



# YHDP HMIS Manual

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

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ALIGNS WITH FY2020 HMIS DATA STANDARDS

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## Introduction

This guide is a Homeless Management Information System (HMIS) resource for communities that have been selected to participate in the Youth Homelessness Demonstration Program (YHDP). This guide highlights specific topics related to YHDP project setup, data collection, and reporting and provides additional context and guidance for YHDP communities above and beyond what is currently available in existing HMIS resources. HMIS Lead agencies and System Administrators should reference the [HMIS Data Dictionary](#), [HMIS Data Manual](#), and [CoC HMIS Program Manual](#) for general information about HMIS project setup, data collection, and reporting.

This guide aligns with the FY2020 HMIS Data Standards effective October 1, 2019. All guidance pertaining to project reporting and system level performance measures is up-to-date as of the time of publication.

## HMIS Project Setup Steps

Projects funded under YHDP may be renewed under the CoC Program; therefore, when setting up YHDP projects in HMIS, HUD: CoC Program components must be used. The program components under which communities can establish and operate YHDP projects include: Permanent Housing, Supportive Services Only, Transitional Housing, Joint Transitional Housing and Rapid Re-housing (TH/RRH), and HMIS.

### Identify YHDP Program Components for each Project

1. *Permanent Housing (PH)* component has two distinct types:
  - a. *Permanent Supportive Housing (PSH)* offers permanent housing and supportive services to assist homeless persons with a disability (individuals with disabilities or families in which one adult or child has a disability) to live independently;
  - b. *PH: Rapid Re-Housing (RRH)* provides housing relocation and stabilization services and short- and/or medium-term rental assistance as necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in that housing.
2. The *Transitional Housing (TH)* component provides housing and accompanying supportive services to homeless individuals and families for up to 24 months to assist with stability and support to successfully move to and maintain permanent housing.
3. The Joint *Transitional Housing/Rapid Re-housing (TH/RRH)* component includes two existing program components – TH and PH-RRH funded with a single grant. It is designed to help communities provide crisis housing with financial assistance and wrap around supportive services needed by program participants to quickly move into permanent housing.
4. The *Supportive Services Only (SSO)* component provides supportive services to sheltered and unsheltered persons experiencing homelessness who are not residing in housing operated by the recipient. There are three types of SSO components:
  - a. *Outreach* offers services necessary to reach out to unsheltered homeless people, connect them with emergency shelter, housing, or critical services, and provide urgent, non-facility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility;
  - b. *Coordinated Entry* supports the administration of the continuum's centralized or coordinated process to coordinate assessment and referral of individuals and families seeking housing or services, including use of a comprehensive and standardized assessment tool;
  - c. *Other non-outreach or CE Services projects* provide only stand-alone supportive services (other than outreach).

- The *HMIS* component of the CoC program may be used only by HMIS lead agencies for costs associated with HMIS. No HMIS project setup is required for grants funded under the HMIS component.

### Set Up Projects in HMIS

One of the most critical steps in accurate data collection and reporting is ensuring that a project is set up properly in an HMIS. Incorrect project setup will jeopardize recipients' ability to produce accurate, reliable reports and will affect the community's ability to generate community wide reports like System Performance Measures. In general, project setup should follow the detailed instructions provided in the [CoC Program HMIS Manual](#). Additional instructions specific to YHDP are provided below.

#### Project Information (2.02)

Select the correct project type for each project in the HMIS-- no *single* project within an HMIS may combine two project types in one project setup.

**Note:** Due to limitations in the eSNAPS application for YHDP projects, the funding component applied for may vary from the funding component under which the grant is actually funded. The project setup in HMIS should correspond to the "intended" funding component, meaning the component specified in the grant agreement with HUD, rather than the project application.

