

# Homeless System Response: Emergency Housing Vouchers and Coordinated Entry Reporting

## Introduction & Purpose

In May 2021, the U.S. Department of Housing and Urban Development's (HUD's) Office of Public and Indian Housing (PIH) issued [Notice PIH 2021-15 \(HA\)](#), which outlines the requirements of the emergency housing voucher (EHV) program under which 70,000 EHV's were allocated to Public Housing Agencies (PHAs) across the country. One of the requirements in the Notice is that PHAs partner with the Continuum of Care (CoC) to accept direct referrals for eligible individuals and families through the CoC's coordinated entry system (CES). This document provides guidance on how CoCs can provide data necessary to analyze and understand how individuals and families are being referred for the EHV's through their CES, including the ability to report on the information by race, ethnicity, gender, age, and other intersecting identities to ensure an equitable approach to the distribution of the EHV's.

As communities implement strategies to incorporate referrals for and placements into EHV's through their CES in Homeless Management Information System (HMIS), they are encouraged to consider what reporting needs they will have throughout this process, including:

- Using information already collected through the CES process in HMIS, including demographic and vulnerability data, to connect individuals and families to referral and placement data points for EHV's.
- Ensuring sufficient information is available about CES and EHV in HMIS to report on performance metrics such as the length of time between coordinated entry assessment and EHV referral, the length of time between EHV referral and EHV placement, and exits to destinations other than EHV placement for individuals and families receiving an EHV referral.
- Disaggregating the ability to report on this information out of HMIS by race, ethnicity, gender, age, and other intersecting identities to ensure EHV referrals and placements are equitable and using such reporting to ensure a continuous quality improvement process to make shifts and changes over time if disparities are identified.

PHAs and CoCs will need to coordinate to ensure roles and responsibilities are clearly defined related to data collection and reporting, specifically at the level required to analyze the data sufficiently and understand who is being served with the EHV's. These roles and responsibilities are best addressed in the Memorandum of Understanding (MOU) that must be in place between the collaborating PHA and CoC, or as an addendum to that MOU.

This document specifically addresses using HMIS to record and report on activity that occurs with individuals and families leading up to housing placement with the EHV's. Additionally, PHAs and CoCs are encouraged to determine the possibility of using HMIS to record project enrollments for EHV's. [EHV in HMIS](#) provides considerations as communities are thinking through this.

## Coordinated Entry Data Element 4.20

For CoCs that use the coordinated entry data elements in HMIS, Coordinated Entry Data Element 4.20 (Coordinated Entry Event) will incorporate an option for "Referral to Emergency Housing Voucher (EHV)" with the [FY 2022 data standards](#) rollout on October 1, 2021. HUD is encouraging vendors to incorporate this additional option into the Coordinated Entry Event data element prior to October 1, 2021 and as quickly as possible. This addition to the Coordinated Entry Event will allow communities to use an already-existing data element in their HMIS to connect information about individuals and families to the referrals for EHV's. Additionally, this streamlined approach is part of the coordinated entry Annual Performance Report (APR) specifications (see Appendix A) and will allow communities to pull this information from their HMIS in a consistent way.

To disaggregate the data by race, ethnicity, gender, age, and other intersecting identities, communities will be able to use the Coordinated Entry Event data element in HMIS to report on the number of individuals and families receiving a referral for an EHV as well as performance metrics, such as the length of time between coordinated entry assessment and EHV referral. Pairing the "CE Event Response = 17" with a destination of "Rental by Client, with Housing Choice Voucher" destination data (Destination Response = 33) will allow communities to understand other performance

metrics such as the length of time between EHV referral and EHV placement and exits to destinations other than EHV placement for individuals and families receiving an EHV referral.

## Additional Options

HUD encourages communities to use the Coordinated Entry Event data element in HMIS to track referrals to and placements into EHV through CES. For communities that do not have the system or other capacity to implement the Coordinated Entry Event data element in HMIS, referrals to EHV may be recorded using the referral workflow in the community's HMIS. This workflow differs based on each HMIS software functionality—communities should work with their HMIS vendor to understand that process and ensure sufficient reporting can be provided using it.

## HMIS Reporting Approaches

Communities should consult their HMIS vendors for recommendations on reporting based upon the configuration of the data collection process implemented. Reporting will allow communities to monitor both aggregate numbers and client-level details so that communities can identify where additional support may be needed. Communities should review and update their [HMIS Privacy Policies](#) to ensure they have the ability to use their data to inform their local systems.

