HMIS Local Data Dictionary

Columbus & Franklin County Continuum of Care

Fiscal Year 2027 | Effective Date: April 17, 2026

Administered by Community Shelter Board (CSB)

HMIS Lead, Collaborative Applicant, and Unified Funding Agency

Maintained by the HMIS Database Manager | HUD HMIS Data Standards

1. Purpose and Scope

This HMIS Local Data Dictionary documents how the Columbus & Franklin County Continuum of Care (CoC) has implemented Clarity Human Services (Bitfocus) as its Homeless Management Information System (HMIS). It serves as the authoritative local reference for system configuration, project setup conventions, data element requirements, locally added fields, and workflow standards specific to this CoC's implementation.

This document fulfills the HUD System Administrator responsibility to maintain "current software technical documentation, such as system configuration and a local HMIS-specific data dictionary," as identified in HUD's HMIS System Administrator Checklist. It is maintained by the HMIS Database Manager and reviewed annually.

This document does not replace HUD's HMIS Data Dictionary or Data Standards Manual. It supplements those national standards with locally defined implementation decisions, configuration choices, and operational conventions applicable to all Covered Homeless Organizations (CHOs) participating in HMIS in the Columbus & Franklin County CoC.

2. System Overview

2.1 HMIS Software Platform

Software	Clarity Human Services
Vendor	Bitfocus, Inc.
Deployment model	Cloud-hosted; web-based; no local server infrastructure required at CHO sites

2.2 HMIS Lead and System Administration

HMIS Lead Agency	Community Shelter Board (CSB)
HMIS Administrator Role	HMIS Database Manager
Contact and System Access	Current contact information for the HMIS Database Manager, system access instructions, and support resources are available at csb.org/providers/hmis
CoC designation	Columbus & Franklin County Continuum of Care (OH-504)
CSB federal designation	Unified Funding Agency (UFA); Collaborative Applicant for the CoC Program

2.3 System Scale

Active CHOs (approx.)	30 participating agencies
Active users (approx.)	Approximately 400 users
Annual review	User counts and agency roster are reviewed annually and updated in the HMIS Policies and Procedures, Section 1.2

3. Project Setup and Configuration

3.1 Project Naming Convention

The HMIS Database Manager applies the following standard naming convention to all projects activated in Clarity. Consistent naming supports accurate reporting, system-wide searches, and audit trails.

Agency Abbreviation – CSB Contract/Program Name – Project Type

Example: CSB – Test Program – PSH

- Agency abbreviations are established by the HMIS Database Manager at initial project setup and maintained consistently across all project names for that agency.
- Program names align with the name used in the CSB Master Provider Agreement or other governing funding documents where applicable.
- Project type abbreviations follow HUD project type codes (see Section 3.2).
- The HMIS Database Manager presents all proposed project names to the Data + Evaluation team for review and approval prior to activation.

3.2 HUD Project Types Active in This CoC

The following HUD-defined project types are currently configured in Clarity for the Columbus & Franklin County CoC. Project type determines which data elements are required, which HUD reports are generated, and which QA benchmarks apply.

Code	Abbreviation	Project Type	Notes / Local Configuration
0	ES-EE	Emergency Shelter – Entry/Exit	Entry/exit enrollment model. Shelter stay data entered by 9:00 a.m. for prior night.
1	ES-NbN	Emergency Shelter – Night-by-Night	Enrollments are for a single night at a time. Shelter stay data entered by 9:00 a.m. for prior night.
2	TH	Transitional Housing	

3	PH-PSH	Permanent Supportive Housing	Project Start Date = intake enrollment date; Housing Move-In Date = first night slept in unit. Back-date Project Start Date to intake enrollment date once client is housed. See Section 5.3.
4	SO	Street Outreach	
6	SSO	Services Only	
7	Other	Other	
12	HP	Homelessness Prevention	
13	PH-RRH	Permanent Housing – Rapid Re-Housing	
14	CE	Coordinated Entry	Managed by CPOA; CSB configures and maintains CE project in Clarity.

3.3 Program Implementation Request Process

All new projects and changes to existing projects in Clarity must follow the process documented in the HMIS Policies and Procedures, Section 4.7. Key configuration steps performed by the HMIS Database Manager upon approval include:

- Creating the project record in Clarity with the standard naming convention (Section 3.1)
- Assigning the correct HUD project type (Section 3.2)
- Configuring required data elements per HUD standards and any locally required additions (Section 4)
- Enabling applicable program-specific assessments and custom fields (Section 4.3)
- Setting user access levels appropriate to the project (see Section 6)
- Notifying the Agency Administrator and confirming the implementation timeline

4. Data Elements

4.1 HUD-Required Universal Data Elements

HUD's HMIS Data Standards establish Universal Data Elements (UDEs) required for all projects regardless of project type, and Program-Specific Data Elements (PSDEs) required for specific project types. The current authoritative source for all required elements is the HUD HMIS Data Dictionary (current fiscal year), available at https://www.hudexchange.info/resource/3824/hmis-data-dictionary/

All required HUD data elements are active in Clarity for the Columbus & Franklin County CoC. No HUD-required elements have been disabled or restricted. Where HUD allows local discretion (e.g., optional elements, response categories), CSB's local decisions are documented in Sections 4.2 and 4.3 below. Where HUD has retired a previously required element, CSB's decision on whether to continue collecting that element locally is also documented in Section 4.2.

4.2 Locally Required Data Elements

In addition to HUD-required elements, CSB has designated the following data elements as locally required for CHOs participating in the Columbus and Franklin County CoC. These elements appear in Clarity as required fields and are documented here as the authoritative local reference, superseding the FY26 HMIS Data Dictionary. Each element is identified by a section-prefixed Local Element number (e.g., SW-1, SW-2, VET-1). HUD Universal and Program-Specific Data Elements are not reproduced here; the current HUD HMIS Data Dictionary at hudexchange.info is the authoritative source for those elements. A cross-reference table mapping element numbers to FY26 Data Dictionary section numbers appears in Appendix A of this document.

System-Wide Locally Required Elements

SW-1 Gender

Rationale: HUD retired the Gender data element effective with the FY2026 HMIS Data Standards. CSB has determined that Gender continues to be collected as a locally required element in the Columbus and Franklin County CoC to support service planning, program eligibility determinations, and community-level reporting. This decision was made following internal review by CSB's leadership and Data + Evaluation team.

Data Source: Client interview.

When Collected: Upon initial project start or as soon as possible thereafter.

Subjects: All clients; all CHOs; all project types.

Definition and Instructions: Record the gender with which the client identifies. If the client declines to answer, record Client Prefers Not to Answer. Do not leave this field blank. This field continues to be required in Clarity to support complete and consistent data, even though HUD has retired the element at the federal level.

Required Response Categories:

1. Woman (Girl, if child).
2. Man (Boy, if child).
3. Culturally Specific Identity (e.g., Two-Spirit).
4. Transgender.
5. Non-Binary.

6. Questioning.
7. Different Identity.
8. Client Doesn't Know.
9. Client Prefers Not to Answer.
10. Data Not Collected.

SW-2 Zip Code of Last Permanent Address

Rationale: Identifies the former geographic location of persons experiencing homelessness and supports geographic planning and resource allocation across the CoC.

Data Source: Client interview.

When Collected: Upon initial project start or as soon as possible thereafter.

Subjects: All adults and unaccompanied youth served; all project types.

Definition and Instructions: Use the drop-down menu to indicate the five-digit zip code of the apartment, room, or house where the client last lived for 90 days or more. Also record the associated data quality code (SW-2b).

Required Response Categories:

1. SW-2a Zip Code of Last Permanent Address: Five-digit numerical field / drop-down menu of local zip codes.

2. SW-2b Zip Code Data Quality: Full or Partial Zip Code Reported. The entire or part of the accurate five-digit zip code has been entered.

3. SW-2b Zip Code Data Quality: Don't Know. The zip code of last permanent address does not exist or is unattainable.

4. SW-2b Zip Code Data Quality: Refused. Client prefers not to provide the zip code of last permanent address.

SW-3 General Area Location of Previous Residence

Rationale: Reports on areas of prior residence for project and community planning. Distinguishes within and outside Franklin County and the city of Columbus to support geographic analysis of homelessness patterns.

Data Source: Client interview.

When Collected: Upon initial project start or as soon as possible thereafter.

Subjects: All adults and unaccompanied youth served; all project types.

Definition and Instructions: Indicate whether the client's last permanent residence was within or outside Franklin County and/or the city of Columbus, or Ohio. Select the single best response category.

Required Response Categories:

1. Within Franklin County (outside city of Columbus).

2. Outside Franklin County (outside city of Columbus).

3. Outside Franklin County (within city of Columbus).

4. Within Franklin County (within city of Columbus).

5. Outside of Ohio.

6. Don’t Know: Despite best efforts, general area location of previous residence was unattainable.

SW-4 Reason for Leaving

Rationale: Identifies the reasons clients leave projects or residential facilities, which may affect their ability to achieve housing stability and economic self-sufficiency. Used for program evaluation and planning.

Data Source: Recorded by project staff.

When Collected: At project exit.

Subjects: All clients served; all project types.

Definition and Instructions: Identify the primary reason the client left the project. If a client left for multiple reasons, record only the primary reason.

Required Response Categories:

1. Left for a housing opportunity before completing project.
2. Completed project.
3. Non-payment of rent/occupancy charge.
4. Non-compliance with project.
5. Criminal activity/destruction of property/violence.
6. Medical reason.
7. Reached maximum time allowed by project.
8. Needs could not be met by project.
9. Disagreement with rules/persons.
10. Death.
11. Unknown/disappeared.
12. Other.

SW-5 Homelessness Primary Reason

Rationale: Identifies the primary cause of homelessness for each household. Supports program design, service planning, and community level analysis of homelessness drivers.

Data Source: Client interview.

When Collected: Client interview and/or in the course of client assessment.

Subjects: Head of household; all project types.

Definition and Instructions: For each client, determine the primary cause of homelessness. If multiple causes apply, record the single most significant contributing factor.

Required Response Categories:

1. Addiction.
2. Divorce.
3. Domestic Violence.
4. Evicted.
5. Family/Personal Illness.
6. Fire.

7. Jail/Prison.
8. Moved to Seek Work.
9. Unable to Pay Rent or Mortgage.
10. Relationship Problems.
11. Substandard Housing.
12. Unemployment.
13. Other.

