



ClientTrack HMIS Data Entry Guide:

YHDP Programs

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About This Guide

Data Collection information in this guide is taken directly from ESG Program HMIS Manual released by the U.S. Department of Housing and Urban Development (HUD). Housing Forward Staff has added screenshots of ClientTrack HMIS and guidance specific to our HMIS data entry for the program-specific data elements required for ESG programs.

All guidance added by Housing Forward is listed on a page with the Homeless Collaborative logo (shown below).

Please refer to the full ESG Program HMIS Manual for information on additional data elements, reporting, etc. The ESG Program HMIS Manual divides data collection guidance by project type rather than by data element. For this reason, the data collection guidance in the following guide is listed by project type. Following all project-specific guidance, data entry guidance (specific to ClientTrack) is found in the following pages of the guide divided by data.

Introduction

This guide is a Homeless Management Information System (HMIS) resource for communities that have been selected to participate in the Youth Homelessness Demonstration Program (YHDP). This guide highlights specific topics related to YHDP project setup, data collection, and reporting and provides additional context and guidance for YHDP communities above and beyond what is currently available in existing HMIS resources. HMIS Lead agencies and System Administrators should reference the [HMIS Data Dictionary](#), [HMIS Data Manual](#), and [CoC HMIS Program Manual](#) for general information about HMIS project setup, data collection, and reporting.

This guide aligns with the FY2024 HMIS Data Standards effective October 1, 2023. All guidance pertaining to project reporting and system level performance measures is up to date as of the time of publication.

YHDP Data Collection Requirements

There may be instances where a YHDP project should be set up to collect data elements that would not generally be associated with a particular project type or funding component. Data elements collected in HMIS for YHDP projects have additional requirements than those of the same project types but different funding components.

YHDP projects are also encouraged to customize data collection elements as needed for measurement of performance outcomes. In these cases, system administrators are strongly encouraged to work with HMIS software providers to ensure that any additional or customized data collection is incorporated in reporting.

At a minimum, YHDP projects should be set up to collect the Universal Data Elements (UDE), Common Data Elements, and Program Specific Data Elements – C3 Youth Education Status and R3 Sexual Orientation.

Universal Data Elements (UDE)

All YHDP-funded projects are required to collect all Universal Data Elements. The [HMIS Data Standards Manual](#) provides descriptions, rationale, and collection point information for these data elements.

For YHDP households, any youth under the age of 18 should be entered into separate households.

Common Data Elements

Common data elements are collected by most projects funded by a federal partner. YHDP-funded projects must collect the common data elements necessary to generate the Quarterly Performance Report (QPR) and Annual Performance Report (APR). The following chart indicates which elements are required for each of the YHDP components:

	HMIS Program Specific Data Element	Permanent Supportive Housing	Rapid ReHousing	Supportive Services Only – CE	Supportive Services Only – non-CE	Transitional Housing
4.02	Income and Sources	X	X	X	X	X
4.03	Non-Cash Benefits	X	X	X	X	X
4.04	Health Insurance	X	X	X	X	X
4.05	Physical Disability	X	X	X	X	X
4.06	Developmental Disability	X	X	X	X	X
4.07	Chronic Health Condition	X	X	X	X	X
4.08	HIV/AIDS	X	X	X	X	X
4.09	Mental Health Disorder	X	X	X	X	X
4.10	Substance Use Disorder	X	X	X	X	X
4.11	Domestic Violence	X	X	X	X	X
4.12	Current Living Situation			X	Only for SSO-Street Outreach	
4.13	Date of Engagement				Only for SSO-Street Outreach	
4.21	Sex	X	X		X	X
C3	Youth Education Status	X	X		X	X

X = data collection is required

HUD has introduced a new element, 4.21 / Sex. This new element will be collected for all clients at record creation for the funding sources outlined below. HUD has also been very clear in their direction that this element is distinctly different from the retired Gender element and no mapping will be done as part of the Data Standards Update. The allowable response options for this element are:

- 0 / Female
- 1 / Male
- 8 / Client doesn't know
- 9 / Client prefers not to answer
- 99 / Data not collected

Unlike the CoC Program, YHDP-funded projects may be permitted to serve persons in any of the four categories in the definition of homelessness. All YHDP projects following the FY2024 Data Standards that are serving clients who meet the definition of homelessness in either Category 2 or 3 of the homeless definition must therefore collect 4.12 *Current Living Situation*, regardless of project type. This element will allow projects to determine the number of clients served that meet each of these definitions.

Note that YHDP projects must request permission to serve persons who are homeless according to Category 3 of HUD's definition of homelessness. See Appendix A of your project's YHDP NOFO for more information about serving project participants that meet paragraph (3) of the definition of homelessness.

Program Specific Data Elements

C3 Youth Education Status

The HMIS data element *C3 Youth Education Status* is required by the FY2024 Data Standards for all TH, PSH, Services Only, Other, and RRH projects funded by YHDP. This element is collected for heads of household at enrollment to and exit from the project in order to determine both the education level of youth served in YHDP projects as well as any changes or positive outcomes in their education level.

Rationale: The purpose of this element is to determine whether youth heads of household are accessing educational programs at the time of project start and exit, and to allow for analyzing changes in education status of youth between project start and exit. Achieving educational goals is a core outcome for preventing and ending youth homelessness, especially for clients who need additional education to achieve sufficient earned income to afford stable permanent housing and make a sustainable exit from homelessness. Collecting education information at both the start and end of a project enrollment supports plans to link clients with appropriate educational programs and supports and helps CoCs improve system design and partnerships by analyzing cross-systems connections to educational programs and identifying needs.

Data Collection Instruction: Use the following definitions to determine the client's current school enrollment and attendance status:

- **"Any school or educational course"** means a course of study that leads to a degree from an accredited educational institution or industry-recognized credential.
- **"Enrolled and attending regularly"** means registered for and attending the selected course of study frequently enough to maintain enrollment.
- **"Enrolled and attending irregularly"** means registered for but not attending the selected course of study regularly. Student may be at risk of disenrollment (or being "dropped") due to frequent absences.

All clients who are marked as "not currently enrolled in any school or educational course" will be asked about their most recent educational status. The purpose of this question is to gain a better understanding of the educational attainment levels of clients and possible correlations between educational status and other core program outcomes, employment and earned income, and stable housing. For the purposes of this question, a

"credential" in higher education means an industry-recognized non-degree credential, and a **"degree"** in higher education means an Associate's, Bachelor's, or graduate degree from an accredited educational institution, as defined below.

Clients who are enrolled in any school or educational course will subsequently be asked about their current educational status. This field identifies specifically what type of degree or credential they are pursuing. The following definitions should be used to determine the type of degree or credential pursued by the client:

- **"Associate's Degree":** A degree granted for the successful completion of a sub-baccalaureate program of studies, usually requiring at least 2 years (or equivalent) of full-time college-level study; an associate's degree informally may be called a "two-year degree".
- **"Bachelor's Degree":** A degree granted for the successful completion of a baccalaureate program of studies, usually requiring at least 4 years (or equivalent) of full-time college-level study

- **"Graduate Degree":** An advanced academic or professional degree pursued after one has already obtained a bachelor's degree; examples include, but are not limited to, a master's degree, doctoral degree, Juris Doctor (J.D.), and Doctor of Medicine (M.D.).
- **"Other post-secondary credential":** A non-degree credential that may include a certificate, industry certification, apprenticeship certificate, or occupational

ClientTrack Specific Guidance

C3 – Youth Education Status

Intake

✓ Basic Client Information

✓ Family Members

✓ Program Enrollment

★ Youth Client

★ New Assessment

✓ Barriers / Special Needs

✓ Domestic Violence

✓ Income

✓ RHY Entry Assessment

⊖ Youth Education Assessment

Client, Youth

1/1/2004

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ClientID

9790

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C3 Youth Education Status

Indicate the client's current educational statuses at the time of assessment.

Default Client's Last Assessment ⓘ

Assessment Active

Assessment Date: * 10/07/2025 📅

Current school enrollment and attendance: * -- SELECT --

Comments:

Not currently enrolled in any school or educational course

Currently enrolled but NOT attending regularly (when school or the course is in session)

Currently enrolled and attending regularly (when school or the course is in session)

Client doesn't know

Client prefers not to answer

Data not collected

⏸ Pause

✖ Cancel

Supplemental Data Elements

YHDP projects are required to collect the Universal, Common, and C3 elements listed above. However, the QPR and APR for YHDP projects contains a supplemental CSV upload that contains data from 10 elements used in the RHY Program.

