessness Started?
4. Number of Times Experiencing Literal Homelessness in the last 3 years?
5. Number of Months Experiencing Literal Homelessness in the last 3 years?

3.917 Data Element

There are two possible flows for the questions in the 3.917 Data Element, with each flow determined by conditional logic, depending on how questions are answered.

“3.917A” Question flow

“3.917B” Question flow

3.917 Data Element



The 3.917 data element begins with asking the client's Prior Living Situation.



This answer will determine whether to use the 3.917A or 3.917B question flow.

- 1. Prior Living Situation or Residence prior to project entry?**
2. Length of Stay in Prior Living Situation?
3. Approximate Date Homelessness Started?
4. Number of Times Experiencing Literal Homelessness in the last 3 years?
5. Number of Months Experiencing Literal Homelessness in the last 3 years?

3.917 Data Element

Prior Living Situation vs. Current Living Situation

What's the Difference?

Living Situation	Question	Time Period
Prior Living Situation	Where did you stay last night?	Past
Current Living Situation	Where will you stay tonight?	Future

3.917 Data Element

Prior Living Situation vs. Current Living Situation

What's the Difference?

Living Situation	Question	Time Period
Prior Living Situation	Where did you stay last night?	Past
Current Living Situation	Where will you stay tonight?	Future

1. Prior Living Situation?

HMIS uses three possible categories for the Client's Prior Living Situations.

Literal Homeless Situation

Institutional Situation

Transitional or Permanent Housing Situation

Literal Homeless Situations



Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)



Emergency Shelter, including hotel or motel paid for **with** emergency shelter voucher, Host Home Shelter



Safe Haven There are no Projects that qualify as a Safe Haven in the MD BoS CoC.

Institutional Situations

Foster care home or
foster care group
home

Hospital or other
residential non-
psychiatric medical
facility

Jail, prison, or
juvenile detention
facility

Long -term care
facility or nursing
home

Temporary Situations

Transitional housing for homeless persons (including homeless youth)

Residential project or halfway house with no homeless criteria

Hotel or motel paid for **without** emergency shelter voucher

Staying or living in a friend's or family member's room, apartment, or house

Permanent Housing Situations

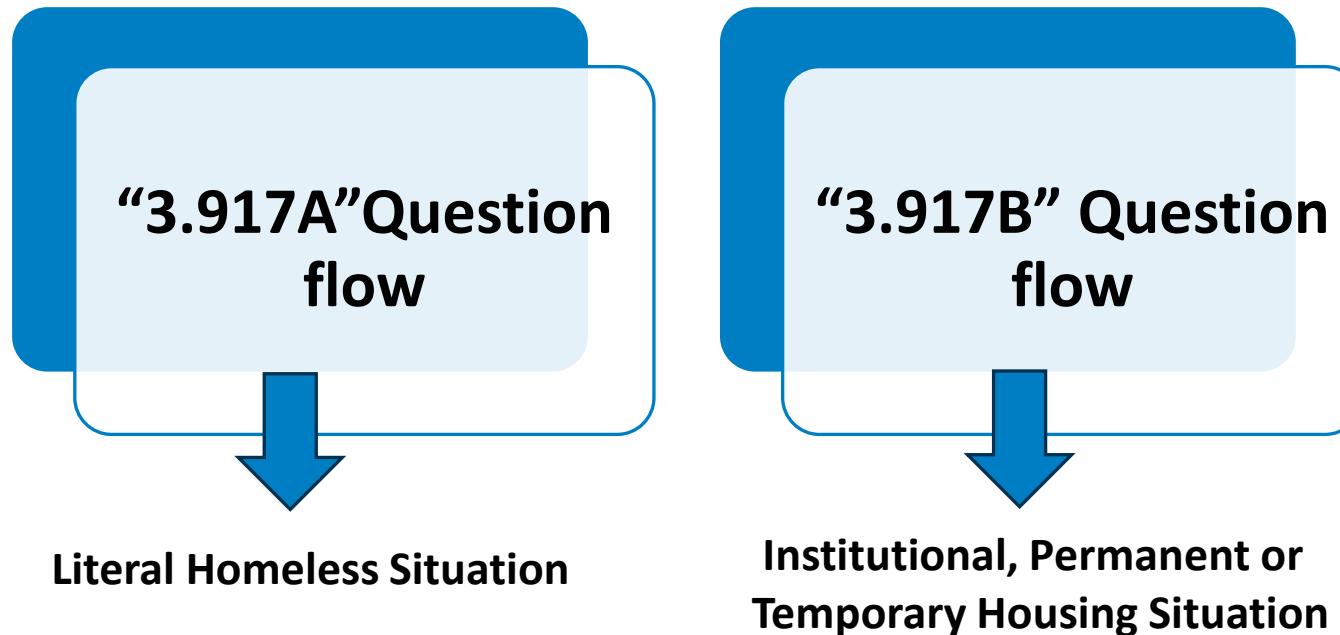
Rental by client, no ongoing housing subsidy

Rental by client, with ongoing housing subsidy

Owned by client, no ongoing housing subsidy

Owned by client, with ongoing housing subsidy

3.917 Data Element



3.917 Data Element

Both 3.917 Question Flows, will then ask the Length Of Stay in the Prior Living Situation

1. Prior Living Situation or Residence prior to project entry?
- 2. Length of Stay in Prior Living Situation?**
3. Approximate Date Homelessness Started?
4. Number of Times Experiencing Literal Homelessness in the last 3 years?
5. Number of Months Experiencing Literal Homelessness in the last 3 years?

2. Length of Stay in Prior Living Situation?

HMIS Provides the following options:

- 1. One night or less**
- 2. Two to six nights**
- 3. One week or more, but less than one month**
- 4. One month or more, but less than 90 days**
- 5. 90 days or more, but less than one year**
- 6. One year or Longer**

(‘Client doesn’t know’, ‘Client prefers not to answer’, ‘Data not collected’)

The “3.917 Question flow” Two Important Concepts

“Breaks” in homelessness & Episodes of Homelessness

- A **“Break” in homelessness** is a time when a client stays in a place **that is not** considered a “homeless situation”
- **Episodes of homelessness** are separated by a **break** of 90 days or more in an Institutional Situation, and/or 7 nights or more in a Temporary or Permanent Housing situation.

“3.917B” Question flow

For Institutional, Temporary, and Permanent Housing Situations

Now we will show how these Breaks of Episodes in Homelessness apply to the 3.17B Question Flow

1. Client’s Prior Living Situation: Institutional, Temporary, or Permanent housing Situation

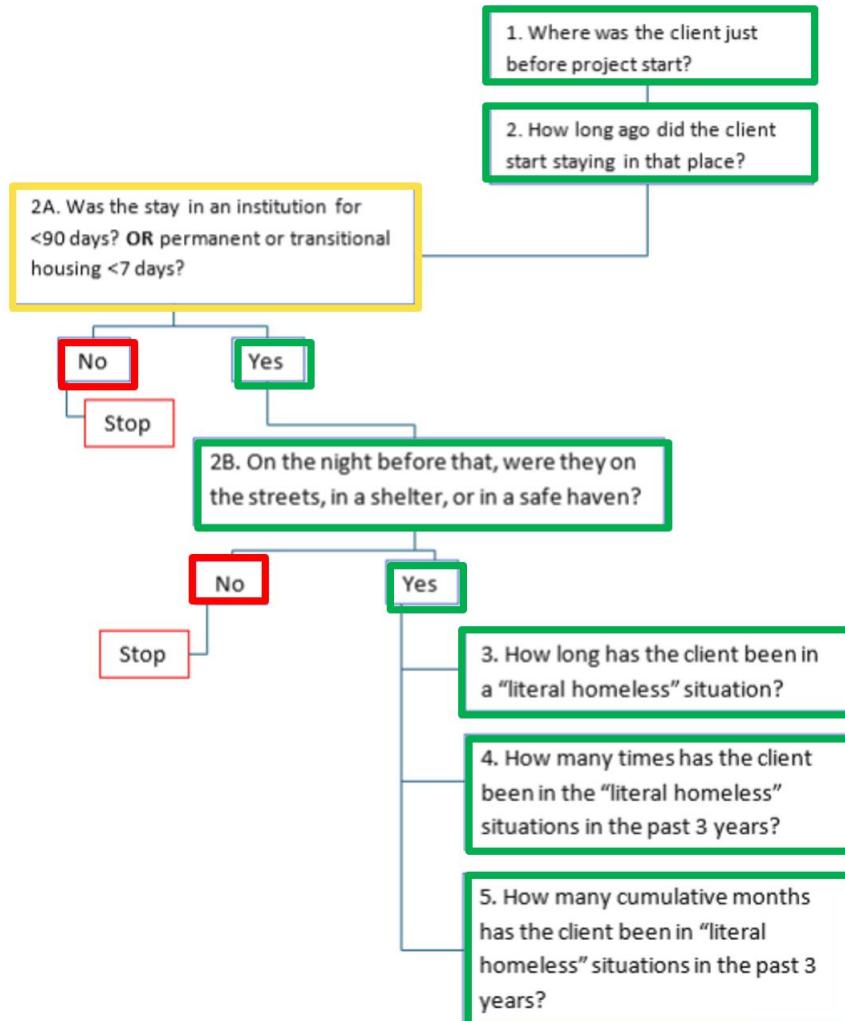
Response to **2A** will determine if further data collection is needed.

Was the Client’s stay in an institution for less than 90 days?

Was the Client’s Stay in a permanent or temporary housing situation for less than 7 days?

If **‘No’** than no further data collection is needed

If **‘Yes’** than you will **determine if the client was in a literal homeless situation the night before they entered into an institutional or temporary/permanent housing situation.**