SW-6 Monthly Rent and Utilities

Rationale: Identifies the household's housing affordability at exit from the project. Supports analysis of housing cost burden for clients leaving the system.

Data Source: Client interview or project staff.

When Collected: At project exit.

Subjects: Head of household; all project types.

Definition and Instructions: Enter the household's portion of the monthly rent and utilities, if known. Do not enter any subsidy portion of the rent or utilities. Enter only the household's share of costs.

Required Response Categories:

1. Monthly Rent and Utilities: Numerical data field. Enter the monthly rent and utilities amount in dollars.

SW-7 Mental Health Linkage

Rationale: Determines a client's mental health linkage status at entry. Identifies which mental health agency the client is connected with or documents that no current linkage exists. Supports care coordination and referral planning.

Data Source: Client interview.

When Collected: In the course of client assessment at project start.

Subjects: All clients; all project types.

Definition and Instructions: Indicate which mental health agency the client is currently linked with, or select Not Currently Linked if no linkage exists. If Other is selected, specify the agency name in SW-7b.

Required Response Categories:

SW-7a If Linked with a Mental Health Agency, Which One?

1. SW-7a Access Ohio.
2. SW-7a Amethyst, Inc.
3. SW-7a ARC of Ohio.
4. SW-7a Concord Counseling Services.
5. SW-7a Huckleberry House.
6. SW-7a Nationwide Children's Hospital Behavioral Health Services.
7. SW-7a North Central Mental Health (NCMH).
8. SW-7a OSU Star House.
9. SW-7a Southeast, Inc.

10. SW-7a Syntero at Dublin Counseling Center.
11. SW-7a Syntero at Northwest Counseling Services.
12. SW-7a TBI Network.
13. SW-7a Other (specify in SW-7b).
14. SW-7a Not Currently Linked.
15. SW-7b If Mental Health Linkage is Other: Unconstrained text field. Specify the agency name.

Local Project-Specific Data Requirements

LOC-1 Household Type (Family Status)

Rationale: Collects information on basic family composition for planning purposes. Applicable only to projects that serve families.

Data Source: Client interview or observations of project staff.

When Collected: Client interview and/or in the course of client assessment.

Subjects: All clients served; projects that serve families only.

Definition and Instructions: For each client, record the basic composition of the family household.

Required Response Categories:

1. Single Parent with Children.
2. Couple with Children (one of the guardians is noncustodial).
3. Two Parent Family (both guardians are custodial).
4. Noncustodial Caregivers with Children.
5. Grandparent with Grandchildren.
6. Other.

LOC-2 Head of Household Designation

Rationale: Determines family unit composition and supports appropriate grouping of households in Clarity. Applicable only to projects that serve families.

Data Source: Client interview or observations of project staff.

When Collected: Client interview and/or in the course of client assessment.

Subjects: All clients served; projects that serve families only.

Definition and Instructions: For each client, record their head of household designation. Select Yes for the head of household. Each household record must have exactly one head of household designated for the full duration of enrollment.

Required Response Categories:

1. No.
2. Yes.

Additional Veteran Data Requirements

The following fields are required for all veteran clients entering HMIS and are collected on the Veterans Permanent Housing Assessment in Clarity.

VET-1 Veteran HOMES Identifier

Rationale: Records the client's identifying number within the VA internal HOMES database. Supports coordination between HMIS and VA internal systems.

Data Source: Recorded by VA staff.

When Collected: Upon availability.

Subjects: All veterans.

Definition and Instructions: Record the identifier linked to the veteran within the HOMES system.

Required Response Categories:

1. HOMES Identifier: Unconstrained text field.

VET-2 List Status

Rationale: Determines the status of a veteran within HMIS as it pertains to the Active Veteran List. Supports veterans list management and housing placement tracking.

Data Source: Updated by VA staff.

When Collected: Upon availability; updated as status changes.

Subjects: All veterans.

Definition and Instructions: VA staff will update this status as it changes. Select the current status.

Required Response Categories:

1. Active: ES/TH.
2. Active: Unsheltered.
3. Inactive: Non-permanent Housing.
4. Inactive: Permanent Housing.
5. Inactive: Unknown/Missing.

VET-3 List Status Change Date

Rationale: Records the date on which the veteran's List Status changed.

Data Source: Recorded by VA staff when updating the List Status field.

When Collected: Upon date availability.

Subjects: All veterans.

Definition and Instructions: Record the month, day, and year when the List Status field was last updated.

Required Response Categories:

1. List Status Change Date: MM/DD/YYYY.

VET-4 Date of Last Review/Update on Master List

Rationale: Records the date of the veteran's last case review. Supports ongoing case management and list accuracy.

Data Source: Recorded by the staff responsible for completing the review.

When Collected: Upon date availability.

Subjects: All veterans.

Definition and Instructions: Record the month, day, and year of the last case review.

Required Response Categories:

1. Date of Last Review/Update on Master List: MM/DD/YYYY.

VET-5 VHA Eligible?

Rationale: Identifies whether a veteran is eligible for services through the Veterans Health Administration.

Data Source: Recorded by VA staff.

When Collected: Upon availability.

Subjects: All veterans.

Definition and Instructions: Select the appropriate option from the drop-down menu.

Required Response Categories:

1. No.
2. Yes.
3. Unconfirmed.

VET-6 SSVF Eligible?

Rationale: Identifies whether a veteran is eligible for SSVF services.

Data Source: Recorded by VA staff.

When Collected: Upon availability.

Subjects: All veterans.

Definition and Instructions: Select the appropriate option from the drop-down menu.

Required Response Categories:

1. No.
2. Yes.
3. Unconfirmed.

VET-7 Date Permanent Housing Plan (IHSP) Created

Rationale: Records the date the client's housing plan or track was identified. Supports housing placement timeline tracking.

Data Source: Recorded by the staff responsible for completing the assessment.

When Collected: Upon date availability.

Subjects: All veterans.

Definition and Instructions: Record the month, day, and year the Permanent Housing Plan was created.

Required Response Categories:

1. Date Permanent Housing Plan (IHSP) Created: MM/DD/YYYY.

VET-8 Permanent Housing Plan Notes

Rationale: Records details related to the client's Permanent Housing Plan. Supports ongoing case management documentation.

Data Source: Recorded by the staff responsible for creating the housing plan.

When Collected: Upon availability.

Subjects: All veterans.

Definition and Instructions: Record details of the client's housing plan in the free text field.

Required Response Categories:

1. Free text field: Unconstrained.

VET-9 Client Contact Phone Number

Rationale: Records the best phone number to reach the client. Supports outreach and ongoing case management.

Data Source: Recorded by the staff responsible for completing the assessment.

When Collected: Upon availability.

Subjects: All veterans.

Definition and Instructions: Record the client's best contact number. Ten digits.

Required Response Categories:

1. Client Contact Phone Number: Unconstrained text field, 10 digits.

VET-10 Client Email Address

Rationale: Records the best email address to reach the client. Supports outreach and ongoing case management.

Data Source: Recorded by the staff responsible for completing the assessment.

When Collected: Upon availability.

Subjects: All veterans.

Definition and Instructions: Record the client's best contact email address.

Required Response Categories:

1. Client Email Address: Unconstrained text field.

VET-11 Date Housing Barrier/Service Need Assessment Completed

Rationale: Records the date the client's Housing Barrier Assessment was completed. Supports service eligibility determination and timeline tracking.

Data Source: Recorded by the staff responsible for completing the assessment.

When Collected: Upon date availability.

Subjects: All veterans.

Definition and Instructions: Record the month, day, and year the Housing Barrier/Service Need Assessment was completed.

Required Response Categories:

1. Date Assessment Completed: MM/DD/YYYY.

VET-12 Assessment Score

Rationale: Records the client's VA-administered assessment score, which determines eligibility for specific services.

Data Source: Recorded by VA staff responsible for completing the assessment.

When Collected: At entry.

Subjects: All veterans.

Definition and Instructions: Record the client's assessment score. Two-digit number field.

Required Response Categories:

1. Assessment Score: Number field, 2 digits.

VET-13 Current Project Enrollment Type

Rationale: Indicates the current project type serving the veteran client. Supports tracking of service setting across the system.

Data Source: Recorded by the staff responsible for completing the assessment.

When Collected: Upon availability.

Subjects: All veterans.

Definition and Instructions: Record the client's current project type from the drop-down menu.

Required Response Categories:

1. Emergency Shelter.
2. Transitional Housing.
3. Street Outreach.
4. Not Currently Enrolled in a Project.
5. Other.

VET-14 Date of Move to Transitional Housing, Including GPD

Rationale: Records the date the veteran client entered Transitional Housing. Supports housing placement timeline documentation.

Data Source: Recorded by the staff responsible for completing the assessment.

When Collected: Upon date availability.

Subjects: All veterans.

Definition and Instructions: Record the month, day, and year the client moved into Transitional Housing, including GPD placements. Note: GPD references in this element are scheduled for removal in FY2028 following the retirement of the GPD program in 2023.

Required Response Categories:

1. Date of Move to Transitional Housing: MM/DD/YYYY.

VET-15 Responsible Provider

Rationale: Identifies the provider currently delivering services to the veteran client. Supports care coordination and case assignment tracking.

Data Source: Recorded by the staff responsible for completing or updating the assessment.

When Collected: Upon availability.

Subjects: All veterans.

Definition and Instructions: Record the provider currently serving the client from the response categories below. Note: GPD: VOAGO is scheduled for removal from this picklist in FY2028 following the retirement of the GPD program in 2023.

Required Response Categories:

1. GPD: VOAGO.
2. HUD-VASH: VA.
3. RRH Case Manager.
4. Outreach: Maryhaven.
5. Outreach: HCHV.
6. SSVF: LSS.
7. SSVF: VOAGO.
8. VAEH: LSS.
9. VAEH: VOAGO.

VET-16 Responsible Provider Staff Name

Rationale: Identifies the individual staff member currently delivering services to the veteran client. Supports case-level coordination.

Data Source: Recorded by the staff responsible for completing or updating the assessment.

When Collected: Upon availability.

Subjects: All veterans.

Definition and Instructions: Record the name of the staff member currently serving the client.

Required Response Categories:

1. Responsible Provider Staff Name: Unconstrained text field.

VET-19 Graduated VASH Voucher?

Rationale: Indicates whether a VASH client is in graduated status, meaning they are no longer receiving case management.

Data Source: Recorded by VA staff.

When Collected: When client enters graduated status.

Subjects: All VASH clients with a graduated voucher status.

