

Staff: \_\_\_\_\_ Project Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Name of Head of Household: \_\_\_\_\_

Project Name (Enter Data As): \_\_\_\_\_

**Client Record**

**i** Unless specifically required by a funder, clients may use a preferred name (rather than legal name) for HMIS purposes.

**Name** \_\_\_\_\_  
 First Middle Last Suffix

**Name Data Quality** ☐ Full Name Reported ☐ Partial, Street Name, or Code Name Reported  
☐ Client doesn't know ☐ Client prefers not to answer

**i** Best practice is to collect all nine digits of the SSN for all clients; CoC-, ESG-, and PATH-funded projects are only required to attempt to collect the last four digits of the SSN. Other projects must attempt to collect all nine digits of the SSN, though clients can refuse all or part of the SSN. Unless explicitly requested by the client, the first five digits of the SSN should not be deleted if previously recorded in HMIS.

**Social Security Number** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

☐ Full SSN Reported ☐ Approximate or Partial SSN Reported ☐ Client doesn't know ☐ Client prefers not to answer

**U.S. Veteran** ☐ No ☐ Yes ☐ Client doesn't know ☐ Client prefers not to answer

**Client Profile Additional Information [Optional]**

**Contact Information** \_\_\_\_\_

**Emergency Contact** \_\_\_\_\_

**Client Demographics**

**Date of Birth** \_\_\_\_/\_\_\_\_/\_\_\_\_

☐ Full DOB Reported ☐ Approximate or Partial DOB Reported ☐ Client doesn't know ☐ Client prefers not to answer

**Sex** ☐ Female ☐ Male ☐ Client doesn't know ☐ Client prefers not to answer ☐ Data not collected

**Race(s) and Ethnicity**  
*select all that apply*

☐ American Indian, Alaska Native, or Indigenous ☐ Asian or Asian American  
☐ Black, African American, or African ☐ Hispanic/Latina/o  
☐ Middle Eastern or North African ☐ Native Hawaiian or Pacific Islander  
☐ White ☐ Client doesn't know  
☐ Client prefers not to answer

**Additional Race & Ethnicity** \_\_\_\_\_  
*optional, specify*

**Relationship to Head of Household** ☐ Self ☐ Head of household's child  
☐ Head of household's spouse or partner ☐ Other: non-relation member  
☐ Head of household's other relation member (other relation to head of household)

**Project CoC Code**

**Enrollment CoC** ☒ MO-501 St. Louis City

**Client location as of assessment/review date**

**Client Location (County)** St. Louis City

## Last Permanent Address



Record the last zip code the client had for at least 90 days that was not in an emergency shelter, a transitional housing project, a safe haven, or a place not meant for habitation.

### Zip Code of Last Permanent Address

☐ Full or Partial Zip Code Reported ☐ Client doesn't know ☐ Client prefers not to answer

## Disabilities

**Disabling Condition** ☐ No ☐ Yes ☐ Client doesn't know ☐ Client prefers not to answer

## Housing Move-In Date



Record the date of the first night the head of household spent living in the unit for permanent housing projects (incl. PSH, RRH, and OPH). This must be on or after the project start date. Leave blank if the client is not yet housed.

**Housing Move-In Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

## Monthly Income

**Income from Any Source** ☐ No ☐ Yes ☐ Client doesn't know ☐ Client prefers not to answer

Alimony and other spousal support	<input type="checkbox"/> No	<input type="checkbox"/> Yes: \$ _____
Child support	<input type="checkbox"/> No	<input type="checkbox"/> Yes: \$ _____
Earned income (i.e., employment income)	<input type="checkbox"/> No	<input type="checkbox"/> Yes: \$ _____
General Assistance (GA)	<input type="checkbox"/> No	<input type="checkbox"/> Yes: \$ _____
Other (specify): _____	<input type="checkbox"/> No	<input type="checkbox"/> Yes: \$ _____
Pension or retirement income from a former job	<input type="checkbox"/> No	<input type="checkbox"/> Yes: \$ _____
Private disability insurance	<input type="checkbox"/> No	<input type="checkbox"/> Yes: \$ _____
Retirement Income from Social Security	<input type="checkbox"/> No	<input type="checkbox"/> Yes: \$ _____
Social Security Disability Insurance (SSDI)	<input type="checkbox"/> No	<input type="checkbox"/> Yes: \$ _____
Supplemental Security Income (SSI)	<input type="checkbox"/> No	<input type="checkbox"/> Yes: \$ _____
Temporary Assistance for Needy Families (TANF)	<input type="checkbox"/> No	<input type="checkbox"/> Yes: \$ _____
Unemployment Insurance	<input type="checkbox"/> No	<input type="checkbox"/> Yes: \$ _____
VA Non-Service-Connected Disability Pension	<input type="checkbox"/> No	<input type="checkbox"/> Yes: \$ _____
VA Service-Connected Disability Compensation	<input type="checkbox"/> No	<input type="checkbox"/> Yes: \$ _____
Worker's Compensation	<input type="checkbox"/> No	<input type="checkbox"/> Yes: \$ _____



HUD requires that the client be asked about each individual source of income and requires an answer be recorded for each. For any income sources where income is received, the monthly amount must also be recorded.



**Data Entry Tip:**  
Remember to end date old records and create new records each time a source of income changes.

**Total Monthly Income** \$ \_\_\_\_\_

## Chronic Homelessness Determination

### Prior living situation (Where did the client stay immediately prior to entry?)

*Homeless situations (if none of these options match, skip to "Institutional situations")*

- ☐ Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)  
☐ Emergency shelter, including hotel or motel paid for with emergency shelter voucher, host home shelter  
☐ Safe haven

*Length of stay in homeless situation noted above*

- ☐ One night or less ☐ 90 days or more, but less than one year  
☐ Two to six nights ☐ One year or longer  
☐ One week or more, but less than one month ☐ Client doesn't know  
☐ One month or more, but less than 90 days ☐ Client prefers not to answer

*Skip to "Approximate date homelessness started" (below)*

*Institutional situations (if none of these options match, skip to "Temporary housing situations")*

- ☐ Foster care home or foster care group home ☐ Long-term care facility or nursing home  
☐ Hospital or other residential non-psychiatric medical facility ☐ Psychiatric hospital or other psychiatric facility  
☐ Jail, prison or juvenile detention facility ☐ Substance abuse treatment facility or detox center

*Length of stay in institutional situation noted above*

- ☐ One night or less ☐ 90 days or more, but less than one year  
☐ Two to six nights ☐ One year or longer  
☐ One week or more, but less than one month ☐ Client doesn't know  
☐ One month or more, but less than 90 days ☐ Client prefers not to answer

*If you selected one of the underlined options above, were they on the streets or in emergency shelter prior to that?* ☐ No ☐ Yes

*If yes, skip to "Approximate date homelessness started" (below)*

*If no, skip to next section*

**Temporary housing situations (if none of these options match, skip to “Permanent housing situations”)**

- |   |   |
|---|---|
| <input type="checkbox"/> Residential project or halfway house with no homeless criteria       | <input type="checkbox"/> Host home (non-crisis)   |
| <input type="checkbox"/> Hotel or motel paid for without emergency shelter voucher            | <input type="checkbox"/> Staying or living in a friend’s room, apartment, or house        |
| <input type="checkbox"/> Transitional housing for homeless persons (including homeless youth) | <input type="checkbox"/> Staying or living in a family member’s room, apartment, or house |

