ClientTrack HMIS Data Entry Guide:

RHY Programs

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 homelessness, 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](#) at www.Rhymisservicedesk.atlassian.net. There you can create a ticket and RHYHMIS 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.

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 07-312024. If you have any comments on this collection of information, please contact the RHY-HMIS Service Desk.

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.

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
> 3.07 Veteran Status (if over 17)
> 3.08 Disabling Condition
> 3.21 Sex

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

ClientTrack Specific Guidance

Universal Data Assessment

Intake

Rhy, Sucre
3/3/2001 --   ClientID **4236**

- ⊘ Basic Client Information
- ⊘ Family Members
- ⊘ Program Enrollment
- ⊻ ★ Rhy, Sucre
  - ⊕ **Universal Data Assessment**
  - ○ Barriers / Special Needs
  - ○ Health
  - ○ RHY Entry Assessment
  - ○ Current Living Situation

⏸ Pause   ✕ Cancel

Universal Data Assessment * Information Date:	09/04/2022 📅
Age while in project:	22
Assessment Type:	Entry
Disabling Condition: *	No ⌄ ⓘ

Enrollment CoC

Select or enter the CoC code assigned to the geographic area where the head of household is staying at the time of project entry. Enrollment CoC will be defaulted to the program's CoC within a workflow.

Enrollment CoC: *	TX-600 - Dallas City & County/Irving CoC ⌄

Prior Living Situation

Identify the type of residence and length of stay at that residence just prior to (i.e., the night before) program admission.

Prior Living Situation: *	Place not meant for habitation ⌄ ⓘ
Length of stay in prior living situation: *	90 days or more, but less than one year ⌄
Approximate date this episode of * homelessness started:	09/01/2021 📅 ⓘ
Regardless of where they stayed last * night -- Number of times the client has been on the streets, in ES, or SH in the past three years including today:	Four or more times ⌄
Total number of months homeless on * the streets, in ES, or SH in the past three years:	More than 12 months ⌄

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

ClientTrack Specific Guidance

Intake

- ⊘ Basic Client Information
- ⊘ Family Members
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❚❚ Pause   ✕ Cancel

Rhy, Sucre
3/3/2001   --

ClientID
4236

Universal Data Assessment

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.

Default Last Insurance Status

Covered by Health Insurance: *   No

☐	Type	Status*	Reason No ⓘ	Other Coverage
	Private	No	-- SELECT --	
	Private - Employer	No	-- SELECT --	
	Private - Individual	No	-- SELECT --	
	Medicare	No	-- SELECT --	
	Medicaid	No	-- SELECT --	
	State Children's Health Insurance Program S-CHIP	No	-- SELECT --	
	Veteran's Health Administration (VHA)	No	-- SELECT --	
	State Funded	No	-- SELECT --	
	Combined Children's Health Insurance / Medicaid Program	No	-- SELECT --	
	Indian Health Service (IHS)	No	-- SELECT --	

⊘ Save   ✔ No Changes

Barriers

Intake 📌 Rhy, Sucre 3/3/2001 -- ClientID 4236 🔔 1● 📅 ☰ ⛶

- ✅ Basic Client Information
- ✅ Family Members
- ✅ Program Enrollment
- ∨ ⭐ Rhy, Sucre
  - ✅ Universal Data Assessment
  - ⊕ Barriers / Special Needs
  - ○ Health
  - ○ RHY Entry Assessment
  - ○ Current Living Situation

⏸ Pause   ✖ Cancel

Assessment Active

Identified Date: * `09/04/2022` 📅

Screen: `RHY Barriers ▾`

Disabling Condition: `No ▾`

		Barrier ⇅	Help	Barrier Present?*	Condition is Indefinite	Explanation	Prev Barr Deta
☑ ✎ 🗑		**Physical Disability**		No ▾			☑
☑ ✎ 🗑		Developmental Disability		No ▾			☑
☑ ✎ 🗑		Chronic Health Condition		No ▾			☑
☑ ✎ 🗑		Mental Health		No ▾			☑
☑ ✎ 🗑		Alcohol Use Disorder		No ▾			☑
☑ ✎ 🗑		Drug Use Disorder		No ▾			☑

💾 Save   ✔ Save & Close

Health Assessment

Intake 📌 Rhy, Sucre 3/3/2001 -- ClientID 4236 🔔 1● 📅 ☰ ⛶

- ✅ Basic Client Information
- ✅ Family Members
- ✅ Program Enrollment
- ∨ ⭐ Rhy, Sucre
  - ✅ Universal Data Assessment
  - ✅ Barriers / Special Needs
  - ⊕ **Health**
  - ○ RHY Entry Assessment
  - ○ Current Living Situation

Select the appropriate general health status. If applicable, you will need to select the appropriate pregnancy status. If the client is pregnant, you will need to record the due date.

Assessment Active

Assessment Date: * `09/04/2022` 📅

General Health Status: `-- SELECT -- ▾`

Dental Health Status: `-- SELECT -- ▾`

Mental Health Status: `-- SELECT -- ▾`

Pregnancy Status: * `No ▾`

Intake

- ⊘ Basic Client Information
- ⊘ Family Members
- ⊘ Program Enrollment
- ⌄ ★ Rhy, Sucre
  - ⊘ Universal Data Assessment
  - ⊘ Barriers / Special Needs
  - ⊘ Health
  - ⊕ **RHY Entry Assessment**
  - ○ Current Living Situation

RHY Entry Assessment

The RHY Entry Assessment is used to collect project entry data for RHY funded projects. This Entry Assessment is also used to collect sexual orientation information for CoC, Unsheltered Special NOFO and Rural Special NOFO funded projects.

Assessment Active

Assessment Date: * 09/04/2022

Sexual Orientation: Other

Intake

- ⊘ Basic Client Information
- ⊘ Family Members
- ⊘ Program Enrollment
- ⌄ ★ Rhy, Sucre
  - ⊘ Universal Data Assessment
  - ⊘ Barriers / Special Needs
  - ⊘ Health
  - ⊘ RHY Entry Assessment
  - ⊕ **Current Living Situation**

⏸ Pause   ✕ Cancel

Current Living Situation

Information Date: * 09/04/2022

Enrollment: * 09/04/2022 - 09/21/2023 - TRAIN - HHS: RHY - Street Outreach

Current Living Situation Information

Current * Living Situation: Place not meant for habitation

Location Detail:

Record Contact: ☑

Contact Service Information

Contact Service: * Current Living Situation - Contact

Location: -- SELECT --

Use Geolocation: ☑

Geolocation: POINT (-96.6959043 33.0

Comments: