

HMIS NCS Data Collection– Explanation of Data Elements

The State of California partnered with the federal Housing and Urban Development Department (HUD) and HMIS experts to develop a new Non-Congregate Shelter workflow in HMIS. This workflow was created to support local implementation of Project Roomkey and to be used as a tool to track all of their non-congregate (NCS) shelter utilization during the COVID-19 outbreak as the engine for NCS reimbursement for FEMA. The additional data being collected outside of HMIS universal elements is outlined below – and should be collected for anyone accessing any NCS site through an NCS assessment available in your HMIS.

Note: for FEMA reimbursement, documentation on screening and screening results should remain robust and uniform. Suggested documentation includes:

- **For Covid-19+:** Documentation from a health facility or medical professional confirming the individual is Covid-19+ is suggested
- **For Exposed to Covid-19:** Documentation by a state or local public health official, or medical health professional is required per FEMA approval letter
- **For High risk category:** While FEMA does not have a written policy on documenting the high risk category for FEMA reimbursement, a medical record may serve as documentation should it be available. When it is not or is pending, a self certification form is strongly recommended.

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Question: Do you have the ability to self-isolate or quarantine without assistance?

Rationale: To indicate whether or not the household has the ability to quarantine without non-congregate shelter.

Data Collection Instructions: Record the answer provided by the Head of Household at the time of enrollment.

Data Element Fields and Responses:

Response Options	Descriptions
Yes	Household has other means of quarantine outside of entering non-congregate shelter.
No	Household's only means of quarantine is non-congregate shelter.

Question: Last or Current Permanent Address

Rationale: To indicate the last, or current, permanent address of the household seeking non-congregate shelter.

Data Collection Instructions: Record the answer provided by the Head of Household at the time of enrollment.

Data Element Fields and Responses:

Field	Response Options	Descriptions
Street Address	[text field]	This should never be the address of a shelter or a reference to a location like the streets or a park – it should be the address where the client was last in housing that might be categorized as permanent, such as: <ul style="list-style-type: none"> • An apartment or house rented by the client, with or without a subsidy; • A home owned or rented by someone else (e.g., the client's parents, a friend, etc.) where the client lived.
City	[text field]	City of last or current permanent residence.
State	[text field]	State of last or current permanent residence.
Zip	[text field]	Zip Code of last or current permanent residence.
Address Data Quality	Full address reported	Select the option that best describes the data quality of the address given
	Incomplete or estimated address reported	

	Client Doesn't Know	
	Client Refused	
	Data Not Collected	

Question: HoH Cell Phone Number

Rationale: To record the mobile number of the head of household.

Data Collection Instructions: Record the answer provided by the Head of Household at the time of enrollment.

Data Element Fields and Responses:

Response Options	Descriptions
Phone Number	The best mobile number to reach the head of household.
Client Doesn't Know	
Client Refused	
Data Not Collected	If client has no mobile phone.

Question: HoH Email Address

Rationale: To record the email address of the head of household.

Data Collection Instructions: Record the answer provided by the Head of Household at the time of enrollment.

Data Element Fields and Responses:

Response Options	Descriptions
Email Address	The best email address to reach the head of household.
Client Doesn't Know	
Client Refused	
Data Not Collected	If client has no email address.

Question: COVID-19 Screening Results for qualifying Household member

Rationale: To record the results of the COVID-19 screening for qualifying household member.

Data Collection Instructions: Record the answer provided by the Head of Household at the time of enrollment. The HMIS workflow should prompt users to upload verification documentation to HMIS, if possible.

For those that screen as “Asymptomatic High Risk”, the qualifying household member must be over the age of 65 OR have underlying medical conditions as defined by CDC for COVID-19:

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/groups-at-higher-risk.html>

For those that screen as “COVID-19 Exposed” OR “COVID-19 Positive” additional documentation will be required for FEMA reimbursement, and will need to be documented by a state or local public health official, or medical health professional. Documentation may be uploaded directly in HMIS if available.