YHDP Program Component	HMIS Project Type
Permanent Housing (PH): Permanent Supportive Housing	PH: Permanent Supportive Housing
Permanent Housing (PH): Rapid Re-Housing	PH: Rapid Re-Housing
Supportive Services Only (SSO) – Coordinated Entry	Coordinated Assessment
Supportive Services Only (SSO) – Street Outreach	Street Outreach
Supportive Services Only (SSO) – Non-CE or Outreach	See SSO guidance below for more explanation
Transitional Housing (TH)	Transitional Housing
Joint TH and PH-RRH	Set up as two <i>separate</i> projects in HMIS: <ul style="list-style-type: none"> <li>• PH: Rapid Re-Housing</li> <li>• Transitional Housing</li> </ul>

For an SSO that is not Coordinated Entry or Street Outreach:

SSO projects whose services are designed to serve all Youth and Young Adults (YYA) in a residential facility or project and when the project's housing and service providers can share data, HMIS administrators should adjust the system so that there is only a single project within the HMIS, **using the residential HMIS Project Type**, in which both agencies' users can access and record data about their shared clients. In this situation, both agencies' funding sources can be associated with the project, and both the housing provider and the service provider would be able to reports on the same clients. Merging these projects together within the system eliminates the occurrence of duplicate client records and double counting for inventories and system-wide outcomes.

For SSOs affiliated with multiple residential projects of the same project type but not serving ALL of the residential clients OR if the housing and service providers *cannot* both enter data into the same project due to community confidentiality policies or domestic violence restrictions, the HMIS administrator should set the SSO project as a **Services Only** project and identify the residential project HMIS Project ID(s) with which it is affiliated in the Project Type field.

In other words, the project type is 'Supportive Services Only', 'Affiliated with a Residential Project' will be marked as 'Yes', and the residential project's IDs must be recorded if the SSO is affiliated with:

1. **One residential project and the SSO:**
  - Does not offer to provide services for all the residential project clients; **Or**
  - Only serves clients for a portion of their project stay (e.g. provides classes); **Or**
  - Information sharing is not allowed between residential project and service provider.
2. **Multiple residential projects of the same project type** (e.g. multiple PH: PSH) **and the SSO:**
  - Does not serve all the all residential project clients; **Or**
  - Information sharing is not allowed between residential project and service provider.
3. **Multiple residential projects of different project types** (e.g. PH: RRH and PH: PSH)
4. **Emergency Shelter(s)**

If the **Supportive Services Only** project provides only services (other than outreach) and is *not* limited to serving clients of one or more specific residential projects, then the project type will be '**Supportive Services Only**' and '**Affiliated with a Residential Project**' will be '**No.**'

For an SSO that is a standalone supportive service, use the HMIS Project Type "Other." A standalone supportive service is typically provided in a facility or office designated for the sole purpose of providing that service and administered by providers that are trained and/or licensed in the field, e.g. child care centers and employment training centers. These SSOs will generally be SSOs *without Housing Outcomes*. "Other" means that this project will not be considered in systemwide performance measurements or cause duplicate HIC/PIT counts.

#### Funding Sources (2.06)

Projects funded in whole or in part by YHDP funds are to be identified in the HMIS based on the CoC Program component: **HUD: CoC - Youth Homeless Demonstration Program (YHDP)**.

#### Special considerations for YHDP-funded project types

##### "Diversion," "Problem-Solving," or "Rapid Resolution" projects

There is no dedicated funding component for program models such as "diversion," "problem-solving," or "rapid resolution." Likewise, these models are not defined HMIS project types. Rather, projects following one of these models may have been funded under an SSO component or PH: RRH component. Project Setup for such a project should correspond with the funding component in the grant agreement with some potential additional customization. For more discussion on these terms, see the document on ["Prevention, Diversion, and Rapid Exit"](#) written jointly by USICH, HUD, and the VA. See additional details for data collection requirements in the [Special Data Collection](#) Instructions section of this document. Additionally, for YHDP communities funded after FY 2016, consult Appendix A of your YHDP Program NOFA for more details.

##### "Host Home" and "Shared Housing" projects

Neither the "shared housing" nor "host homes" housing model has a dedicated funding source. Likewise, neither are defined HMIS project types. In general, host homes are a housing model where youth households are placed in housing arrangements with other people without leasing or rental assistance. Host Home projects are funded under the SSO component type only.

In contrast, shared housing is a housing model where youth households are placed in a housing arrangement with other persons with a lease or occupancy agreement and rental assistance. Shared housing can be operated as a TH or PH:RRH project type.

## Data Collection Requirements

There may be instances where a project is set up to collect data elements not generally associated with its project type or funding component. In these cases, system administrators are strongly encouraged to work with HMIS software providers to ensure that any additional or customized data collection is incorporated in reporting.

### Universal Data Elements (UDE)

All YHDP-funded projects are required to collect all Universal Data Elements. The [HMIS Data Standards Manual](#) provides descriptions, rationale, and collection point information for these data elements.

### Common Data Elements

Common data elements are collected by most projects funded by a federal partner. YHDP-funded projects must collect the common data elements necessary to generate the Annual Performance Report (APR).

Unlike the CoC Program, YHDP-funded projects may be permitted to serve persons in any of the four categories in the definition of homelessness. All YHDP projects following the FY2020 Data Standards that are serving clients who meet the definition of homelessness in either Category 2 or 3 of the homeless definition must therefore collect 4.12 Current Living Situation, regardless of project type. This element will allow projects to determine the number of clients served that meet each of these definitions.

Note that YHDP projects must request through a waiver and receive permission to serve persons who are homeless according to Category 3 of HUD's definition of homelessness. See Appendix A of your project's YHDP NOFA for more information about serving project participants that meet paragraph (3) of the definition of homelessness.

### Program Specific Data Elements

#### Runaway and Homeless Youth (RHY) Program Elements

Per the FY2020 Data Standards, collection of the R3 – Sexual Orientation data element is required for all YHDP-funded projects.

#### Supplemental Data Elements

YHDP projects are not required to collect data elements other than the Universal, Common, and R3 elements listed above. However, the APR for YHDP projects contains a supplemental CSV upload that contains data from 10 elements used in the RHY Program. In this case, the term supplemental means that YHDP communities will be required to submit a special YHDP Supplemental CSV that includes any data they have collected from select RHY elements. Therefore, although collection of RHY elements beyond R3 remains optional, YHDP communities are nevertheless encouraged to collect at least those elements included in the YHDP Supplemental CSV.

The complete list of RHY elements can be found in the chart below, and all elements included in the YHDP Supplemental Report are marked with an asterisk. Consult the [RHY HMIS Program Manual](#) for additional guidance on rationale, collection point, and project type applicability of these data elements.

Number	Element	Included in YHDP Supplemental CSV and Recommended for YHDP projects
R1	Referral Source	
R2	RHY: BCP Status	
R3	Sexual Orientation	* (Required for all YHDP)
R4	Last Grade Completed	
R5	School Status	*
R6	Employment Status	
R7	General Health Status	*
R8	Dental Health Status	*
R9	Mental Health Status	*
R10	Pregnancy Status	*
R11	Formerly a Ward of Child Welfare/Foster Care Agency	*
R12	Formerly a Ward of Juvenile Justice System	*
R13	Family Critical Issues	
R14	RHY Service Connections	
R15	Commercial Sexual Exploitation/Sex Trafficking	
R16	Labor Trafficking	
R17	Project Completion Status	*
R18	Counseling	
R19	Safe and Appropriate Exit	*
R20	Aftercare	

### Custom Data Elements

Some YHDP communities have elected to develop and implement custom data elements for local reporting and evaluation purposes. It is critical for system administrators to work closely with their HMIS Software providers to ensure that data collection for custom data elements are properly constructed and mapped for local reporting purposes.

