

# HMIS Data Collection All Projects- ANNUAL ASSESSMENT

**FOR TEXT FIELDS, USE BLOCK LETTERS. OTHERWISE, MARK APPROPRIATE BOXES WITH AN “X”**

The form is broken into two sections for *All Clients* and *Head of Household and Other Adults in the Household* in order to eliminate duplication of data gathering when characteristics only apply to certain members of households.

## DATA FOR ALL CLIENTS

Respond to the following questions for all household members—each adult and child. A separate form should be included for each household member.

### ASSESSMENT DATE (e.g., 08/24/2014)

Data elements required for collection at annual assessment must be entered no more than **30 days before or after** the anniversary of the **HEAD OF HOUSEHOLD’S PROJECT START DATE**, regardless of the date of the most recent ‘update’ or any other ‘annual assessment.’

		/			/				
Month			Day			Year			

**CLIENT** (name or other identifier)

### PHYSICAL DISABILITY

Does the client currently have a physical disability?

No

Yes

Client doesn't know

Client refused



**[IF YES for physical disability] Is the physical disability expected to be of long-continued and indefinite duration and substantially impairs ability to live independently?**

No

Yes

Client doesn't know

Client refused

### DEVELOPMENTAL DISABILITY

Does the client currently have a developmental disability?

No

Yes

Client doesn't know

Client refused

## DATA FOR ALL CLIENTS (CONTINUED)

### CHRONIC HEALTH CONDITION

Does the client currently have a chronic health condition?

- No  
 Yes

- Client doesn't know  
 Client refused



**[IF YES for chronic health condition] Is the chronic health condition expected to be of long-continued and indefinite duration and substantially impairs ability to live independently?**

- No  
 Yes

- Client doesn't know  
 Client refused

### HIV/AIDS

Does the client currently have HIV/AIDS?

- No  
 Yes

- Client doesn't know  
 Client refused

### MENTAL HEALTH PROBLEM

Does the client currently have a mental health problem?

- No  
 Yes

- Client doesn't know  
 Client refused



**[IF YES for mental health problem] Is the mental health problem expected to be of long-continued and indefinite duration and substantially impairs ability to live independently?**

- No  
 Yes

- Client doesn't know  
 Client refused

### SUBSTANCE ABUSE PROBLEM

Does the client currently have a substance abuse problem?

- No  
 Alcohol abuse  
 Drug abuse

- Both alcohol and drug abuse  
 Client doesn't know  
 Client refused



**[IF YES for alcohol abuse, drug abuse, or both alcohol and drug abuse for substance abuse problem] Is the substance abuse problem expected to be of long-continued and indefinite duration and substantially impairs ability to live independently?**

- No  
 Yes

- Client doesn't know  
 Client refused

## DATA FOR ALL CLIENTS (CONTINUED)

### HEALTH INSURANCE

Is the client currently covered by health insurance?

No

Yes

Client doesn't know

Client refused



**[IF YES] Answer 'Yes' or 'No' for each health insurance source.**

Answer 'No' for sources that have been terminated, even if they were received in the past.

No	Yes	Source of non-cash benefit
<input type="checkbox"/>	<input type="checkbox"/>	Medicaid/Medi-Cal
<input type="checkbox"/>	<input type="checkbox"/>	Medicare
<input type="checkbox"/>	<input type="checkbox"/>	State Children's Health Insurance Program (or use local name)
<input type="checkbox"/>	<input type="checkbox"/>	Veteran's Administration (VA) Medical Services
<input type="checkbox"/>	<input type="checkbox"/>	Employer-Provided Health Insurance
<input type="checkbox"/>	<input type="checkbox"/>	Health insurance obtained through COBRA
<input type="checkbox"/>	<input type="checkbox"/>	Private Pay Health Insurance
<input type="checkbox"/>	<input type="checkbox"/>	State Health Insurance for Adults (or use local name)
<input type="checkbox"/>	<input type="checkbox"/>	Indian Health Services Program
<input type="checkbox"/>	<input type="checkbox"/>	Other If yes, specify source _____

## DATA FOR HEAD OF HOUSEHOLD AND OTHER ADULTS

Respond to the following questions for the head of household and each additional adult in the household. If the household is composed of an unaccompanied child, that child is the head of household. If the household is composed of two or more minors, data must be collected about the minor that has been designated as the head of household. A separate form should be included for each adult member of the household.

### INCOME AND SOURCES

Only record regular, recurrent sources that are current as of today (i.e. not terminated). Income received for a minor member of the household (e.g. SSI) should be recorded under the Head of Household's information (income from employment of a minor can be excluded from the household income).

Does the client have any income from any source?

No

Yes

Client doesn't know

Client refused



**[IF YES] Answer Yes or No for each income source. If the response for a source is 'Yes', enter the monthly amount received based on current income. If unsure of the exact monthly amount, enter client's best estimate.**

Source of income	Receiving income from source?	If yes, monthly amount from source (round to nearest dollar)			
Earned income (i.e., employment income)	No	<input type="checkbox"/>			
	Yes	<input type="checkbox"/>	\$		. 0 0
Unemployment Insurance	No	<input type="checkbox"/>			
	Yes	<input type="checkbox"/>	\$		. 0 0
Supplemental Security Income (SSI)	No	<input type="checkbox"/>			
	Yes	<input type="checkbox"/>	\$		. 0 0
Social Security Disability Insurance (SSDI)	No	<input type="checkbox"/>			
	Yes	<input type="checkbox"/>	\$		. 0 0
VA Service-Connected Disability Compensation	No	<input type="checkbox"/>			
	Yes	<input type="checkbox"/>	\$		. 0 0
VA Non-Service-Connected Disability Pension	No	<input type="checkbox"/>			
	Yes	<input type="checkbox"/>	\$		. 0 0
Private disability insurance	No	<input type="checkbox"/>			
	Yes	<input type="checkbox"/>	\$		. 0 0
Worker's Compensation	No	<input type="checkbox"/>			
	Yes	<input type="checkbox"/>	\$		. 0 0
Temporary Assistance for Needy Families (TANF)	No	<input type="checkbox"/>			
	Yes	<input type="checkbox"/>	\$		. 0 0
General Assistance (GA)	No	<input type="checkbox"/>			
	Yes	<input type="checkbox"/>	\$		. 0 0
Retirement Income from Social Security	No	<input type="checkbox"/>			
	Yes	<input type="checkbox"/>	\$		. 0 0
Pension or retirement income from a former job	No	<input type="checkbox"/>			
	Yes	<input type="checkbox"/>	\$		. 0 0
Child support	No	<input type="checkbox"/>			
	Yes	<input type="checkbox"/>	\$		. 0 0
Alimony and other spousal support	No	<input type="checkbox"/>			
	Yes	<input type="checkbox"/>	\$		. 0 0
Other source If yes, specify source: _____	No	<input type="checkbox"/>			
	Yes	<input type="checkbox"/>	\$		. 0 0
<b>Total monthly income from all sources</b>			\$		. 0 0

## DATA FOR HEAD OF HOUSEHOLD AND OTHER ADULTS (CONTINUED)

### NON-CASH BENEFITS

Only record regular, recurrent sources that are current as of today (not terminated). If a non-cash benefit is only received by a minor member of the household, record under the Head of Household's information.

Does the client have any non-cash benefits from any source?

No

Client doesn't know

Yes

Client refused



**[IF YES] Answer 'Yes' or 'No' for each non-cash benefit source. (Answer 'No' for benefits that have been terminated, even if they were received in the past.)**

No	Yes	Source of non-cash benefit
<input type="checkbox"/>	<input type="checkbox"/>	Food Stamps/Money for food on benefits card (SNAP, CalFresh)
<input type="checkbox"/>	<input type="checkbox"/>	Medicaid/Medi-Cal
<input type="checkbox"/>	<input type="checkbox"/>	Medicare
<input type="checkbox"/>	<input type="checkbox"/>	State Children's Health Insurance Program
<input type="checkbox"/>	<input type="checkbox"/>	Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)
<input type="checkbox"/>	<input type="checkbox"/>	Veteran's Administration Medical Services
<input type="checkbox"/>	<input type="checkbox"/>	TANF Child Care services <i>(or use local name)</i>
<input type="checkbox"/>	<input type="checkbox"/>	TANF transportation services <i>(or use local name)</i>
<input type="checkbox"/>	<input type="checkbox"/>	Other TANF-Funded Services <i>(or use local name)</i>
<input type="checkbox"/>	<input type="checkbox"/>	Other source: _____