Data Element Fields and Responses:

Response Options	Descriptions
Asymptomatic Low Risk	Qualifying household member does not fall into the high risk category, and as not been exposed to screen positive for COVID-19.
Asymptomatic High Risk	Qualifying household member is over 65 or have underlying medical conditions as defined by CDC for COVID-19: https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/groups-at-higher-risk.html
COVID-19 Exposed	Qualifying household member has been exposed to COVID-10 as documented by a healthcare professional.
COVID-19 Positive	Qualifying household member has screened positive for COVID-19.

Question: Total Number of Adults in Household

Rationale: To indicate the total number of adults in the household who will need to be permanently housed when NCS is no longer needed.

Data Collection Instructions: Record the answer provided by the Head of Household at the time of enrollment.

Data Element Fields and Responses:

Response Options	Descriptions
[Integer]	The number of adults who will need to be permanently housed at exit from the NCS project.

Question: Total Number of Children in Household

Rationale: To indicate the total number of children in the household who will need to be permanently housed when NCS is no longer needed.

Data Collection Instructions: Record the answer provided by the Head of Household at the time of enrollment.

Data Element Fields and Responses:

Response Options	Descriptions
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[Integer]	The number of children who will need to be permanently housed at exit from the NCS project.
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Question: Pets in Household

Rationale: To indicate if there are any pets, including service animals, that will need to enter the non-congregate shelter with the household.

Data Collection Instructions: Record the answer provided by the Head of Household at the time of enrollment.

Data Element Fields and Responses:

Response Options	Descriptions
Yes	There are pets that will enter the non-congregate shelter with the household.
No	There are not pets that will enter the non-congregate shelter with the household.
Client Doesn't Know	
Client Refused	
Data Not Collected	

Question: Service Animal in Household

Rationale: To indicate if there are any service animals (not including pets that are not service animals) that will need to enter the non-congregate shelter with the household.

Data Collection Instructions: Record the answer provided by the Head of Household at the time of enrollment.

Data Element Fields and Responses:

Response Options	Descriptions
Yes	There are service animals that will enter the non-congregate shelter with the household.
No	There are not service animals that will enter the non-congregate shelter with the household.
Client Doesn't Know	
Client Refused	
Data Not Collected	

Question: Access/Functional Needs Identified

Rationale: Access and functional needs (AFN) refers to individuals who are or have:

- Physical, developmental or intellectual disabilities
- Chronic conditions or injuries
- Limited English proficiency
- Older adults
- Children
- Low income, homeless and/or transportation disadvantaged (i.e., dependent on public transit)
- Pregnant women

Data Collection Instructions: Record the answer provided by the Head of Household at the time of enrollment. Full details on understanding access and functional needs can be found:

<https://www.caloes.ca.gov/cal-oes-divisions/access-functional-needs>

Data Element Fields and Responses:

Response Options	Descriptions
Yes	Household has indicated they have access or functional needs.
No	Household has indicated they do not have access or functional needs.
Client Doesn't Know	
Client Refused	
Data Not Collected	

Question: Unit Type

Rationale: To indicate the type of non-congregate shelter the household will be housed in.

Data Collection Instructions: Record the answer that best describes the situation of the non congregate setting. There are many types of non-congregate settings, and the list of options should not preclude local HMIS implementations from adding options that better describe their situation.

Data Element Fields and Responses:

Response Options	Descriptions
Hotel / Motel	NCS is a hotel or motel room.
Shelter	NCS is in an existing shelter setting, that is suitable for a non-congregate approach.
Apartment	NCS is an apartment.
Trailer	NCS is a trailer.
Other	Additional options should be added as appropriate to each community

Question: Unit

Rationale: To indicate the location of the NCS unit the household will be staying in.

Data Collection Instructions: Record the data of the unit that the household is occupying while in NCS. HMIS may be set up to have pre-filled options, or may require all elements to be entered for every instance.

Data Element Fields and Responses:

Field	Response Options	Descriptions
Unit Name	[text field]	Name should best describe the NCS unit. Examples: Best Western, UCLA Dorm, St. John's Shelter, etc.)
Unit Address	[text field]	Street address of unit.
City	[text field]	City of unit.
County	[text field]	County of unit.
State	[text field]	State of unit.
Zip	[text field]	Zip Code of unit.