Definition and Instructions: Select whether the client has a graduated VASH voucher.

Required Response Categories:

1. No.
2. Yes.

VET-20 Chart in CPRS?

Rationale: Documents whether the client's information is recorded in the Veterans CPRS data system. Supports VA system coordination.

Data Source: Recorded by VA staff.

When Collected: At project start; update as needed.

Subjects: All VASH clients with a graduated voucher status.

Definition and Instructions: Select whether the client's chart is in CPRS.

Required Response Categories:

1. No.
2. Yes.

VET-21 Chart in HOMES?

Rationale: Documents whether the client's information is recorded in the Veterans HOMES data system. Supports VA system coordination.

Data Source: Recorded by VA staff.

When Collected: At project start; update as needed.

Subjects: All VASH clients with a graduated voucher status.

Definition and Instructions: Select whether the client's chart is in HOMES.

Required Response Categories:

1. No.
2. Yes.

Additional Coordinated Entry Data Requirements

The following data elements are required for Coordinated Entry projects (CPOA) only. These are not the only elements required for CE projects; see the Quick Reference Guide for Required Data Elements for the complete list. If the client is not diverted, the Netcare CPOA project also collects HUD Universal Data Elements (excluding income, non-cash benefits, and health insurance information).

CE-1 Number of Adults in Household

Rationale: Determines the number of adults in each household that contacts CPOA. Supports diversion triage and shelter capacity planning. Family Diversion projects only.

Data Source: Client interview.

When Collected: In the course of household triage.

Subjects: All clients; Family Diversion projects only.

Definition and Instructions: Record the number of adults that are part of the household.

Required Response Categories:

1. Number of Adults in Household: Enter the number of adults in the household.

CE-2 Number of Children in Household

Rationale: Determines the number of children and their ages in each household that contacts CPOA. Supports diversion triage and shelter placement. Family Diversion projects only.

Data Source: Client interview.

When Collected: In the course of household triage.

Subjects: All clients; Family Diversion projects only.

Definition and Instructions: Record the number of children that are part of the household and the number in each age category.

Required Response Categories:

1. Total Number of Children in Household: Enter the number of children.

2. CE-2a Age 0-2 years: Enter the number of children in this age range.
3. CE-2b Age 3-7 years: Enter the number of children in this age range.
4. CE-2c Age 8-12 years: Enter the number of children in this age range.
5. CE-2d Age 13-17 years: Enter the number of children in this age range.

CE-3 Contact Resolution: Stage 1 (Phone Contact Only)

Rationale: Determines the resolution of the household's initial phone contact with CPOA. Documents diversion outcomes and referrals at the phone triage stage.

Data Source: Client interview and triage.

When Collected: In the course of household triage.

Subjects: All clients.

Definition and Instructions: Record the resolution of the client's initial phone contact. Complete all applicable sub-elements (CE-3a through CE-3e).

Required Response Categories:

CE-3a Stage 1 Contact Resolution

1. CE-3a No Disposition/Unknown: Call incomplete or client did not call back.
2. CE-3a Need Shelter Tonight.
3. CE-3a Need Shelter Tonight: More appropriately served and/or prefer other shelter or residential option.
4. CE-3a Need Shelter Tonight: Currently in shelter; advised to remain there or call back once discharged.
5. CE-3a Need Shelter Tonight (Single Adults Only): Waitlisted due to no homeless shelter space.
6. CE-3a Need Shelter Tonight: Service restricted; referred to other option(s).
7. CE-3a Do Not Need Shelter Tonight: At risk of literal homelessness within next 7 days.
8. CE-3a Do Not Need Shelter Tonight: At risk of literal homelessness in more than 7 days.

CE-3b Other Shelter or Residential Referrals

1. CE-3b CHOICES.
2. CE-3b Huckleberry House.
3. CE-3b Mental Health Services/Netcare.
4. CE-3b Alcohol/Drug Treatment Facility.
5. CE-3b Veterans Emergency Shelter.
6. CE-3b Hospital Facility.
7. CE-3b Other In-County Shelter or Facility (identify below).
8. CE-3b Out-of-County Shelter or Facility (identify below).
9. CE-3b No Other Shelter or Residential Referral Provided.
10. CE-3b Client Prefers Not to Answer.
11. CE-3b Not Applicable.

CE-3c If Diverted, Where Will Applicant Stay Tonight

1. CE-3c Rental by applicant with no ongoing subsidy.
2. CE-3c Rental by applicant with ongoing subsidy.
3. CE-3c Friend or family member.
4. CE-3c Home they own.
5. CE-3c Hotel/Motel with own resources (other than assistance voucher).
6. CE-3c Hospital or other residential non-psychiatric facility.

7. CE-3c Psychiatric hospital or other psychiatric facility.
8. CE-3c Substance abuse treatment facility or detox center.
9. CE-3c Jail, prison, or juvenile detention facility.
10. CE-3c Foster care home or foster care group.
11. CE-3c Long-term care facility or nursing home.
12. CE-3c Client Doesn't Know.
13. CE-3c Client Prefers Not to Answer.
14. CE-3c Not Applicable.

CE-3d How Long Can Applicant Expect to Stay There

1. CE-3d One Night.
2. CE-3d Two nights to one week.
3. CE-3d More than one week, but less than one month.
4. CE-3d One to three months.
5. CE-3d More than three months.
6. CE-3d Not Applicable.

CE-3e Other Service Referrals

1. CE-3e CIS Stable Families.
2. CE-3e FC DJFS/PRC.
3. CE-3e FC DJFS/Other.
4. CE-3e FC Children Services.
5. CE-3e HOCO 211.
6. CE-3e Mediation Services (Columbus Urban League or Community Mediation Services).
7. CE-3e Legal Aid.
8. CE-3e Other Rental Assistance (identify below).
9. CE-3e Other Utility Assistance (identify below).
10. CE-3e Other (identify below).
11. CE-3e No Service Referrals Provided.
12. CE-3e Client Prefers Not to Answer.
13. CE-3e Not Applicable.

CE-4 Contact Resolution: Stage 2 (After Face-to-Face Diversion)

Rationale: Determines the resolution of the household's face-to-face contact with CPOA. Applicable to Family Diversion projects only.

Data Source: Client interview and triage.

When Collected: In the course of household triage.

Subjects: All clients; Family Diversion projects only.

Definition and Instructions: Record the resolution of the client's face-to-face contact. Complete all applicable sub-elements (CE-4a and CE-4b).

Required Response Categories:

CE-4a Stage 2 Contact Resolution

1. CE-4a No Disposition/Unknown: No-show, did not complete appointment.
2. CE-4a Need Shelter Tonight: Intake/Admission.

3. CE-4a Do Not Need Shelter: At risk of literal homelessness within next 7 days.
4. CE-4a Do Not Need Shelter: At risk of literal homelessness in more than 7 days.
5. CE-4b Other Shelter or Residential Referrals, CHOICES.
6. CE-4b Huckleberry House.
7. CE-4b Mental Health Services/Netcare.
8. CE-4b Alcohol/Drug Treatment Facility.
9. CE-4b Veterans Emergency Shelter.
10. CE-4b Hospital Facility.
11. CE-4b Other In-County Shelter or Facility (identify below).
12. CE-4b Out-of-County Shelter or Facility (identify below).
13. CE-4b No Other Shelter or Residential Referral Provided.
14. CE-4b Client Prefers Not to Answer.
15. CE-4b Not Applicable.

CE-5 Client Acknowledged Electronic Data Collection Over the Phone

Rationale: Captures the client's acknowledgement that data collected during phone triage is being entered into an electronic database.

Data Source: Client triage interview.

When Collected: In the course of client triage.

Subjects: All clients.

Definition and Instructions: Record the client's response when asked if they understand their data is being entered into an electronic database.

Required Response Categories:

1. Yes.
2. No.

CE-6 Sex Offender Status

Rationale: Determines the client's sex offender status, which is used to determine shelter eligibility. Supports appropriate shelter placement and safety planning.

Data Source: Client triage interview and/or local or national background check.

When Collected: In the course of client triage.

Subjects: All clients.

Definition and Instructions: Record the client's status as reported via self-report and background check. If reports conflict, record the more restrictive status unless the client can provide conclusive documentation. Complete all sub-elements (CE-6a through CE-6e).

Required Response Categories:

CE-6a Are You, or Anyone in Your Household, a Registered Sex Offender?

1. CE-6a No.
2. CE-6a Other Adult(s).
3. CE-6a Self.

CE-6b Convicted Sex Offender?

1. CE-6b No.

2. CE-6b Yes.

CE-6c If Yes, Sex Offender Classification

1. CE-6c Tier I.
2. CE-6c Tier II.
3. CE-6c Tier III.
4. CE-6c (PreAWA) Sexually Oriented Offender.
5. CE-6c (PreAWA) Habitual Sex Offender without Notification.
6. CE-6c (PreAWA) Habitual Sex Offender with Notification.
7. CE-6c (PreAWA) Sexual Predator.
8. CE-6c (PreAWA) Aggravated Sexually Oriented Offense.
9. CE-6c (PreAWA) Child Victim Offender.
10. CE-6c (PreAWA) Child Victim Predator.

CE-6d Background Check Completed?

1. CE-6d Local (Free).
2. CE-6d National (Paid).
3. CE-6d Both (Local and National).
4. CE-6d NA (Client diverted or not homeless, call interrupted, etc.).
5. CE-6e Date Last Background Check Completed: MM/DD/YYYY.

CE-7 Managed Care Organization

Rationale: Determines whether the client has health insurance through a Managed Care Organization and, if so, which one. Supports health care coordination.

Data Source: Recorded by Coordinated Entry staff.

When Collected: At project start.

Subjects: Head of household.

Definition and Instructions: Indicate if the client is linked with an MCO and specify which one. Complete all sub-elements (CE-7a through CE-7c).

Required Response Categories:

CE-7a Managed Care Organization (MCO)

1. CE-7a AmeriHealth Caritas.
2. CE-7a Anthem.
3. CE-7a Buckeye Health Plan.
4. CE-7a Humana Healthy Horizons.
5. CE-7a Molina Healthcare of Ohio.
6. CE-7a United Healthcare of Ohio.
7. CE-7a CareSource.
8. CE-7a Client Doesn't Know.
9. CE-7a Client Prefers Not to Answer.
10. CE-7a Data Not Collected.
11. CE-7b If Client Identified an MCO, Enter Medicaid # from MITS: Unconstrained text field.

