

# 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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**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? <sup>1</sup> (select only once)	Is this the Client's Exit Date? <sup>2</sup> (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?		
(Project Start)						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
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						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>

<sup>1</sup> 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](#), 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.

<sup>2</sup> See HMIS [Data Collection Template for Project EXIT – CoC Program](#) 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.

**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