

HMIS User Training

Annual Assessment

Riverside County Department of Public Social Services

Adult Services Division | Homeless Programs Unit



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Introduction

Per the [2016 HMIS Data Manual](#) , an Annual Assessment must be recorded no more than 30 days before or after the anniversary of the client’s Project Entry Date, regardless of the date of the most recent ‘update’ or ‘annual assessment’.

An Annual Assessment records client progress in [Income and sources](#), [Non-cash benefits](#), and [Health Insurance](#).

Income is important for determining service needs of people at the time of project entry, determining whether they are accessing all income sources for which they are eligible, describing the characteristics of the population experiencing homelessness, and allow analysis of changes in the composition of income between entry and exit from the project and annual changes prior to project exit. An increase in income is a key performance measure of most federal partner programs.

In the same way, Non-cash benefits and Health Insurance are important to determine whether clients are accessing all mainstream program benefits for which they may be eligible and to develop a more complete picture of their economic circumstances.

An Annual Assessment is used in the [System Performance Measure](#) (Measure 4) to evaluate performance by looking at individual outcomes. HUD reports measure the effectiveness of a project serving participates while they were enrolled. It is important to accurately record the progress of a client in the Annual Assessment so that this information is captured within those reports.

X = data collection required

Number	Element	Annual	Update
4.2	Income and Sources	X	
4.3	Non-Cash Benefits	X	
4.4	Health Insurance	X	
4.5	Physical Disability		X
4.6	Developmental Disability		X
4.7	Chronic Health Condition		X
4.8	HIV/AIDS		X
4.9	Mental Health Problem		X
4.10	Substance Abuse – Alcohol/ Drug		X
4.11	Domestic Violence		X

Information must be accurate as of the Information Date¹.

¹ Information date is the date of project entry, project exit, or the date updated information was collected.

4.2 Income and Sources

Subjects: Head of household and adults.

Income and sources must be recorded in the HMIS as an Annual Assessment even if there is no change in either the income or sources.

Unaccompanied youth are considered their own head of household and data collection for this element is required of them.

When a client has income, but does not know the exact amount, a “Yes” response should be recorded for both the overall income question and the specific source, and the income amount should be estimated.

Income received by or on behalf of a minor child should be recorded as part of household income under the Head of Household, unless the federal funder in the HMIS Program Specific Manual instructs otherwise.

Income should be recorded at the client-level for heads of household and adult household members. Projects may choose to collect this information for all household members including minor children, as long as this does not interfere with accurate reporting per funder requirements. Projects collecting data through client interviews should ask clients whether they receive income from each of the sources listed rather than asking them to state the sources of income they receive.

Updates are required for persons aging into adulthood.

4.3 Non-Cash Benefits

Subjects: Head of household and adults.

Non-Cash Benefits must be recorded in the HMIS as an Annual Assessment even if there is no change in the benefits.

Unaccompanied youth are considered their own head of household and data collection for this element is required of them.

Record whether or not the client is receiving each of the listed benefits. A “Yes” response should be recorded only for current benefits. As an example, if a client received food stamps on the first of the month and expects to receive food stamps again on the first of the next month, record “Yes” for Supplemental Nutritional Assistance Program (SNAP). If a client received food stamps on the first of the month but is not eligible to receive food stamps on the first of next month, then the client would not be considered to be currently receiving food stamps and “No” should be recorded for Supplemental Nutritional Assistance Program (SNAP). Clients may identify multiple sources of non-cash benefits. Benefits received by a minor child should be assigned to the head of household. In the event that a minor child enters or leaves the household and the non-cash benefits received by the household change as a result, an update to the head of household’s record should be entered to reflect that change.

Updates are required for persons aging into adulthood.

To reduce data collection and reporting burden, if a client reports receiving no non-cash benefit from any source, no additional data collection is required. If Non-cash benefit from any source is “Yes,” however, project staff should ask clients to respond with a “Yes” or “No” for each of the listed benefits. Non-cash benefits received for the household (such as SNAP/Food Stamps) should be recorded under the non-cash benefits of the head of household. The non-cash benefits data element is intended to collect information about non-cash mainstream benefits provided from sources other than the project in which the client is enrolled. The rental assistance referred to in this data element only includes rental assistance provided to clients from non-project resources. If your project participants are receiving rental assistance directly from your project or otherwise dedicated for the project participants (i.e. part of the project), you would not record "rental assistance" under the non-cash benefits data element.

4.4 Health Insurance

Subjects: All clients.

Health Insurance must be recorded in the HMIS as an Annual Assessment even if there is no change. Updates are required for persons aging into adulthood.

Unaccompanied youth are considered their own head of household and data collection for this element is required of them.

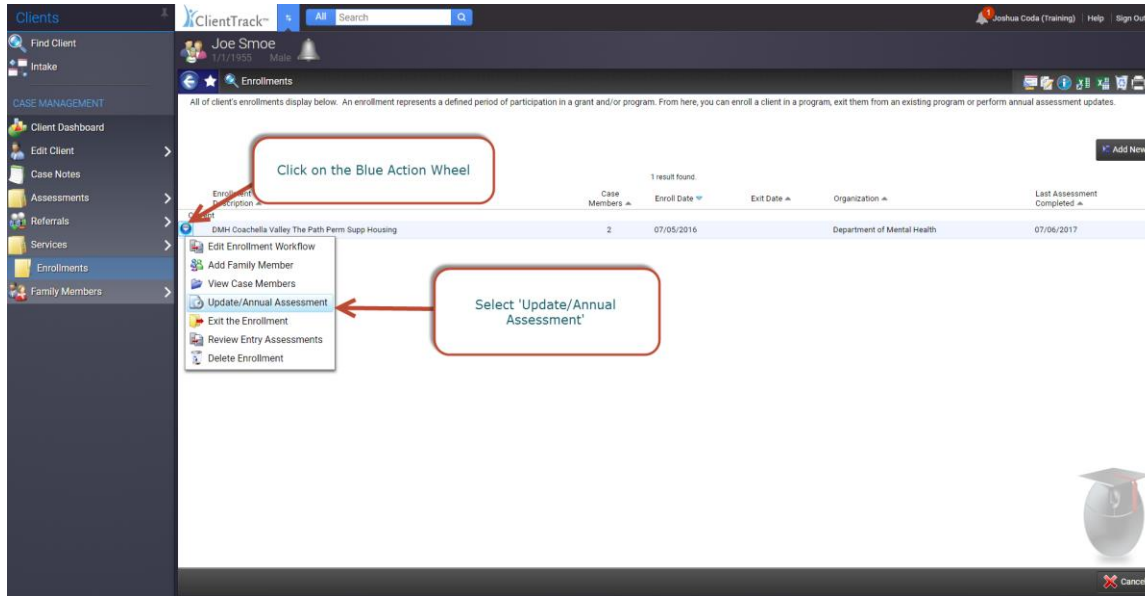
ClientTrack Instructions

- 1) Begin by selecting Enrollments in the menu bar.

The screenshot displays the ClientTrack web application interface. On the left, a dark sidebar menu lists various options under 'CASE MANAGEMENT', including 'Client Dashboard', 'Edit Client', 'Case Notes', 'Assessments', 'Referrals', 'Services', 'Enrollments', and 'Family Members'. The 'Enrollments' option is highlighted with a red arrow. The main content area shows the 'Joe Smoe's Dashboard' for a client named Joe Smoe, with fields for Name, Birth Date, Gender, Disabling Condition, Ethnicity, Race, and Veteran status. Below this, there is a table for 'Joe's Enrollments' with one record. A text box with a red border and the text 'From the Clients Menu select Enrollments' is overlaid on the interface, with a red arrow pointing from the 'Enrollments' menu item to it.

