

RHY-HMIS Program Manual

A GUIDE FOR HMIS END USERS AND HMIS LEADS/SYSTEM
ADMINISTRATORS



ADMINISTRATION FOR
CHILDREN & FAMILIES



U.S. Department of Housing and Urban
Development

ALIGNS WITH FY 2024 HMIS DATA STANDARDS | RELEASED MAY 2023

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Revision History

May 2023	<ul style="list-style-type: none">• Alignment to FY 2024 HMIS Data Standards• Removed all Universal, Common, and Federal Partner Data Element descriptions in lieu of RHY HMIS Program Manuals created by RHY Program HMIS TA.
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Introduction

The Runaway and Homeless Youth (RHY) Program HMIS Manual is intended to support data collection and reporting efforts of Homeless Management Information System (HMIS) Lead Agencies and RHY Program grantees. This manual provides information on HMIS program setup, data entry, data collection guidance specific to this program, and reporting guidance for projects receiving funding from the RHY Program.

The guidance provided in this document aligns with requirements around using HMIS as stated by the Administration for Children and Families (ACF), Family and Youth Services Bureau (FYSB) and refers to the data elements required in an HMIS as established in the FY 2024 HMIS Data Standards. This document is not intended to replace the HMIS Data Dictionary or the HMIS Data Manual, but to complement them and to relate RHY Program specific requirements to HMIS Leads and RHY Grantees. This document is not a replacement for any specific program guidance, requirements, regulations, notices, and training materials on the RHY Program.

The Street Outreach (SOP), Basic Center (BCP), and Transitional Living (TLP)/Maternity Group Home (MGH) Programs are legislatively required to capture and report data to the Administration on Children, Youth and Families (ACYF) by the Runaway and Homeless Youth Act (RHYA; P.L. 110-378) which was reauthorized through 2008 and more recently reauthorized by the Juvenile Justice Reform Act through FY 2019. The RHYA governs the basic requirements for this data collection, stating that grantees:

shall keep adequate statistical records profiling the youth and family members whom it serves (including youth who are not referred to out-of-home shelter services), except that records maintained on individual runaway and homeless youth shall not be disclosed without the consent of the individual youth and parent or legal guardian to anyone other than another agency compiling statistical records or a government agency involved in the disposition of criminal charges against an individual runaway and homeless youth, and reports or other documents based on such statistical records shall not disclose the identity of individual runaway and homeless youth. 34 U.S.C. § 11212.

Universal Data Elements (UDE) are data required to be collected by all federal programs participating in HMIS, regardless of funding agency. The UDEs serve as the basis for producing unduplicated estimates of the number of people experiencing homelessness and accessing services from homeless services providers, basic demographic characteristics of people experiencing homeless, and patterns of service use, including information on shelter stays and homelessness over time.

RHY Program Specific Data Elements allow the FYSB to capture critical information about the safe and stable housing, employment and educational status, behavioral health and other critical issues, services including aftercare services, and outcomes that are unique to the unaccompanied youth that RHY programs have served for over 45 years.

Data uploads to the RHY-HMIS Repository are required to be performed on a quarterly basis, and adhering to the guidance provided in this manual will ensure grantee data collection & reporting is completed on time and with high accuracy and good data quality.

RHY Resources

RHY-HMIS Online Service Desk: To ask a question or report a problem with uploading your RHY-HMIS data from your local HMIS into the RHY Data portal, or regarding the RHY-HMIS Data Dashboard, go to the [RHY-HMIS Online Service Desk](http://www.Rhymisservicedesk.atlassian.net) at www.Rhymisservicedesk.atlassian.net. There you can create a ticket and RHY-HMIS TA staff and FYSB staff will work together to resolve any issue. You will need to create a username and password the first time you log on.

[RHY-HMIS Frequently Asked Questions \(Document\)](#): Provides responses to questions frequently asked by RHY grantees related to the RHY repository, uploading your RHY data, and understanding the data quality report. The FAQ can be found at <https://www.rhyttac.net/rhy-hmis-faqs>

RHYTTAC RHY-HMIS Webpage: The Runaway and Homeless Youth Training and Technical Assistance Center (RHYTTAC) website has numerous resources related to RHY-HMIS. Visit the webpage at www.rhyttac.net/rhy-hmis to access user manuals, video training recordings, and other regularly updated resources.

