YHDP HMIS Manual

A GUIDE FOR HMIS END USERS AND HMIS LEADS/SYSTEM ADMINISTRATORS

U.S. Department of Housing and Urban Development

ALIGNS WITH FY 2026 HMIS DATA STANDARDS | RELEASED OCTOBER 2025

Contents

Revision History

Release Date	Revision Summary
October 2025	Updates throughout to align with FY 2026 HMIS Data Standards including: • Add element – 4.21 Sex • Retire element C4 Translation Assistance Needed • Remove R3 Sexual Orientation

Introduction

This guide is a Homeless Management Information System (HMIS) resource for communities that have been selected to participate in the Youth Homelessness Demonstration Program (YHDP). This guide highlights specific topics related to YHDP project setup, data collection, and reporting and provides additional context and guidance for YHDP communities above and beyond what is currently available in existing HMIS resources. HMIS Lead agencies and System Administrators should reference the HMIS Data Dictionary, HMIS Data Manual, and CoC HMIS Program Manual for general information about HMIS project setup, data collection, and reporting.

This guide aligns with the FY2026 HMIS Data Standards effective October 1, 2025.

HMIS Project Setup Steps

Projects funded under YHDP may be renewed under the CoC Program; therefore, when setting up YHDP projects in HMIS, HUD: CoC Program components must be used. The program components under which communities can establish and operate YHDP projects include Permanent Housing, Supportive Services Only, Transitional Housing, Joint Transitional Housing and Rapid Re-housing (TH/RRH), and HMIS. In general, project setup should follow the detailed instructions provided in the CoC Program HMIS Manual.

Projects funded under YHDP must have a consistent HMIS Project Type in their grant application submission in e-snaps, project setup in HMIS, Quarterly Performance Report (QPR), and Annual Performance Report (APR) submitted through the Sage HMIS Reporting Repository. Therefore, it is important to carefully review all project typing considerations prior to submitting a project application in *e-snaps* in order to ensure that the proper HMIS project setup, QPR, and APR reporting will follow. HMIS System Administrators are encouraged to work with YHDP recipients *before* submitting project applications to ensure appropriate considerations are made for HMIS project setup, data collection, and reporting.

Project Information (2.02)

Select the correct project type for each project in the HMIS-- no *single* project within an HMIS may combine two project types in one project setup.

YHDP Program Component	HMIS Project Type
Permanent Housing (PH): Permanent Supportive Housing	PH: Permanent Supportive Housing (3)
Permanent Housing (PH): Rapid Re-Housing	PH: Rapid Re-Housing (13)
Supportive Services Only (SSO) – Coordinated Entry (CE)	Coordinated Entry (depends on CoC)
Supportive Services Only (SSO) – Street Outreach (SO)	Street Outreach (4)
Supportive Services Only (SSO) – All Other SSO Projects not CE or SO	See SSO guidance below for more explanation
Transitional Housing (TH)	Transitional Housing (2)
Joint TH and PH-RRH	Set up as two *separate* projects in HMIS: • PH: Rapid Re-Housing (13) • Transitional Housing (2)

For additional information regarding the Joint Transitional Housing and Rapid Re-housing (TH/RRH) Project Set Up and HMIS Enrollment guidance please reference the [CoC Program Joint Component Funding: Project Setup and Reporting in HMIS](#) guidance document.

SSO Project Type Considerations

YHDP recipients have 5 project types available under the SSO component in *e-snaps*:

1. Street Outreach
2. Coordinated Entry
3. Housing Project or Housing Structure Specific Services
4. Standalone Supportive Services
5. Host Homes/Kinship Care

Although these five project types are often eligible to fund the same activities, recipients must determine the HMIS project types according to the purpose of the project and respective performance outcomes. Because the HMIS project setup and QPR/APR may differ between project types, it is crucial to determine which HMIS project type best fits the intended purpose and outcomes of the project so that the project will collect and report on the most useful and representative data. Additionally, note that the description of the five SSO project types differs between *e-snaps* and HMIS. The chart below offers a crosswalk between the descriptions used in *e-snaps* and those used in HMIS project setup and QPR/APR reporting while also providing a brief description of the purpose of each project type, example project activities, and intended performance outcomes.

Description in *e-snaps*	Purpose of the Project	Example Project Activities	Performance Outcomes	HMIS Project Type
Street Outreach	To provide regular/repeated contacts to youth experiencing homelessness to move them to engagement. Contacts include the provision of basic needs and service referrals. Engagement is defined as the youth's willingness to develop a plan for moving out of homelessness.	Youth street outreach projects	**Positive housing outcomes** include Shelter, Transitional Housing, Permanent Housing.	Project type 4 – Street Outreach
Coordinated Entry	To provide a centralized or coordinated process designed to coordinate program participant intake assessment and provision of referrals.	Funding for coordinated entry call center Staffing for coordinated entry access points to provide assessment, prioritization, and referrals	Access, assessment & referral measured for performance.	Project type 14 – Coordinated Entry
Housing Project or Housing Structure Specific Services	Providing supportive services necessary to assist program participants obtain and maintain housing. This can be a broad range of supportive services that directly lead to a youth obtaining and maintaining housing. These services are provided to youth not residing in housing operated by the recipient.	Peer housing navigation services Diversion Family reunification supports	**Positive housing outcomes** are any form of Permanent Housing. **Note:** exit to shelter or TH are not permanent housing outcomes under this SSO type.	Project type 6 – Services Only