CE-7c Approval to Share Information with MCO

1. CE-7c No.

2. CE-7c Yes.

CE-8 Rental Details

Rationale: Documents information about the client's rental payments and eviction status to determine whether homeless prevention is a viable resource.

Data Source: Recorded by Coordinated Entry staff.

When Collected: At project start.

Subjects: Head of household.

Definition and Instructions: Complete all sub-elements (CE-8a through CE-8f).

Required Response Categories:

1. CE-8a Behind on Rent?
2. CE-8a No.
3. CE-8a Yes.
4. CE-8b Monthly Rent Cost: Dollar amount.
5. CE-8c Past Due Balance: Dollar amount.
6. CE-8d If Eviction, Has the Process Started and Is the Landlord Willing to Stop?
7. CE-8d No.
8. CE-8d Yes.
9. CE-8e Do You Need to Leave Within a Certain Timeframe?
10. CE-8e Text field.
11. CE-8f What Stage of the Moving Process Are You In?
12. Text field.

CE-9 Infectious Disease Information

Rationale: Documents whether a client entering shelter currently has or was recently exposed to an infectious disease, enabling the shelter to take necessary precautions.

Data Source: Recorded by Coordinated Entry staff.

When Collected: At project start.

Subjects: Head of household.

Definition and Instructions: Complete all sub-elements (CE-9a through CE-9d).

Required Response Categories:

CE-9a Recently Tested Positive or Currently Positive for an Infectious Disease?

1. CE-9a No.
2. CE-9a Yes.

CE-9b (If Yes) Type of Infectious Disease

1. CE-9b COVID.
2. CE-9b Tuberculosis.
3. CE-9b Flu.
4. CE-9b Other.
7. CE-9c (If Other) Specify Infectious Disease: Text field.

CE-9d (If Yes) Do You Have Test Results to Bring to the Shelter?

1. CE-9d No.

2. CE-9d Yes.

Additional Rapid Re-Housing Data Requirements

The following fields are collected during a client's referral to the Rapid Rehousing Pool. The purpose of all elements is to assess and score the client's specific needs to create a prioritized list for clients seeking housing.

RRH-1 Case Manager Email

Rationale: Records the email contact for the client's case manager. Supports RRH Pool coordination.

Data Source: Project staff.

When Collected: At referral to RRH Pool.

Subjects: Single adults and family heads of household.

Definition and Instructions: Enter the case manager's email address.

Required Response Categories:

1. Case Manager Email: Text field.

RRH-2 Emergency Shelter

Rationale: Identifies the emergency shelter where the client is currently enrolled. Supports RRH Pool referral coordination.

Data Source: Project staff.

When Collected: At referral to RRH Pool.

Subjects: Single adults and family heads of household.

Definition and Instructions: Select from the list of current Emergency Shelter programs.

Required Response Categories:

1. Emergency Shelter: Pick from a list of current Emergency Shelter programs.

RRH-3 Head of Household Email Address

Rationale: Records the client's email contact for RRH Pool communication.

Data Source: Project staff.

When Collected: At referral to RRH Pool.

Subjects: Single adults and family heads of household.

Definition and Instructions: Enter the head of household's email address.

Required Response Categories:

1. Head of Household Email Address: Text field.

RRH-4 Head of Household Cell Phone Number

Rationale: Records the client's cell phone contact for RRH Pool communication.

Data Source: Project staff.

When Collected: At referral to RRH Pool.

Subjects: Single adults and family heads of household.

Definition and Instructions: Enter the head of household's cell phone number.

Required Response Categories:

1. Head of Household Cell Phone Number: Text field.

RRH-5 Entry Date to Referring Agency

Rationale: Records when the client entered the referring agency's program. Supports length-of-stay analysis for RRH prioritization.

Data Source: Project staff.

When Collected: At referral to RRH Pool.

Subjects: Single adults and family heads of household.

Definition and Instructions: Enter the client's entry date to the referring agency.

Required Response Categories:

1. Entry Date to Referring Agency: MM/DD/YYYY.

RRH-6 Amount of Time Homeless in Last 12 Months

Rationale: Quantifies recent homelessness history for RRH prioritization scoring.

Data Source: Project staff.

When Collected: At referral to RRH Pool.

Subjects: Single adults and family heads of household.

Definition and Instructions: Enter the number of months the client has been homeless in the last 12 months.

Required Response Categories:

1. Amount of Time Homeless in Last 12 Months: Text field — number of months.

RRH-7 Disability Status

Rationale: Identifies whether the client or a family member has a disabling condition and, if so, how many severe and persistent conditions. Supports RRH prioritization.

Data Source: Project staff.

When Collected: At referral to RRH Pool.

Subjects: Single adults and family heads of household.

Definition and Instructions: Complete both sub-elements.

Required Response Categories:

RRH-7a Client/Family Member Is Disabled

1. RRH-7a No.
2. RRH-7a Yes.

RRH-7b How Many Disabling Conditions (Severe and Persistent)?

1. 1 through 11.

RRH-8 Domestic Violence History

Rationale: Documents whether the client has experienced abuse in the last 6 months and, if so, when the most recent occurrence was. Supports RRH prioritization.

Data Source: Project staff.

When Collected: At referral to RRH Pool.

Subjects: Single adults and family heads of household.

Definition and Instructions: Complete both sub-elements.

Required Response Categories:

RRH-8a Experienced Physical, Emotional, and/or Sexual Abuse in Last 6 Months?

1. RRH-8a No.
2. RRH-8a Yes.

RRH-8b Last Occurrence of Domestic Violence

1. RRH-8b Currently Fleeing.
2. RRH-8b Within 1-3 months.
3. RRH-8b Within 4-6 months.

RRH-9 Severe Service Needs

Rationale: Identifies whether the client has 2 or more severe service needs. Supports RRH prioritization scoring.

Data Source: Project staff.

When Collected: At referral to RRH Pool.

Subjects: Single adults and family heads of household.

Definition and Instructions: Select whether the client has 2 or more severe service needs.

Required Response Categories:

1. No.
2. Yes.

RRH-10 Number of Felonies

Rationale: Records the client's felony history for RRH housing barrier assessment.

Data Source: Project staff.

When Collected: At referral to RRH Pool.

Subjects: Single adults and family heads of household.

Definition and Instructions: Enter the number of felonies the client has.

Required Response Categories:

1. Number of Felonies: 1 through 11.

RRH-11 Number of Evictions

Rationale: Records the client's eviction history for RRH housing barrier assessment.

Data Source: Project staff.

When Collected: At referral to RRH Pool.

Subjects: Single adults and family heads of household.

Definition and Instructions: Enter the number of evictions the client has.

Required Response Categories:

1. Number of Evictions: 1 through 11.

RRH-12 Client Income

Rationale: Records whether the client has income and, for family heads, the monthly income range. Supports RRH prioritization and housing affordability assessment.

Data Source: Project staff.

When Collected: At referral to RRH Pool.

Subjects: Single adults and family heads of household.

Definition and Instructions: Complete the applicable sub-element (RRH-12a for single adults; RRH-12b for family heads).

Required Response Categories:

RRH-12a Client Has Income (Single Adults)

1. RRH-12a No.
2. RRH-12a Yes.
3. RRH-12a Client Doesn't Know.
4. RRH-12a Client Prefers Not to Answer.
5. RRH-12a Data Not Collected.

RRH-12b Family Monthly Income

1. RRH-12b No Income.
2. RRH-12b $1-$500.
3. RRH-12b $501-$1,000.
4. RRH-12b Over $1,000.

RRH-13 Client Is a Youth Aged 18-24

Rationale: Identifies transition-age youth for RRH prioritization.

Data Source: Project staff.

When Collected: At referral to RRH Pool.

Subjects: Single adults and family heads of household.

Definition and Instructions: Select whether the client is a youth aged 18-24.

Required Response Categories:

1. No.
2. Yes.

RRH-14 Client/Family Member Is Currently Pregnant

Rationale: Identifies pregnancy status for RRH prioritization.

Data Source: Project staff.

When Collected: At referral to RRH Pool.

Subjects: Single adults and family heads of household.

Definition and Instructions: Select the appropriate response.

Required Response Categories:

1. No.
2. Yes.
3. Client Doesn't Know.
4. Client Prefers Not to Answer.
5. Data Not Collected.

RRH-15 Housing Loss Due to Violence or Unhealthy Relationships

Rationale: Documents whether the client lost stable housing due to violence in the home or unhealthy/abusive relationships. Supports RRH prioritization and safety planning.

Data Source: Project staff.

When Collected: At referral to RRH Pool.

Subjects: Single adults and family heads of household.

Definition and Instructions: Complete each applicable sub-element.

Required Response Categories:

RRH-15a Lost Stable Housing Because of Violence in the Home

1. RRH-15a No.
2. RRH-15a Yes.

RRH-15b Lost Stable Housing Because of Unhealthy or Abusive Relationships

1. RRH-15b No.
2. RRH-15b Yes.

RRH-16 Housing Loss Due to Religious or Cultural Differences

Rationale: Identifies whether the family lost stable housing due to differences in religious or cultural beliefs. Family heads of household only.

Data Source: Project staff.

When Collected: At referral to RRH Pool.

Subjects: Family heads of household only.

Definition and Instructions: Select the appropriate response.

Required Response Categories:

1. No.
2. Yes.

RRH-17 Exploitation, Attack, or Robbery Since Becoming Homeless

Rationale: Documents whether the family has been exploited, attacked, beaten, or robbed since becoming homeless. Family heads of household only.

Data Source: Project staff.

When Collected: At referral to RRH Pool.

Subjects: Family heads of household only.

Definition and Instructions: Select the appropriate response.

Required Response Categories:

1. No.
2. Yes.

RRH-18 Client Is Unsafely Housed

Rationale: Identifies whether the client is currently experiencing human trafficking, violence, or exploitation. Supports emergency prioritization.

Data Source: Project staff.

When Collected: At referral to RRH Pool.

Subjects: Single adults and family heads of household.

Definition and Instructions: Select the appropriate response.

Required Response Categories:

1. No.
2. Yes.

RRH-19 Client Is a Veteran Not Eligible for SSVF Services

Rationale: Identifies veterans who do not qualify for SSVF to ensure appropriate RRH routing. Single adults only.

Data Source: Project staff.

When Collected: At referral to RRH Pool.

Subjects: Single adults heads of household only.

Definition and Instructions: Select the appropriate response.

Required Response Categories:

1. No.
2. Yes.

RRH-20 Juvenile Justice System Involvement

Rationale: Documents prior involvement with the juvenile justice system. Supports RRH prioritization and barrier assessment.

Data Source: Project staff.

When Collected: At referral to RRH Pool.

Subjects: Single adults and family heads of household.

Definition and Instructions: Select the appropriate response.

Required Response Categories:

1. No.
2. Yes.
3. Client Doesn't Know.
4. Client Prefers Not to Answer.
5. Data Not Collected.

RRH-21 Foster Care/Children Services Involvement

Rationale: Documents prior involvement with the foster care system or children services. Supports RRH prioritization and barrier assessment.

Data Source: Project staff.

When Collected: At referral to RRH Pool.

Subjects: Single adults and family heads of household.

Definition and Instructions: Select the appropriate response.

Required Response Categories:

1. No.
2. Yes.
3. Client Doesn't Know.
4. Client Prefers Not to Answer.
5. Data Not Collected.

RRH-22 LGBTQIA+ Community Identification

Rationale: Documents whether the client identifies with the LGBTQIA+ community. Supports equity-informed RRH prioritization.

Data Source: Project staff.

When Collected: At referral to RRH Pool.

Subjects: Single adults and family heads of household.

Definition and Instructions: Select the appropriate response.

Required Response Categories:

1. No.
2. Yes.
3. Client Doesn't Know.
4. Client Prefers Not to Answer.
5. Data Not Collected.

RRH-23 No High School Diploma

Rationale: Documents educational attainment for RRH barrier assessment.

Data Source: Project staff.

When Collected: At referral to RRH Pool.

Subjects: Single adults and family heads of household.

Definition and Instructions: Select the appropriate response.

Required Response Categories:

1. No.
2. Yes.

RRH-24 Client Currently in School

Rationale: Documents current school enrollment for RRH planning. Single adults only.

Data Source: Project staff.

When Collected: At referral to RRH Pool.

Subjects: Single adults heads of household only.

Definition and Instructions: Select the appropriate response.

Required Response Categories:

1. No.
2. Yes.

RRH-25 Parenting Youth

Rationale: Identifies parenting youth and number of children. Single adults only.

Data Source: Project staff.

When Collected: At referral to RRH Pool.

Subjects: Single adults heads of household only.

Definition and Instructions: Complete both sub-elements.

Required Response Categories:

RRH-25a Client Is a Parenting Youth

1. RRH-25a No.
2. RRH-25a Yes.
3. RRH-25b Number of Children: 1 through 6 or more.

RRH-26 Interest in Employment-Related Help

Rationale: Documents whether the family head is interested in job training or employment assistance. Family heads only.

Data Source: Project staff.

When Collected: At referral to RRH Pool.

Subjects: Family heads of household only.

Definition and Instructions: Select the appropriate response.

Required Response Categories:

1. No.
2. Yes.

RRH-27 Employment History

Rationale: Documents the client's recent employment history. Family heads only.

Data Source: Project staff.

When Collected: At referral to RRH Pool.

Subjects: Family heads of household only.

Definition and Instructions: Complete both sub-elements.

Required Response Categories:

1. RRH-27a Number of Jobs in Past 2 Years: 0 through 6 or more.

RRH-27b Longest Stretch Holding the Same Job

1. RRH-27b 0-3 months.
2. RRH-27b 3-5 months.
3. RRH-27b 6+ months.

RRH-28 Pets or Service Animals

Rationale: Documents whether the family has pets or service animals. Family heads only.

Data Source: Project staff.

When Collected: At referral to RRH Pool.

Subjects: Family heads of household only.

Definition and Instructions: Select the appropriate response.

Required Response Categories:

1. No.
2. Yes.

RRH-29 Three or More Children in Care

Rationale: Identifies families with 3 or more children. Family heads only.

Data Source: Project staff.

When Collected: At referral to RRH Pool.

Subjects: Family heads of household only.

Definition and Instructions: Select the appropriate response.

Required Response Categories:

1. No.
2. Yes.

RRH-30 Minimum Number of Bedrooms Needed

Rationale: Records the minimum bedroom requirement for the household. Family heads only.

Data Source: Project staff.

When Collected: At referral to RRH Pool.

Subjects: Family heads of household only.

Definition and Instructions: Enter the minimum number of bedrooms needed.

Required Response Categories:

1. Minimum Bedrooms Needed: 1 through 6 or more.

RRH-31 Money Owed to Prior Landlords

Rationale: Documents outstanding debt to prior landlords. Family heads only.

Data Source: Project staff.

When Collected: At referral to RRH Pool.

Subjects: Family heads of household only.

Definition and Instructions: Complete both sub-elements.

Required Response Categories:

RRH-31a Money Owed to One or More Prior Landlords?

1. RRH-31a No.
2. RRH-31a Yes.
3. RRH-31b Past Due Rent Balance: Dollar amount.

RRH-32 Money Owed on Utilities

Rationale: Documents outstanding utility debt. Family heads only.

Data Source: Project staff.

When Collected: At referral to RRH Pool.

Subjects: Family heads of household only.

Definition and Instructions: Complete both sub-elements.

Required Response Categories:

RRH-32a Money Owed on Any Utilities?

1. RRH-32a No.
2. RRH-32a Yes.
3. RRH-32b Past Due Utility Balance: Dollar amount.

Additional Prevention Data Requirements

PRV-1 Rental Evictions

Rationale: Collects information about the client's eviction history to determine housing barriers relevant to Homelessness Prevention program eligibility.

Data Source: Client reported; project staff.

When Collected: At project start.

Subjects: Head of household; Homelessness Prevention projects.

Definition and Instructions: Complete all sub-elements (PRV-1a through PRV-1c).

Required Response Categories:

PRV-1a Ever Been Evicted?

1. PRV-1a No.
2. PRV-1a Yes.
3. PRV-1a Client Doesn't Know.
4. PRV-1a Client Prefers Not to Answer.

PRV-1b Evicted Within the Past 12 Months

1. PRV-1b No.
2. PRV-1b Yes.
3. PRV-1b Client Doesn't Know.
4. PRV-1b Client Prefers Not to Answer.

PRV-1c Rental Evictions Within the Past 7 Years

1. PRV-1c 4 or more prior rental evictions.
2. PRV-1c 2-3 prior rental evictions.
3. PRV-1c 1 prior rental eviction.

4. PRV-1c No prior rental eviction.

PRV-2 Felony Criminal History

Rationale: Collects information about the client's felony criminal history to determine housing barriers relevant to Homelessness Prevention program eligibility.

Data Source: Client reported; project staff.

When Collected: At project start.

Subjects: Head of household; Homelessness Prevention projects.

Definition and Instructions: Select the appropriate response.

Required Response Categories:

1. No.
2. Yes.
3. Client Doesn't Know.
4. Client Prefers Not to Answer.
5. Data Not Collected.

PRV-3 Child Protective Services Involvement

Rationale: Documents whether Child Protective Services are involved in the client's case. Supports Homelessness Prevention service planning and referrals.

Data Source: Client reported; project staff.

When Collected: At project start.

Subjects: Head of household; Homelessness Prevention projects.

Definition and Instructions: Select the appropriate response.

Required Response Categories:

1. No.
2. Yes.
3. Client Doesn't Know.
4. Client Prefers Not to Answer.
5. Data Not Collected.

Unified Supportive Housing System (USHS) Data Requirements

USHS-1 Transition Age Youth

Rationale: Indicates whether a USHS Pool client is between the ages of 18-24.

Data Source: Project staff.

When Collected: At project start.

Subjects: All clients in the USHS Pool.

Definition and Instructions: Select whether the client is a transition age youth (18-24).

Required Response Categories:

1. No.
2. Yes.

USHS-2 Responsible Provider

Rationale: Indicates the partner agency currently responsible for the USHS Pool client's housing plan.

Data Source: Project staff.

When Collected: At project start.

Subjects: All clients in the USHS Pool.

Definition and Instructions: Select from the list of current providers.

Required Response Categories:

1. Responsible Provider: Pick from a list of current providers.

USHS-3 USHS Assessment Invitation

Rationale: Records the dates a client is invited to and submits a USHS vulnerability assessment.

Data Source: Project staff.

When Collected: At occurrence.

Subjects: All clients in the USHS Pool.

Definition and Instructions: Complete both sub-elements.

Required Response Categories:

1. USHS-3a Date Invited to Submit Assessment: MM/DD/YYYY.
2. USHS-3b Date Assessment Submitted: MM/DD/YYYY.

USHS-4 USHS File Invitation

Rationale: Records the dates and status of the client's USHS application submission.

Data Source: Project staff.

When Collected: At occurrence.

Subjects: All clients in the USHS Pool.

Definition and Instructions: Complete all sub-elements (USHS-4a through USHS-4e).

Required Response Categories:

USHS-4a Invited to Submit File

1. USHS-4a No.
2. USHS-4a Yes.
3. USHS-4b Date Invited to Submit File: MM/DD/YYYY.
4. USHS-4c Date USHS File Submitted: MM/DD/YYYY.
5. USHS-4d Date File Reviewed: MM/DD/YYYY.

USHS-4e File Complete

1. USHS-4e No.
2. USHS-4e Yes.

USHS-5 Case Manager Email

Rationale: Records the email contact for the USHS Pool client's case manager.

Data Source: Project staff.

When Collected: At project start.

Subjects: All clients in the USHS Pool.

Definition and Instructions: Enter the case manager's email address.

Required Response Categories:

1. Case Manager Email: Unconstrained text field.

USHS-6 Priority Pool

Rationale: Indicates the USHS Pool client's priority level for permanent supportive housing placement.

Data Source: Project staff.

When Collected: At project start.

Subjects: All clients in the USHS Pool.

Definition and Instructions: Select the client's priority pool level.

Required Response Categories:

1. HUD Chronic Homelessness.
2. Long Period of Episodic Homelessness and Severe Service Needs.
3. Homeless with Severe Service Needs.
4. Homeless without Severe Service Needs: Low Priority.
5. Homeless Coming from Transitional Housing: Lowest Priority.
6. Transfer.
7. Non-Homeless: USHS Not Responsible for Selection.

USHS-7 Date Entered into USHS Pool

Rationale: Records the date the client was officially entered into the USHS Pool.

Data Source: Project staff.

When Collected: At occurrence.

Subjects: All clients in the USHS Pool.

Definition and Instructions: Enter the date the client entered the USHS Pool.

