



# RHY Program HMIS Manual

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Runaway and Homeless Youth Program

Family and Youth Services Bureau

Administration for Children and  
Families

U.S. Department of Health and Human  
Services

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### Release & Update Information

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## Introduction

The *RHY (Runaway and Homeless Youth) Program HMIS Manual* is intended to support data collection and reporting efforts of Homeless Management Information System (HMIS) Lead Agencies and RHY program grantees. This manual provides information on HMIS program setup, data entry, data collection guidance specific to this program, and reporting guidance for projects receiving funding from the Runaway and Homeless Youth Program.

The guidance provided in this document aligns with requirements around using HMIS as stated by the Administration for Children and Families (ACF), Family and Youth Services Bureau (FYSB) and refers to the data elements required in an HMIS as established in the [2014 HMIS Data Standards](#). This document is not intended to replace the HMIS Data Dictionary or the Data Manual, but to complement them and relate RHY Program-specific requirements. This document is not a replacement for any specific program guidance, requirements, regulations, notices, and training materials on the RHY Program. This manual only addresses the use of HMIS for RHY.

For additional assistance please refer to the following:

- Guidance about the RHY Program and its requirements can be found on-line at the [Runaway and Homeless Youth](#) page.
- To ask a question about any RHY Program HMIS requirement go to the [Ask A Question](#) section of the HUD Exchange. Please be sure to select “HMIS” for your question under “My Question is Related To.” HUD and RHY program staff are working together to answer questions that come in on the AAQ related to RHY and HMIS.
- Information on HMIS is located in the [HMIS Section on the HUD Exchange](#).

## HMIS Project Setup Steps

It is important to be sure that communities understand the difference between a **program** and a **project** because they have distinct meanings in this context. A program is the source of funding that the organization is receiving to run its project (e.g., RHY Program funding for ABC BCP Emergency Shelter project). For data collection purposes, HUD and its federal partners refer to categories of funding within a program as **components**.

### 1. Identify Projects for Inclusion in HMIS

Identify all the **projects** within the HMIS implementation that receive RHY funding. RHY grants are made directly to the non-profit service provider by HHS. You may find information on grantees at the [RHY Training and Technical Assistance Center](#) page.

### 2. Identify Funding Components for each Project

Identify the **component** for each project funded through the RHY Program. The RHY Program includes four eligible components:

- The **Street Outreach Program (SOP)** component of RHY funds activities is designed to meet the immediate needs of homeless, runaway and street youth to help them find stable housing and services.
- The **Basic Center Program (BCP)** component of RHY is designed to meet the immediate needs of runaway and homeless youth under 18 years of age. BCP is commonly two separate projects rolled into one in the BCP center or facility. In HMIS it will be necessary to divide BCP into two separate projects.
  - **Basic Center Program – Prevention** provides assistance and crisis services related to preventing youth from moving into an Emergency Shelter or living in a place not meant for human habitation. Services provided include providing food, clothing, medical care, counseling, crisis intervention, and recreation programs.
  - **Basic Center Program – Emergency Shelter** provides up to 21 days of shelter, as well as other services such as food, clothing, medical care, counseling, crisis intervention, recreation programs and aftercare services for youth after they leave the shelter.

A single client may receive either prevention or emergency shelter or both prevention and emergency shelter during one experience at BCP.

- If they only receive one service (prevention or shelter) then they should only be entered into/exited from the HMIS project for the service they received.
- If they receive both (prevention and shelter) they would begin with a project entry into BCP-Prevention and, when determined to require shelter, then exited from prevention before being entered into the BCP-Emergency Shelter. For clients that move quickly from the prevention program to the shelter (i.e. require overnight sheltering), it is acceptable, if the HMIS has such

capacity, to automate the prevention exit (using the prevention intake information OR no data collected options) and/or automate the shelter intake using the prevention intake data.

- The **Maternity Group Homes for Pregnant and Parenting Youth (MGH)** component of RHY provides up to 21 months of housing and services designed to move pregnant and/or parenting homeless persons aged 16 to 22, as well as their dependent children, into permanent housing.
- **Transitional Living Program (TLP)** component of RHY provides up to 21 months of housing and services to homeless youth age 16 to 22 to help them develop skills necessary to live independently.

### 3. Set Up Projects in HMIS

For projects new to HMIS, the System Administrator will need to follow whatever normal setup procedures are required for the particular HMIS. All projects with existing HMIS records should be checked for accuracy and consistency with the 2014 HMIS Data Standards and this guidance. This must include setup of the following Project Descriptor Data Elements:

- **Organizational Identifiers (2.1)** – The name of the agency/organization receiving RHY funding must be entered. This should be the same name as is on the RHY funding application and award. An identification number will be generated by the HMIS. There should be a single record in HMIS for each agency/organization, regardless of how many projects they operate. There are a few instances across the country where one organization is funded to provide services in different continuums. In these cases the funded organization will work with each applicable HMIS implementation to acquire project level access for data entry and read/report access for the organization.
- **Project Identifiers (2.2)** – The name of the project receiving RHY funding must be entered or identified with the RHY specific project. An identification number will be generated by the HMIS. HMIS administrators should note that often the name of the project on the grant agreement is not the same as the name the project is called by the organization and/or the common name in the community and often not the same name as is used on the Housing Inventory Chart (HIC). System administrators should maintain mapping information to correlate grant names, HIC names, and common names with the project identifiers either within the HMIS itself or separately.
- **Continuum of Care (CoC) Code (2.3)** – Select the CoC code based on the location of the project. RHY projects must enter data into the HMIS implementation for the continuum in which the project operates.
- **Project Type (2.4)** – Select the correct project type for each project. Each project in an HMIS must be set up for the correct project type. No single project within an HMIS may have two project types. Therefore, no agency that receives an award consisting of multiple components may have both components set up in the HMIS as the same project.

