

DATA STANDARDS FY2020 UPDATES: CURRENT LIVING SITUATION DATA ENTRY GUIDE

Background

As of October 1, 2019, a new workflow for recording outreach contacts, including additional data, has been implemented due to changes in the [FY2020 Data Standards](#).

As of October 1, 2019 the Outreach Contact data element has been completely replaced by a new data element called **Current Living Situation**.

This guide will show you how to record the new **Current Living Situation** data element and its dependent fields within Clarity once the changes have gone live.

The Current Living Situation data element will be entered very similarly to how the Outreach Contact was entered.

Every time a Current Living Situation is recorded, dependent fields may need to be answered.

When to Record a Current Living Situation Assessment

- Record a current living situation assessment whenever you make contact with a client. This includes:
 - Enrollment
 - Contact with a client that requires a Status Update (i.e. they have updated their enrollment data)
 - Contact with a client not requiring a Status Update (i.e. they have not updated their enrollment data)
 - Exit*


*Upon exit, you may not necessarily make contact with a client. HUD does not expect that you record a current living situation if a client is exited from your program without making contact.

Programs which will collect the new Current Living Situation

1. All Outreach programs
2. All HHS:PATH Outreach and Services Only programs
3. Coordinated Entry enrollments (this change to be implemented prior to April 2020)
4. Night-by-night Emergency Shelter programs (none exist in San Diego HMIS as of 9/30/19)

Current Living Situation Workflow in HMIS

1. Enroll your client into your program
 - a. An Enrollment is **Required** to add a current living situation assessment. The Current Living Situation Assessment is an assessment housed *within* an enrollment.
2. Navigate to your enrollment screen (All data in screenshots below are fictitious)

Program Name	Start Date	End Date	Type
Alpha - PH-RRH - HUD Direct III(7045) Alpha Project for the Homeless	09/24/2019	Active	Individual
 Alpha - Outreach - National City (6658) Alpha Project for the Homeless	09/19/2019	Active	Group

- a. This will take you to the same screen where you can add a status update, edit the enrollment, add an exit, add program services, etc.

3. A new menu is now available to you under the program enrollment screen: **“Assessments”** - click this menu to get to the “assessments” screen which will show you program assessments.
 - a. These assessments include Status Updates, Annual Assessments, **Current Living Situation Assessments**, and any custom assessment your agency may or may not have.

The screenshot shows a web interface for a program enrollment screen. At the top, a dark blue header bar contains the text "PROGRAM: ALPHA - OUTREACH - NATIONAL CITY (6658)". Below this is a navigation menu with tabs for "Enrollment", "History", "Provide Services", "Assessments", and "Notes". The "Assessments" tab is currently selected and underlined. In the top right corner of the page, there is a link labeled "x Exit". The main content area is titled "Assessments" and contains a table of assessment options. Each row has a text label on the left and a "START" button on the right. The "START" button for "Current Living Situation" is highlighted with a red rectangular border. In the top right corner of the assessment list, there is a link labeled "LINK FROM ASSESSMENTS".

Assessment Type	Action
Status Update Assessment	START
Annual Assessment	START
Current Living Situation	START

4. On the Assessments menu, click “Start” next to Current Living Situation highlighted in red above

5. If you are entering data into the Current Living Situation assessment for an applicable program type, questions will appear for you to answer. Fill these out.

PROGRAM: ALPHA - OUTREACH - NATIONAL CITY (6658)

Enrollment History Provide Services Assessments Notes

✕ Exit

Add Current Living Situation for client Uhlig Testtrainingclient

ONLY FILL OUT THIS ASSESSMENT IF YOU ARE WORKING IN AN OUTREACH, COORDINATED ENTRY, OR A HHS:PATH SERVICES ONLY PROGRAM

Date of Contact 09/30/2019 

Current Living Situation Select 

Location Details

SAVE & CLOSE

CANCEL

6. Depending on your responses, you may have additional follow-up questions to ask and answer. Fill out everything you are presented with. Be sure to click “Save & Close” when you’re finished filling everything out.








PROGRAM: ALPHA - OUTREACH - NATIONAL CITY (6658)

Enrollment History Provide Services Assessments Notes

✕ Exit

Add Current Living Situation for client Uhlig Testtrainingclient

ONLY FILL OUT THIS ASSESSMENT IF YOU ARE WORKING IN AN OUTREACH, COORDINATED ENTRY, OR A HHS:PATH SERVICES ONLY PROGRAM

Date of Contact	09/30/2019 
Current Living Situation	Host Home (non-crisis) 
Is client going to have to leave their current living situation within 14 days?	Yes 
Has a subsequent residence been identified?	Select 
Does individual or family have resources or support networks to obtain other permanent housing?	Select 
Has the client had a lease or ownership interest in a permanent housing unit in the last 60 days?	Select 
Has the client moved 2 or more times in the last 60 days?	Select 

Location Details

SAVE & CLOSE **CANCEL**

Reviewing Previous Current Living Situation Assessments

1. Navigate to the Assessments screen within your program enrollment (step 2 above)

PROFILE HISTORY SERVICES **PROGRAMS** CONTACT LOCATION ASSESSMENTS NOTES FILES REFERRALS

PROGRAM: ALPHA - OUTREACH - NATIONAL CITY (6658)

Enrollment History Provide Services **Assessments** Notes × Exit

Assessments LINK FROM ASSESSMENTS

Status Update Assessment	START
Annual Assessment	START
Current Living Situation	START

ASSESSMENT HISTORY

Advanced Search Options View ▼

Assessment Name	Completed	Details
Current Living Situation Alpha Project for the Homeless	09/30/2019	
Status Update Assessment Alpha Project for the Homeless	09/19/2019	



Other Status Assessment

2. On this screen the lower half represents a client's Assessment History

3. Click the edit pencil button for the assessment which you want to edit or review for this client

ASSESSMENT HISTORY

Advanced Search Options [View](#) ▼

Assessment Name	Completed	Details
  Current Living Situation Alpha Project for the Homeless	09/30/2019	

Please continue to the next page.

- 4. Clicking this edit button will take you to the completed assessment screen so that you may review previous answers. If you are making edits to the previous answers please be sure to save your changes by clicking "Save Changes"








PROGRAM: ALPHA - OUTREACH - NATIONAL CITY (6658)

Enrollment History Provide Services Assessments Notes

✕ Exit

Edit Current Living Situation for client Uhlig Testtrainingclient

ONLY FILL OUT THIS ASSESSMENT IF YOU ARE WORKING IN AN OUTREACH, COORDINATED ENTRY, OR A HHS:PATH SERVICES ONLY PROGRAM

Date of Contact	09/30/2019 
Current Living Situation	Host Home (non-crisis) 
Is client going to have to leave their current living situation within 14 days?	Yes 
Has a subsequent residence been identified?	Yes 
Does individual or family have resources or support networks to obtain other permanent housing?	No 
Has the client had a lease or ownership interest in a permanent housing unit in the last 60 days?	No 
Has the client moved 2 or more times in the last 60 days?	No 

Location Details

Client is in a host home, but will move in with family on the 1st.

SAVE CHANGES CANCEL