

Answering the **NEW 4.21 Sex** Data Element in HMIS

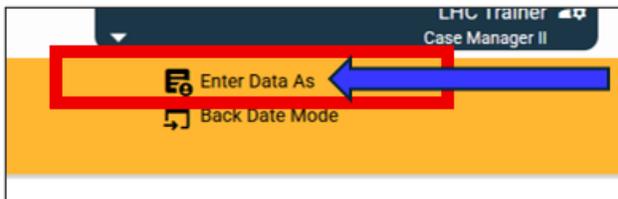
- Clients that are **required** to have the 4.21 Sex HMIS Data Element answered
 - Clients with a **NEW** service / enrollment dated **Oct. 1, 2025 or after** are **required** to have the 4.21: Sex data collected
- Clients that are **NOT** required to have the 4.21 Sex HMIS Data Element answered
 - As of this time, it is not expected that clients with an open enrollment / service dated **PRIOR to** Oct. 1, 2025 will require 'back' data entry for 4.21: Sex

Please note, since this data element is not required to be answered for clients with a current open enrollment that started before 10/1/25, it is expected that there will be a high number of “Null” values on reports, especially for projects like PSH that have long term stayers.

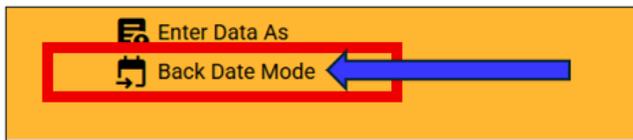
****** This is *not* an issue that needs to be reported to the HMIS Help Desk ******

HMIS Data Entry Workflow

1. Click on **Enter Data As** (located in top right corner
 - a. **Select** the project you will be entering client data into



2. Enter **Back Date Mode** if data was collected **before** the current date



3. **Search** for & **navigate** to the clients HMIS record

To enter new “Sex” data element

4. Click on the **Client Profile** tab



5. **Click** on the pencil to the left of Client Record
6. **Select** the Sex from the drop down

Client Record	
Name	Potter, Harry
Name Data Quality	Full Name Reported
Alias	
Social Security	456-58-0934
SSN Data Quality	Full SSN Reported (HUD)
U.S. Military Veteran?	No (HUD)
Sex	
Age	45

7. Click **Save**

Client Record

 Editing the Client Record Information could affect the Unique ID and the Client Search.

Client Record

Name	First	Middle	Last	Suffix
Name	Harry		Potter	
Name Data Quality	Full Name Reported			
Alias				
Social Security	456	58	0934	
SSN Data Quality	Full SSN Reported (HUD)			
U.S. Military Veteran?	No (HUD)			
Sex	-Select-			



8. **Proceed** with the typical *HMIS data entry workflow* for the project (Entry/Exit tab, Shelters Module, etc.)