### 1. Aggregate Reporting

Communities could choose to use existing reporting features to gather aggregate numbers of individuals and families referred to EHV using the Coordinated Entry APR (and potential additional details as specified in Appendix A) and other aggregate-level reporting available to them in their HMIS.

Aggregate reporting could include the following information without detailing specific client records so that results to stakeholders could be delivered efficiently and immediately upon request:

- Total number of individuals and families assessed by CES (to derive percentages for referrals and exits due to EHV).
- Number of individuals and families referred to EHV.
- Number of individuals and families exiting to permanent destinations because of EHV.
- Overall average length of time between coordinated entry assessment and referral to EHV.
- Overall average length of time between referral to EHV and housing placement with EHV.
- Overall average length of time between coordinated entry assessment and housing placement with EHV.

### 2. Detailed Reporting

Communities could use existing reporting features available to them to query specific fields in the HMIS and to provide further details about individuals and families impacted by the availability of EHV. This level of reporting is necessary to analyze the data to understand disparities that may exist in the allocation of EHV in the community.

Detailed reporting could include the following information and output client records on each row of a .csv or .xlsx export file so that communities can sort and filter the data according to specific reporting needs at the time of the request:

- Participant demographics relevant to equity (i.e., race, gender, ethnicity).
- Other participant demographic details relevant to identity to analyze intersectionalities that could exacerbate disparities (i.e., current age, disabling condition information).
- Assessment date, referral date, exit date.
- Assessment question responses, including vulnerability assessment, length of time experiencing homelessness, household size, and domestic violence information.
- Coordinated Entry Event responses, including referrals.
- Exit information, where applicable, including the reason for leaving and the destination.

Analyzing this data often will ensure that the community can implement a continuous quality improvement process that is centered on addressing disparities in EHV distribution quickly and over time.

# Appendix A

These reporting suggestions build from the [coordinated entry \(CE\) APR specifications](#). They are intended to be a guide for your system in how to report EHV referral outcomes in your community. HUD encourages communities to use the Coordinated Entry Event data element in HMIS to track referrals to and placements into EHV through CE. These recommendations below start with Q9 of the [CE APR specifications](#) and make suggestions for reporting with the addition of extra tables. This recommendation is optional for CoCs and not intended to update or replace any official reporting specifications.

**Additional Considerations:** If you are able to add a [PHA code](#) so that the referrals could be disaggregated by the PHA that clients were referred to, that would be helpful to both the CoC and PHA. It will allow PHAs and CoCs to better understand utilization in real-time and assist the PHA for monitoring purposes.

## Q9. Participation in Coordinated Entry

### Q9a: Assessment Type—Households Assessed in the Date Range

	A	B	C	D	E	F	Z
		Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type	Data Standards Response options
1	Phone						4.19.3 = 1
2	Virtual						4.19.3 = 2
3	In-person						4.19.3 = 3
4	Total Households Assessed						4.19.3 = 1, 2, or 3

**Universe:** Active clients with an assessment in the report date range.

**HMIS Reporting Glossary Reference:** Active Clients; Date of Birth/Age; Household Types; Unduplicated Household Counts; and Unduplicated Client Counts by Household Type.

#### Programming Instructions:

1. Use data from the latest [Coordinated Entry Assessment] (element 4.19) for each head of household in the client universe as described in the [client universe instructions](#).
2. Calculate the household type according to the members present at the [date of assessment] (4.19.1) of that latest assessment record.
3. Report the count of households using the [personal ID] of the head of the household according to the household type and [assessment type] (4.19.3). Column Z indicates the relevant Data Standards response for each assessment type.
4. Report the total count of households in row 4.

### Q9b: Prioritization Status—Households Prioritized in the Date Range

	A	B	C	D	E	F	Z
		Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type	Data Standards Response options
1	Placed on Prioritization List (Prioritized)						4.19.7 = 1
2	Not Placed on Prioritization List						4.19.7 = 2
3	Percent of Assessed Prioritized Of the total Households Assessed report the percent of those placed on the prioritization list	=B1 / (B1+B2)	=C1 / (C1+C2)	=D1 / (D1+D2)	=E1 / (E1+E2)	=F1 / (F1+F2)	

**Universe:** Active clients with an assessment in the report date range.

**HMIS Reporting Glossary Reference:** Active Clients; Date of Birth/Age; Household Types; Unduplicated Household Counts; and Unduplicated Client Counts by Household Type.