Required Response Categories:

1. Date Entered into USHS Pool: MM/DD/YYYY.

USHS-8 USHS Status

Rationale: Tracks the USHS Pool client's current status and documents status changes over time.

Data Source: Project staff.

When Collected: At occurrence; update as status changes.

Subjects: All clients in the USHS Pool.

Definition and Instructions: Complete all sub-elements (USHS-8a through USHS-8c).

Required Response Categories:

USHS-8a Current Status

1. USHS-8a Active: Invited to submit assessment.
2. USHS-8a Active: Invited to submit file.

3. USHS-8a Active: In review.
4. USHS-8a Active: Incomplete.
5. USHS-8a Active: In pool.
6. USHS-8a Active: In referral.
7. USHS-8a Inactive.
8. USHS-8b If Inactive, Reason: Unconstrained text field.
9. USHS-8c Status Update Date: MM/DD/YYYY.

USHS-9 Program Referral 1

Rationale: Records the first program referral made from the USHS Pool and its outcome.

Data Source: Project staff.

When Collected: At occurrence.

Subjects: All clients in the USHS Pool.

Definition and Instructions: Complete all sub-elements (USHS-9a through USHS-9c).

Required Response Categories:

1. USHS-9a Program Referred To (1): Select from list of current PSH projects.
2. USHS-9b Date Referred to Housing (1): MM/DD/YYYY.

USHS-9c Result of Referral (1)

1. USHS-9c Denied by Housing Provider.
2. USHS-9c Refused by Applicant.
3. USHS-9c Accepted.
4. USHS-9c Pending.

USHS-10 Program Referral 2

Rationale: Records the second program referral made from the USHS Pool and its outcome.

Data Source: Project staff.

When Collected: At occurrence.

Subjects: All clients in the USHS Pool.

Definition and Instructions: Complete all sub-elements (USHS-10a through USHS-10c).

Required Response Categories:

1. USHS-10a Program Referred To (2): Select from list of current PSH projects.
2. USHS-10b Date Referred to Housing (2): MM/DD/YYYY.

USHS-10c Result of Referral (2)

1. USHS-10c Denied by Housing Provider.
2. USHS-10c Refused by Applicant.
3. USHS-10c Accepted.
4. USHS-10c Pending.

USHS-11 File Expiration Date

Rationale: Records the date the client's USHS application expires without action.

Data Source: Project staff.

When Collected: At occurrence.

Subjects: All clients in the USHS Pool.

Definition and Instructions: Enter the file expiration date.

Required Response Categories:

1. File Expiration Date: MM/DD/YYYY.

USHS-12 Result of Application

Rationale: Records the final result of the client's USHS application.

Data Source: Project staff.

When Collected: At project exit.

Subjects: All clients in the USHS Pool.

Definition and Instructions: Select the final result of the application.

Required Response Categories:

1. Never Referred.
2. Unable to Be Housed at This Time.
3. Successfully Housed via USHS.

USHS-13 Housing Program

Rationale: Identifies the housing program the USHS client was accepted into.

Data Source: Project staff.

When Collected: At project exit.

Subjects: All clients in the USHS Pool.

Definition and Instructions: Select from the list of current PSH projects.

Required Response Categories:

1. Housing Program: Select from list of current PSH projects.

USHS-14 Date Client Housed

Rationale: Records the date the USHS client entered a PSH housing program.

Data Source: Project staff.

When Collected: At project exit.

Subjects: All clients in the USHS Pool.

Definition and Instructions: Enter the date the client was housed.

Required Response Categories:

1. Date Client Housed: MM/DD/YYYY.

USHS-15 Physical Health

Rationale: Indicates the client's physical health quality for USHS prioritization. Scored during the Severity of Service Needs Assessment.

Data Source: Project staff.

When Collected: During Severity of Service Needs Assessment.

Subjects: All clients in the USHS Pool.

Definition and Instructions: Select the rating that best describes the client's physical health status.

Required Response Categories:

1. A: No impairment.
2. B: Minor or temporary health problems.
3. C: Stable significant medical or physical issue(s), or chronic medical condition(s) being managed.
4. D: Chronic medical condition(s) not well-managed or significant physical impairment(s).
5. E: Totally neglectful of physical health; extremely impaired by condition(s); serious health condition(s).

USHS-16 Mental, Behavioral, and Developmental Health

Rationale: Indicates the client's mental, behavioral, and developmental health quality for USHS prioritization.

Data Source: Project staff.

When Collected: During Severity of Service Needs Assessment.

Subjects: All clients in the USHS Pool.

Definition and Instructions: Select the rating that best describes the client's mental, behavioral, and developmental health.

Required Response Categories:

1. A: No MH issues.
2. B: Mild MH issues.
3. C: Moderate MH issues.
4. D: High MH issues.
5. E: Severe MH issues.

USHS-17 Substance Use

Rationale: Indicates the client's substance use level for USHS prioritization.

Data Source: Project staff.

When Collected: During Severity of Service Needs Assessment.

Subjects: All clients in the USHS Pool.

Definition and Instructions: Select the rating that best describes the client's substance use.

Required Response Categories:

1. A: No or non-problematic substance use.
2. B: Mild substance use.
3. C: Moderate substance use.
4. D: High substance use.
5. E: Severe substance use.

USHS-18 High Utilization of Crisis or Emergency Services to Meet Basic Needs

Rationale: Indicates the client's dependence on crisis and emergency system resources for USHS prioritization.

Data Source: Project staff.

When Collected: During Severity of Service Needs Assessment.

Subjects: All clients in the USHS Pool.

Definition and Instructions: Select the rating that best describes the client's crisis service utilization.

Required Response Categories:

1. A: No utilization.
2. C: Mild utilization.
3. F: Moderate utilization.
4. G: High utilization.
5. H: Severe utilization.

USHS-19 Vulnerability to Victimization

Rationale: Indicates the client's victimization vulnerability for USHS prioritization.

Data Source: Project staff.

When Collected: During Severity of Service Needs Assessment.

Subjects: All clients in the USHS Pool.

Definition and Instructions: Select the rating that best describes the client's vulnerability to victimization.

Required Response Categories:

1. A: No evidence of vulnerability.
2. C: Evidence of mild vulnerability.
3. F: Evidence of moderate vulnerability.
4. G: Evidence of high vulnerability.
5. H: Evidence of severe vulnerability.

USHS-20 Vulnerability to Illness or Death

Rationale: Indicates the client's vulnerability to illness or death for USHS prioritization, based on identified risk factors.

Data Source: Project staff.

When Collected: During Severity of Service Needs Assessment.

Subjects: All clients in the USHS Pool.

Definition and Instructions: Select the rating based on the number of identified risk factors present.

Required Response Categories:

1. A: Has none of the identified risk factors.
2. C: Has 1 of the identified risk factors.
3. F: Has 2 of the identified risk factors.
4. G: Has 3 of the identified risk factors.
5. H: Has 4 or more of the identified risk factors.

USHS-21 Barriers to Housing/Risk of Continued Homelessness

Rationale: Indicates the client's barriers to sustainable housing for USHS prioritization.

Data Source: Project staff.

When Collected: During Severity of Service Needs Assessment.

Subjects: All clients in the USHS Pool.

Definition and Instructions: Select the rating based on the number of identified risk factors present.

Required Response Categories:

1. A: Has none of the identified risk factors.
2. C: Has 1 of the identified risk factors.
3. F: Has 2 of the identified risk factors.
4. G: Has 3 of the identified risk factors.
5. H: Has 4 or more of the identified risk factors.

USHS-22 Other Community-Identified Risk Factors Based on Severity of Service Needs

Rationale: Indicates additional community-identified risk factors for USHS prioritization.

Data Source: Project staff.

When Collected: During Severity of Service Needs Assessment.

Subjects: All clients in the USHS Pool.

Definition and Instructions: Select the rating based on the number of identified risk factors present.

Required Response Categories:

1. A: Has none of the identified risk factors.
2. C: Has 1 of the identified risk factors.
3. F: Has 2 of the identified risk factors.
4. G: Has 3 of the identified risk factors.
5. H: Has 4 or more of the identified risk factors.

USHS-23 Special Populations

Rationale: Indicates whether the client belongs to targeted special populations for USHS prioritization. Select all that apply.

Data Source: Project staff.

When Collected: During Severity of Service Needs Assessment.

Subjects: All clients in the USHS Pool.

Definition and Instructions: Check all response categories that apply to the client.

Required Response Categories:

1. Homeless for the past 12 months without a break.
2. Has 4 episodes of homelessness within 3 years totaling at least 12 months.
3. Veteran.
4. Transition Age Youth.
5. Fleeing Domestic Violence.
6. Invited via Case Conference.
7. None of the Above.

Diversion and Community Assistance (DCA) Data Requirements

DCA-1 DCA Need Provider

Rationale: Documents the agency that submitted the DCA request. Supports DCA request tracking and coordination.

Data Source: Project staff.

When Collected: At project start.

Subjects: Head of household; DCA projects.

Definition and Instructions: Select from the picklist of current providers.

Required Response Categories:

1. DCA Need Provider: Select from a picklist of current providers.

DCA-2 Household Size

Rationale: Documents the household size of the family requesting DCA assistance.

Data Source: Project staff.

When Collected: At project start.

Subjects: Head of household; DCA projects.

Definition and Instructions: Enter the total number of people in the household.

Required Response Categories:

1. Household Size: Integer.

DCA-3 Household Income

Rationale: Documents the total income of the family requesting DCA assistance. Supports DCA eligibility determination.

Data Source: Project staff.

When Collected: At project start.

Subjects: Head of household; DCA projects.

Definition and Instructions: Enter the total household income in dollars.

Required Response Categories:

1. Household Income: Dollar amount.

DCA-4 Unit Zip Code

Rationale: Documents the zip code of the housing unit for which DCA assistance is requested.

Data Source: Project staff.

When Collected: At project start.

Subjects: Head of household; DCA projects.

Definition and Instructions: Enter the five-digit zip code of the DCA unit.

Required Response Categories:

1. Unit Zip Code: Five-digit zip code.

DCA-5 DCA Status

Rationale: Documents the current processing status of the DCA request.

Data Source: Project staff.

When Collected: At project start; update as status changes.

Subjects: Head of household; DCA projects.

Definition and Instructions: Select the current status of the DCA request.

