

# Safe Harbors Homeless Management Information System (HMIS)

## Tips to Improve your Data Quality

### Tip #11: Income & Non-Cash Benefits

Income and Non-cash Benefits are HUD *program specific* data elements on the Household Statistics page in HMIS. This information is also captured in the program snapshot (see below). Both the Income Source and dollar amount, and Non-cash benefits should be recorded for each client.

**When Data is Collected:** Income and Non-cash benefit information should be collected in the course of client assessment nearest to program entry, at program exit and at least once annually during program enrollment, if the period between program entry and exit exceeds one year. Programs may decide when to collect the information on an annual basis, but HUD encourages programs that are required to complete an APR to update these data elements near the end of the APR operating year.

**Income:** As a general rule, income is assigned to a household member if the income source/amount leaves the household upon the departure of that member. An income source/amount should not be assigned to more than one person in the same household. For Temporary Assistance for Needy Families (TANF), Child Support, Alimony or other spousal income, the responses should be assigned to the adult member of the household who is issued the income payment. For Supplemental Security Income (SSI) received on behalf of a minor child, income source/amount should be assigned to the minor child. However, if it is not possible to determine which minor child the SSI benefit is intended for, the program may assign the SSI benefit to the child's parent or legal guardian. If a client has had no income in the last 30 days, select 'No Financial Resources' from the 'Income Source' dropdown. If the client doesn't know or refuses to provide this information, select 'Don't Know' or 'Refused' from the 'Income Source' dropdown.

Central Intake → Household Statistics → Income

HMIS - [STAAgencyAdmin]

File View Report Options Help

Address: /ces/centralintake/household

HMISLA Household Statistics HOH Name: Blue Bird Client Name: Blue Bird\_11/1/1990\_2261109

Household Name: Blue Bird

IND: 1 MONTHLY GROSS: 8400 % POV: ExLow AMI Range: 0-30%

Household Members (1 of 1)

FirstName	LastName	DateOfBirth	BirthYear	HeadOfHousehold
Blue	Bird	11/1/1990		<input checked="" type="checkbox"/>

Household Members

Consent Refused

Consent: Region Status: Alive

SSN/Code: Don't know HOH:  Age: 20

First Name: Blue Middle Name: Last Name: Bird Suffix: Gender: Male

DOB/Code: 11/01/1990 Full DOB: Relation: Self

Disabled: Yes Veteran: Yes

Marital Status: Education Level: High School Diploma

Ethnicity: Non-Hispanic Identifier: 2261109

1st Language: 2nd Language:

Housing: Literally homeless

Race (Choose As Many As Apply):  American Indian/Alaska Native  Asian  Black/African-American  Native Hawaiian/Pacific Islander  White  Don't Know  Refused

Income in the last 30 days

Income Source	Stated Income	Pay Interval	Documentation	Comments
A veteran's disability payme	500.00	Monthly		
A veteran's disabili	500.00	Monthly		
Other source	200.00	Monthly		

Date/User Add: 3/1/2011 / STAMeils Date/User Mod: 8/25/2011 / STAFersee Date Mod: 8/25/2011 User Mod: STAFersee

Client Services Search → Program Entry → Edit Snapshot → Income

HMIS - [STAAgencyAdmin]

Household (1 of 1)

LastName	FirstName	DateOfBirth	Age
Bird	Blue	11/1/1990	20

Income (1 of 2)

IncomeSource	StatedIncome	Interval	Docu
A veteran's disabili	500.00	Monthly	
Other source	200.00	Monthly	

Snapshot Income

New Save Delete

Source: A veteran's disability

Amount: 500.00

Pay Interval: Monthly

Documentation:

Comments:

Snapshot: 1 of 1 Date of Snapshot: 08/25/2011 Head of Household:

Snapshot Demographics Save Date Reset Non-Cash Benefit Close

FirstName: Blue LastName: Bird HOH: Yes Consent: Organization

**Non-Cash Benefits:** For households with more than one member, non-cash benefits should be assigned in HMIS to all members of the household for whom the benefit is intended. For example, if an entire family is enrolled in Medicaid, the 'MEDICAID' checkbox would be checked for all household members. The same rule would apply to Food Stamps. If a client has not received non-cash benefits in the last 30 days, select 'No' in the Non-Cash pop-up box. If the client doesn't know or refuses to provide this information, select 'Don't Know' or 'Refused' in the Non-Cash pop-up.

Central Intake → Household Statistics → Non-Cash

The screenshot shows the 'Non-Cash' benefits section of the HMIS system. A red box highlights the 'Non-Cash Benefits' dialog box, which contains the following options:

- No
- Don't Know
- Refused
- Food Stamps or Benefits Card
- WIC
- MEDICAID
- TANF Child Care
- TANF Transportation
- MEDICARE
- Other TANF-Funded Services
- State Children's Health Insurance
- Temporary Rental Assistance
- VA Medical Services
- Section 8 or Rental Assistance
- Not Eligible For Mainstream Benefits
- Other: \_\_\_\_\_

Buttons: Save, Close

The 'Income in the last 30 days' section shows a table with the following data:

Income Source	Stated Income	Interval	Documentation
A veteran's disability payme	500.00	Monthly	
A veteran's disabili	500.00	Monthly	
Other source	200.00	Monthly	

Buttons: New, Save, Delete, Non-Cash

Client Services Search → Program Entry → Edit Snapshot → Non-Cash Benefit

The screenshot shows the 'Non-Cash Benefit' dialog box in the HMIS system. A red box highlights the dialog box, which contains the following options:

- No
- Don't Know
- Refused
- Food Stamps or Benefits Card
- WIC
- MEDICAID
- TANF Child Care
- TANF Transportation
- MEDICARE
- Other TANF-Funded Services
- State Children's Health Insurance
- Temporary Rental Assistance
- VA Medical Services
- Section 8 or Rental Assistance
- Other: \_\_\_\_\_

Buttons: Save, Close

The 'Income in the last 30 days' section shows a table with the following data:

Income Source	Stated Income	Interval	Documentation
A veteran's disability	500.00	Monthly	
Other source	200.00	Monthly	

Buttons: New, Save, Delete, Non-Cash Benefit, Close

Safe Harbors sends Data Quality Tips to our users on a regular basis to improve data across the system, they are archived at: <http://www.safeharbors.org/tips.html>.

For questions about this Data Quality Tip contact the Safe Harbors Help Desk, 206-386-0030, [SafeHarborsHMISHelp@Seattle.gov](mailto:SafeHarborsHMISHelp@Seattle.gov)