*Length of stay in temporary situation noted above*

- |  |  |
|--|--|
| <input type="checkbox"/> <u>One night or less</u>                  | <input type="checkbox"/> 90 days or more, but less than one year |
| <input type="checkbox"/> <u>Two to six nights</u>                  | <input type="checkbox"/> One year or longer                      |
| <input type="checkbox"/> One week or more, but less than one month | <input type="checkbox"/> Client doesn’t know                     |
| <input type="checkbox"/> One month or more, but less than 90 days  | <input type="checkbox"/> Client prefers not to answer            |

*If you selected one of the underlined options above, were they on the streets or in emergency shelter prior to that?* ☐ No ☐ Yes

*If yes, skip to “Approximate date homelessness started” (below)*

*If no, skip to next section*

**Permanent housing situations (if none of these options match, skip to “Other”)**

- ☐ Rental by client, no ongoing housing subsidy
- ☐ Rental by client, with ongoing subsidy (select subsidy type →)
- ☐ Owned by client, with ongoing housing subsidy
- ☐ Owned by client, no ongoing housing subsidy

*If “rental by client, with ongoing subsidy”, select type*

- ☐ GPD TIP housing subsidy
- ☐ VASH housing subsidy
- ☐ RRH or equivalent subsidy
- ☐ HCV Voucher (tenant or project based)
- ☐ Public housing unit
- ☐ Rental by client, with other ongoing housing subsidy
- ☐ Housing Stability Voucher
- ☐ Family Unification Program Voucher (FUP)
- ☐ Foster Youth to Independence Initiative (FYI)
- ☐ Permanent Supportive Housing
- ☐ Other permanent housing dedicated for formerly homeless persons

*Length of stay in permanent situation noted above*

- |  |  |
|--|--|
| <input type="checkbox"/> <u>One night or less</u>                  | <input type="checkbox"/> 90 days or more, but less than one year |
| <input type="checkbox"/> <u>Two to six nights</u>                  | <input type="checkbox"/> One year or longer                      |
| <input type="checkbox"/> One week or more, but less than one month | <input type="checkbox"/> Client doesn’t know                     |
| <input type="checkbox"/> One month or more, but less than 90 days  | <input type="checkbox"/> Client prefers not to answer            |

*If you selected one of the underlined options above, were they on the streets or in emergency shelter prior to that?* ☐ No ☐ Yes

*If yes, skip to “Approximate date homelessness started” (below)*

*If no, skip to next section*

**Other**

- |  |   |
|--|---|
| <input type="checkbox"/> Client doesn’t know | <input type="checkbox"/> Client prefers not to answer |
|--|---|

*Skip to next section*

**Approximate date this episode of homelessness started:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Regardless of where they stayed last night, number of times on streets, in ES, or SH in the past 3 years including today**

- |                                    |   |   |
|------------------------------------|---|---|
| <input type="checkbox"/> One time  | <input type="checkbox"/> Three times        | <input type="checkbox"/> Client doesn’t know          |
| <input type="checkbox"/> Two times | <input type="checkbox"/> Four or more times | <input type="checkbox"/> Client prefers not to answer |

**Total number of months homeless on the street, in ES, or SH in the past 3 years**

- |   |                            |                             |   |
|---|----------------------------|-----------------------------|---|
| <input type="checkbox"/> One month (this time is the first month) | <input type="checkbox"/> 5 | <input type="checkbox"/> 9  | <input type="checkbox"/> More than 12 months          |
| <input type="checkbox"/> 2  | <input type="checkbox"/> 6 | <input type="checkbox"/> 10 | <input type="checkbox"/> Client doesn’t know          |
| <input type="checkbox"/> 3  | <input type="checkbox"/> 7 | <input type="checkbox"/> 11 | <input type="checkbox"/> Client prefers not to answer |
| <input type="checkbox"/> 4  | <input type="checkbox"/> 8 | <input type="checkbox"/> 12 |   |

**AHTF Additional Questions**

**Include in AHTF Report?** ☐ No ☐ Yes

**Street Address of Client’s Night Residence** \_\_\_\_\_

**Zip Code of Client’s Night Residence** \_\_\_\_\_