### HMIS UPDATE Data Collection Form for Solano County PATH Programs

#### **General Instructions**

This is the update form for PATH programs projects in Solano County. This form should be filled out for all household members and entered into HMIS accordingly.

Updates should be made any time there is a change in the following data elements:

- Current Living Situation
- Housing Move-In Date
- Disability Status
- Income

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- Non-Cash Benefits
- Health Insurance
- Domestic Violence

Income and benefits collected by minor children in the household should be reported under the head of household. If a household presents as two minor youth, one of the youth should be designated as the head of household.

No question should remain blank at the end of the assessment. The administrator of this intake must ask all questions of the client and mark the appropriate response. Please note that current HMIS policies require that all data be entered into HMIS within three days of acquisition.

If you are confused about how to answer a question, please refer to the HMIS Data Dictionary. If the data dictionary does not answer your question, please reach out to solanoHMIS@homebaseccc.org for assistance.

CLIENT NAME:	
DATE ADMINISTERED:	

## **CURRENT LIVING SITUATION**

STA	RT DATE		E				IN	FORM	ATIO	N DAT	E			
	/		/		1					1		/		
Mon	th Day	Year	Month	Day		Ye	ar		Month		Day		Ye	ar
CUR	RENT LIVING SITU	JATION												
	☐ Place not meant for habitation						Rental by client, with GPD TIP housing subsidy							
	Emergency shelter for with emergence Host Home shelter	cy shelter vouch				Rental								
	Safe Haven					Permar homele			(other t	than F	RRH) fo	or form	nerly	
	Foster care home	or foster care g	roup home			Rental	by clier	nt, with	RRH (	of equ	uivalent	subs	idy	
	Hospital or other residential non-psychiatric medical facility						by clier	nt, with	ı HCV ı	vouch	ner (ten	ant or	proje	ect
	Jail, prison, or juv		Rental by client in a public housing unit											
	☐ Long-term care facility or nursing home					Rental by client, no ongoing housing subsidy								
	Psychiatric hospit	al or other psycl	hiatric facility	1		Rental by client, with other ongoing housing subsidy						dy		
	Substance abuse	treatment facilit	y or detox ce	enter		Owned by client, with ongoing housing subsidy								
	Residential project homeless criteria	t or halfway hou	use with no			Owned by client, no ongoing housing subsidy								
	Hotel or motel pai	d for without em	nergency she	lter		Other								
	Transitional housi (including homele		s persons			Worker unable to determine								
	Host Home (non-crisis)					Client o	loesn't	know						
	Staying or living in house		Client refused											
	Staying or living ir apartment or house		er's room,											
lf OT	HER, specify:													

# URRENT LIVING SITUATION (CONTINUED)

PRO	VIDER VER	IFYING LI	VING S	SITUATION														
	BayNorth C	Church of (	Christ				Miss	sion S	Samo	а								
	Berkeley Fo	ood & Hou	using P	roject			Nati	on's	Fines	t								
	Caminar, Ir	ıc.					Nor	thern	Calif	ornia	Far	nily	Cer	nter				
	Catholic Ch			On	the M	love												
	City of Fair	field Home	eless O	utreach			Res	ource	e Con	nect	Sol	ano	١					
	City Vallejo	Housing	Authori	ty			SHE	ELTE	R, Ind	С.								
	Community	Action No	orth Ba	у			Solano County Healthy & Social Services											
	Edge Com	munity Ch	urch				VA of Northern California											
	Fighting Ba	ick Partne	rship				Vac	aville	Sola	no S	ervi	ces						
	Lutheran S	ocial Serv	rices				Volu	untee	rs of	Ame	rica							
Is the	e client aoina	ı to have tı	o leave	their current living	situat	ion w	vithin	14 da	avs?									
	Yes	10 77470 1		No	- Create		1		esn't	knov	N		П	Clie	ent re	fuse	d	
	1	1																
		If YES, please specify.							No	)		С		doe	sn't	С	ısed	
		Has a su		ent identified?					]									
		Does the	e client	have resources		$\overline{}$				1								
		other pe	rmaner	orks to obtain nt housing?						1								
		Has the ownersh		ad a lease or est in a														
			ent hou	sing unit in the								Ш						
		Has the	client n	noved two or					П						П			
		more tin	nes in th	ne last 60 days?									'					
LOC	ATION DET	AILS:																
	E OF ENGA		lient we	as first engaged by	v the p	roiec	t.					1			1			
	,			,	- P	<i>y</i> - •			I	Month	า		Da	ау			Year	
HOUSING STATUS  This field asks when the client is actually in housing If the client has not taken possession of the unit at the time of project entry leave this field blank and provide an update at a later time when the unit becomes available.																		
Is the	e client in per	rmanent h	ousing	of project entry da	te?		li -	YES	, wha	at is t	the h	าดนะ	sing	mov	e-in d	late?	·	1
	Yes	□ No								1				1				

### **DISABILITIES**

Disability elements for HMIS data collections are based on client report. A client is not required to show proof of disability in order to respond "yes" to this question. Programs which require a disability for a client to be eligible for services may further investigate this element.

SUBSTANCE USE DISORDER		IF <b>YES</b> , DISABILITY START DATE						
Yes: Alcohol use disorder only	No	Month Day Year						
Yes: Drug use disorder <b>only</b>	Client doesn't know	Month Day fear						
Yes: Both alcohol <b>and</b> drug use disorders	Client refused							
•								
<u>disorder,</u> or <u>both</u> <u>disorder,</u> is the disabi	use disorder, drug use alcohol and drug use lity expected to be of longed duration and substantially be live independently?	NOTE ON DISABILITY						
☐ Yes	☐ Client doesn't know							
□ No	☐ Client refused							
CHRONIC HEALTH CONDITION		IF YES, DISABILITY START DATE						
Yes	□ No							
□ No	Client doesn't know	Month Day Year						
disability expected to	health condition, is the be of long-continued and d substantially impair the lependently?	NOTE ON DISABILITY						
☐ Yes	☐ Client doesn't know							
□ No	☐ Client refused							
<u> </u>								
DEVELOPMENTAL		IF <b>YES</b> , DISABILITY START DATE						
Yes	□ No							
□ No	☐ Client doesn't know	Month Day Year						
disability expected to client's ability to live ind	Client doesn't know	NOTE ON DISABILITY						
☐ No	Client refused							

# DISABILITIES (CONTINUED)

HIV/AI	IIV/AIDS				IF <b>YES</b> , DISABILITY START DATE							
	Yes		□ No				1		/			
	No		☐ Cli	ent doesn't know	N	Month		Day		Year		
		If YES for HIV/AID substantially impaindependently?	NC	OTE O	N DISA	ABILITY						
		Yes	Cli	ent doesn't know							<del></del>	
		□ No	Cli	ent refused								
											· · · · · · · · · · · · · · · · · · ·	
MENTAL HEALTH DISORDER							DISABI	ILITY S	TART	DATE		
	Yes		□ No				/		/			
	No		□ Cli	ent doesn't know		Month		Day		Yea	r	
	If YES for mental health disorder, is the disability expected to be of long-continued and indefinite duration and substantially impairs the client's ability to live independently?    Yes											
	Yes		☐ No	ent doesn't know		YES, A	DISABI	Day	TART /	DATE Yea	r	
If YES for physical disability, is the disability expected to be of long-continued and indefinite duration and substantially impair the client's ability to live independently?    Yes												
A disac physica alcohol	DISABLING CONDITION  A disabling condition is any of the above-indicated disabilities or any other physical, mental, or emotional impairment (including an impairment caused by alcohol or drug abuse, post-traumatic stress disorder, or brain injury) that is expected to be of long-continued and indefinite duration and substantially impair  Client doesn't know											
		ndependently. <b>Does</b>							Clien	t refused		

### **INCOME**

Record regular, recurrent sources that are current (i.e. not terminated). Income received for a minor member of the household should be recorded under the Head of Household's information. If the client has income, enter the monthly amount received. Answer 'No' for sources that have been terminated, even if they were received in the past.

Does the client have any incor	ne from any	/ source?	 									
☐ Yes ☐	No		Client doesn	n't know	/		Clien	t refus	ed			
Ψ												
If <b>YES</b> , answer 'Yes' or 'No' fo												
Source of income	Receiving from so		ES, date clie receiving inc		If Y	ES, mo (rou	onthly and to					се
Alimony or other spousal	Yes		 		\$	(1.50			01 0101		0	0
support	No											
01.71	Yes				\$						0	0
Child support	No											
Earned income (i.e.,	Yes				\$						0	0
employment income)	No											
Conoral Assistance (CA)	Yes				\$						0	0
General Assistance (GA)	No											
Pension or retirement	Yes				\$						0	0
income from a former job	No											
Private Disability Insurance	Yes				\$						0	0
Filvate Disability Insurance	No											
Retirement Income from	Yes				\$						0	0
Social Security	No											
Social Security Disability	Yes				\$						0	0
Insurance (SSDI)	No							1				
Supplemental Security	Yes				\$						0	0
Income (SSI)	No	Ш						I				
Temporary Assistance for	Yes				\$					•	0	0
Needy Families (TANF)	No							T		· ·		
Unemployment Insurance	Yes				\$					•	0	0
	No			1		ı		I				
VA Non-Service-Connected	Yes				\$					•	0	0
Disability Pension	No							I				
VA Service-Connected Disability Compensation	Yes				\$					•	0	0
Disability Compensation	No			1	<u> </u>	I		I			_	
Worker's Compensation	Yes				\$					•	0	0
Other (if-)	No				<u> </u>			I				
Other source (specify):	Yes				\$						0	0
	No											
Total monthly income from all sources					\$						0	0
What is the client's income as percentage of Area Median Income.	come (AMI)	? > 50%										

