



## STANDARD OPERATING PROCEDURE/POLICY

Mid Florida Homeless Coalition

**Department:** Mid Florida Information Network (HMIS)      **Policy #**      **601.5**

**Date Approved:**      **Author:**      **MFIN Committee**

**Last Reviewed:**      **08/12/2019**      **Last Updated:**

### **AUTHORITY:**

24 CFR Parts 91, 576, 580, and 583 – HUD HMIS Data Quality Standards (§580.37)  
Data Quality Plan – Data Collection Requirements for Grant Funded Projects

### **POLICY:**

Department of Housing and Urban Development (HUD) has specific data collection standards for grant funded projects entering into HMIS. In addition to HUD, the Department of Health and Human Services and the Department of Veteran Affairs also have specific data collection standards in addition to HUD's standards. The State of Florida also requires HMIS data entry for its grant funded projects, following HUD's data standards. Mid Florida Homeless Coalition has additional data entry requirements for funding originating from or passing through its office.

### **PROCEDURE:**

Agencies with projects funded by HUD, HHS, VA, and the Office on Homeless will collect the following data elements:

All projects will collect the following data elements:

Name	Prior Living Situation
Social Security Number	Income and Sources
Date of Birth	Non-Cash Benefits and Sources
Race	Health Insurance and Sources
Ethnicity	Physical Disability
Gender	Development Disability
Veteran Status	Chronic Health Condition
Disabling Condition	HIV/AIDS
Project Start & End Dates	Mental Health Problem
Destination	Substance Abuse
Relationship to Head of Household	Domestic Violence

The following elements are collected and entered for specific projects:

Housing Move-In Date (RRH & PSH projects only)

Date of Engagement (Night by Night ES & Outreach only)

Bed-Night Date (Night by Night ES only)

Referrals Provided (PATH only)

PATH Status (PATH only)

Connection with SOAR (PATH only)

Percent of AMI – SSVF Eligibility (SSVF only)

Last Permanent Address (SSVF only)

VAMC Station Number (SSVF only)

SSVF HP Targeting Criteria (SSVF only)

HUD-VASH Voucher Tracking (SSVF only)

HUD-VASH Exit Information (SSVF only)

Mid Florida Homeless Coalition requires agencies, for all grants passing through its office, to collect the following:

Contact information – located in Contact tab, and updated as needed

Location Information – located in Location tab, and updated as needed

Housing Plan – located in Notes tab, and updated as needed

Case Notes – located in Notes tab, and updated as needed

Documents – uploaded to Files tab (including but not limited to: birth certificates; driver licenses or state identification cards; social security cards; proof of income; landlord information (lease, W-9, inspection, etc.); assessment information; diagnosis information; veteran discharge Form DD-214; eviction or foreclosure notices.

Additionally, Mid Florida Homeless Coalition and HUD require all grant funded projects lasting one year or longer to complete an Annual Assessment within 30 days of the anniversary date of the enrollment, and enter that information in HMIS. Changes in Income, Disabling Conditions, Non-Cash Benefits and Health Insurance that occur after enrollment must be entered into HMIS on an Annual Assessment form.