Ask A Question: To ask a question about any RHY Program RHY-HMIS requirement go to the [Ask A Question](#) section of the HUD Exchange. Please be sure to select “HMIS” for your question under “My Question is Related To”. HUD and RHY program staff work together to answer questions that come in on Ask A Question related to RHY and HMIS.

Additional HMIS Resources

- There are a variety of documents available on the HUD Exchange [HMIS](#) page that detail all HMIS Data and Technical Standards, Federal Partner Information, and information about HMIS forums for HMIS Leads, System Administrators, and Vendors.
- The [2024 HMIS Data Standards](#) page contains a suite of HMIS Data Standard resources, which are briefly described below. Each of the documents has a specific purpose and intended audience. The HMIS Lead should be familiar with all the documents and collectively use them as their HMIS reference materials along with specific materials provided by the software provider.
 - [FY2024 HMIS Data Manual](#) represents the foundation for the data contained within an HMIS, project setup instructions, and data collection instructions.
 - [FY2024 HMIS Data Dictionary](#) Table Shells contain the data element tables with relevant programming instructions, system logic and other issues to be used by vendors for HMIS programming. The information in the tables shells aligns with the information contained herein.
 - [FY2024 CSV Specifications](#) This document provides specifications for a standard set of comma-separated values (CSV) files that include all data elements and fields defined by the FY2024 HMIS Data Standards, along with information that describes an exported data set.
 - [FY2024 XML Schema](#) The HUD HMIS XML Schema specifies a format for transferring HMIS data. This XML format can be used for data migrations between systems, or the data types defined within it could be individually referenced in custom web methods.
 - [HMIS Federal Partner Participation Resources](#) Each link on this page contains

resources and materials for following the HMIS requirements of HUD and other federal partners.

- [HMIS Project Setup Tool](#) provides a general framework to support project setup in HMIS by system administrators. It assists system administrators in ensuring that all HMIS participating projects are set up using the appropriate HMIS project types and are collecting the required data elements.

RHY Grantee Requirements and Expectations Regarding RHY-HMIS Data Collection

The Paperwork Reduction Act

Recently, the Family and Youth Services Bureau received Office of Management and Budget (OMB) clearance for the RHY-HMIS data standards under the Paperwork Reduction Act (PRA). The purpose of the PRA is to improve the quality and practical utility of information required by the Federal government and reduce paperwork burden on the public. PRA information collection for RHY-HMIS is a **mandatory** collection based on RHYA.

For PRA, all information collections must include the following information for respondents:

- The OMB # and expiration date.
- The purpose of the information collection and how the information is planned to be used to further the proper performance of the functions of the agency.
- Whether responses to the collection of information are voluntary or mandatory.

The PRA statement below is **required** to be on the RHY Program Data Elements:

PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: The purpose of this information collection is to provide statistical information on youth served by your grant program. Public reporting burden for this collection of information is estimated to average 89 hours per grantee, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a mandatory collection of information as outlined in the RHY Act sections 312 and 322. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. The OMB # is 0970-0573 and the expiration date is 07-31-2024. If you have any comments on this collection of information, please contact the [RHY-HMIS Service Desk](#).

Using the Continuum of Care (CoC)-Designated HMIS Software Package

All active RHY grantees are required to use their Continuum of Care (CoC)-designated web-based HMIS software.

The HMIS lead in each CoC is expected to set up all RHY projects and user access in HMIS and provide training to RHY grantees on how to use HMIS to enter data and generate reports. To find contact information for the HMIS lead in your CoC, use the [HUD Exchange Contact CoC](#) page.

As HMIS users in their local CoC, RHY grantees are expected to pay for costs related to HMIS use, including HMIS licensing fees, CoC membership fees, Internet access, and computer hardware and software. These costs associated with the use of HMIS may be covered by the RHY program grant funding. Contact the

RHY-HMIS help account at [RHY-HMIS Service Desk](#) for any questions or concerns related to HMIS cost eligibility.