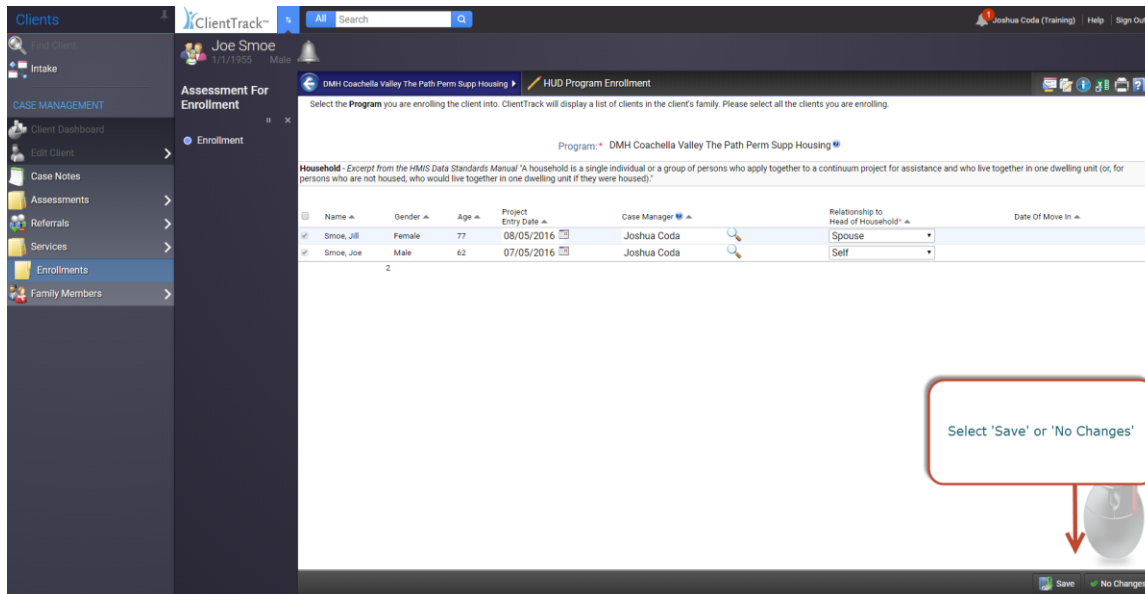
Enrollment Description	Case Members	Enroll Date	Exit Date	Organization	Last Assessment Completed
DMH Case Management Valley The Pal	2	07/05/2016		Department of Mental Health	07/06/2017

2) Click on the Blue Action Wheel and select 'Update/Annual Assessment'.