Breaks in Episodes of Homelessness

Institutional Situations

90 Days or Longer

Temporary or Permanent Housing Situations

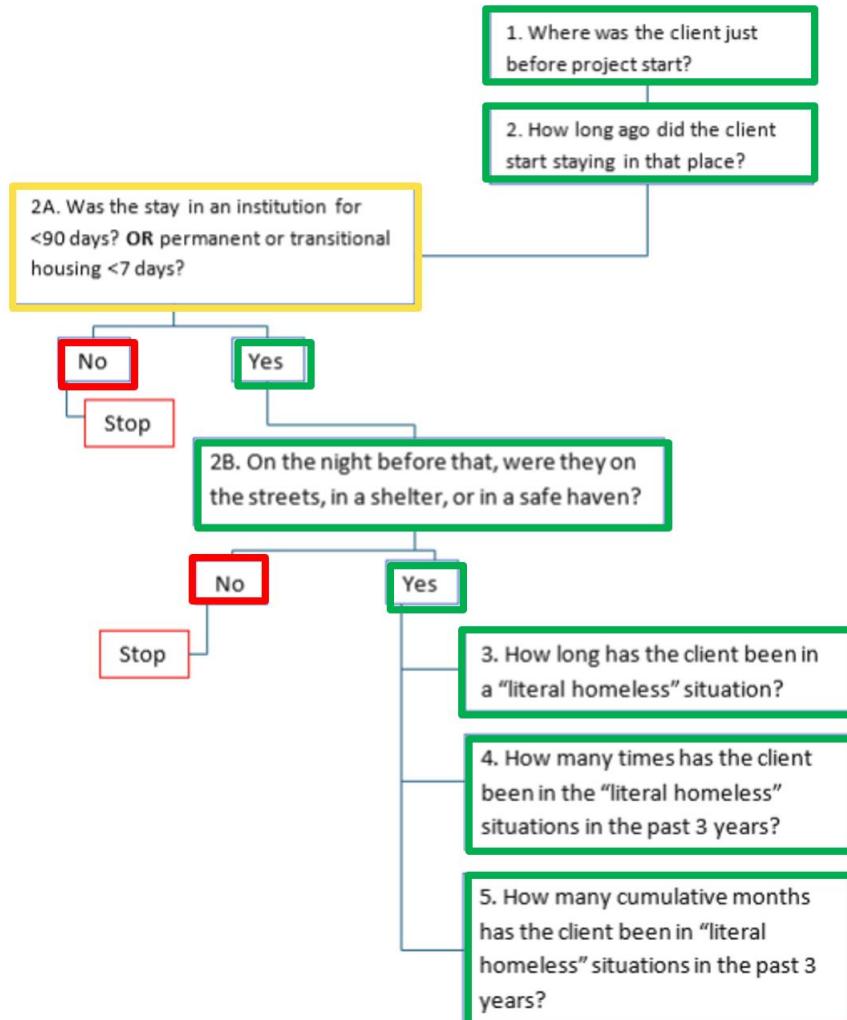
7 Nights or Longer

“3.917B” Question flow

For Institutional, Temporary, and Permanent Housing Situations

2B. We ask if the client was in a literal homeless situation the night before they entered into an institutional or temporary/permanent housing situation.

- If **‘No’** then **no** further data collection is needed.
- If the client answers **‘Yes’** to question **2B**, then further data **will** need to be collected.
- If the client answered **yes**, than we have determined that there wasn’t a break of episodes of homelessness, and that the client is currently in a literal homeless episode as there were no breaks in homelessness.
- This returns us to the remaining 3.917 Data Element questions



3.917 Prior Living Situation

The Remaining “3.917A” and “3.917B” Question Flow

1. Prior Living Situation or Residence prior to project entry?
2. Length of Stay in Prior Living Situation?
3. **Approximate Date Homelessness Started?**
4. **Number of Times Experiencing Literal Homelessness in the last 3 years?**
5. **Number of Months Experiencing Literal Homelessness in the last 3 years?**

3.917 Prior Living Situation

“3.917A” and “3.917B” Next Question

1. Prior Living Situation or Residence prior to project entry?
2. Length of Stay in Prior Living Situation?
3. **Approximate Date Homelessness Started?**
4. Number of Times Experiencing Literal Homelessness in the last 3 years?
5. Number of Months Experiencing Literal Homelessness in the last 3 years?

3. Approximate date homelessness started?

- Is not the approximate date the client first experienced homelessness overall.
- The “Approximate date homelessness started” data element captures the date the client started experiencing homelessness **during this particular episode**.
- The “Approximate date” **Does Not** capture time the client experienced homelessness before Any breaks in that homelessness, using the break definition.
- This may require working with the client until you are able to reach a point when they were in a non-homeless situation. This will be important to capture an accurate “Approximate date homelessness started.”

3.917 Prior Living Situation

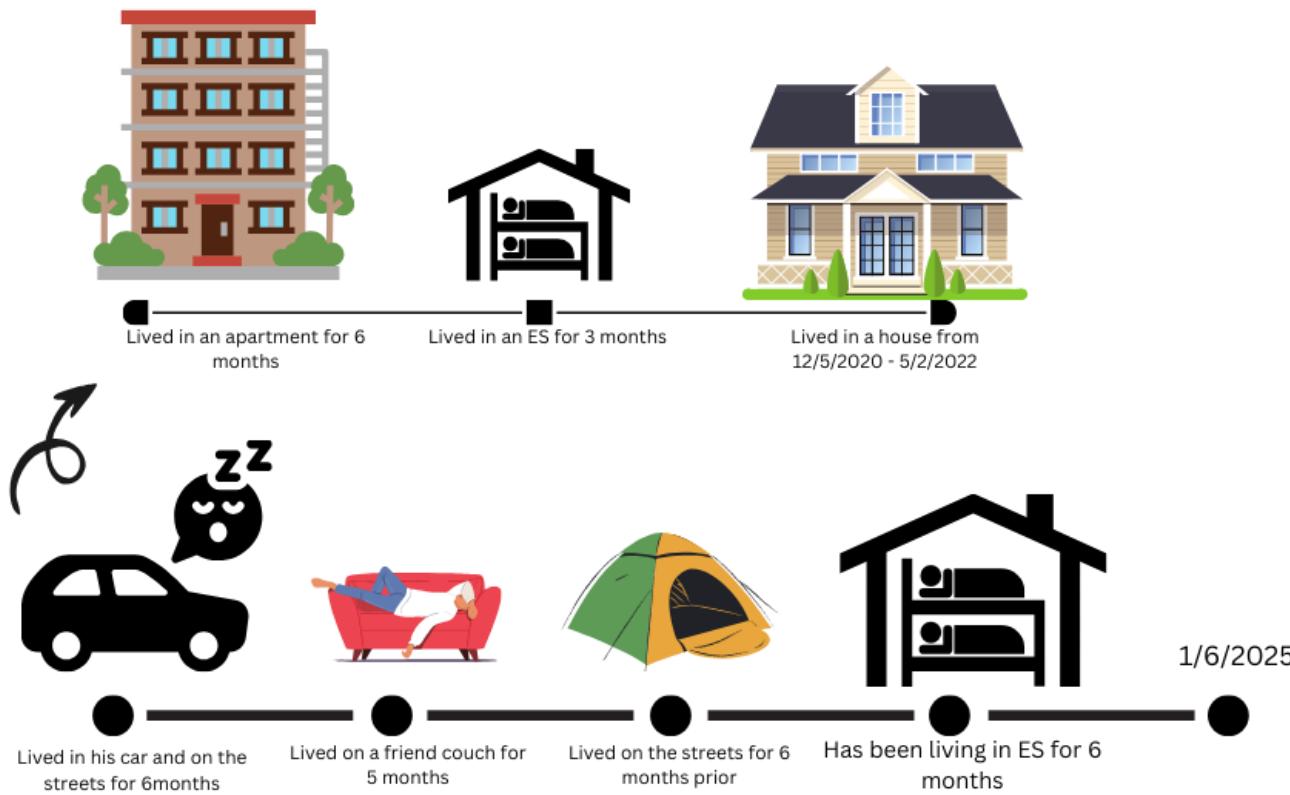
“3.917A” and “3.917B” Next Question

1. Prior Living Situation or Residence prior to project entry?
2. Length of Stay in Prior Living Situation?
3. Approximate Date Homelessness Started?
- 4. Number of Times Experiencing Literal Homelessness in the last 3 years?**
5. Number of Months Experiencing Literal Homelessness in the last 3 years?

Number of Times Experiencing Literal Homelessness in the last 3 years?

- Record the number of times the client has been on the streets, in emergency shelters, or in Safe Havens in the past three years, including this time.
- Help the client identify the months in the past 36 months where they had a place to stay for more than 7 days in any type of permanent or temporary housing situation, or stayed in an institutional situation for more than 90 days.
- If this is the first time the client has been homeless in the past three years then the response is One Time

Number of Times Experiencing Literal Homelessness in the last 3 years?



Number of Times Experiencing Literal Homelessness in the last 3 years?

Updated Timeline of the Client's Homelessness Episodes (Last 3 Years)

1. Current Situation (January):

- **Episode 1 (Most Recent):** The client is currently in an **emergency shelter**.
- Before entering the shelter, the client was living **on the streets for 6 months**.
- **Break:** The client spent **5 months** couch surfing at a friend's house. Since this lasted longer than 7 nights, it marks a **break** in their homelessness episode.
- **Conclusion for Episode 1:** The client was **in an emergency shelter for 6 months**, then spent **6 months on the streets** before the shelter, with **5 months of couch surfing in between**. This forms **1 episode of homelessness** in past $1\frac{1}{2}$ years.

2. Episode 2 (2.5 years ago):

- Before couch surfing, the client was again experiencing homelessness, spending **6 months** in the car and on the streets.
- **Conclusion for Episode 2:** Going further back, the client had **6 months** of homelessness (on the streets/car), then **6 months** in stable housing (rental property). This forms **2 episodes of homelessness** in the period of $2\frac{1}{2}$ years.

3. Episode 3 (3 years ago):

- The client recalls living in **an emergency shelter for 3 months** before moving in with their parents.
- After the shelter, they lived in their **parents' house for almost 2 years**, marking a significant **break** in homelessness.
- **Conclusion for Episode 3:** The client spent **3 months** in the shelter, then transitioned into **almost 2 years of stable housing** with their parents. This forms a total of **3 episodes of homelessness**, over the past **3 years**.

3.917 Prior Living Situation

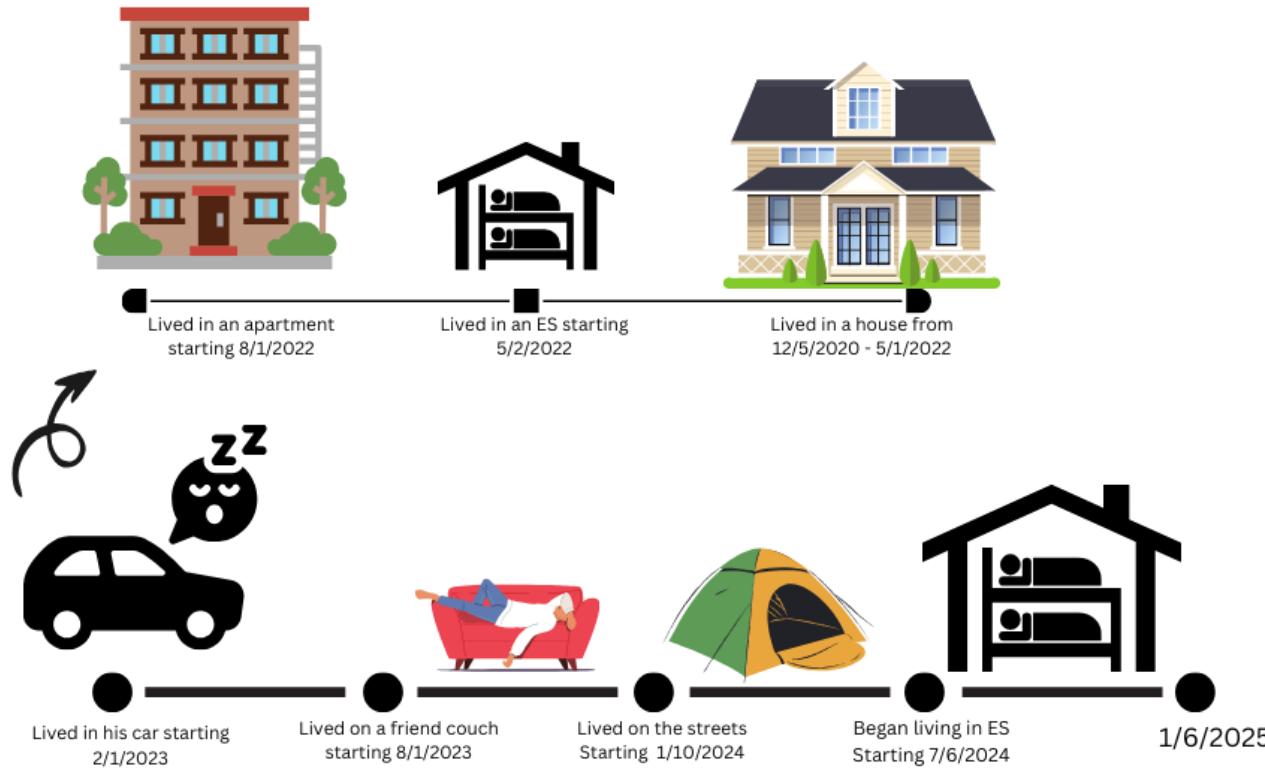
“3.917A” and “3.917B” Next Question

1. Prior Living Situation or Residence prior to project entry?
2. Length of Stay in Prior Living Situation?
3. Approximate Date Homelessness Started?
4. Number of Times Experiencing Literal Homelessness in the last 3 years?
5. **Number of Months Experiencing Literal Homelessness in the last 3 years?**

Number of Months Experiencing Literal Homelessness in the last 3 years?

- Record the cumulative total number of months the client has experienced homelessness on the streets, in emergency shelters, or in Safe Havens in the past three years.
- The number of cumulative, but not necessarily consecutive, months spent homeless. Any month in the past 36 months where the client was homeless for at least one day counts as a month.
- Ex. If Client was homeless from 11/30/24 – 1/1/25.
- They were homeless on “November”, “December” and “January”
- Total number of months would be 3 months.

Number of Months Experiencing Literal Homelessness in the last 3 years?





Who is responsible for Data?

FEBRUARY HMIS REFRESHER TRAINING

Who is responsible for Data?

Who is responsible for Client Data?

- It is the HMIS End User's responsibility to maintain and update a Client's data while providing services under their agencies project in HMIS.
- This is important as Client data from other agencies may carry over when completing new project assessments for the Client.
- Ownership of the data entered into HMIS is the responsibility of the project inputting the client level information.
- From project Entry to Exit – the project is responsible for all data in the client's HMIS record.

Who is responsible for Data?

Important reminders

- **Never delete a previous record!** Only End Date the previous record & then add a new record. ***If you believe a recorded response is inaccurate & should not be in the client's HMIS record, please contact the Help Desk*
- All client data entered into HMIS must reflect what the client self-reports. Information in the clients HMIS record and paper records should match.
- If record already exists REVIEW ALL DATA – do NOT skip because already has info!!



Enrollment CoC

FEBRUARY HMIS REFRESHER TRAINING

Enrollment CoC

Data Collected About?	Collection Point?	Project Types
The Head of Household	Project Start	All HMIS Project Types*

Enrollment CoC

Key takeaways

- Used to link client household data to the relevant CoC in which the assisting project operates.
- Always ensure Maryland Balance of State's CoC Code, **MD-514**, is selected for client's location at project start.
- Collected for Head of Household

Enrollment CoC

Why is this Important?

- **Reporting by CoC:** By selecting a specific CoC code, users can analyze data specific to that region, allowing for comparisons across different CoCs within a larger system
- **Data Integrity:** Using the Enrollment CoC Code helps maintain data integrity by preventing mixing of client data from different CoCs within reports.
- **Data Filtering:** When generating reports, the system uses the Enrollment CoC Code to only pull data from clients enrolled within that specific CoC, ensuring that only relevant information is displayed.

Enrollment CoC

Importance for Reporting

- Significantly impacts reports by determining which CoC data is included, allowing for accurate reporting specific to a particular geographic area
- Ensures that only client data from within the CoC's boundaries is used in generated reports
- Ensures that data is pulled correctly on project level and agency level reports.

Enrollment CoC Code

Importance for Reporting

- Has a significant impact on the System Performance Measures (SPM) and Longitudinal System Analysis (LSA) report output and submission.

Additional Resources

1. [FY2024 HMIS Data Standards Manual](#)
2. [3.917 Questions](#)
3. [3.917 Prior Living Situation](#)
4. [Definition of Chronic Homelessness](#)
5. [Chronic Homelessness Webinar](#)
6. [3.16 Enrollment CoC](#)