In this context, the term supplemental means that YHDP communities will be required to submit a special YHDP Supplemental CSV that includes any data they have collected from select RHY elements. Therefore, although collection of RHY elements beyond R3 remains optional, YHDP communities are nevertheless encouraged to collect at least those elements included in the YHDP Supplemental CSV.

The complete list of RHY elements can be found in the chart below, and all elements included in the YHDP Supplemental Report are marked with an X. Additional guidance about the rationale and data collection instruction can be found in the RHY Data Guide.

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

* YHDP-funded agencies do not need to collect R5, instead, these agencies must collect C3.

Custom Data Elements

Some YHDP communities have elected to develop and implement custom data elements for local reporting and evaluation purposes. It is critical for system administrators to work closely with their HMIS vendors to ensure that data collection for custom data elements are properly constructed and mapped for local reporting purposes.

ClientTrack Specific Guidance



Special Data Collection Instructions by Project

Annual Assessments

Data collection must include an annual assessment for all persons in any YHDP-funded project for one year or more. Data elements required for collection at annual assessment must be entered with an *Information Date* of 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.'

NOTE: This annual assessment is not the same as the annual assessment to determine a project participant's continued eligibility for assistance. Some projects may not be required, based on HUD waivers, to reassess a project participant's continued eligibility for assistance. Regardless, if a project participant remains active in the project in HMIS for one year or more, an annual assessment **must** be completed in HMIS.

ClientTrack Specific Guidance

Conducting an annual assessment:

Client, Youth 1/1/2004 -- ClientID 9790

YOUTH'S ENROLLMENTS

1 result found.

Enrollment Description	Active Household Members	Household Type	Project Start Date	Project Exit Date	Days Enrolled	Exit Destination	Last Assessed	Enroll ID
<div>Active</div> <div>PH - Rapid Re-Housing</div> <div> <div>...</div> <div>TRAIN - HUD: CoC - YHDP - Joint</div> <div> Add Household Member Add Housing Status Tracking Associated Assessments Exit the Enrollment Delete Enrollment Edit Project Entry Workflow Link Assessments Review Entry Assessments Update/Annual Assessment </div> </div>	1	Adults Only	10/07/2025		0		10/7/2025	18413

YOUTH'S SERVICES

No records found.

Service	Date	Units	\$ Total
		0.00	\$0.00

Assessment For Enrollment (2323)

Client, Youth 1/1/2004 -- ClientID 9790

Enrollment

Client, Youth

Type of Assessment

Non-CAS Assessment

Pause Cancel

Type of Assessment

New During Program Enrollment/Update Assessment

New Annual Assessment

ClientTrack Specific Guidance

Reporting

Quarterly Performance Reporting

YHDP recipients funded by FY19 or later are required to submit Quarterly Performance Reporting (QPR), excluding Coordinated Entry, HMIS, and Planning grants. A project's quarterly reporting will begin after it has operated for one full fiscal quarter. Additional information about the Sage HMIS Reporting Repository and how to submit required YHDP reporting can be found in the [YHDP Reporting Guidance](#).

Annual Performance Reporting

YHDP recipients are required to submit an Annual Performance Report (APR) via CSV upload in the Sage HMIS

Reporting Repository for each project awarded YHDP funds. Additional information about the Sage HMIS Reporting Repository and how to submit required YHDP reporting can be found in the [YHDP Reporting Guidance](#).

With both the QPR and APR submissions, the typical CoC APR submission information is required in Sage. Additionally, all YHDP-funded projects, except Coordinated Entry, HMIS and planning grants, will be required to complete two additional YHDP-specific steps.

1. Upload the **YHDP Supplemental CSV**: This step enables users to upload the CSV file generated from the YHDP Supplemental Reporting Tool into Sage. All projects except Planning, HMIS, and SSO Coordinated Entry are required to submit the Supplemental CSV. The YHDP Supplemental CSV includes data points from the RHY elements that some communities have opted to collect.
2. Complete the **YHDP Supplemental Questions Form**: This form in Sage is a targeted series of questions designed to gather specific information on the program and the impact of the demonstration. For more information, see the [YHDP Reporting Guidance](#).

HUD is also allowing communities that have identified additional performance measures to report the additional measure and outcomes in a narrative format.