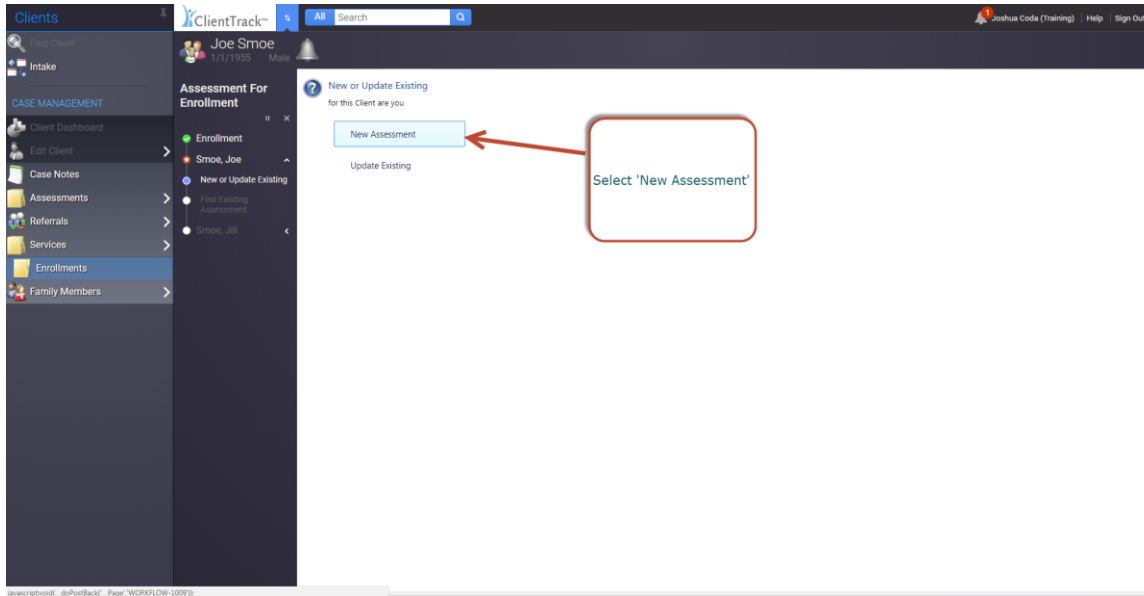


Note: You can also access the Annual Assessment by clicking on the Blue Action Wheel from the Client's Dashboard

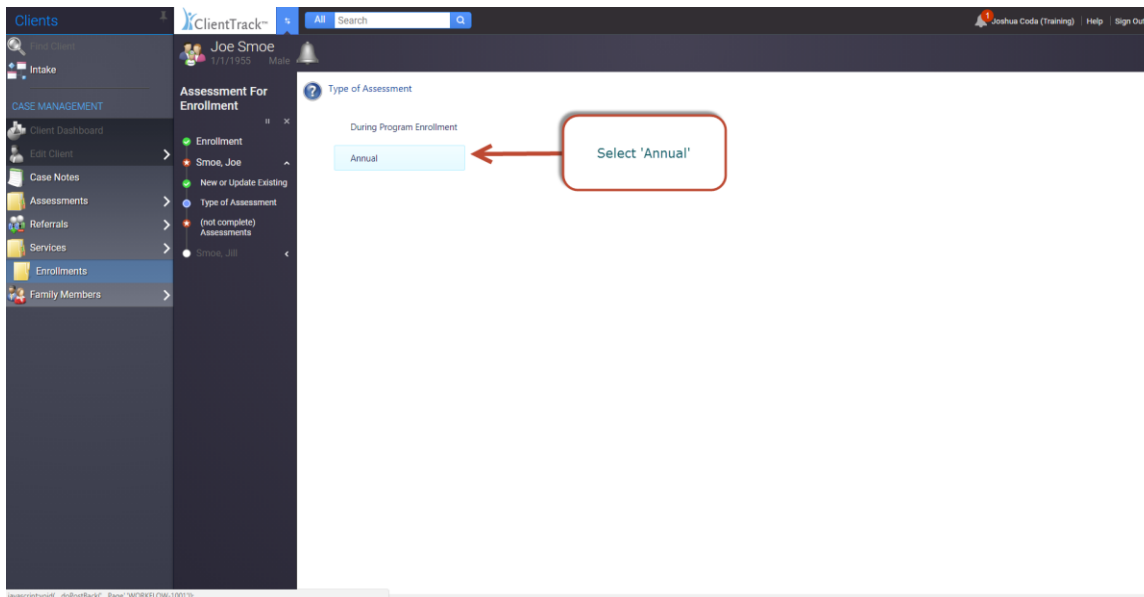
3) Review the HUD Program Enrollment screen and select either 'Save' or 'No Changes'.



4) Select 'New Assessment'.



5) Select 'Annual'² in Type of Assessment screen.³



² ClientTrack workflow will go through all family members, beginning with the head of Household. If the Head of Household or family member(s) have differing Project Entry Dates, select 'During Program Enrollment' for clients who do not yet need an Annual Assessment. Revisit the Head of Household or family member on their actual Project Entry Date 30-day window for an Annual Assessment. (See Exhibit 2)

³ ClientTrack will prevent you from creating an Annual assessment if one already exists.

