# HMIS Data Collection Template – Street Outreach Supplemental Form

This form will allow Street Outreach projects to track required HMIS Date of Contact and Date of Engagement data elements. Track all contacts for the head of household and each additional adult in the household. A separate form should be included for each adult member of the household. Use additional forms as needed.

**CLIENT NAME CLIENT HMIS ID**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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**CONTACT AND ENGAGEMENT TRACKING**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date of Contact** | **Current Living Situation (select number from list below)** | **If Current Living situation is an Institutional, Transitional,**  **Or Housing Situation (9+ below), Then Complete Below**  (N = No; Y = Yes; DK = Client Doesn’t Know; CR = Client Refused; DNC = Not Collected) | | | | | **Is this the Client’s Date of Engagement?[[1]](#footnote-1)**  **(select only once)** | **Is this the Client’s Exit Date?[[2]](#footnote-2)**  **(select only once)** |
| Is client going to have to leave their current living situation within 14 days? | **If YES, answer the questions below** | | | |
| Has a subsequent residence been identified? | Does individual or family have resources or support networks to obtain other permanent housing? | Has the client had a lease or ownership interest in a permanent housing unit in the last 60 days? | Has the client moved 2 or more times in the last 60 days? |
| (Project Start) |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |

**Enter the number for the appropriate “Current Living Situation” in the table above**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Homeless Situations | | | | |
| 1 | Emergency shelter, including hotel or motel paid for with emergency shelter voucher, or RHY-funded Host Home shelter | 2 | Place not meant for habitation | |
| 3 | Safe Haven | |
| Current Living Situation | | | |
| 4 | Other | 7 | Worker unable to determine | |
| 5 | Client refused | 8 | Client doesn’t know | |
| 6 | Data not collected |  | | | |
| Institutional Situations | | | | |
| 9 | Foster care home or foster care group home | 12 | Long-term care facility or nursing home | |
| 10 | Hospital or other residential non-psychiatric medical facility | 13 | Psychiatric hospital or other psychiatric facility | |
| 11 | Jail, prison, or juvenile detention facility | 14 | Substance abuse treatment facility or detox center | |
| Transitional and Permanent Housing Situations | | | | |
| 15 | Hotel or motel paid for without emergency shelter voucher | 23 | Residential project or halfway house with no homeless criteria | |
| 16 | Owned by client, no ongoing housing subsidy | 24 | Staying or living in a family member’s room, apartment, or house | |
| 17 | Owned by client, with ongoing housing subsidy | 25 | Staying or living in a friend’s room, apartment, or house | |
| 18 | Permanent housing (other than RRH) for formerly homeless persons | 26 | Transitional housing for homeless persons (including homeless youth) | |
| 19 | Rental by client, with no ongoing housing subsidy | 27 | Host home (non-crisis) | |
| 20 | Rental by client, with GPD TIP housing subsidy | 28 | Rental by client, with RRH or equivalent subsidy | |
| 21 | Rental by client, with VASH housing subsidy | 29 | Rental by client, with Housing Choice Voucher (HCV) (tenant or project based) | |
| 22 | Rental by client, with other ongoing housing subsidy | 30 | Rental by client in a public housing unit | |

1. *Date of Engagement is the date on which an interactive client relationship results in a deliberate client assessment or beginning of a case plan. It may be* ***on or after the project start date*** *and prior to project exit. Review* [HMIS Data Collection Template for Project Start](https://www.hudexchange.info/resource/4038/coc-hmis-data-collection-templates/)*, enter any missing information, and update the HMIS record. Only records for clients who are engaged are relevant for data quality reporting. If the client exits without becoming engaged in the project, the engagement date should be left blank.* [↑](#footnote-ref-1)
2. *See* HMIS [Data Collection Template for Project EXIT – CoC Program](https://www.hudexchange.info/resource/4038/coc-hmis-data-collection-templates/) *for data collection requirements at project exit. Your system may automatically exit a client or you may be required to create an exit for a client with an open record for a community-defined extensive length of time. The actual exit date should be based on the last date of contact.* [↑](#footnote-ref-2)