# HMIS Data Collection Template – PATH Supplemental Form

This form will allow PATH 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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**CONTACT AND ENGAGEMENT TRACKING**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of Contact** | **Current Living Situation**  | **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)** |
| (Project Start) |  | Enter number (list below) |  |  |
|  |  | Enter number (list below) |  |  |
|  |  | Enter number (list below) |  |  |
|  |  | Enter number (list below) |  |  |
|  |  | Enter number (list below) |  |  |
|  |  | Enter number (list below) |  |  |
|  |  | Enter number (list below) |  |  |
|  |  | Enter number (list below) |  |  |
|  |  | Enter number (list below) |  |  |
|  |  | Enter number (list below) |  |  |
|  |  | Enter number (list below) |  |  |
|  |  | Enter number (list below) |  |  |
|  |  | Enter number (list below) |  |  |
|  |  | Enter number (list below) |  |  |
|  |  | Enter number (list below) |  |  |
|  |  | Enter number (list below) |  |  |
|  |  | Enter number (list below) |  |  |
|  |  | Enter number (list below) |  |  |

|  |
| --- |
| Current Living Situation – Enter Corresponding Number Above |
| 1 | Other | 4 | Worker unable to determine |
| 2 | Client refused | 5 | Client doesn’t know |
| 3 | Data not collected |

**(BOS USERS) COUNTY OF FIRST CONTACT -** *[ALL ADULTS AND HEADS OF HOUSEHOLD] - [PSH, RRH]*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Apache (Eager) |  | Cochise (Sierra Vista) |
|  | Coconino (Flagstaff) |  | Gila (Payson) |
|  | Graham (Safford) |  | Greenlee (Clifton) |
|  | La Paz (Parker) |  | Mohave (Kingman) |
|  | Navajo (Winslow) |  | Pinal (Casa Grande) |
|  | Santa Cruz (Nogales) |  | Yavapai (Prescott) |
|  | Yuma (Yuma) |  | Maricopa (Phoenix) |
|  | Pima (Tucson) |  | Outside Arizona |
|  | Client doesn’t know |  | Client refused |
|  | Data not collected |

**(MARICOPA USERS) CITY OF FIRST CONTACT** - *[HEADS OF HOUSEHOLD AND ALL ADULTS] – [ALL PROJECTS]*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Apache Junction |  | Avondale |
|  | Buckeye |  | Cavecreek |
|  | Chandler |  | Deer Valley |
|  | Gila Bend |  | Gilbert |
|  | Glendale |  | Goodyear |
|  | Guadalupe |  | Litchfield Park |
|  | Maricopa |  | Maryvale |
|  | Mesa |  | Mobile |
|  | Paradise Valley |  | Peoria |
|  | Phoenix |  | Scottsdale |
|  | Sunnyslope |  | Surprise |
|  | Tempe |  | Tolleson |
|  | Wickenburg |

**CONNECTION WITH SOAR -** *[HEADS OF HOUSEHOLD AND ALL ADULTS] – [ALL PROJECTS]*

Record if the client has any connection with a SOAR program.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |
|  | Client doesn’t know |  | Client refused |
|  | Data not collected |

**DATE OF PATH STATUS DETERMINATION (Month / Day / Year)**

Select the DATE that PATH status was determined.

* Enrollment date must be ON or AFTER Engagement Date. If client is not enrolled due to declining services, or being ineligible, they must be exited from PATH.
* If the client EXITS without becoming enrolled, this field MUST STILL BE RECORDED.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | / |  |  | / |  |  |  |  |

**CLIENT BECAME ENROLLED IN PATH –** *[HEADS OF HOUSEHOLD AND ALL ADULTS] – [ALL PROJECTS]*

Did the client become enrolled in PATH (Y/N)? If client is NOT enrolled due to declining services, OR being ineligible, they must be exited from PATH.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |

**IF NO, REASON NOT ENROLLED**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Client was found ineligible for PATH |  | Client was not enrolled for other reason(s) |
|  | Unable to locate client |

**CRIMINAL JUSTICE INVOLEMENT –** *[HEADS OF HOUSEHOLD AND ALL ADULTS] – [All PROJECTS]*

|  |  |  |  |
| --- | --- | --- | --- |
|  | No |  | Yes |

**CLIENT HAS BEEN SMI DETERMINED –** *[HEADS OF HOUSEHOLD AND ALL ADULTS] – [All PROJECTS]*

|  |  |  |  |
| --- | --- | --- | --- |
|  | No |  | Yes |

**IF YES SMI DETERMINED, DATE OF DETERMINATION (Month / Day / Year)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | / |  |  | / |  |  |  |  |

**IF NO SMI DETERMINED, DID CLIENT APPEAL**

|  |  |  |  |
| --- | --- | --- | --- |
|  | No |  | Yes |

**IF YES CLIENT APPEALED, DATE OF APPEAL (Month / Day / Year)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | / |  |  | / |  |  |  |  |

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)