**Programming Instructions:**

1. Use data from the latest [Coordinated Entry Assessment] (element 4.19) for each head of household in the client universe as described in the [client universe instructions](#).
2. Calculate the household type according to the members present at the [date of assessment] (4.19.1) of that latest assessment record.
3. Report the count of households using the [personal ID] of the head of household according to the household type and [prioritization status] (4.19.7). Column Z indicates the relevant Data Standards response for each assessment type. CE Assessment records missing data in the [prioritization status] field should be reported on line 2.
4. Report the percentage of households prioritized on line 3.

**Q9c: Access Events—Households with an Access Event**

	A	B	C	D	E	F	Z
		Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type	Data Standards Field and Response
1	Referral to Prevention Assistance project						4.20.2 = 1
2	Problem-Solving/Diversion/Rapid Resolution Intervention or Service						4.20.2 = 2
3	Referral to Scheduled Coordinated Entry Crisis Needs Assessment						4.20.2 = 3
4	Referral to Scheduled Coordinated Entry Housing Needs Assessment						4.20.2 = 4
5	Total						4.20.2 = 1, 2, 3 or 4
6	Result: Client housed/Re-Housed in a Safe Alternative						4.20.A = 1
7	Percent of Successful Referrals to Problem-Solving/Diversion/Rapid Resolution	=B6/B2	=C6/C2	=D6/D2	=E6/E2	=F6/F2	

**Universe:** Active clients with an assessment in the report date range.

**HMIS Reporting Glossary Reference:** Active Clients; Date of Birth/Age; Household Types; Unduplicated Household Counts; and Unduplicated Client Counts by Household Type.

**Programming Instructions:**

1. Determine the [date of assessment] (4.19.1) from the latest [coordinated entry assessment] (element 4.19) for each head of household in the client universe as described in the [client universe instructions](#).
2. Calculate the household type according to the members present at that latest assessment record.
3. Search for [Coordinated Entry Event] (4.20) records assigned to the same head of household with a [date of event] (4.20.1) where all of the following are true:
  - a. [Date of event]  $\geq$  [date of assessment] from step 1.
  - b. [Date of event]  $\leq$  ([report end date] + 90 days).
  - c. [Date of event] < Any [dates of assessment] which are between [report end date] and ([report end date] + 90 days).

Refer to the example on the next page for clarification.

4. For each client, if *any* of the records found belong to the same [project id] (2.02.1) as the CE assessment from step 1, use the latest of those to report the client in the table above.
5. If, for a given client, *none* of the records found belong to the same [project id] as the CE assessment from step 1, use the latest of those to report the client in the table above.
6. The intention of the criteria is to locate the most recent logically relevant record pertaining to the CE assessment record reported in Q9a and Q9b by giving preference to data entered by the same project.

**Example for one client:**

Project	Report year 1												Report year 2...					
	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6
Project ABC	a												c					
Project CDE	b												d					

**Events in chronological order**

- a. CE Assessment
- b. CE Event (referral to RRH)
- c. CE Assessment
- d. CE Event (successful referral to RRH)

**Rules to include a CE event (ALL conditions must be true)**

- w. [Event date] ≥ [Assessment date] of assessment in report range
- x. [Event date] ≤ ([report end date] + 90 days)
- y. [Event date] < Any [assessment dates] which are between [report end date] and ([report end date] + 90 days)
- z. Use the latest CE Event of all events matching these criteria

**CE APR—Report year 1**

Client included due to assessment (a) in date range.  
 Assessment (a) reported in Q9a and Q9b.  
 CE Event (d) is excluded because of rule (y) even though it matches rule (x).  
 CE Event (b) is included because it is the most recent event matching all rules.

(90 days)

**CE APR—Report year 2**

Client included due to assessment (c) in date range.  
 Assessment (c) reported in Q9a and Q9b.  
 CE Event (d) is reported because it matches all rules.

