

Safe Harbors Homeless Management Information System (HMIS)

Tips to Improve your Data Quality

Tip #2: Zip Codes

The zip code of a client's last permanent address is a HUD universal data element and helps us understand clients' geographic location before program entry. As with all universal data elements, HUD expects our continuum to have very low rates of missing data for this field. For a list of all HUD universal data elements, please refer to the Safe Harbors' training manual posted on the Safe Harbors' website.

There are two fields for zip code. In one field, record the five-digit zip code of the apartment, room, or house where the client last lived for 90 days or more. In another field, record the appropriate zip code type (data quality code). HPRP and other homelessness prevention programs serving persons who are currently living in housing that they have resided in for 90 days or longer (as of their Program Entry Date) should record the zip code of the apartment, room, or house, where the client is currently living. Program staff should **NOT** record the zip code of the program where the client is being served.

Zip code can be found both in HOH Intake and in the Program Snapshot. Please ensure that it's complete in both places:

Central Intake → HOH Intake

HOH Intake | HOH Name: George Bluth | Client Name: George Bluth_2215762

Consent Refused | Head of Household Check | Consent: Region

SSN: [] | SSN Code: [] | First Name: George | Middle: [] | Last Name: Bluth | Suffix: [] | Date of Birth: 04/12/1965 | DOB Code: Full DOB

Last Known Permanent Address

Street #: [] | Street Name: [] | Street Type: [] | Unit Type: [] | Unit #: []

City: Seattle | County: King | State: WA | Zip: 98102 | Zip Data Quality: Full | Country: United St | Head of Household Address

Preferred First Name: [] | Preferred Last Name: [] | Identifier: 2215762

Phone: () - - - x | PH Type: Home Phone | Phone No. Alt: () - - - x | PH Type: Home Phone

Email: [] | Contact Preference: Mail

Client Services Search → Program Entry → Edit Snapshot → Demographics

HPIS - [STAAgencyAdmin]

Edit Snapshot | Consent Refused | Save | **Prev Address**

First Name: George | Middle: [] | Last Name: Bluth | Suffix: []

SSN/Code: [] | Don't kn | Identifier: 2215762

DOB/Code: 04/12/1965 | Full DOB | Birth Year | Gender: Male

Relation: Self

Disabled: No | Veteran: Yes

Marital Status: [] | Education Level: 11th Grade

Ethnicity: Non-Hispanic

1st Language: [] | 2nd Language: [] | Residency Status: []

Address: Seattle WA 98102

Race [Choose As Many As Apply]

Native Hawaiian/Pacific Islander | US Indian/Alaska Native | Asian | Black/African-American

White | Don't Know | Refused

Head of HH | Head of Household

Prev | Next | Close

If the zip code is entered into HOH Intake (Screenshot 1) before the person is entered into your program, you will see it next to the word '**Address**' in your program snapshot (Screenshot 2). If you forgot to enter it before program entry or need to change it, you can click on the '**Prev Address**' button circled above (Screenshot 2) and select the correct zip code from a list of addresses you have for that person.