Required Response Categories:

1. Identified.
2. In Process.
3. Complete.
4. Denied.
5. Void.

DCA-6 DCA Services

Rationale: Documents the financial transaction details for DCA fulfillment. Supports DCA expenditure tracking and reporting.

Data Source: Project staff.

When Collected: At service occurrence.

Subjects: Head of household; DCA projects.

Definition and Instructions: Complete all sub-elements (DCA-6a through DCA-6f) for each DCA service transaction.

Required Response Categories:

1. DCA-6a Start Date: MM/DD/YYYY.
2. DCA-6b Expense Date: MM/DD/YYYY.

DCA-6c Type of Financial Assistance

1. DCA-6c Rental Assistance.
2. DCA-6c Past Due Rental Assistance.
3. DCA-6c Security Deposit Assistance.
4. DCA-6c Utility Assistance.
5. DCA-6c Past Due Utility Assistance.
6. DCA-6c Rental Application Fees.
7. DCA-6d Amount of Financial Assistance: Dollar amount.
8. DCA-6e Funding Source: Pick from a list of current funding sources.
9. DCA-6f Vendor: Text field.

4.3 Locally Added Custom Fields and Assessments

Clarity allows CHOs to request custom assessments and additional data fields for internal case management and reporting purposes. These fields are not HUD-required and are not included in federal reporting. All custom fields and assessments must be approved by the HMIS Database Manager before activation; CHOs may not create or modify custom fields independently. CSB maintains a current inventory of all active custom assessments and agency-specific fields in a separate internal configuration record, updated on a rolling basis as fields are added or retired. That inventory is not reproduced here, as the number and configuration of custom fields change more frequently than this document is revised. CHOs seeking information about which custom assessments are currently active for their projects should contact the HMIS Database Manager. Current contact information and support resources are available at csb.org/providers/hmis.

4.4 Data Element Completion Standards

The following completion standards apply to all data elements in Clarity. These standards are enforced through the QA processes documented in the HMIS Policies and Procedures, Section 7 (Data Quality Plan).

- Missing, unknown, "Client Doesn't Know," "Client Refused," and "Data Not Collected" responses must not collectively exceed 5% per required data field.
- Entry Dates and Exit Dates must match intake and exit forms in the client file and must be completed for every individual served.
- Service records must reflect only services actually provided by the enrolled project type. No services may be entered by programs that do not provide that service type.
- Client demographic data must be entered as provided by the client and, where possible, confirmed by documentation.

5. Data Entry Workflows and Local Conventions

5.1 Emergency Shelter Projects

Emergency shelter data entry in the Columbus & Franklin County CoC follows a hybrid workflow due to the role of the Coordinated Point of Access (CPOA):

- CPOA staff collect and enter the majority of required HUD data elements for each emergency shelter client directed to a shelter through the coordinated entry process.
- Shelter agencies remain fully accountable for the accuracy of all client data within their project records in HMIS, including data entered by CPOA.
- Upon receiving a CPOA-directed client, shelter staff must review all required data elements and ensure they are complete and accurate as of the client's entry into the shelter.
- Shelter stay data must be entered in HMIS by 9:00 a.m. for all clients who stayed the previous night.
- All data for a given calendar month must be corrected and complete in HMIS by the fourth (4th) business day of the following month.

5.2 All Other Project Types

For all projects other than emergency shelter, the following timeliness and workflow standards apply:

- Data entry timeliness: All client data must be entered within 48 hours of the service or contact date.
- Complete and accurate data for a given calendar month must be corrected in HMIS by the fourth (4th) business day of the following month.
- Agency Administrators are responsible for establishing internal workflows that support timely, accurate data entry by all HMIS users at the agency.

5.3 Permanent Supportive Housing – Project Start Date vs. Housing Move-In Date

PSH providers must distinguish between two key dates in Clarity:

Project Start Date	The date the PSH provider begins working with the client and the enrollment or intake is completed. Providers should back-date the Project Start Date to reflect the actual intake date once the client is housed.
Housing Move-In Date	The date the client's true housing tenancy begins: the first night the client slept at the unit. This is not the lease signing date or a projected date.

PSH providers enter the client into HMIS once the client is housed and back-date the Project Start Date to the enrollment or intake date. The Housing Move-In Date must reflect the actual first night in the unit.

5.4 Data Corrections and the Annual Data Freeze

Data correction standards are established in the HMIS Policies and Procedures, Section 4.3. Key configuration-relevant points:

- Data corrections are permissible during the designated cure period following each quarterly QA review.
- After compliance has been confirmed, no changes to reviewed data are permitted without authorization from the HMIS Database Manager.
- An annual data freeze occurs at fiscal year-end. All data for the fiscal year, including final-quarter data, is reviewed for QA during the annual review period.
- If an agency discovers data inconsistencies after the quarterly QA period, the HMIS Agency Administrator must contact the HMIS Database Manager. Changes to previously reviewed data require explicit authorization.

5.5 Customizations by CHOs

CHOs may request additional customizations in Clarity for internal data collection and case management purposes. CSB does not fund or provide additional customizations; individual agencies contract directly with Bitfocus for any agency-specific enhancements. All proposed customizations must be submitted to and approved by the HMIS Database Manager before implementation to ensure system integrity and reporting accuracy.

6. QA Monitoring and Reporting Configuration

6.1 Standard QA Reports in Clarity

The following standard reports in Clarity support the QA monitoring process documented in the HMIS Policies and Procedures, Sections 4.4 and 7 (Data Quality Plan). These reports are available to Agency Administrators for their own projects and are run by the HMIS Database Manager for system-wide monitoring.

Report Name in Clarity	Purpose	Run By	Frequency
Client Duplicate Report	Identifies duplicate client profiles system-wide or by agency	Agency Administrator + HMIS Database Manager	Monthly (due 4th working day of month) for Agency, Quarterly for HMIS Database Manager
Data Quality Report / QA Report	Checks completeness, accuracy, and timeliness of required data elements by project	Agency Administrator (submitted to HMIS Database Manager)	Quarterly (initial run); Monthly (for non-compliant agencies)
Open Enrollments / Active Client Report	Identifies cases that should be exited; flags open enrollments with no recent activity	Agency Administrator	Monthly (recommended) or Weekly (agencies >200 households/yr)
External Reports	**Purpose**	**Run By**	**Frequency**
EVA Data Quality Report	Checks for missing or unknown HUD required data elements and overlapping program stays with ES, RRH, PSH projects.	HMIS Database Manager (distributed to Agency Administrators)	Monthly (additional program support). Agencies are encouraged to make monthly corrections. Final corrections due Quarterly.

6.2 QA Schedule

The HMIS Database Manager distributes the QA schedule to all CHOs at the beginning of each fiscal year. The schedule identifies:

- Quarterly QA review run dates (initial run and second run for non-compliant agencies)
- Monthly QA review dates for agencies on the Monthly QA Roster
- The Annual QA review period at fiscal year-end
- Data freeze dates and cure period deadlines

Current QA schedule and submission deadlines are available through the HMIS Partner Agencies section at https://www.csb.org/providers/hmis/

6.3 System Performance Reporting

CSB generates the following system-level and program-level reports from Clarity data for external reporting and community planning purposes:

- System and Program Indicator Report (SPIR): Quarterly and semi-annual; used for CoC planning, funder reporting, and board reporting. Agencies with unresolved data quality non-compliance are excluded from the SPIR until compliance is achieved.
- HUD Annual Performance Report (APR): Generated from Clarity for all CoC-funded projects and submitted through Sage.
- ESG Consolidated Annual Performance and Evaluation Report (CAPER): Generated from Clarity for ESG-funded projects.
- Point-in-Time Count (PIT): Annual unduplicated count; Clarity data contributes to sheltered count.
- Housing Inventory Count (HIC): Annual inventory of beds and units; project setup in Clarity must be accurate to support HIC.

7. User Access Configuration

7.1 Access Levels in Clarity

Clarity's role-based access control system allows the HMIS Database Manager to assign access levels that limit each user's visibility to only the data and functions appropriate to their role.

User access level definitions, role names, and associated permissions are documented in the HMIS Policies and Procedures, Section 3.1, and are maintained by the HMIS Database Manager as part of Clarity's system configuration. Access level definitions are not reproduced here, as they are specific to the Clarity software configuration and subject to change with system updates. CHOs seeking information about access levels for their users should contact the HMIS Database Manager. Current contact information is available at csb.org/providers/hmis.

7.2 User Account Management

User account management procedures are documented in the HMIS Policies and Procedures, Sections 3.2 and 6 (Security Plan). Configuration-relevant standards:

- All new users must complete an HMIS User Agreement electronically within Clarity before access is granted.
- User accounts are created by the HMIS Database Manager upon request from the HMIS Agency Administrator.
- HMIS Agency Administrators are responsible for notifying the HMIS Database Manager within 24 hours when a user no longer requires access.
- Terminated employees must have HMIS access revoked on the date of termination.
- The HMIS Database Manager reviews active user accounts periodically and deactivates accounts for users who have left or changed roles.
- Concurrent login (simultaneous sessions for the same user) is blocked by Clarity's system configuration.

8. Coordinated Entry Configuration

8.1 Coordinated Point of Access (CPOA)

The Columbus & Franklin County CoC's Coordinated Entry system operates through the Coordinated Point of Access (CPOA). CSB administers the CE project in Clarity. The CPOA configuration in Clarity includes:

- A dedicated CE project record configured as HUD project type CE (Type 14)
- Assessment workflows in Clarity for standardized intake and vulnerability screening
- Referral workflows connecting CE assessments to participating shelter and housing projects

Detailed CE workflow documentation, including assessment tool configuration and referral routing, is maintained by the HMIS Database Manager and available at csb.org/providers/hmis.

9. Document Control and Review

9.1 Review Schedule

This HMIS Local Data Dictionary is reviewed annually by the HMIS Database Manager. As a technical document, it is updated on a rolling basis whenever significant changes occur in system configuration, project setup, or local data element decisions.

Unlike the HMIS Policies and Procedures, which incorporates the Data Quality Plan, Privacy Plan, and Security Plan and requires formal CoC Board approval, this Local Data Dictionary does not require formal CoC Board approval. However, material changes to local data collection requirements or system configuration that affect CHO obligations are communicated to all CHOs in a timely manner and may be reflected in updates to the companion governance documents that do require CoC approval.