## Special Data Collection Instructions by Project

### Annual Assessments

Data collection must include an annual assessment for all persons in any YHDP-funded project for one year or more. Data elements required for collection at annual assessment must be entered with an Information Date of no more than 30 days before or after the anniversary of the head of household's Project Start Date, regardless of the date of the most recent 'update' or any other 'annual assessment.'

**NOTE:** This annual assessment is not the same as the annual assessment to determine a project participant's continued eligibility for assistance. Some projects may not be required, based on HUD waivers, to reassess a project participant's continued eligibility for assistance. Regardless, if a project participant remains active in the project in HMIS for one year or more, an annual assessment **must** be completed in HMIS.

### “Diversion,” “Problem-Solving,” and “Rapid Resolution”

Projects using “diversion,” “problem-solving” or “rapid resolution” models should be set up according to the component under which they are funded (e.g. SSO, RRH). Data collection requirements will vary based on the component under which the project was funded and, potentially, the project design and implementation.

It is important to consider the purpose of your project when considering additional data collection needs. For example, it may not be appropriate for a project offering one-time rental assistance to divert a YYA from entering a shelter to collect additional data about a YYA’s educational or employment status or whether the YYA increased life skills or measure a change in social and emotional well-being from project start to exit. However, a Diversion project that intends to offer supportive services for three months may want to collect information on those areas. System administrators and YHDP Program staff should work closely together to ensure that data collection requirements meet the needs of the project design. Communities may also work with TA providers to identify data collection requirements.

### Supportive Services Only

SSO projects are often the most complicated to set up and manage in an HMIS. Consideration of the CoC’s privacy and security policies for the HMIS will often determine how the project is set up. Pay careful attention to the project typing instructions above.

### Supportive Services Only – Coordinated Entry

Coordinated Entry (CE) data elements are now included in the FY2020 HMIS Data Standards effective 10/1/2019. YHDP funded CE projects should collaborate with their CoC, HMIS Leads, and vendors to map the new CE data elements to existing data collection processes whenever possible.

In addition to the Universal Data Elements, CE projects are expected to record in the HMIS as many *CE Assessments* (4.19) as are conducted with each participant. CE access and referral events are expected to be captured using the *CE Event* data element (4.20). CE projects are expected to record a *Current Living Situation* anytime any of the following occurs:

1. A *Coordinated Entry Assessment* or *Coordinated Entry Event* is recorded; or
2. The client’s living situation changes; or
3. If a *Current Living Situation* hasn’t been recorded for longer than a community-defined length of time (i.e. longer than 90 days). The CoC **must** be involved in the determination of “community-defined length of time.”

For more detail on CE projects, see the relevant section in the [HMIS Data Standards Manual](#).

## Reporting

### Annual Performance Reporting

YHDP recipients are required to submit an Annual Performance Report (APR) via CSV upload in the Sage HMIS Reporting Repository for each project awarded YHDP funds. Additional information about the Sage HMIS Reporting Repository can be found in the [Sage CoC APR Guidebook](#).

In addition to the typical CoC APR submission requirements in Sage, all YHDP-funded projects, except HMIS or planning grants, will be required to complete two additional YHDP-specific steps.

1. Upload the **YHDP Supplemental CSV**: This step enables users to upload a CSV file generated for the YHDP Supplemental Tool into Sage. The YHDP Supplemental CSV includes data points from the RHY elements that some communities have opted to collect. See [Appendix A](#) to see the data points included in this CSV.
2. Complete the **YHDP APR Form**: The YHDP Supplemental Questions form in Sage contains additional questions that address the demonstration nature of the project. For more information, see the YHDP APR Guidance located in the RESOURCES page in Sage.

HUD is also allowing communities that have identified additional performance measures to report the additional measure and outcomes in a narrative format.

### System Level Performance Reporting

YHDP-funded projects participate in CoC System Performance Reporting the same as any other CoC-funded project. Additionally, information about youth-specific system performance measures can be garnered via the Longitudinal System Analysis (LSA) report.

