

# Data Collection Forms Summary

We have developed two classes of forms to be used for data collection. They are: Minimum Data Collection Forms and Additional Data Collections Forms. These forms represent assessments that you take with the client. These assessments can be performed any time the client is in your program. The Program Entry however is used for tracking data based on date. When the data is entered into HMIS the Program Entry Date must reflect the date the client was admitted into your program.

The Minimum data collection forms are: Program Entry, Program Exit, HUD Minimum, and Child Education, if the client has children.

The Additional Data collection forms are: Optional Client Profile, Initial Contact Data Collection and Medical Information.

## Minimum Data Collection Forms

- **Program Entry**

This form is used to collect universal data elements. This universal will be used for reporting to HUD in the APR and the future AHAR reports. HUD requires all the data elements on the Program Entry form.

- **HUD Minimum**

The HUD Minimum form is used to collect the minimum data HUD requires for HMIS. This form does not contain the Entry and Exit information that is required but covers all other elements with the exception of Child Education. All data elements on the HUD Minimum form are required.

- **Minimum Child Education**

HUD requires this form be used to collect the minimum data elements required for a child's education. This form is specifically for when a client has a child with them. All fields on this form are required and should be completed for each child with the client.

- **Program Exit**

This form is used to collect universal data elements. This universal data is the data that will be used for reporting to HUD in the APR and the future AHAR reports. HUD requires all the data elements on the Program Exit form. Be sure to enter all services provided to the client before completing the program exit.

## Additional Data Collection Forms

- **Optional Client Profile**

This form is completely optional. The elements being collected on this form were developed from comparing intake forms from about a dozen providers. The elements on this form collect information that you may want to know about a client who is staying in your facility. If there are other data elements that would be beneficial to add to this form, then let HMIS Administration know about your request

- **Initial Contact Data Collection**

This optional form can be used prior to admitting a client into your program. It is used by some agencies as a "pre" admission form, if there is a waiting period to get into a program. It contains referral information, family size, admission status and turn away reason.

- **Medical Information**

The medical information form is used to collect medical information about the client. You may continue to do medical assessments using your existing forms or other service providers' assessments. This form was developed with input from Marianne Feliciano-Savarese. If there are others questions you would like to see on this form contact HMIS Administration.