RHY grantees operating several programs over multiple CoC jurisdictions need to join the Continuums of Care that correspond to the location of each program and use the HMIS software in that CoC in order to maximize coordination with other local service providers. This also ensures housing availability and service volumes are accurately reflected for the local area. In cases where an individual RHY program spans multiple COCs, grantees should contact the RHY-HMIS Help Desk at [RHY-HMIS Service Desk](#).

RHY grantees are required to use definitions, including definitions of homelessness, as specified in the Runaway and Homeless Youth Act which was reauthorized through FY 2019 through the Juvenile Justice Reform Act. (34 U.S.C. §11279).

Data quality is an important aspect of RHY data collection. To maximize accuracy, RHY grantees are expected to enter and update records as soon as possible after collecting information. This is especially important as it pertains to shelter entries and exits which allow administrators to maintain ‘real-time’ shelter utilization and availability.

Victim Service Providers (VSPs) and Comparable Databases

Victims Service Providers (VSPs) are required to use comparable databases in place of the CoC’s HMIS, a law outlined in the [Violence Against Women Act \(VAWA\)](#). A comparable database is a relational database that meets all HMIS Data Standards, the minimum standards of HMIS privacy and security requirements, and HUD’s most recent reporting standards. While VSPs cannot enter data into HMIS but need to report their project data in the identical format that other HMIS covered providers. For more clarity on when to use comparable databases, refer to the [HMIS Comparable Database Decision Tree](#).

Any RHY funded project required or choosing to use a comparable database must maintain the ability to report through the RHY-HMIS repository. For more information on comparable database requirements, refer to the [Comparable Database Manual](#).

Rules on Confidentiality of Data Collection and Sharing

No Consent Required for Data Collection

Data collection refers to the process of collecting information from RHY funded youth related to the Universal Data Elements and the RHY Program Specific Data Elements. Data entry refers to entering information collected from RHY-funded youth in an HMIS by program staff or another authorized user. All RHY projects are required to collect all of the Universal Data Elements and the RHY-Program Specific Data Elements for their type of RHY funded project (Street Outreach Program, Basic Center Program-prevention, Basic Center Program-emergency shelter, and Transitional Living Program, including Maternity Group Homes).

[The Runaway and Homeless Youth Act](#) requires that a RHY grantee “keep adequate statistical records profiling the youth and family members whom it serves (including youth who receive home-based services)”.

RHY programs funded by FYSB are not required to obtain youth or parental consent to collect and enter youth data into RHY-HMIS or upload to the RHY-HMIS Repository.

However, to share data at the CoC level, consent is needed from parents/guardians for youth under the age of 18 and from youth 18 years or older.

Note: In a few states, consent to *enter* data into RHY-HMIS data may be required, however it is not required by federal law or by the RHY Program.

Consent Needed for Data Sharing

Data sharing refers to the electronic sharing of client (i.e., RHY-funded youth) information via an HMIS within a CoC. The CoC establishes Privacy Policies that dictate the use and extent of data sharing within HMIS available to HMIS Participating Agencies and, therefore, clients entered in HMIS. Data sharing can have some important advantages for communities who want to learn more about the experiences of their homeless population and can help improve coordination of services for youth. However, data can only be shared if written consent is obtained from the parent or legal guardian of a youth who is under age 18 or with written consent from a youth who is 18 and older. If consent from a parent/guardian or youth is provided, RHY grantees are encouraged to share identifiable data within the programs using the same HMIS system within a CoC.

The RHY Act states the following regarding data sharing:

Pursuant to the RHY Act, no records containing the identity of individual youth, including but not limited to lists of names, addresses, photographs, or records of evaluation of individuals served by a Runaway and Homeless Youth project may be disclosed or transferred to any individual or to any public or private agency except:

- (1) For Basic Center Program grants, records maintained on individual runaway and homeless youth shall not be disclosed without the informed consent of the individual youth and parent or legal guardian to anyone other than another agency compiling statistical records, or a government agency involved in the disposition of criminal charges against an individual runaway and homeless youth.
- (2) For Transitional Living/Maternity Group Home Program, records profiling homeless youth shall not disclose the identity of individual homeless youth in reports or other documents based on statistical records and; records maintained on individual homeless youth shall not be disclosed without the informed consent of the individual youth to anyone other than an agency compiling statistical records;
- (3) Restrictions on Disclosure and Transfer (section 384 RHYA), records containing the identity of individual youth pursuant to this Act may under no circumstances be disclosed or transferred to any individual or to any public or private agency.
- (4) Youth served by a Runaway and Homeless Youth project shall have the right to review their records; to correct a record or file a statement of disagreement; and to be apprised of the individuals who have reviewed their records.
- (5) State law protection. HHS policies regarding confidential information and experimentation and treatment shall not apply if HHS finds that state law is more protective of the rights of runaway or otherwise homeless youth.
- (6) Procedures shall be established for the training of project staff in the protection of these rights and for the secure storage of records. 45 CFR §1351.21.

HMIS System Administration Application

HMIS Leads are required to work collaboratively with their Continuum of Care (CoC) to establish data sharing protocols as part of their HMIS policies and procedures. Established protocols must address requirements for all programs using the HMIS. These protocols for projects receiving RHY funding must abide by the RHY Act (section 384), and therefore RHY youth records CANNOT be shared in HMIS unless written consent is obtained by a parent or guardian or directly by a youth 18 years or older.

Setting Up RHY Projects in HMIS – Instructions for HMIS Administrators

Project set-up in the local HMIS is critical to each project's ability to enter data specific to their RHY-specific project. Therefore, following the instructions in this guide are essential for HMIS Administrators to review and implement.

Identify Projects for Inclusion in HMIS

FYSB awards multi-year grants, with one grant number that corresponds to the grant for the duration of the grant life cycle. SOP, BCP, TLP and MGH are funded on a three-year basis. To identify all the RHY **projects** within the HMIS implementation that receive RHY funding, check the [FYSB Grantee](#) website. RHY grants are made directly to the public and private non-profit youth service providers by HHS.

Establish the HMIS Project Type

RHY funds five types of programs:

- The **Street Outreach Program (SOP)** is designed to meet the immediate needs of homeless, runaway, and street youth to help them find stable shelter or housing and services. Street Outreach Programs are set up in HMIS under the **Street Outreach** HMIS project type.
 - **Street Outreach Projects** provide prevention and intervention services to youth who are 21 years or younger who is a runaway or indefinitely or intermittently homeless in areas that increase the risk to youth for sexual abuse, sexual exploitation, or drug use. SOPs can target persons who reside in a place **not meant** for human habitation (e.g., streets, abandoned buildings).
- The **Basic Center Program (BCP)** component of RHY is designed to meet the immediate needs of runaway and homeless youth under 18 years of age. **BCPs typically provide shelter as well as home-based services. Therefore, it is often necessary to set-up BCP programs into two separate projects in the HMIS:**
 - **Basic Center Program – Emergency Shelter** provides emergency shelter and supportive services to homeless youth under age 18. As a requirement of the BCP, BCPs must provide overnight emergency shelter to youth. Therefore, all BCPs must have an HMIS **Emergency Shelter** (entry/exit) project set up in their HMIS to record all youth they serve in a residential environment designated for up to 21 days of emergency shelter and supportive services for minor youth. The residential environments that are included as emergency shelters include: building-based shelter facility, host family homes, and any other residential placement designed specifically to house BCP youth on a short-term, emergency basis.

- **Basic Center Program – Homelessness Prevention** services may also be provided under RHY BCP funding. Prevention services are all activities/services provided to BCP youth who do not spend a night in the emergency shelter or are not residentially housed by the BCP program. **These services include** home-based services, case management, family counseling, food, clothing, medical care, individual counseling, crisis intervention, and recreation programs. BCP-prevention programs are set up in HMIS under the **Homelessness Prevention** project type. Not all RHY BCP providers include Homelessness Prevention as part of their service provision. The HMIS Lead will need to determine if a Homelessness Prevention project is needed by determining if the provider serves youth with RHY funds outside of shelter.

A single client may receive either prevention or emergency shelter or both prevention and emergency shelter but not at the same time. Below is guidance on how to approach the distinction:

- If a youth receives services that are not shelter stays, the youth would be entered into the **prevention** project.
 - If the youth stays in the emergency shelter, the youth would be entered into the emergency **shelter** project.
 - If a youth initially comes in contact with the program to only receive preventative services, but afterwards enters a shelter program, the youth should be entered into BCP-Prevention during the date range in which they are only receiving prevention services, and then be exited out of prevention and entered into BCP-Emergency Shelter. It is acceptable, if the HMIS has such capacity, to automate the prevention exit and the emergency shelter project start.
 - If the youth leaves the shelter but still receives preventative services, the youth should be exited out of emergency shelter and the preventive services should be recorded as After Care.
 - For clients that move on the same day from the prevention program to the shelter (i.e., require overnight sheltering) recording them only in the shelter project is acceptable.
- **The Transitional Living Program**
- **(TLP)** provides up to 21 months of long-term shelter and comprehensive supportive services to runaway and homeless youth ages 16 to under 22 to help them develop the skills necessary to live independently. The HMIS project type for TLP is **Transitional Housing**.
 - **The Maternity Group Homes for Pregnant and Parenting Youth (MGH)** is a specialized type of Transitional Living Program that provides up to 21 months of long-term shelter and comprehensive supportive services to pregnant and/or parenting youth ages 16 to under 22, and their young families, to develop the skills necessary to move to self-sufficiency. Like with the TLP component, the HMIS project type for MGH is **Transitional Housing**.

- **Demonstration Grants** are used to carry out research, evaluation, and service projects and are designed to increase knowledge and improve services for runaway and homeless youth. The project type depends on the nature of the demonstration grant.

Set up the Project Descriptor Data Elements (PDDE)

In addition to setting the project type as described above, the following PDDEs must be created in the HMIS for RHY projects:

Organization Information (2.01)

Organization Information includes fields for ‘*Organization Name*’ and ‘*Organization ID*’ and ‘*Victim Service Provider*’ status of the agency or organization that receives grant funding through the RHY program. The ‘*Organization Name*’ should be the legal name of the organization receiving RHY funding. Where possible, the legal name should match the one used in the RHY program funding application and award. Note that many RHY projects are also funded by other federal partners (e.g., HUD programs). In this case, the *Organization Information* should be the same *Organization Information* that is used for the other funding source(s). In other words, there will only be one record of *Organization Information* even if the organization is funded by more than one funding source.

Project Information (2.02)

Project Information includes the ‘*Project ID*’, ‘*Project Name*’, ‘*Operating Start Date*’, ‘*Operating End Date*’, ‘*Continuum Project*’, ‘*Project Type*’, ‘*RRH Sub-type*’, ‘*Residential Affiliation*’, ‘*Housing Type*’, ‘*Target Population*’, and ‘*HOPWA-funded Medically Assisted Living Facility*’ for the project being established in HMIS to record client data about clients served with RHY funding.

All RHY projects are Continuum of Care (CoC) Projects (enter “Yes” for the response to the field ‘*Continuum Project*’). The project type must be entered for all RHY programs as described in the section below, which is a crosswalk of the RHY program components with HMIS Project Types. Please note that all Basic Center Programs (BCP) should be set up as two project types – homelessness prevention and emergency shelter if both types of services are provided by the RHY grantee.

RHY Program Component	HMIS Project Type
Street Outreach Program	Street Outreach (4)
Basic Center Program – Prevention	Homelessness Prevention (12)
Basic Center Program – Emergency Shelter	Emergency Shelter – Entry Exit (0)
Transitional Living Program	Transitional Housing (2)
Maternity Group Home	Transitional Housing (2)
Demonstration Grant	Depending on Demonstration

All Transitional Housing (TH) projects are defined as those projects that “provide temporary lodging and is designed to facilitate the movement of homeless individuals and families into permanent housing within a specified period of time, but no longer than 24 months”. The date of entry for a TH project is the date the youth moves into the longer-term shelter/scattered site apartment/host family home and ends when the youth exits the program, or the youth elects to end their tenure.

