

# 3.917 Prior Living Situation, Enrollment CoC, & Who is responsible for Client Data?

## Contents

3.917 Prior Living Situation .....	2
A. Data Collection Requirements .....	2
B. Rationale .....	2
C. Chronic Homelessness .....	2
<b>1. What is the Prior Living Situation or Residence prior to project entry? .....</b>	<b>3</b>
<b>2. Length of Stay in Prior Living Situation? .....</b>	<b>4</b>
<b>“Breaks” in Homelessness &amp; Episodes of Homelessness .....</b>	<b>4</b>
<b>3. Approximate Date homelessness Started .....</b>	<b>6</b>
<b>4. Number of times experiencing literal homelessness in the last 3 years? .....</b>	<b>6</b>
<b>5. Number of Months Experiencing Literal Homelessness in the last 3 years? .....</b>	<b>6</b>
Who is Responsible for Client Data? .....	10
Enrollment CoC .....	13
<b>Key takeaways .....</b>	<b>13</b>
<b>Why is this Important? .....</b>	<b>13</b>
<b>Importance for Reporting .....</b>	<b>13</b>
○ .....	13

### **3.917 Prior Living Situation**

#### **A. Data Collection Requirements**

- **Who should the 3.917 Data Element be Collected for?** The Head of Household and All Adults
- **At what Collection Point should the 3.917 Data Element be collected?** Project Start
- **What Project Types require the 3.917 data element to be collected?** All HMIS Project Types

#### **B. 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 at various points in enrollment. (i.e., *Point of project entry, any point during project enrollment or any point over the course of a specified reporting period.*)

#### **C. Chronic Homelessness**

**Must meet ALL three of the requirements outlined below**

1. An individual with a disability
2. Currently Lives in a place not meant for human habitation, a safe haven, or in an emergency shelter
3. Whose homeless history meets one of two thresholds:
  - 12+ months of continual residence in a place not meant for human habitation, a safe haven, emergency shelter, or a combination of these;
  - 4 or more separate episodes of living in a place not meant for human habitation, a safe haven, emergency shelter, or a combination of these in the past 3 years, with the total number of months homeless totaling 12+ months.

#### **D. The "3.917" Question Flow – (All 3.917 Questions in Chronological Order)**

*Due to the questions that make up the 3.917 Prior Living Situation data element, it is sometimes referred to as the "3.917" Question flow or the "3.917A" 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?*
- There are two possible question workflows, depending on either the project type and/or the Prior Living Situation.  
*"3.917A" (Chronological) & "3.917B" (Conditionally arranged) Question workflows*

### 1. What is the Prior Living Situation or Residence prior to project entry?

- Both the “3.917A” Question flow & the “3.917B” Question flow begin with asking this question.
- How this question is answered will determine whether to use the “3.917A” Question flow or the “3.917B” Question flow.
- Prior Living situation vs Current Living situation
  - The Prior Living situation is where the client stayed the night before entering the project.
  - Ask the client, “Where did you stay last night?”

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. HMIS breaks down prior living situations into three categories

##### **a. Literal Homeless Situation**

- Place not meant for habitation** (*e.g.*, a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)
- Emergency Shelter**, including hotel or motel paid for **with** emergency shelter voucher, Host Home Shelter
- Safe Haven** There are no Projects that qualify as a Safe Haven in the MD BoS CoC.

##### **b. 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

##### **c. Temporary or Permanent Housing 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
- 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