**Q9d. Referral Events—Households Who Were Referred**

	A	B	C	D	E	F	Z
	Referral to:	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type	Data Standards Field and Response
1	Post-Placement/Follow-Up Case Management						4.20.2 = 5
2	Street Outreach Project or Services						4.20.2 = 6
3	Housing Navigation Project or Services						4.20.2 = 7
4	Non-Continuum Services: Ineligible for Continuum Services						4.20.2 = 8
5	Non-Continuum Services: No Availability in Continuum Services						4.20.2 = 9
6	Emergency Shelter Bed Opening						4.20.2 = 10
7	Transitional Housing Bed/Unit Opening						4.20.2 = 11
8	Joint TH-RRH Project/Unit/Resource Opening						4.20.2 = 12
9	RRH Project Resource Opening						4.20.2 = 13
10	PSH Project Resource Opening						4.20.2 = 14
11	Other PH Project						4.20.2 = 15
12	Total						4.20.2 = 5 through 15
13	Of the Total HH Prioritized (Q9b Row 1), What Percentage Received a Referral?						
14	Result: Successful Referral: Client Accepted						4.20.D = 1
15	Result: Unsuccessful Referral: Client Rejected						4.20.D = 2
16	Result: Unsuccessful Referral: Provider Rejected						4.20.D = 3
17	No Result Recorded						4.20.D = missing
18	Result: Enrolled in Aftercare Project						4.20.B = 1
19	Percent of Successful Referrals to Residential Projects	=B14 / (B6..B11)	=C14 / (C6..C11)	=D14 / (D6..D11)	=E14 / (E6..E11)	=F14 / (F6..F11)	



**Universe:** Active clients with an assessment in the report date range.

**HMIS Reporting Glossary Reference:** Active Clients; Date of Birth/Age; Household Types; Unduplicated Household Counts; and Unduplicated Client Counts by Household Type.

**Programming Instructions:**

1. Use the same instructions as Q9c to locate the relevant [Coordinated Entry Event] for each head of household.
2. Rows 1 through 12 and 14 through 18: Report clients according to household type and data from relevant [Coordinated Entry Event] record.
3. Row 13: Report the percentage of clients prioritized (from Q9b row 1) who received a referral (Q9d row 12).
4. Row 19: Report the percentage of clients successfully referred to residential projects (i.e., [total in row 14] / [sum of total in rows 6 through 11]).

## Q10. Total Coordinated Entry Activity During the Year

	A	B	C	D	E	F	G
	Assessment/Event	Total Occurrences	Successful Referral	Unsuccessful Referral: Client Rejected	Unsuccessful Referral: Provider Rejected	Re-Housed in Safe Alternative	Enrolled in Aftercare
1	Crisis Needs Assessment	4.19.4 = 1					
2	Housing Needs Assessment	4.19.4 = 2					
3	Referral to Prevention Assistance Project	4.20.2 = 1					
4	Problem-Solving/Diversion/Rapid Resolution Intervention or Service	4.20.2 = 2				4.20.A = 1	
5	Referral to Scheduled Coordinated Entry Crisis Needs Assessment	4.20.2 = 3					
6	Referral to Scheduled Coordinated Entry Housing Needs Assessment	4.20.2 = 4					
7	Referral to Post-Placement/Follow-Up Case Management	4.20.2 = 5					4.20.B = 1
8	Referral to Street Outreach Project or Services	4.20.2 = 6					
9	Referral to Housing Navigation Project or Services	4.20.2 = 7					
10	Referral to Non-Continuum Services: Ineligible for Continuum Services	4.20.2 = 8					
11	Referral to Non-Continuum Services: No Availability in Continuum Services	4.20.2 = 9					
12	Referral to Emergency Shelter Bed Opening	4.20.2 = 10	4.20.D = 1	4.20.D = 2	4.20.D = 3		
13	Referral to Transitional Housing Bed/Unit Opening	4.20.2 = 11	4.20.D = 1	4.20.D = 2	4.20.D = 3		
14	Referral to Joint TH-RRH Project/Unit/Resource Opening	4.20.2 = 12	4.20.D = 1	4.20.D = 2	4.20.D = 3		
15	Referral to RRH Project Resource Opening	4.20.2 = 13	4.20.D = 1	4.20.D = 2	4.20.D = 3		
16	Referral to PSH Project Resource Opening	4.20.2 = 14	4.20.D = 1	4.20.D = 2	4.20.D = 3		
17	Referral to Other PH Project/Unit/Resource Opening	4.20.2 = 15	4.20.D = 1	4.20.D = 2	4.20.D = 3		