**Continuum Project** should be answered ‘Yes’ for all projects funded under programs listed below. Appropriate project types will be critical to the CoC’s ability to produce System Wide Performance measures. RHY project types should be set up as follows:

| RHY Program Component                                  | HMIS Project Type       |
|--|-------------------------|
| Street Outreach Program                                | Street Outreach         |
| Basic Center Program – Prevention                      | Homelessness Prevention |
| Basic Center Program – Emergency Shelter               | Emergency Shelter       |
| Maternity Group Homes for Pregnant and Parenting Youth | Transitional Housing    |
| Transitional Living Program                            | Transitional Housing    |

- **Method for Tracking Emergency Shelter Utilization (2.5)** – Among RHY programs, this data element is only relevant for projects funded under the BCP – Emergency Shelter component; these projects should be set up with the *Entry/Exit Date* method.
- **Federal Partner Funding Sources (2.6)** – projects funded in whole or in part by RHY are to be identified based on the RHY component type. Select the appropriate RHY component for each project:
  - **HHS: RHY – Basic Center Program (prevention and shelter)**
  - **HHS: RHY – Maternity Group Home for Pregnant and Parenting Youth**
  - **HHS: RHY – Transitional Living Program**
  - **HHS: RHY – Street Outreach Project**

Enter a grant identifier for each RHY grant the project receives along with the grant start and end dates. For all RHY programs the grant identifier must match the HHS Grant number assigned to each project as the specific numbers will be required for reporting.

- **Bed and Unit Inventory Information (2.7)** – projects which provide lodging (BCP, TLP and MGH) must complete the bed and unit inventory information. This information, in general, matches the information provided by the CoC for the Housing Inventory Chart (HIC) and will be used by RHY to track the bed inventory they fund. The bed and unit information is based on the number and type of beds in the RHY project.
- **Site Information (2.8)** – Where HMIS is used to generate the HIC, site information should be entered consistent with HIC guidance and the policies of the HMIS implementation.
- **Target Population (2.9)** – Where HMIS is used to generate the HIC, target population should be selected if the project is designed to serve that population and at least three-fourths (75 percent) of the clients served by the project fit the target group descriptor.

## Data Collection Requirements

All RHY projects are required to collect all of the Universal Data Elements and a select number of Program-Specific Data Element. Information on the rationale, collection point, subjects, and instructions for each element can be found in the HMIS Data Standards Manual.

| <b>HMIS Program Specific Data Element</b>                   | <b>Street Outreach Program</b> | <b>Basic Center Program – Prevention</b> | <b>Basic Center Program – Emergency Shelter</b> | <b>Maternity Group Homes for Pregnant and Parenting Youth</b> | <b>Transitional Living Program</b> |
|---|--------------------------------|--|---|---|------------------------------------|
| 4.2 Income and Sources                                      |                                |  |   | X   | X                                  |
| 4.3 Non-Cash Benefits                                       |                                |  |   | X   | X                                  |
| 4.4 Health Insurance  | X                              | X  | X   | X   | X                                  |
| 4.5 Physical Disability                                     | X                              | X  | X   | X   | X                                  |
| 4.6 Developmental Disability                                | X                              | X  | X   | X   | X                                  |
| 4.7 Chronic Health Condition                                | X                              | X  | X   | X   | X                                  |
| 4.9 Mental Health Problem                                   | X                              | X  | X   | X   | X                                  |
| 4.10 Substance Abuse  | X                              | X  | X   | X   | X                                  |
| 4.12 Contact  | X                              |  |   |   |                                    |
| 4.13 Date of Engagement                                     | X                              |  |   |   |                                    |
| 4.14 B Services Provided - RHY                              | X                              | X  | X   | X   | X                                  |
| 4.16 B Referrals Provided – RHY                             | X                              | X  | X   | X   | X                                  |
| 4.22 RHY: BCP Status  |                                | X  | X   |   |                                    |
| 4.23 Sexual Orientation                                     | X                              | X  | X   | X   | X                                  |
| 4.24 Last Grade Completed                                   |                                | X  | X   | X   | X                                  |
| 4.25 School Status  |                                | X  | X   | X   | X                                  |
| 4.26 Employment Status                                      |                                | X  | X   | X   | X                                  |
| 4.27 General Health Status                                  |                                | X  | X   | X   | X                                  |
| 4.28 Dental Health Status                                   |                                | X  | X   | X   | X                                  |
| 4.29 Mental Health Status                                   |                                | X  | X   | X   | X                                  |
| 4.30 Pregnancy Status                                       | X                              | X  | X   | X   | X                                  |
| 4.31 Formerly a Ward of Child Welfare/Foster Care Agency    |                                | X  | X   | X   | X                                  |
| 4.32 Formerly a Ward of Juvenile Justice System             |                                | X  | X   | X   | X                                  |
| 4.33 Young Person's Critical Issues                         |                                | X  | X   | X   | X                                  |
| 4.34 Referral Source  |                                | X  | X   | X   | X                                  |
| 4.35 Commercial Sexual Exploitation                         | X                              | X  | X   | X   | X                                  |
| 4.36 Transitional, Exit-care, or Aftercare Plan and Actions |                                | X  | X   | X   | X                                  |
| 4.37 Project Completion Status                              |                                | X  | X   | X   | X                                  |
| 4.38 Family Reunification Achieved                          |                                | X  | X   | X   | X                                  |