

Safe Harbors Homeless Management Information System (HMIS)

Tips to Improve your Data Quality

Tip #7: Entering Data for DV Clients

How should a record be entered into HMIS for a client who is a victim of domestic violence, sexual assault, dating violence, or stalking?

All homeless service providers in King County should identify if a client is a victim of domestic violence, sexual assault, dating violence, or stalking before obtaining their consent to enter personally identifying data into Safe Harbors. Providers should **not** enter personally identifying information about someone who is identified as a victim of domestic violence, sexual assault, stalking, or dating violence into Safe Harbors.

If a client is a victim of domestic violence, sexual assault, dating violence, or stalking that person should be entered as 'Consent Refused' client. For direct entry agencies, **check the 'Consent Refused' box** in Central Intake and leave the First Name, Last Name, and Social Security Number blank for that person (once you check the 'Consent Refused' checkbox, these fields will be disabled). Enter an **agency-specific identifier in the 'Identifier' field** to help you locate the record in Safe Harbors. Enter an **alternative year of birth** (1-3 years earlier or later than the actual year of birth) and the client's gender if known. Enter "Refused" in the 'Zip Code of last Permanent Address' field. Enter "Refused" in the 'Race' field. All other required data elements should be complete for this person, unless you feel that the data, when combined, could identify the client in Safe Harbors.

For data integration agencies, check with your system administrators to ensure that personally identifying information is not being sent in the data integration file. The data that is uploaded to Safe Harbors should be consistent with the guidelines identified above.

The screenshot shows two main sections of the HMIS data entry form. The left section is titled 'Household Members' and includes a 'Consent Refused' checkbox which is checked. Below this, there are fields for Consent (Organization), Status (Alive), SSN/Code (Refused), HOH (checked), Age (50), First Name, Middle Name, Last Name, Suffix, Gender (Female), DOB/Code (01/01/1961), Approximate (checked), Relation (Self), Disabled (Yes), Veteran (No), Marital Status, Education Level (High School Diploma), Ethnicity (Non-Hispanic), Identifier (123456), 1st Language, and 2nd Language. At the bottom, there is a 'Race [Choose As Many As Apply]' section with checkboxes for US Indian/Alaska Native, Asian, Black/African-American, Native Hawaiian/Pacific Islander, White, Don't Know, and Refused (checked).

The right section is titled 'Income in the last 30 days' and includes buttons for New, Save, Delete, and Non-Cash. It has fields for Income Source (Private Disability Insurance), Stated Income (300.00), Pay Interval (Weekly), Documentation, and Comments. Below this is a table for 'Income {1 of 1}':

IncomeSource	StatedIncome	Int
Private Disability I	300.00	Weekly

At the bottom of the income section, there are fields for 'Income in past 30 days?' (Yes) and 'NonCash' (No).

To see past Data Quality Tips, please visit our website: <http://www.safeharbors.org/tips.html> .

If you have any questions about this tip or anything else Safe Harbors related, please contact the Safe Harbors Help Desk at 206-386-0030 or SafeHarborsHMISHelp@Seattle.gov .