	A	B	C	D	E	F	G
	Assessment/Event	Total Occurrences	Successful Referral	Unsuccessful Referral: Client Rejected	Unsuccessful Referral: Provider Rejected	Re-Housed in Safe Alternative	Enrolled in Aftercare
18	Referral to Emergency Assistance/Flex Fund/Furniture Assistance	4.20.2 = 16					
19	Referral to Emergency Housing Voucher (EHV)	4.20.2 = 17	4.20.D = 1	4.20.D = 2	4.20.D = 3		
20	Referral to a Housing Stability Voucher	4.20.2 = 18	4.20.D = 1	4.20.D = 2	4.20.D = 3		

**Universe:** All Coordinated Entry Assessment (4.19) and Coordinated Entry Event (4.20) data in the report date range.

**Programming Instructions:**

1. Rows 1 and 2: Count the number of CE Assessments in the report date range by [assessment level] (4.19.4).
2. Rows 3, 5, 6, 8, 9, 10, 11: Count the number of CE Events in the report date range by [event] (4.20.2) responses that have no dependent fields.
3. Row 4: Count the total number of CE Events in the report date range where [event] = "Problem-Solving..." (response 2) in column B. Count the number of those same events (response 2) which have [Problem-Solving/Diversion/Rapid Resolution intervention or service result—Client Housed/Re-Housed in a Safe Alternative] (4.20.A) = "Yes" (response 1) in column F.
4. Row 7: Count the total number of CE Events in the report date range where [event] = "Referral to Post-Placement..." (response 5) in column B. Count the number of those same events (response 5) which have [Referral to Post-Placement/Follow-Up Case Management Result—Enrolled in Aftercare Project] (4.20.B) = "Yes" (response 1) in column G.
5. Rows 12 through 17: Count the total number of CE Events in the report date range where [event] = responses 10 through 15 in column B. Count the number of events with each different [referral result] (4.20.D) in columns C through E. Records missing [referral result] should be reported only in column B.

## Q11: Gender (All)

**Q11a: Gender of Adults (All)**

**Q11b: Gender of Children (All)**

**Q11c: Gender of Persons Missing Age Information (All)**

	A	B	C	D	E	Z
1		<b>Total</b>	<b>Without Children</b>	<b>With Children and Adults</b>	<b>Unknown Household Type</b>	<b>Data Standards Response options</b>
2	Male					1
3	Female					0
4	Trans Female (Male to Female)					2
5	Trans Male (Female to Male)					3
6	Gender Non-Conforming (i.e., not exclusively male or female)					4
7	Client Doesn't Know/Client Refused					8 or 9
8	Data Not Collected					99
9	<b>Subtotal</b>					

Field No	Other Relevant Data Standards Required	Relevant Data
2.02.6	Project Type	All projects
3.06	Gender	0, 1, 2, 3, 4, 8, 9, 99

**Universe:** Active clients with an assessment in the report date range.

**HMIS Reporting Glossary Reference:** Active Clients; Date of Birth/Age; Household Types; Unduplicated Household Counts; and Unduplicated Client Counts by Household Type.

### **Programming Instructions (for Q11a,b,c):**

1. Use data from the latest [Coordinated Entry Assessment] (element 4.19) for each head of household in the client universe as described in the [client universe instructions](#).
2. Calculate the household type according to the members present at the [date of assessment] (4.19.1) of that latest assessment record.
3. Column Z indicates the relevant Data Standards response for each assessment type.

**Report the distinct counts of the gender:**

1. In 11a of adults (age 18 or older). Report using household type columns shown above.
2. In 11b of children (age 17 or younger). Report using "Total," "With children and adults," "With only children," and "Unknown household type" columns.
3. In 11c of persons with missing ages. Report using "Total," "Without children," "With children and adults," "With only children," and "Unknown household type" columns.

**Q11d: Gender by Age Ranges (All)**

	A	B	C	D	E	F	G	H	Z
1		<b>Total</b>	<b>Under Age 18</b>	<b>Age 18-24</b>	<b>Age 25-61</b>	<b>Age 62 and over</b>	<b>Client Doesn't Know/Client Refused</b>	<b>Data Not Collected</b>	<b>Data Standards Response options</b>
2	Male								1
3	Female								0
4	Trans Female (Male to Female)								2
5	Trans Male (Female to Male)								3
6	Gender Non-Conforming (i.e., not exclusively male or female)								4
7	Client Doesn't Know/Client Refused								8 or 9
8	Data Not Collected								99
9	<b>Subtotal</b>								

Field No	Other Relevant Data Standards Required	Relevant Data
2.02.6	Project Type	All projects
3.06	Gender	0, 1, 2, 3, 4, 8, 9, 99

**Universe:** Active clients with an assessment in the report date range.

**HMIS Reporting Glossary Reference:** Active Clients; Date of Birth/Age; Household Types; Unduplicated Household Counts; and Unduplicated Client Counts by Household Type.