## **2. Length of Stay in Prior Living Situation?**

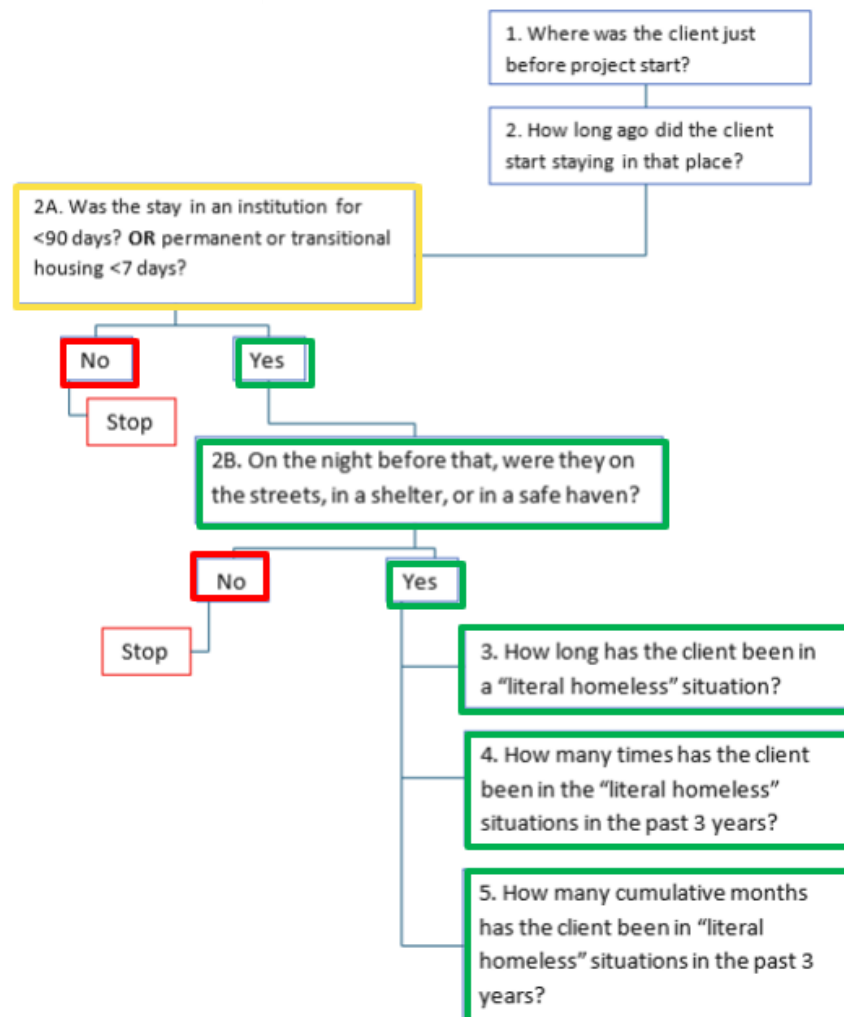
- Both the “3.917A” Question flow & the “3.917B” Question flow follows with asking the Clients Length of Stay in their Prior Living Situation?
- HMIS provides the following options:
  1. One night or less
  2. Two to six nights
  3. One week or more, but less than one month
  4. One month or more, but less than 90 days
  5. 90 days or more, but less than one year
  6. One year or Longer
  7. (*‘Client doesn’t know’, ‘Client prefers not to answer’, ‘Data not collected’*)

## **“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 at least 90 days in an Institutional Situation, and/or 7 nights in a Temporary or Permanent Housing situation.
- **The “3.917B” Question flow**
  - The response to Question 1 (Prior Living Situation) and Question 2 (Length of time in that situation) determine whether further data collection is required for The “3.917B” Question flow
  - If a client has been in an institution for 90 days or more, or in a temporary/permanent housing situation for 7 nights or longer, no further data collection is necessary. The standards indicate that clients in these circumstances are not considered to be experiencing an episode of homelessness and therefore are not classified as chronically homeless. The system is set up to acknowledge this, meaning the remaining questions in the 3.917 data element are not applicable
  - See “3.917B” Question workflow below

- **The “3.917B” Question flow Continued.**

- If the client’s stay was in an institution for less than 90 days or Temporary/Permanent Housing Situation for less than 7 days the “3.917B” Question flow will continue as there is not a break in homelessness, and the client may be in an episode of homelessness.
- This will require further investigation and will lead to question 2B (Below) to determine if the client was in a literal homeless situation that night before they entered into an institutional or temporary/permanent housing situation.
- If the client answers **Yes** to question 2B, then further data will need to be collected. In these cases Both the remaining questions from both the “3.917A” Question flow & “3.917B” Question flow will be the same.
- If the client answers **No** to question 2B then no further data collection is required.