- 6) Select 'Default Client's Last Assessment' to populate the data fields and update Client's responses for data collection in the Universal Data Assessment screen.

ClientTrack
Joe Smoe
1/1/1955 Male
Universal Data Assessment

Complete the information below related to the selected client's housing status and other relevant information.
Note: Because 3 917 reflects real time data entry as described in the Data Dictionary, the Default Last Assessment button will not bring in any 3 917 data.

Default Client's Last Assessment

Assessment Date: 07/05/2017
Age at Assessment: 62
Assessment Type: Annual
Assessor: Joshua Coda
Program: DMH Coachella Valley The Path Perm Supp Housing

Prior Zip Code Information - Enter Prior Zip Code information below:
Prior Zip Code:
City:
State:
Prior Zip Code Quality: Full Zip Code Recorded Don't Know Refused

Health Insurance - Please indicate whether or not the client is covered by health insurance. If so, you will be able to record health insurance sources for the client.
Covered by Health Insurance: --SELECT--
Default Last Insurance Status

Type	Status	Reason No	Other Coverage
Private	--SELECT--	--SELECT--	
Private - Employer	--SELECT--	--SELECT--	
Private - Individual	--SELECT--	--SELECT--	
Medicare	--SELECT--	--SELECT--	
Medicaid	--SELECT--	--SELECT--	

Select 'Save'

- 7) Complete all steps in the Assessment workflow.
- 4.4 Health Insurance
 - 4.10 Substance Abuse – Alcohol/ Drug
 - 4.7 Chronic Health Condition
 - 4.6 Developmental Disability
 - 4.8 HIV/AIDS
 - 4.9 Mental Health Problem
 - 4.5 Physical Disability
 - 4.11 Domestic Violence
 - 4.2 Income and Sources
- 8) The workflow will go through all family members. Repeat Steps 1-7.
- 9) Select 'Finish' and close the workflow.

Exhibit 1: Annual Assessment Flow Chart for Relationship to Head of Household with the same Project Entry Dates

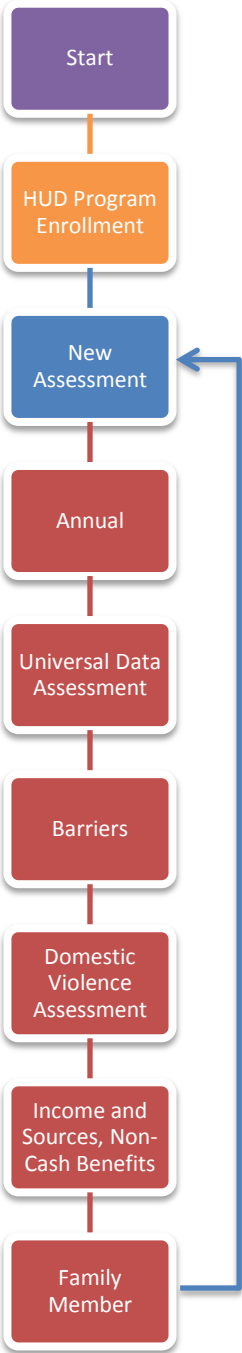
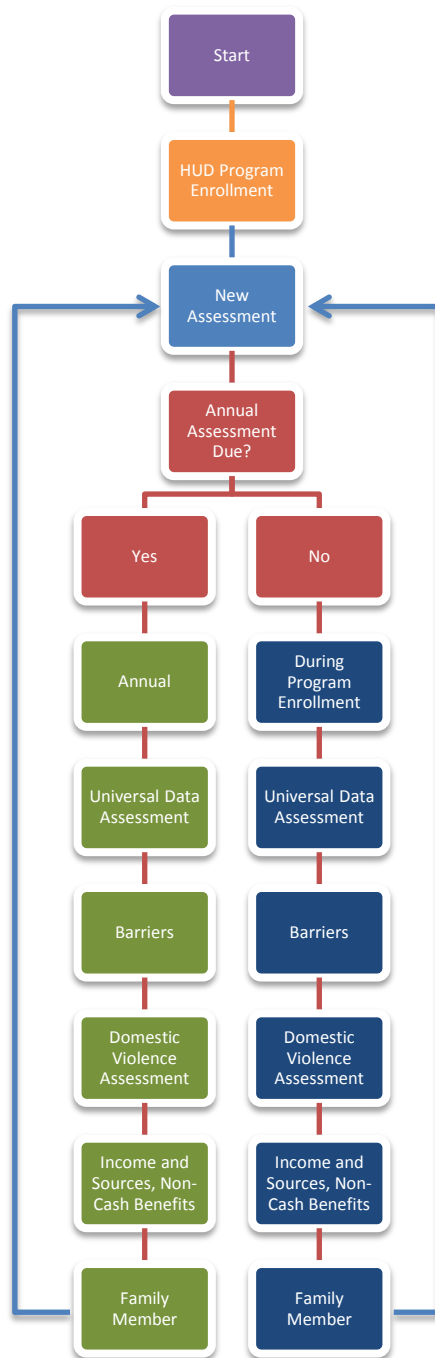