**Programming Instructions:**

1. Use data from the latest [Coordinated Entry Assessment] (element 4.19) for each head of household in the client universe as described in the [client universe instructions](#).
2. Calculate the household type according to the members present at the [date of assessment] (4.19.1) of that latest assessment record.
3. Column Z indicates the relevant Data Standards response for each assessment type.

***Report the distinct counts of gender by age range:***

1. Columns C–F represent different age groups.
2. Rows 2–8 represent different gender types.
3. Determine the total number of unduplicated clients for each cell based on the gender response values in Column Z and the client's age bracket.

## Q12: Age (All)

	A	B	C	D	E	F
1		<b>Total</b>	<b>Without Children</b>	<b>With Children and Adults</b>	<b>With Only Children</b>	<b>Unknown Household Type</b>
2	Under 5					
3	5-12					
4	13-17					
5	18-24					
6	25-34					
7	35-44					
8	45-54					
9	55-61					
10	62+					
11	Client Doesn't Know/Client Refused					
12	Data Not Collected					
13	<b>Total</b>					

Field No	Other Relevant Data Standards Required	Relevant Data
2.02.6	Project Type	All projects

**Universe:** Active clients with an assessment in the report date range.

**HMIS Reporting Glossary Reference:** Active Clients; Date of Birth/Age; Household Types; Unduplicated Household Counts; and Unduplicated Client Counts by Household Type.

**Programming Instructions:**

1. Use data from the latest [Coordinated Entry Assessment] (element 4.19) for each head of household in the client universe as described in the [client universe instructions](#).
2. Calculate the household type according to the members present at the [date of assessment] (4.19.1) of that latest assessment record.

**Report the distinct counts of clients by age bracket and household type. See the full [HMIS Programming Specifications for Coordinated Entry APR](#) for column instructions.**

## Q13: Race & Ethnicity (All)

### Q13a: Race (All)

	A	B	C	D	E	F	Z
1		<b>Total</b>	<b>Without Children</b>	<b>With Children and Adults</b>	<b>With Only Children</b>	<b>Unknown Household Type</b>	<b>Data Standards Response options</b>
2	White						5
3	Black or African American						3
4	Asian						2
5	American Indian or Alaska Native						1
6	Native Hawaiian or Other Pacific Islander						4
7	Multiple Races						1, 2, 3, 4, 5
8	Client Doesn't Know/Client Refused						8 or 9
9	Data Not Collected						99
10	<b>Total</b>						

Field No	Other Relevant Data Standards Required	Relevant Data
2.02.6	Project Type	All projects
3.04	Race	1, 2, 3, 4, 5, 8, 9, 99

**Universe:** Active clients with an assessment in the report date range.

**HMIS Reporting Glossary Reference:** Active Clients; Date of Birth/Age; Household Types; Unduplicated Household Counts; and Unduplicated Client Counts by Household Type.

#### **Programming Instructions:**

1. Use data from the latest [Coordinated Entry Assessment] (element 4.19) for each head of household in the client universe as described in the [client universe instructions](#).
2. Calculate the household type according to the members present at the [date of assessment] (4.19.1) of that latest assessment record.
3. Column Z indicates the relevant Data Standards response for each assessment type.



**Report the distinct counts of clients by race and household type:**

1. Rows 2–6 represent different race categories. Determine the total number of applicable records for each race category based on the values in Column Z. To be reported in these rows, the client must have one and only one response in [race].
2. Multiple Races (row 7) = Select each person where distinct count [race] > 1 and [race] in (1, 2, 3, 4, 5).

**Q13b: Ethnicity (All)**

	A	B	C	D	E	F	Z
1		<b>Total</b>	<b>Without Children</b>	<b>With Children and Adults</b>	<b>With Only Children</b>	<b>Unknown Household Type</b>	<b>Data Standards Response options</b>
2	Non-Hispanic/Non-Latino						0
3	Hispanic/Latino						1
4	Client Doesn't Know/Client Refused						8 or 9
5	Data Not Collected						99
6	<b>Total</b>						

Field No	Other Relevant Data Standards Required	Relevant Data
2.02.6	Project Type	All projects
3.05	Ethnicity	0, 1, 8, 9, 99

**Universe:** Active clients with an assessment in the report date range.

**HMIS Reporting Glossary Reference:** Active Clients; Date of Birth/Age; Household Types; Unduplicated Household Counts; and Unduplicated Client Counts by Household Type.