### **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.”

### **4. 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 housing, including non-voucher motel stays or staying with friends or family(Breaks in Homelessness) and where they were in Emergency Shelters, or on the streets(Experiencing Literal Homelessness)
- If this is the first time the client has been homeless in the past three years then the response is One Time

### **5. 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.
- If the client reports that they were homeless for one or more days in a given month, then you should count that month when calculating the total. For example, if a client was homeless beginning in November but they do not remember the exact starting date and are still homeless in January, this person would have experienced homelessness for three months.
  - 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.

Please review the flowcharts below for both the “3.917A” Question flow & the “3.917B” Question flow

**Homeless Situation** = Emergency Shelter, Place Not Meant for Habitation, or Safe Haven

### 3.917 Questions

Where did you sleep the night before seeking services?

**HOMELESS SITUATION**

How long were you there?

**ANY AMOUNT OF TIME**

Regardless of how long the client was in a homeless situation immediately before seeking services, ask where they stayed before that until you reach a point when a client was in a non-homeless situation. This will be important to capture an accurate "Approximate date homelessness started".

Approximate date homelessness started (this episode of homelessness)

**THIS EPISODE OF HOMELESSNESS**

If the client is entering Shelter or Street Outreach immediately from an Institutional Situation where they stayed for 90+ days or from a Transitional or Permanent Situation for 7+ nights, the "Approximate Date" is the date they are entering Shelter or Street Outreach.

# of times experiencing homelessness in last 3 years

**DISTINCT # OF EPISODES**

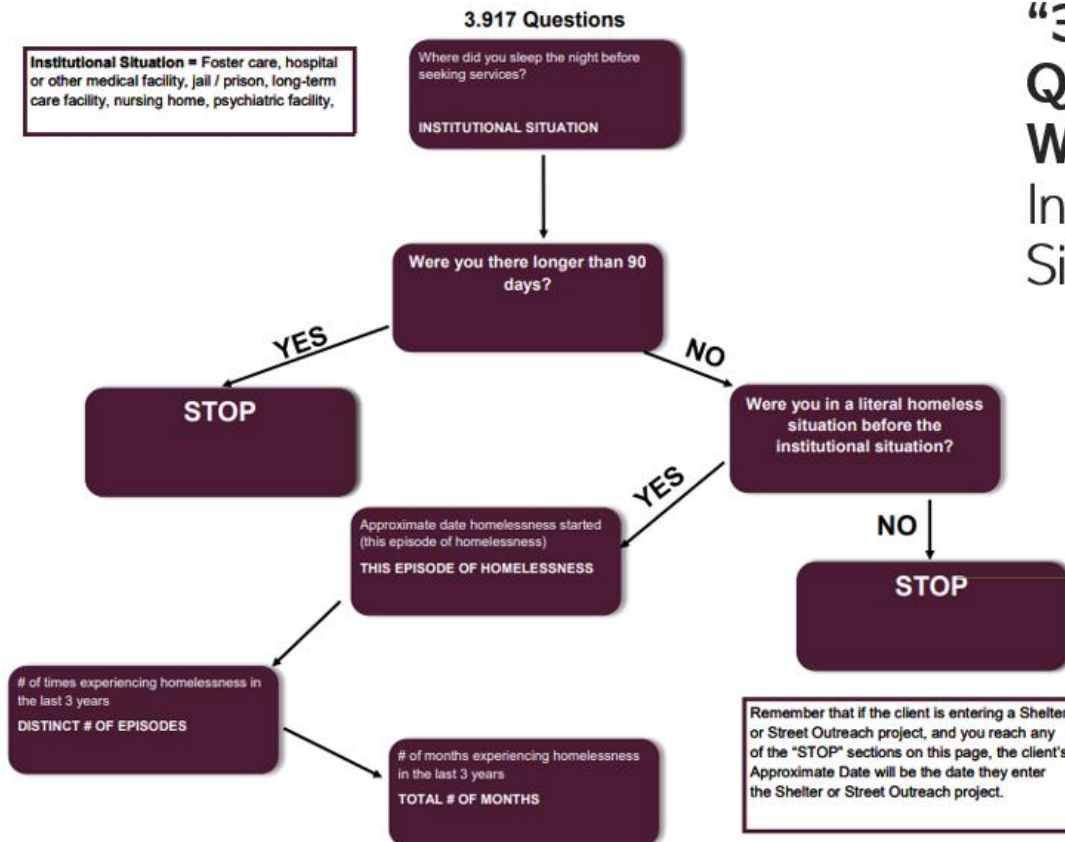
Remember that episodes of homelessness are separated by a break of at least 90 days in an Institutional Situation or 7 nights in a Transitional or Permanent Situation.

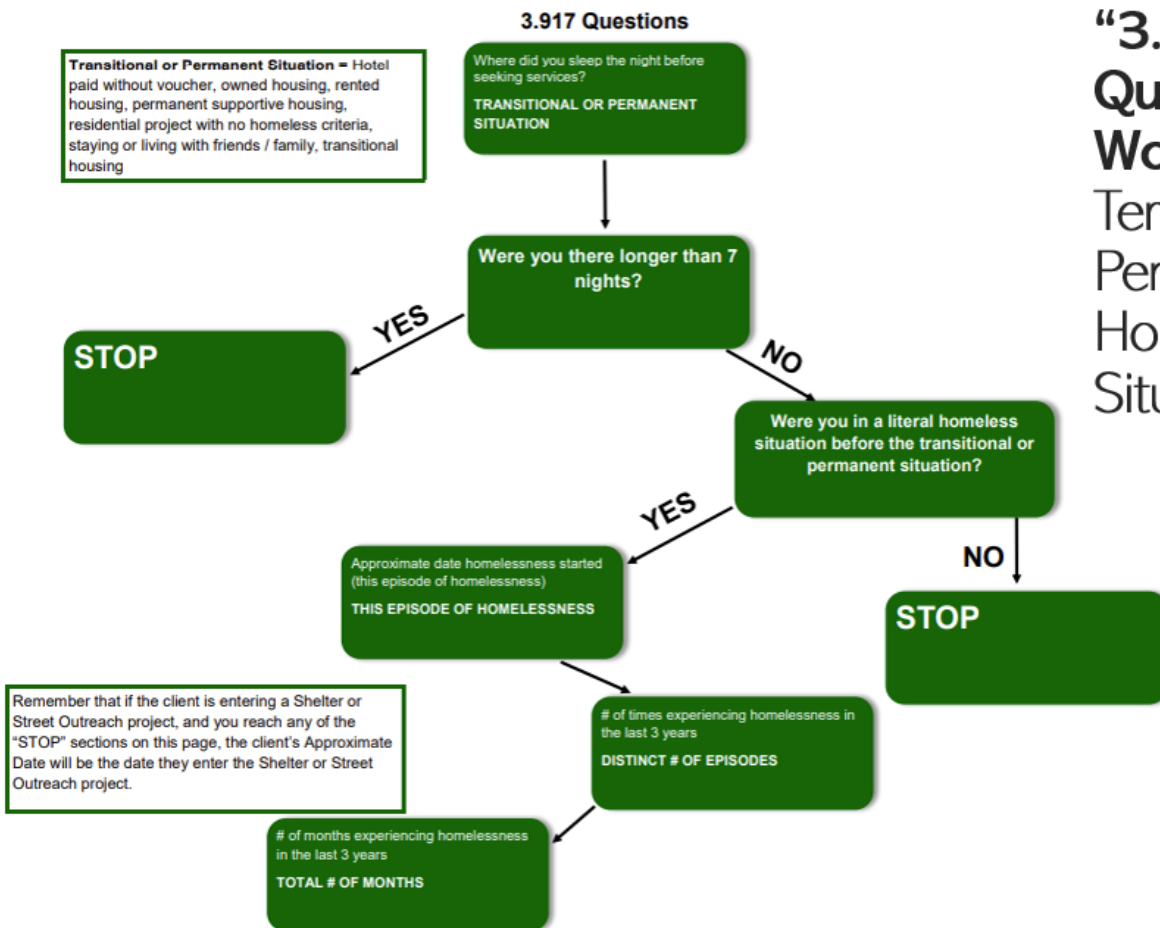
# of months experiencing homelessness in last 3 years