Exhibit 2: Annual Assessment Flow Chart for Relationship to Head of Household with different Project Entry Dates



FAQ

4.2 Income and Sources frequently asked question - answers:

- Income data should be recorded only for sources of income that are current as of the information date (i.e. have not been specifically terminated). As an example, if a client's employment has been terminated and the client has not yet secured additional employment, the response for Earned income would be "No." As a further example, if a client's most recent paycheck was 2 weeks ago from a job in which the client was working full time for \$15.00/hour, but the client is currently working 20 hours per week for \$12.00 an hour, record the income from the job the client has at the time data are collected (i.e. 20 hours at \$12.00 an hour).
- Income and Source are intended to identify regular, recurrent earned income and cash benefits. Services and/or gifts such as phone cards and vouchers that are provided by a project to clients during enrollment are fundamentally different and are not considered income.
- Income data may be entered in HMIS consistent with guidelines for calculating household income provided by a projects funder, if such guidelines exist. For example, for eligibility purposes, both CoC and ESG-funded projects are instructed to exclude income from the employment of a minor child from calculations of household income. The same is true for SSVF. In the absence of income calculation guidelines provided by a funder, as a general rule, any income associated with a minor used for household expenses and support should be included in the head of households Income and Sources data. Where the income is not relevant for household expenses, it could reasonably be excluded from entry.
- Income received for a minor (e.g. SSI) should be recorded as part of the household income under the Head of Household.
- Student financial aid is not to be considered income unless the financial aid includes a cash stipend.
- Recording income in an HMIS is not the same as performing an income evaluation for purposes of project eligibility determination or a rent calculation for the purpose of determining rental subsidy (24 CFR 5.609 and 24 CFR 5.611(a)). Data recorded in HMIS also does not replace required income verification documentation that may be required by a funder.
- Lump sum amounts received by a family, such as inheritances, insurance settlements, or proceeds from sale of property, or back pay from Social Security are considered assets, not income, and are not recorded in HMIS.

4.4 Health Insurance frequently asked question - answers:

- Insurance accessed through the federal or a state Health Exchange (e.g. healthcare.gov), except for Medicaid should be recorded as Private Pay Health Insurance, even if a subsidy covering most of the cost of insurance was provided.
- If the Health Exchange provided access for the client to enroll in Medicaid and the client was eligible and became enrolled in Medicaid then the response should be "yes" for Medicaid.
- Record TRICARE – available to veterans based on military service –as "Employer-Provided Health Care.
- Medicaid is a partnership between federal and state funds. It should always be listed as Medicaid not State Health Insurance.
- Indigent care received by a medical provider or hospital to cover a health care cost is not insurance and should not be recorded in HMIS.