Beyond these CoC system measures, YHDP projects are encouraged to utilize the [Benchmarks and Criteria](#) for ending homelessness among youth provided by the U.S. Interagency Council on Homelessness. These benchmarks and criteria remain under development, so YHDP communities and projects should watch for updates from HUD and USICH.

## Appendix A – Supplemental YHDP CSV Data Points and Table Shell

### Data Points Included in the Supplemental YHDP CSV

Row	Data Element #	Notes
Total	3.03 & 3.10	The number of youth clients who are adults or heads of households.
White	3.04	
Youth of Color	3.04	This field counts all clients with responses: (1) American Indian or Alaskan Native, (2) Asian, (3) Black or African American, (4) Native Hawaiian or Other Pacific Islander.
Hispanic	3.05	
Male	3.06	
Female	3.06	
Gender diverse	3.06	This field counts all clients with responses: (2) Trans Female, (3) Trans Male, and (4) Gender Non-Conforming.
LGBQ	R3	This field counts all clients with responses: (2) Gay, (3) Lesbian, (4) Bisexual, (5) Questioning/Unsure, (6) Other."
LGBTQ (unduplicated)	3.06 & R3	This field aggregates "gender diverse" and "LGBQ" without duplication. In other words, any client who is both gender diverse and LGBQ is only counted one time in this field.
Minor (under 18)	3.03	All youth clients aged 12-17.
Parenting	3.15	All youth who are parenting according to the logic of the CoC-APR HMIS Programming Specifications for Q27b.
Pregnant	R10	
Child welfare involvement	R11	
History of juvenile justice involvement	R12	
Completed Project	R17	
Voluntarily left	R17	
Expelled or otherwise discharged	R17	
Exit to permanent housing	3.12	
Safe exit destination (as determined by client)	R19	
Safe exit destination (as determined by worker)	R19	
Permanent connections at exit	R19	
Positive School Status	R5	This field counts all clients with responses either: (1) Attending school regularly, or (2) Attending school irregularly at the time of exit, OR that have a recorded (3) Graduated from high school, or (4) Obtained GED at their time of exit but not at enrollment (i.e. earned one of these during the project).
Improved composite score for mental health, general health, dental health	R7, R8, & R9	This field counts all clients with a net increase in the sum of their scores from R7, R8, and R9 from project start to project exit.
Increased income	4.02	
Earned income at exit	4.02	
All project leavers	3.10 & 3.11	All youth who exited the project and do not have an active enrollment in the project at the end of the reporting period.

**CSV-YHDP as it appears in the YHDP Supplemental Tool and in Sage**

This chart shows the data in the YHDP Supplemental CSV. It appears in both the YHDP Supplemental Tool and in **Sage**. Data points are displayed twice for easier reading – that is, all data points in the “bottom left” are copied in the “upper right” as well.

		Counts for all youth in project													Only counts for youth "project leavers"												
		Total	White	Youth of Color	Hispanic	Male	Female	Gender diverse	LGBQ	LGBTQ (unduplicated)	Minor (under 18)	Pregnant	Pregnant	Child welfare involvement	History of juvenile justice involvement	Completed Project	Voluntarily left	Expelled or otherwise discharged	Exit to permanent housing	Safe exit destination (as determined by client)	Safe exit destination (as determined by worker)	Permanent connections at exit	Positive School Status	Improved composite score for mental health, general health, dental health	Increased income	Earned income at exit	All project leavers
Counts for all youth in project	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	White	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Youth of Color	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Hispanic	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Male	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Female	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Gender diverse	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	LGBQ	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	LGBTQ (unduplicated)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Minor (under 18)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Pregnant	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Pregnant	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Child welfare involvement	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	History of juvenile justice involvement	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Completed Project	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Voluntarily left	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Expelled or otherwise discharged	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Exit to permanent housing	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Safe exit destination (as determined by client)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Safe exit destination (as determined by worker)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Permanent connections at exit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Positive School Status	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Improved composite score for mental health, general health, dental health	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Increased income	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Earned income at exit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
All project leavers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	