Continuum of Care Information (2.03)

The *Continuum of Care Information* denotes where the RHY project is located. In cases where a particular RHY project serves multiple CoCs, enter all of the CoCs within the HMIS implementation that are included in the grant coverage area. (Note: RHY encourages projects that span HMIS systems to use the system in each CoC and to fully participate in each of the CoCs for which they are a member, but exceptions may be made – the RHY grantee should contact the RHYMIS Help Desk if they have specific CoC/HMIS participation questions at rhymis@acf.hhs.gov.)

Funding Sources (2.06)

Correctly identifying the funding source is critical for RHY reporting. Projects funded by RHY must be identified by their RHY funding type. Select an appropriate RHY Funding Source for each project:

RHY Program Component	Funding Source
Street Outreach Program	HHS: RHY – Street Outreach Project
Basic Center Program – Prevention	HHS: RHY – Basic Center Program (prevention)
Basic Center Program – Emergency Shelter	HHS: RHY – Basic Center Program (shelter)
Transitional Living Program	HHS: RHY – Transitional Living Program
Maternity Group Home	HHS: RHY – Maternity Group Home for Pregnant and Parenting Youth
Demonstration Grant	HHS: RHY – Demonstration Project

The Grant ID for all RHY projects must be the HHS Grant number of the funded project. HHS grant number formats are two digits, followed by two letters, followed by four digits. The two letters denote the RHY component. The following is a set of rules regarding the naming of RHY grants:

- Grant IDs for Transitional Living Programs contain the letters “CX” (e.g., a valid TLP Grant ID is: 90CX6876)
- Grant IDs for Maternity Group Homes contain the letters “YZ” (e.g., a valid MGH Grant ID is: 90YZ0021)
- Grant IDs for Basic Center Programs contain “CY” (e.g., a valid BCP Grant ID is: 90CY6497).
- Grant IDs for Street Outreach Programs contain “YO” (e.g., a valid SOP Grant ID is: 90YO6497).
- Grant IDs for Demonstration Programs contain “LG” (e.g., a valid Demonstration Grant ID is: 90LG6497).

If a RHY project is funded by concurrent and multiple funding sources (more than one funding source), please refer to the [HMIS Project Set-Up Tool](#) to ensure project set up compliance.

If the RHY grant period ends, and the project is funded by a new RHY grant, ensure the closed-out grant has the correct end date and then add the new RHY grant information, ensuring that it has the correct start-date.

Bed and Unit Inventory Information (2.07)

Projects which provide shelter (BCP-shelter, TLP, and MGH, as well as any demonstration project with a program funded residential component) must complete the bed and unit inventory information. This information matches the information provided by the Continuum of Care for the Housing Inventory Count

(HIC) and will be used by RHY to track RHY-funded bed inventory. This includes data for use in Longitudinal Systems Analysis (LSA) reporting, which helps inform the Annual Homeless Assessment Report (AHAR).

HMIS Participation Status (2.08)

HMIS System Administrators should choose the applicable participating status for all RHY programs and the participation dates should align to the Project Operating dates. If Project Operating End date is blank, then Participation end date should be blank. Participation date ranges are expected to be mutually exclusive and shall not overlap.

CE Participation Status (2.09)

HMIS System Administrators should choose the applicable Coordinated Entry (CE) status for the project, and whether the project is an access point and/or receives CE referrals or not. To answer “yes” to being a CE Access Point, the project must conduct screenings, assessments, and/or referrals to other projects or provide some direct service(s) related to diversion, rapid resolution, or navigation.

Data Collection

Definitions of “Runaway” and “Homeless” Under the RHY Act

Under the RHY Act, a runaway youth is defined as “a person under 18 years of age who absents himself or herself from home or place of legal residence without the permission of his or her family”. *42 U.S.C. § 5732a(4)*.

A homeless youth means an individual who is less than age 21 (or less than age 18 for BCP and between age 16 and under 22 for TLP and MGH) “for whom it is not possible to live in a safe environment with a relative and who has no other safe alternative living arrangement”. *42 U.S.C. § 5732a(3)*.

In HMIS, youth are identified by age, using the date of birth. Young people age 18 and over are considered adults in the HMIS Data Standards. Thus, when HMIS data standards require data collection on young adults for any given element for RHY projects, this includes all individuals age 18 and over.

