Data Entry for HMIS Critical Data Standards Changes
July 2015

As stated in the July 30th list serv message, HUD and its federal partners expect critical changes to the specific data elements are "live" in every CoC's HMIS on October 1, 2015. We understand communities and end users will have questions about how to "back enter" data for clients who are active in the system as of October 1st. This document should answer most questions about this. If you have further questions please work with your HMIS Lead and/or HMIS vendor to determine how to proceed. In addition, please submit questions on back data entry on the AAQ on the HUDExchange.

Data entry instructions for each element are identified below:

- Universal Data Elements
    - 3.12 Destination – Beginning October 1, 2015 all persons exiting projects will be required to have an exit destination entered.
    - 3.17 Time on the Streets, Emergency Shelters or Safe Havens – Data from the old 3.17 element should have been mapped over to the new 3.17 by your HMIS Vendor. Thus, at this point all clients in all projects should have information in 3.17. If you have missed any clients currently in residence enter data into the 3.0 version of this element. Begin entering data on all clients mapped on each client at the time of annual assessment or project exit and make any corrections that are necessary to the data.

- Program Specific Data Elements
    - 4.11 Domestic Violence – Beginning October 1, 2015 all adults and heads of household entering projects are required to have this data collected. Back data entry on existing clients is not required.

    - 4.14E Services Provided: Bed Nights – There are no data entry requirements for this element.

    RHY ONLY
    - 4.35A Commercial Sexual Exploitation- Data from the old 4.35 should have been mapped over to the new 4.35 by your HMIS Vendor. Beginning October 1, 2015 collect information on all adults, heads of household and unaccompanied youth entering RHY projects.   Persons in RHY projects on October 1 (open records) should have their record updated to include responses to the new element.

    - 4.35 B Commercial Labor Exploitation - Beginning October 1, 2015 all adults, heads of household and unaccompanied youth entering projects are required to have this data collected. Persons in RHY projects on October 1 (open records) should have their record updated to include responses to the new element.

    SSVF ONLY
    - 4.44 HP Screening Score – Beginning October 1, 2015 all heads of household entering SSVF are required to have this data collected. Persons in SSVF projects on October 1 (open records) must have their record updated to include responses to the new element by the time of data export to SSVF in November.

- 4.45 VAMC Station Number - Beginning October 1, 2015 all heads of household entering SSVF are required to have this data collected. Persons in SSVF projects on October 1 (open records) must have their record updated to include responses to the new element by the time of data export to SSVF in November.

HOPWA ONLY
- 4.47 T-cell (CD4) and Viral Load - Beginning October 1, 2015 all persons with HIV/AIDS served in HOPWA projects and participating In HMIS are required to have this data collected. Back data entry is encouraged, if the information is known.