**Programming Instructions:**

1. Use data from the latest [Coordinated Entry Assessment] (element 4.19) for each head of household in the client universe as described in the [client universe instructions](#).
2. Calculate the household type according to the members present at the [date of assessment] (4.19.1) of that latest assessment record.
3. Column Z indicates the relevant Data Standards response for each assessment type.

**Report the distinct counts of clients by ethnicity and household type. See the full [HMIS Programming Specifications for Coordinated Entry APR for column instructions](#).**

## Q14: Gender (EHV)

*Q14a: Gender of Adults (EHV)*

*Q14b: Gender of Children (EHV)*

*Q14c: Gender of Persons Missing Age Information (EHV)*

	A	B	C	D	E	Z
1		<b>Total</b>	<b>Without Children</b>	<b>With Children and Adults</b>	<b>Unknown Household Type</b>	<b>Data Standards Response options</b>
2	Male					1
3	Female					0
4	Trans Female (Male to Female)					2
5	Trans Male (Female to Male)					3
6	Gender Non-Conforming (i.e., not exclusively male or female)					4
7	Client Doesn't Know/Client Refused					8 or 9
8	Data Not Collected					99
9	<b>Subtotal</b>					

Field No	Other Relevant Data Standards Required	Relevant Data
2.02.6	Project Type	All projects
3.06	Gender	0, 1, 2, 3, 4, 8, 9, 99

**Universe:** Active clients with an assessment and 4.20.2 = '17' in the report date range.

**HMIS Reporting Glossary Reference:** Active Clients; Date of Birth/Age; Household Types; Unduplicated Household Counts; and Unduplicated Client Counts by Household Type.

### **Programming Instructions (for Q11a,b,c):**

1. Use data from the latest [Coordinated Entry Assessment] (element 4.19) for each head of household in the client universe as described in the [client universe instructions](#).
2. Calculate the household type according to the members present at the [date of assessment] (4.19.1) of that latest assessment record.
3. Column Z indicates the relevant Data Standards response for each assessment type.

**Report the distinct counts of the gender:**

1. In 11a of adults (age 18 or older). Report using household type columns shown above.
2. In 11b of children (age 17 or younger). Report using "Total," "With children and adults," "With only children," and "Unknown household type," columns.
3. In 11c of persons with missing ages. Report using "Total," "Without children," "With children and adults," "With only children," and "Unknown household type" columns.

**Q14d: Gender by Age Ranges (EHV)**

	A	B	C	D	E	F	G	H	Z
1		<b>Total</b>	<b>Under Age 18</b>	<b>Age 18–24</b>	<b>Age 25–61</b>	<b>Age 62 and over</b>	<b>Client Doesn't Know/Client Refused</b>	<b>Data Not Collected</b>	<b>Data Standards Response options</b>
2	Male								1
3	Female								0
4	Trans Female (Male to Female)								2
5	Trans Male (Female to Male)								3
6	Gender Non-Conforming (i.e., not exclusively male or female)								4
7	Client Doesn't Know/Client Refused								8 or 9
8	Data Not Collected								99
9	<b>Subtotal</b>								

Field No	Other Relevant Data Standards Required	Relevant Data
2.02.6	Project Type	All projects
3.06	Gender	0, 1, 2, 3, 4, 8, 9, 99

**Universe:** Active clients with an assessment and 4.20.2 = '17' in the report date range.

**HMIS Reporting Glossary Reference:** Active Clients; Date of Birth/Age; Household Types; Unduplicated Household Counts; and Unduplicated Client Counts by Household Type.

**Programming Instructions:**

1. Use data from the latest [Coordinated Entry Assessment] (element 4.19) for each head of household in the client universe as described in the [client universe instructions](#).
2. Calculate the household type according to the members present at the [date of assessment] (4.19.1) of that latest assessment record.
3. Column Z indicates the relevant Data Standards response for each assessment type.

**Report the distinct counts of gender by age range:**

1. Columns C–F represent different age groups.
2. Rows 2–8 represent different gender types.
3. Determine the total number of unduplicated clients for each cell based on the gender response values in Column Z and the client's age bracket.