Understanding Households for RHY

All HMISs place individual youth in households. A household may be a single person household (i.e., an unaccompanied youth) or a household with multiple persons (i.e., household of a parenting youth and child or children). Where two or more youth under age 18 present at a project together without children, each youth should be entered as their own head of household. In this way, all elements required to be collected for youth by RHY grantees should be visible for data collection in HMIS as each youth is their own Head of Household.

Universal Data Elements (UDE)

All Universal Data Elements are required by all RHY funded programs. Instructions for general data collection of all UDE’s are published in the [HMIS Data Standards Manual](#). FYSB has provided additional instructions specific to RHY in this manual to address frequent questions and issues HUD and RHY have received.

Basic Client Information:

Data are required for all youth (i.e., youth and children of youth). Basic youth information is used to identify youth correctly in the HMIS, to deduplicate youth in the system, and to provide demographic information necessary for grant reporting.

- 3.01 Name
- 3.02 Social Security Number
- 3.03 Date of Birth
- 3.04 Race and Ethnicity
- 3.06 Gender
- 3.07 Veteran Status (if over 17)
- 3.08 Disabling Condition

This information is collected the first time the record is created for the youth (which may be by the RHY project, or if the youth was served elsewhere in the homeless provider community first – by that provider). When enrolling a youth who already has a record created and shared (with consent) within the HMIS, verify that this information is correct and update it as needed. Be sure if you are updating the element information (e.g., name, social security number), you also update the data quality information for the element, as needed.

Enrollment Information that is required to collect at the time of project entries, project updates, or project exits also includes:

- 3.10 Project Start Date
- 3.11 Project Exit Date
- 3.12 Destination at Exit
- 3.15 Relation to Head of Household
- 3.16 Enrollment CoC
- 3.917 Prior Living Situation

RHY Program Specific Data Element Visibility - Collection Requirements

Within HMIS, different funding sources and projects require collection of different program specific information. The Program Specific Data Elements are elements that are designed and managed by at least one of the HMIS federal partner programs. Some of program specific data elements are collected across most federal partner programs; these are called “Common” Program Specific Data Elements. The table below shows all Program Specific Data Elements in which at least one RHY program component is required to collect information.

Number	Element	BCP - es	BCP - p	MGH	SOP	TLP	DEMO
4.02	Income and Sources			X		X	X
4.03	Non-Cash Benefits	X	X	X		X	X
4.04	Health Insurance	X	X	X	X	X	X
4.05	Physical Disability	X	X	X	X	X	X
4.06	Developmental Disability	X	X	X	X	X	X
4.07	Chronic Health Condition	X	X	X	X	X	X
4.09	Mental Health Disorder	X	X	X	X	X	X
4.10	Substance Use Disorder	X	X	X	X	X	X
4.12	Current Living Situation				X		

4.13	Date of Engagement				X		
R1	Referral Source	X	X	X		X	X
R2	RHY: BCP Status	X	X				
R3	Sexual Orientation	X	X	X	X	X	X
R4	Last Grade Completed	X	X	X		X	X
R5	School Status	X	X	X		X	X
R6	Employment Status	X	X	X		X	X
R7	General Health Status	X	X	X		X	X
R8	Dental Health Status	X	X	X		X	X
R9	Mental Health Status	X	X	X		X	X
R10	Pregnancy Status	X	X	X	X	X	X
R11	Formerly a Ward of Child Welfare/Foster Care Agency	X	X	X		X	X
R12	Formerly a Ward of Juvenile Justice System	X	X	X		X	X
R13	Family Critical Issues	X	X	X		X	X
R14	RHY Service Connections	X	X	X		X	X
R15	Commercial Sexual Exploitation/Sex Trafficking	X	X	X	X	X	X
R16	Labor Exploitation/ Trafficking	X	X	X	X	X	X
R17	Project Completion Status	X		X		X	X
R18	Counseling	X	X	X		X	X
R19	Safe and Appropriate Exit	X		X		X	X
R20	Aftercare Plans	X	X	X		X	X

X = data collection is required

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