Document Control

Document Owner: HMIS Database Manager, Community Shelter Board

Initial Release: FY2027 | Effective Date: April 17, 2026

Next Scheduled Review: March 2027

Supersedes: The HMIS Data Dictionary (FY26), to the extent that document served as the local system configuration and data element reference. Data quality standards previously in the FY26 Data Dictionary were superseded by the HMIS Policies and Procedures (FY27), which incorporates the Data Quality Plan, Security Plan, and Privacy Plan.

Related Documents: HMIS Policies and Procedures (includes Data Quality Plan, Privacy Plan, and Security Plan); HMIS Participating Agency Agreement; HUD HMIS Data Dictionary (current year).

Appendix A: FY26 Data Dictionary Cross-Reference

The following table maps each local element number used in this FY27 HMIS Local Data Dictionary to the corresponding section number in the superseded FY26 HMIS Data Dictionary. Crisis Prevention and De-escalation data elements (CRZ) are listed with a retired notation; those elements were retired effective January 1, 2026 and are no longer collected in Clarity.

Element Number	Element Name	FY26 Data Dictionary Reference
SW-1	Gender	CSB local decision (HUD retired FY2026)
SW-2	Zip Code of Last Permanent Address	FY26 Data Dictionary 5.1
SW-3	General Area Location of Previous Residence	FY26 Data Dictionary 5.2
SW-4	Reason for Leaving	FY26 Data Dictionary 5.4
SW-5	Homelessness Primary Reason	FY26 Data Dictionary 5.7
SW-6	Monthly Rent and Utilities	FY26 Data Dictionary 5.9

SW-7	Mental Health Linkage	FY26 Data Dictionary 5.11
LOC-1	Household Type (Family Status)	FY26 Data Dictionary 5.5
LOC-2	Head of Household Designation	FY26 Data Dictionary 5.6
VET-1	Veteran HOMES Identifier	FY26 Data Dictionary 6.1
VET-2	List Status	FY26 Data Dictionary 6.2
VET-3	List Status Change Date	FY26 Data Dictionary 6.3
VET-4	Date of Last Review/Update on Master List	FY26 Data Dictionary 6.4
VET-5	VHA Eligible?	FY26 Data Dictionary 6.5
VET-6	SSVF Eligible?	FY26 Data Dictionary 6.6
VET-7	Date Permanent Housing Plan (IHSP) Created	FY26 Data Dictionary 6.7
VET-8	Permanent Housing Plan Notes	FY26 Data Dictionary 6.8
VET-9	Client Contact Phone Number	FY26 Data Dictionary 6.9
VET-10	Client Email Address	FY26 Data Dictionary 6.10
VET-11	Date Housing Barrier/Service Need Assessment Completed	FY26 Data Dictionary 6.11
VET-12	Assessment Score	FY26 Data Dictionary 6.12
VET-13	Current Project Enrollment Type	FY26 Data Dictionary 6.13
VET-14	Date of Move to Transitional Housing, Including GPD	FY26 Data Dictionary 6.14
VET-15	Responsible Provider	FY26 Data Dictionary 6.15
VET-16	Responsible Provider Staff Name	FY26 Data Dictionary 6.16
VET-17	Type of Service Provided (GPD only)	FY26 Data Dictionary 6.17 — Retired 2023 (GPD program retired)
VET-18	Entered to Address a Clinical Need (GPD only)	FY26 Data Dictionary 6.18 — Retired 2023 (GPD program retired)
VET-19	Graduated VASH Voucher?	FY26 Data Dictionary 6.19
VET-20	Chart in CPRS?	FY26 Data Dictionary 6.20
VET-21	Chart in HOMES?	FY26 Data Dictionary 6.21
CE-1	Number of Adults in Household	FY26 Data Dictionary 7.1
CE-2	Number of Children in Household	FY26 Data Dictionary 7.2
CE-3	Contact Resolution: Stage 1 (Phone)	FY26 Data Dictionary 7.3
CE-4	Contact Resolution: Stage 2 (Face-to-Face)	FY26 Data Dictionary 7.4
CE-5	Client Acknowledged Electronic Data Collection	FY26 Data Dictionary 7.5
CE-6	Sex Offender Status	FY26 Data Dictionary 7.6

CE-7	Managed Care Organization	FY26 Data Dictionary 7.7
CE-8	Rental Details	FY26 Data Dictionary 7.8
CE-9	Infectious Disease Information	FY26 Data Dictionary 7.9
RRH-1	Case Manager Email	FY26 Data Dictionary 8.1
RRH-2	Emergency Shelter	FY26 Data Dictionary 8.2
RRH-3	Head of Household Email Address	FY26 Data Dictionary 8.3
RRH-4	Head of Household Cell Phone Number	FY26 Data Dictionary 8.4
RRH-5	Entry Date to Referring Agency	FY26 Data Dictionary 8.5
RRH-6	Amount of Time Homeless in Last 12 Months	FY26 Data Dictionary 8.6
RRH-7	Disability Status	FY26 Data Dictionary 8.7
RRH-8	Domestic Violence History	FY26 Data Dictionary 8.8
RRH-9	Severe Service Needs	FY26 Data Dictionary 8.9
RRH-10	Number of Felonies	FY26 Data Dictionary 8.10
RRH-11	Number of Evictions	FY26 Data Dictionary 8.11
RRH-12	Client Income	FY26 Data Dictionary 8.12
RRH-13	Client Is a Youth Aged 18-24	FY26 Data Dictionary 8.13
RRH-14	Client/Family Member Is Currently Pregnant	FY26 Data Dictionary 8.14
RRH-15	Housing Loss Due to Violence or Unhealthy Relationships	FY26 Data Dictionary 8.15-8.17
RRH-16	Housing Loss Due to Religious or Cultural Differences	FY26 Data Dictionary 8.18
RRH-17	Exploitation, Attack, or Robbery Since Becoming Homeless	FY26 Data Dictionary 8.19
RRH-18	Client Is Unsafely Housed	FY26 Data Dictionary 8.20
RRH-19	Client Is a Veteran Not Eligible for SSVF Services	FY26 Data Dictionary 8.21
RRH-20	Juvenile Justice System Involvement	FY26 Data Dictionary 8.22
RRH-21	Foster Care/Children Services Involvement	FY26 Data Dictionary 8.23
RRH-22	LGBTQIA+ Community Identification	FY26 Data Dictionary 8.24
RRH-23	No High School Diploma	FY26 Data Dictionary 8.25
RRH-24	Client Currently in School	FY26 Data Dictionary 8.26
RRH-25	Parenting Youth	FY26 Data Dictionary 8.27
RRH-26	Interest in Employment-Related Help	FY26 Data Dictionary 8.28
RRH-27	Employment History	FY26 Data Dictionary 8.29

RRH-28	Pets or Service Animals	FY26 Data Dictionary 8.30
RRH-29	Three or More Children in Care	FY26 Data Dictionary 8.31
RRH-30	Minimum Number of Bedrooms Needed	FY26 Data Dictionary 8.32
RRH-31	Money Owed to Prior Landlords	FY26 Data Dictionary 8.33
RRH-32	Money Owed on Utilities	FY26 Data Dictionary 8.34
PRV-1	Rental Evictions	FY26 Data Dictionary 9.1
PRV-2	Felony Criminal History	FY26 Data Dictionary 9.2
PRV-3	Child Protective Services Involvement	FY26 Data Dictionary 9.3
USHS-1	Transition Age Youth	FY26 Data Dictionary 10.1
USHS-2	Responsible Provider (USHS)	FY26 Data Dictionary 10.2
USHS-3	USHS Assessment Invitation	FY26 Data Dictionary 10.3
USHS-4	USHS File Invitation	FY26 Data Dictionary 10.4
USHS-5	Case Manager Email (USHS)	FY26 Data Dictionary 10.5
USHS-6	Priority Pool	FY26 Data Dictionary 10.6
USHS-7	Date Entered into USHS Pool	FY26 Data Dictionary 10.7
USHS-8	USHS Status	FY26 Data Dictionary 10.8
USHS-9	Program Referral 1	FY26 Data Dictionary 10.9
USHS-10	Program Referral 2	FY26 Data Dictionary 10.10
USHS-11	File Expiration Date	FY26 Data Dictionary 10.11
USHS-12	Result of Application	FY26 Data Dictionary 10.12
USHS-13	Housing Program	FY26 Data Dictionary 10.13
USHS-14	Date Client Housed	FY26 Data Dictionary 10.14
USHS-15	Physical Health	FY26 Data Dictionary 10.15
USHS-16	Mental, Behavioral, and Developmental Health	FY26 Data Dictionary 10.16
USHS-17	Substance Use	FY26 Data Dictionary 10.17
USHS-18	High Utilization of Crisis or Emergency Services	FY26 Data Dictionary 10.18
USHS-19	Vulnerability to Victimization	FY26 Data Dictionary 10.19
USHS-20	Vulnerability to Illness or Death	FY26 Data Dictionary 10.20
USHS-21	Barriers to Housing/Risk of Continued Homelessness	FY26 Data Dictionary 10.21
USHS-22	Other Community-Identified Risk Factors	FY26 Data Dictionary 10.22
USHS-23	Special Populations	FY26 Data Dictionary 10.23

DCA-1	DCA Need Provider	FY26 Data Dictionary 11.1
DCA-2	Household Size (DCA)	FY26 Data Dictionary 11.2
DCA-3	Household Income (DCA)	FY26 Data Dictionary 11.3
DCA-4	Unit Zip Code (DCA)	FY26 Data Dictionary 11.4
DCA-5	DCA Status	FY26 Data Dictionary 11.5
DCA-6	DCA Services	FY26 Data Dictionary 11.6
CRZ-1 (Retired)	Date of Contact	FY26 Data Dictionary 12.0 — Retired 1/1/2026
CRZ-2 (Retired)	Current Active Program	FY26 Data Dictionary 12.1 — Retired 1/1/2026
CRZ-3 (Retired)	Crisis Prevention Specialist	FY26 Data Dictionary 12.2 — Retired 1/1/2026
CRZ-4 (Retired)	Type of Contact	FY26 Data Dictionary 12.3 — Retired 1/1/2026
CRZ-5 (Retired)	Was 911 Called?	FY26 Data Dictionary 12.4 — Retired 1/1/2026
CRZ-6 (Retired)	Outcome of Police Response	FY26 Data Dictionary 12.5 — Retired 1/1/2026
CRZ-7 (Retired)	Outcome of EMT Response	FY26 Data Dictionary 12.6 — Retired 1/1/2026
CRZ-8 (Retired)	Contact Notes	FY26 Data Dictionary 12.7 — Retired 1/1/2026