**TOTAL # OF MONTHS**

## "3.917A" Questions Workflow – Literal Homeless Situation

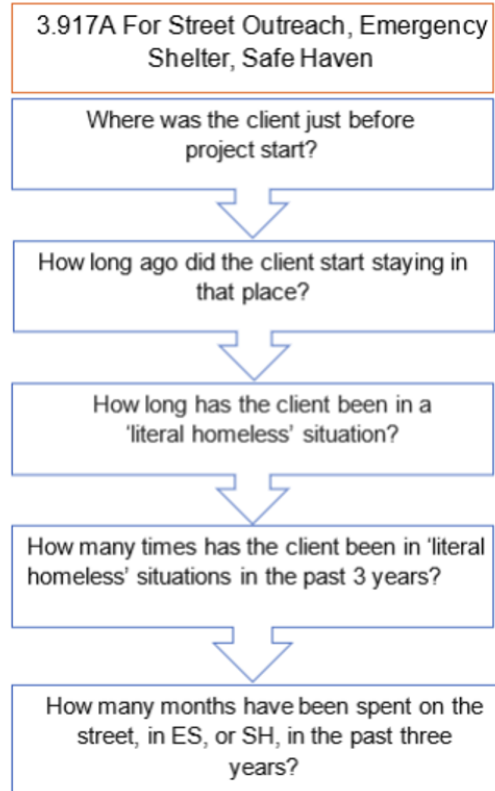
## “3.917B” Questions Workflow – Institutional Situations



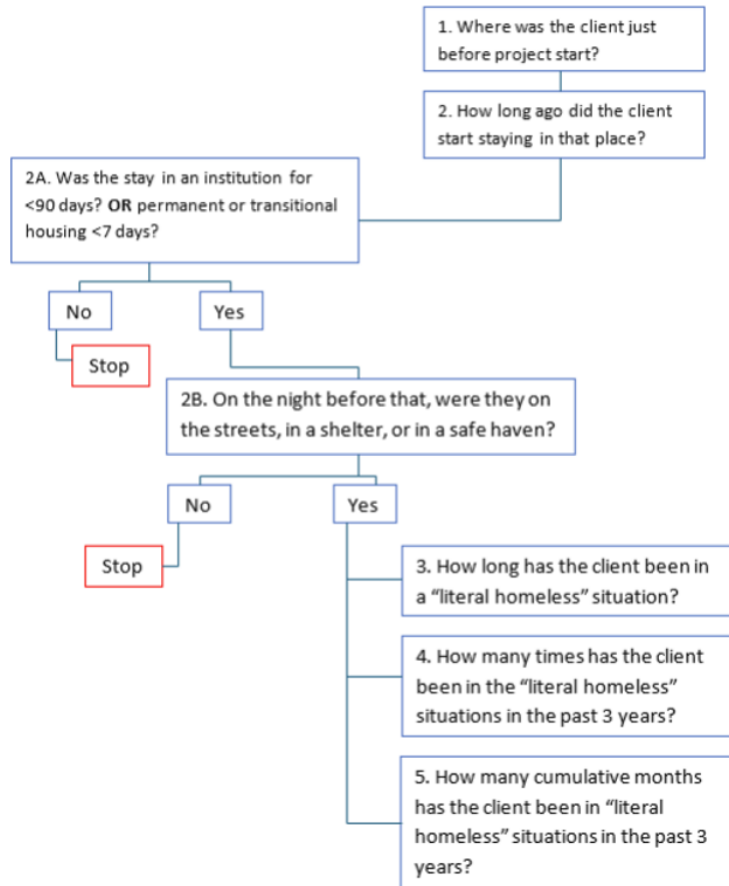


## “3.917B” Questions Workflow – Temporary & Permanent Housing Situations

## Additional Flow Charts



### 3.917B For All Other HMIS Project Types



## 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.

### 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

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

### ***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 and all adult Household members.

### ***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.

### ***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.
- 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](#)