#### NON-CASH BENEFITS

Only record regular, recurrent sources that are current (i.e. not terminated). Non-cash benefits received for a minor member of the household should be recorded under the Head of Household's information. Answer 'No' for sources that have been terminated, even if they were received in the past. Does the client have any non-cash benefits from any source? Yes No Client doesn't know Client refused If YES, answer 'Yes' or 'No' for each non-cash benefit source. Source of Non-Cash Receiving If YES, date client If YES, monthly amount from source **Benefit** (round to nearest dollar) source? began receiving source Supplemental Nutrition \$ 0 0 Yes Assistance Program, (i.e. CalFresh or Food Stamps) No Special Supplemental \$ 0 0 **Nutrition Program for** Yes Women, Infants, and Children (WIC) No Yes \$ 0 0 TANF Child Care services No Yes \$ 0 0 **TANF** Transportation Services No Yes \$ 0 0 Other TANF-Funded Services No Other: Yes \$ 0 0 No

## **HEALTH INSURANCE**

Only record regular, a erminated, even if the				e. not to	erminated). Ansı	ver 'No' f	or sources that have bee		
Is the client currently o	covered by	health insui	rance?						
Yes		0		Client	doesn't know	Cli	ent refused		
Ψ									
If YES, answer 'Yes' o					For HOPWA,	anaoifu	FamilionWA amanifa		
Source of Health Insurance		g health source?	If YES, date client began receiving source		private pay ins source, if app	surance	For HOPWA, specify reason not covered, if applicable		
Medicaid (i.e. Medi-	Yes								
Cal)	No								
Medicare	Yes								
	No				T				
State Children's Health Insurance	Yes								
Program (CHIP)	No								
Veteran's Administration (VA)	Yes								
Medical Services	No								
Employer-Provided	Yes								
Health Insurance	No								
Health insurance obtained through	Yes								
COBRA	No								
Private Pay Health	Yes								
Insurance	No								
State Health	Yes								
Insurance for Adults	No								
Indian Health	Yes								
Services Program	No								
Other:	Yes								
	No								

## **WELL-BEING**

INFORMATION DATE  // / / Month Day  Strongly disagree  Somewhat disagree  Neither agree nor disagree  Somewhat agree	Does the client perceive that their life has value and worth?			pe ha othe	erce ve ers	es the clieive that support who will ir proble	they from liste	n back after hard			
Strongly agree  Client refused											
Client doesn't know											
How frequently does the clie	ent fe	el nervou	s. tense. worrie	d. fru	strated	or afra	aid?	>			
Not at all			times a month							Client refused	
Once a month			times a week				0.10.11.10.4004				
Is the client employed?  Yes  If YES, specify the type of elements of the content	ved?  No  type of employment.  Client doesn't know  Client refused  oradic					Client doesn't know Client refused  If NO, specify the reason the client is not employed.  Looking for work Client doesn't know Client refused  Unable to work Client refused  Not looking for work					
DOMESTIC VIOLE	ICE	1									
Is the client a domestic viole	ence	victim or s	survivor?					1			
Yes		No			Client d	loesn't	t kn	ow		Client refused	
If YES, when did the experience occur?         □ Within the past three months       □ One year ago         □ Three to six months ago (excluding six months exactly)       □ Client doesn't         □ Six months to one year ago (excluding one year exactly)       □ Client refused						t know					
If YES, is the client currently fleeing?											
Yes		No			Client d	loesn't	t kn	ow		Client refused	



TATH	
DATE OF PATH STATUS DETERMINATION / / / / / / / / / / / / / / / / / / /	Does the client have a connection with SOAR?    Yes
Month Day Year  Has the client enrolled in PATH?	☐ No ☐ Client refused  If NO, specify the reason the client did not enroll.
☐ Yes ☐ No	☐ Client was found ineligible for PATH
	Client was not enrolled for other reason(s)
	Unable to locate client
CONTACT INFORMATION  Address	
City State	ZIP Code County
County	
What is the data quality of the client's residence or last p	permanent address?
Full address reported	Client doesn't know
Incomplete or estimated address reported	Client refused
Phone number E	mail address
START DATE E	END DATE (if applicable)
Month Day Year	Month Day Year
Landlord's Name	Landlord's Address
Landlord's City Landlord's	State Landlord's Phone
EMERGENCY CONTACT	
Contact's Name	Contact's Address
Contact's City Contact's S	tate Landlord Phone
Second Phone Number Re	elationship to Client
START DATE E	END DATE (if applicable)
Month Day Year	Month Day Year