# HUD/VASH Addendum

**This form can be used by all HUD/VASH projects.** This form will be used as a supplement to every data entry stage in order to ensure full data collection for HUD/VASH projects.

# Section I: Data Collection Point Information

**CLIENT NAME**

|  |
| --- |
|  |

**CLIENT ID**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |

**DATA COLLECTION POINT (Month / Day / Year) -** *[ALL CLIENTS] - [ALL PROJECTS]*

|  |  |
| --- | --- |
|  | Project Start |
|  | Project Update |
|  | Annual Assessment |
|  | Project Exit |

**ASSESSMENT DATE (Month / Day / Year) -** *[ALL CLIENTS] - [ALL PROJECTS]*

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

|  |  |
| --- | --- |
| |  | | --- | | **Please note, there are 3 sections under this assessment. Take note of each section header to know when you are supposed to complete each set of data elements. The four section types are listed here for reference.** | |
| |  | | --- | | **SECTION II: Complete ONLY at initial Entry into the program.** | |
| |  | | --- | | **SECTION III: Complete at Entry and Exit ONLY - not for interim updates.** | |
| |  | | --- | | **SECTION IV: Complete at Exit ONLY.** | |

# Section II: Complete ONLY at Project Entry

**VETERAN INFORMATION -** *[ALL VETERANS] – [ALL PROJECTS]*

Only ONE record of Veteran Information should exist. If another record is already present, verify the accuracy of the record. If anything is inaccurate, correct the existing record. DO NOT make a second record.

**Year Entered Military Service (Month / Day / Year)**

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

**Year Separated From Military Service (Month / Day / Year)**

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

**Theatre of Operations**

Client Doesn’t Know = CDK

Client Refused = CR

Data Not Collected = DNC

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Theatre of Operations** | **No** | **Yes** | **CDK** | **CR** | **DNC** |
| World War II |  |  |  |  |  |
| Korean War |  |  |  |  |  |
| Vietnam War |  |  |  |  |  |
| Persian Gulf War |  |  |  |  |  |
| Afghanistan |  |  |  |  |  |
| Iraq Freedom |  |  |  |  |  |
| Iraq Dawn |  |  |  |  |  |
| Other Peace-Keeping Operations or Military Interventions |  |  |  |  |  |

**Branch of the Military**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Army |  | Air Force |
|  | Navy |  | Marines |
|  | Coast Guard |  | Client Doesn’t Know |
|  | Client Refused |  | Data Not Collected |

**Discharge Status**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Honorable |  | General under honorable conditions |
|  | Under other than honorable conditions (OTH) |  | Bad Conduct |
|  | Dishonorable |  | Uncharacterized |
|  | Client doesn’t know |  | Client refused |
|  | Data not collected |

**VAMC STATION NUMBER –** *[HEADS OF HOUSEHOLD] – [ALL SSVF AND ALL HUD/VASH PROJECTS ONLY]*

Enter the VA Medical Center (VAMC) Station Number that corresponds to the grantee’s service location. This may be filled in on behalf of the client – it does not require client input.

|  |
| --- |
|  |

**CLIENT’S LAST PERMANENT ADDRESS –** *[HEADS OF HOUSEHOLD] – [ALL SSVF AND ALL HUD/VASH PROJECTS]*

Record the head of household’s last permanent address. For Prevention clients this will be their current address. This should be an address that is a permanent housing situation, not a reference to a shelter or other homeless situation. Normally this will include the client renting an apartment/house or living at another person’s apartment/house.

|  |  |
| --- | --- |
| Street Address |  |
| City |  |
| State |  |
| Zip |  |

**Address Data Quality**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Full Address Reported |  | Incomplete or estimated address reported |
|  | Client doesn’t know |  | Client refused |
|  | Data not collected |

# Section III: Complete at Project ENTRY and Project EXIT

**LAST GRADE COMPLETED -** *[HEADS OF HOUSEHOLD AND ALL ADULTS] – [ALL SSVF AND ALL HUD/VASH PROJECTS ONLY]*

Enter the last grade the client completed.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Less than grade 5 |  | Grades 5 – 6 |
|  | Grades 7 – 8 |  | Grades 9 – 11 |
|  | Grade 12 / High School Diploma |  | School Program does not have grade levels |
|  | GED |  | Some College |
|  | Associates Degree |  | Bachelor’s Degree |
|  | Graduate Degree |  | Vocational Certification |
|  | Client doesn’t know |  | Client refused |
|  | Data not collected |

**EMPLOYED? -** *[HEADS OF HOUSEHOLD AND ALL ADULTS] – [ALL SSVF AND HUD/VASH-OTH PROJECTS ONLY]*

Is the client currently employed?

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

**IF YES, TYPE OF EMPLOYMENT**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Full Time |  | Part Time |
|  | Seasonal/Sporadic (including day labor) |  | Data not collected |

**IF NO, WHY NOT EMPLOYED**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Looking for work |  | Unable to work |
|  | Not looking for work |  | Data not collected |

**GENERAL HEALTH STATUS -** *[HEADS OF HOUSEHOLD AND ALL ADULTS] – [HUD/VASH-OTH PROJECTS ONLY]*

Ask the youth to identify their dental health status.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Excellent |  | Very Good |
|  | Good |  | Fair |
|  | Poor |  | Client doesn’t know |
|  | Client refused |  | Data not collected |

# Section IV: Complete ONLY at Project Exit

**VOUCHER CHANGE -** *[HEADS OF HOUSEHOLD AND ALL ADULTS] – [HUD/VASH-OTH PROJECTS ONLY]*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Referral package forwarded to PHA |  | Voucher denied by PHA |
|  | Voucher issued by PHA |  | Voucher revoked or expired |
|  | Voucher in use – veteran moved into housing |  | Voucher was ported locally |
|  | Voucher was administratively absorbed by new PHA |  | Voucher was converted to Housing Choice Voucher |
|  | Veteran exited – voucher was returned |  | Veteran exited – family maintained the voucher |
|  | Veteran exited – prior to ever receiving a voucher |  | Other: Specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**CASE MANAGEMENT EXIT REASON -** *[HEADS OF HOUSEHOLD AND ALL ADULTS] – [HUD/VASH-OTH PROJECTS ONLY]*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Accomplished goals and/or obtained services and no longer needs CM |  | Transferred to another HUD-VASH program site |
|  | Found/chose other housing |  | Did not comply with HUD-VASH CM |
|  | Eviction and/or other housing related issues |  | Unhappy with HUD-VASH housing |
|  | No longer financially eligible for HUD-VASH voucher |  | No longer interested in participating in this program |
|  | Veteran cannot be located |  | Veteran too ill to participate at this time |
|  | Veteran is incarcerated |  | Veteran is deceased |
|  | Other: Specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |