

Definitions

The following definitions were developed from frontline staff feedback, the March 2007 version of the APR form, and the Federal Register Vol. 69, No. 146 (HMIS FR 4848-N-02).

Chronically Homeless Person: An unaccompanied homeless individual with a disabling condition who has either been continuously homeless for a year or more OR has had at least four (4) episodes of homelessness in the past three (3) years.” To be considered chronically homeless a person must have been on the streets or in an emergency shelter (not transitional housing) during these stays.

Disabling Condition: See below.

Unaccompanied Homeless Individual: An unaccompanied homeless individual is the same as a single-not-in-family (defined below).

City of Last Residence: Refers to the last city in which the client resided before he became homeless. For Homeless Prevention programs, it refers to the city in which the client currently resides.

Disabling Condition: HUD defines a disabling condition as: (1) A disability as defined in Seciton 223 of the Social Security Act; (2) a physical, mental, or emotional impairment which is (a) expected to be of long-continued and indefinite duration, (b) substantially impedes an individual’s ability to live independently, and (c) of such a nature that such ability could be improved by more suitable housing conditions; (3) a developmental disability as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act; (4) the disease of acquired immunodeficiency syndrome or any conditions arising from the etiological agency for acquired immunodeficiency syndrome; or (5) a diagnosable substance abuse disorder.

(For more details on items 1 and 3, please see the System Administrator 1).

Families vs. Singles:

Family: A household composed of two or more related persons, at least one of whom is a child accompanied by an adult or a juvenile parent. *This definition does not change how households are entered into HMIS. Always enter two or more people in the same household as a household.*

Adults in Families: Within a family (see above definition), an adult is any person 18 years of age and or older.

Children in Families: Refers to children under the age of 18 accompanied by one or more adults (parent, relative, or guardian). Children in families also include both a juvenile parent and his/her child(ren).

Singles Not in Families: Refers to persons not accompanied by children, including unaccompanied youth and pregnant women not accompanied by other children. *Therefore, a single, pregnant woman would be entered as a single; no household would be created for*

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her. Although a household comprised of two adults still requires the creation of a household in ServicePoint, the APR will automatically count each of the adults as a single.

Homeless Person:¹ Someone who is living on the street or in an emergency shelter or who would be living on the street or in an emergency shelter without HUD's homelessness assistance. A person is considered homeless only when s/he resides in one of the places described below:

- In places not meant for human habitation, such as cars, parks, sidewalks, abandoned buildings, on the street;
- In an emergency shelter;
- In transitional or supportive housing for homeless persons who originally came from the streets or emergency shelters;
- In any of the above places but is spending a short time (up to 30 consecutive days) in a hospital or other institution;
- Is being evicted within a week from a private dwelling unit and no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing or their housing has been condemned by housing officials and is no longer considered meant for human habitation;
- Is being discharged within a week from an institution in which the person has been a resident for more than 30 consecutive days and no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing; OR
- Is fleeing a domestic violence housing situation and no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing.

Income vs. Non-cash Resources:

Income: In the Out-Wayne Continuum, income information (source, last 30-day amount, and start date) is required for all adults and unaccompanied youth. Income received *for the child* but *in the parent's name* must be recorded under the parent's record. Income includes the following categories:

- Earned Income
- Unemployment Insurance
- Supplemental Security Income (SSI)
- Social Security Disability Income (SSDI)
- A Veteran's Disability Payment
- Privacy Disability Insurance
- Worker's Compensation
- Temporary Assistance for Needy Families (TANF) (*also called FIP*)
- General Assistance (GA)
- Retirement Income from Social Security
- Veteran's Pension
- Pension from a Former Job

¹ Source: <http://www.hud.gov/offices/cpd/homeless/library/esg/esgdeskguide/section4.cfm>

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- Child Support
- Alimony or Other Spousal Support
- Other Source—This category should rarely, if ever, be used. If it is used, you must specify what the source is.
- No Financial Resources

Non-cash Benefits: In the Out-Wayne Continuum, non-cash benefit information (source and start date) is required for all adults and unaccompanied youth. Non-cash benefits received *for the child* but *in the parent's name* must be recorded under the parent's record. *Amounts of non-cash benefits are not required.* Non-cash benefits include the following categories:

- Food Stamps or Money for Food on a Benefits Card (*also called FAP*)
- Medicaid
- Medicare
- State Children's Health Insurance Program (SCHIP)
- Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)
- Veterans' Administration (VA) Medical Services
- TANF Child Care Services
- TANF Transportation Services
- Other TANF-funded Services
- Section 8, Public Housing, or Other Rental Assistance
- Other Source—This category should rarely, if ever, be used. If it is used, you must specify what the source is.

Left the Program: If a client leaves a program and then returns *within 30 days*, no HMIS-exit is required. If a client leaves a program and then returns *after 30 days*, an HMIS-exit and a new HMIS-entry must be created.

Prior Living Situation: Refers to where the client slept the night before program entry. When multiple program entries exist for a single agency, then prior living situation should reflect where the client slept the night before the first program entry.