## Q15: Age (EHV)

	A	B	C	D	E	F
1		<b>Total</b>	<b>Without Children</b>	<b>With Children and Adults</b>	<b>With Only Children</b>	<b>Unknown Household Type</b>
2	Under 5					
3	5-12					
4	13-17					
5	18-24					
6	25-34					
7	35-44					
8	45-54					
9	55-61					
10	62+					
11	Client Doesn't Know/Client Refused					
12	Data Not Collected					
13	<b>Total</b>					

Field No	Other Relevant Data Standards Required	Relevant Data
2.02.6	Project Type	All projects

**Universe:** Active clients with an assessment and 4.20.2 = "17" in the report date range.

**HMIS Reporting Glossary Reference:** Active Clients; Date of Birth/Age; Household Types; Unduplicated Household Counts; and Unduplicated Client Counts by Household Type.

**Programming Instructions:**

1. Use data from the latest [Coordinated Entry Assessment] (element 4.19) for each head of household in the client universe as described in the [client universe instructions](#).
2. Calculate the household type according to the members present at the [date of assessment] (4.19.1) of that latest assessment record.

**Report the distinct counts of clients by age bracket and household type. See the full [HMIS Programming Specifications for Coordinated Entry APR](#) for column instructions.**

## Q16: Race & Ethnicity (EHV)

### Q16a: Race (EHV)

	A	B	C	D	E	F	Z
1		<b>Total</b>	<b>Without Children</b>	<b>With Children and Adults</b>	<b>With Only Children</b>	<b>Unknown Household Type</b>	<b>Data Standards Response options</b>
2	White						5
3	Black or African American						3
4	Asian						2
5	American Indian or Alaska Native						1
6	Native Hawaiian or Other Pacific Islander						4
7	Multiple Races						1, 2, 3, 4, 5
8	Client Doesn't Know/Client Refused						8 or 9
9	Data Not Collected						99
10	<b>Total</b>						

Field No	Other Relevant Data Standards Required	Relevant Data
2.02.6	Project Type	All projects
3.04	Race	1, 2, 3, 4, 5, 8, 9, 99

**Universe:** Active clients with an assessment and 4.20.2 = '17' in the report date range.

**HMIS Reporting Glossary Reference:** Active Clients; Date of Birth/Age; Household Types; Unduplicated Household Counts; and Unduplicated Client Counts by Household Type.

#### Programming Instructions:

1. Use data from the latest [Coordinated Entry Assessment] (element 4.19) for each head of household in the client universe as described in the [client universe instructions](#).
2. Calculate the household type according to the members present at the [date of assessment] (4.19.1) of that latest assessment record.
3. Column Z indicates the relevant Data Standards response for each assessment type.

**Report the distinct counts of clients by race and household type:**

1. Rows 2–6 represent different race categories. Determine the total number of applicable records for each race category based on the values in Column Z. To be reported in these rows, the client must have one and only one response in [race].
2. Multiple Races (row 7) = Select each person where distinct count [race] > 1 and [race] in (1, 2, 3, 4, 5).

**Q16b: Ethnicity (EHV)**

	A	B	C	D	E	F	Z
1		<b>Total</b>	<b>Without Children</b>	<b>With Children and Adults</b>	<b>With Only Children</b>	<b>Unknown Household Type</b>	<b>Data Standards Response options</b>
2	Non-Hispanic/Non-Latino						0
3	Hispanic/Latino						1
4	Client Doesn't Know/Client Refused						8 or 9
5	Data Not Collected						99
6	<b>Total</b>						

Field No	Other Relevant Data Standards Required	Relevant Data
2.02.6	Project Type	All projects
3.05	Ethnicity	0, 1, 8, 9, 99

**Universe:** Active clients with an assessment and 4.20.2 = '17' in the report date range.

**HMIS Reporting Glossary Reference:** Active Clients; Date of Birth/Age; Household Types; Unduplicated Household Counts; and Unduplicated Client Counts by Household Type.

**Programming Instructions:**

1. Use data from the latest [Coordinated Entry Assessment] (element 4.19) for each head of household in the client universe as described in the [client universe instructions](#).
2. Calculate the household type according to the members present at the [date of assessment] (4.19.1) of that latest assessment record.
3. Column Z indicates the relevant Data Standards response for each assessment type.

**Report the distinct counts of clients by ethnicity and household type. See the full [HMIS Programming Specifications for Coordinated Entry APR for column instructions](#).**