Standalone Supportive Services	Providing supportive services necessary to assist program participants obtain and maintain housing. Under this SSO type the services provided are focused and limited/specific services.	Legal Support Programs Stabilization Programs	**Positive housing outcomes** are exits to any form of Permanent Housing.	Project type 6 – Services Only
Host Homes/Kinship Care	Providing assistance to a family that agrees to permit a youth to reside with them in a community-based setting. Funding to subsidize additional costs attributed to housing the youth.	Host Homes Kinship Care	**Positive housing outcomes** are exits to any form of Permanent Housing.	Project type 6 – Services Only

Special Activities and Models for YHDP-funded project types

The NOFO for each funding round of YHDP establishes eligible activities allowable for each component and project type. Some eligible activities may be funded under different components and project types with a different purpose or outcome in mind. Therefore, it is important to distinguish the implementation of a particular activity from its HMIS project type. The implementation of activities such as "diversion" or "host homes" may characterize the model of housing or service provided but are not in and of themselves HMIS project types.

Special Activities and Project Type Crosswalk

The chart below uses the definitions above to offer general guidance for consideration in determining which project type best fits the intended purpose of the special activities. This general guidance does not replace the rules or restrictions detailed in the NOFA or NOFO under which a given project was funded.

Activity or Model	Project Type Recommendations
Shared Housing	• Transitional Housing (TH): When placed in TH the housing is intended to be a shorter-term duration and not permanent. • Rapid Re-Housing (RRH): When placed in RRH, the housing is intended to be permanent, and the youth will reside there after any subsidy stops.
Host Homes/Kinship Care	• Services Only
Diversion, Problem Solving, Rapid Resolution	• RRH: If housing assistance funds are included

	• Services Only: If no housing assistance funds *(Can include security deposits if the project has integrated the special activity permitting this.)*

Funding Sources (2.06)
Projects funded in whole or in part by YHDP funds are to be identified in the HMIS based on the CoC Program component: **HUD: CoC – Youth Homeless Demonstration Program (YHDP)**.

YHDP Data Collection Requirements
There may be instances where a YHDP project should be set up to collect data elements that would not generally be associated with a particular project type or funding component. Data elements collected in HMIS for YHDP projects have additional requirements than those of the same project types but different funding components. YHDP projects are also encouraged to customize data collection elements as needed for measurement of performance outcomes. In these cases, system administrators are strongly encouraged to work with HMIS software providers to ensure that any additional or customized data collection is incorporated in reporting.

At a minimum, YHDP projects should be set up to collect the Universal Data Elements (UDE), Common Program Specific Data Elements, and CoC Program Specific Data Element, C3 Youth Education Status.

Universal Data Elements (UDE)
All YHDP-funded projects are required to collect all Universal Data Elements. The HMIS Data Standards Manual provides descriptions, rationale, and collection point information for these data elements.

For YHDP households, any youth under the age of 18 should be entered into separate households.

Common Data Elements
Common data elements are collected by most projects funded by a federal partner. YHDP-funded projects must collect the common data elements necessary to generate the Quarterly Performance Report (QPR) and Annual Performance Report (APR).

The following chart indicates which elements are required for each of the YHDP components:

	HMIS Program Specific Data Element	Permanent Supportive Housing	Rapid Re-Housing	Transitional Housing	SSO-Street Outreach	SSO – CE	SSO – non-CE or outreach
4.02	Income and Sources	X	X	X	X		X
4.03	Non-Cash Benefits	X	X	X	X		X
4.04	Health Insurance	X	X	X	X		X
4.05	Physical Disability	X	X	X	X		X
4.06	Developmental Disability	X	X	X	X		X
4.07	Chronic Health Condition	X	X	X	X		X
4.08	HIV/AIDS	X	X	X	X		X
4.09	Mental Health Disorder	X	X	X	X		X
4.10	Substance Use Disorder	X	X	X	X		X
4.11	Domestic Violence	X	X	X	X		X
4.12	Current Living Situation				X	X	
4.13	Date of Engagement				X		
4.19	Coordinated Entry Assessment	CES	CES	CES	CES	X	CES
4.20	Coordinated Entry Event	CES	CES	CES	CES	X	CES
4.21	Sex	X	X	X	X		X
C3	Youth Education Status	X	X	X			X

X = data collection is required

CES = data collection is determined by how the CoC has structured the coordinated entry system across their geographic area. Placement of the element would be required for any project that is participating in the CoC's coordinated entry system.

Unlike the CoC Program, YHDP-funded projects may be permitted to serve persons in any of the four categories in the definition of homelessness. All YHDP projects following the

FY2026 Data Standards that are serving clients who meet the definition of homelessness in either Category 2 or 3 of the homeless definition must therefore collect 4.12 *Current Living Situation*, regardless of project type. This element will allow projects to determine the number of clients served that meet each of these definitions.

Note that YHDP projects must request permission to serve persons who are homeless according to Category 3 of HUD's definition of homelessness. See Appendix A of your project's YHDP NOFO for more information about serving project participants that meet paragraph (3) of the definition of homelessness.

Program Specific Data Elements

C3 Youth Education Status

The HMIS data element C3 *Youth Education Status* is required by the FY2026 Data Standards for all TH, PSH, Services Only, RRH, and Joint Component TH/RRH projects funded by YHDP. This element is collected for heads of household at enrollment to and exit from the project in order to determine both the education level of youth served in YHDP projects as well as any changes or positive outcomes in their education level.

Rationale: The purpose of this element is to determine whether youth heads of household are accessing educational programs at the time of project start and exit, and to allow for analyzing changes in education status of youth between project start and exit. Achieving educational goals is a core outcome for preventing and ending youth homelessness, especially for clients who need additional education to achieve sufficient earned income to afford stable permanent housing and make a sustainable exit from homelessness. Collecting education information at both the start and end of a project enrollment supports plans to link clients with appropriate educational programs and supports and helps CoCs improve system design and partnerships by analyzing cross-systems connections to educational programs and identifying needs.

Data Collection Instruction: Use the following definitions to determine the client's current school enrollment and attendance status:
- **"Any school or educational course"** means a course of study that leads to a degree from an accredited educational institution or industry-recognized credential.
- **"Enrolled and attending regularly"** means registered for and attending the selected course of study frequently enough to maintain enrollment.
- **"Enrolled and attending irregularly"** means registered for but not attending the selected course of study regularly. Student may be at risk of disenrollment (or being "dropped") due to frequent absences.

All clients who are marked as "not currently enrolled in any school or educational course" will be asked about their most recent educational status. The purpose of this question is to gain a better understanding of the educational attainment levels of clients and possible correlations between educational status and other core program outcomes, employment and earned income, and stable housing. For the purposes of this question, a **"credential"** in

higher education means an industry-recognized non-degree credential, and a "**degree**" in higher education means an Associate's, Bachelor's, or graduate degree from an accredited educational institution, as defined below.

Clients who are enrolled in any school or educational course will subsequently be asked about their current educational status. This field identifies specifically what type of degree or credential they are pursuing. The following definitions should be used to determine the type of degree or credential pursued by the client:

- **"Associate's Degree":** A degree granted for the successful completion of a sub-baccalaureate program of studies, usually requiring at least 2 years (or equivalent) of full-time college-level study; an associate's degree informally may be called a "two-year degree".
- **"Bachelor's Degree":** A degree granted for the successful completion of a baccalaureate program of studies, usually requiring at least 4 years (or equivalent) of full-time college-level study
- **"Graduate Degree":** An advanced academic or professional degree pursued after one has already obtained a bachelor's degree; examples include, but are not limited to, a master's degree, doctoral degree, Juris Doctor (J.D.), and Doctor of Medicine (M.D.).
- **"Other post-secondary credential":** A non-degree credential that may include a certificate, industry certification, apprenticeship certificate, or occupational

Supplemental Data Elements
YHDP projects are required to collect the Universal, Common, and Program Specific elements listed above. However, the QPR and APR for YHDP projects contain a supplemental CSV upload that contains data from four additional elements used in the RHY Program.

In this context, the term supplemental means that YHDP communities will be required to submit a special YHDP Supplemental CSV that includes any data they have collected from select RHY elements. Therefore, although collection of RHY elements remains optional, YHDP communities are nevertheless encouraged to collect at least those elements included in the YHDP Supplemental CSV.

The complete list of RHY elements can be found in the chart below, and all elements included in the YHDP Supplemental Report are marked with an X. Additional guidance about the rationale and data collection instruction can be found in the RHY Data Guide.

Number	Element	Included in YHDP Supplemental CSV and recommended for YHDP projects
R1	Referral Source	
R2	RHY: BCP Status	
R4	Last Grade Completed	
R5	School Status*	
R6	Employment Status	
R7	General Health Status	
R8	Dental Health Status	
R9	Mental Health Status	
R10	Pregnancy Status	
R11	Formerly a Ward of Child Welfare/Foster Care Agency	X
R12	Formerly a Ward of Juvenile Justice System	X
R13	Family Critical Issues	
R14	RHY Service Connections	
R15	Commercial Sexual Exploitation/Sex Trafficking	
R16	Labor Trafficking	
R17	Project Completion Status	X
R18	Counseling	
R19	Safe and Appropriate Exit	X
R20	Aftercare Plans	

* YHDP-funded projects do not need to collect R5, instead, these agencies must collect C3.

Custom Data Elements

Some YHDP communities have elected to develop and implement custom data elements for local reporting and evaluation purposes. It is critical for system administrators to work closely with their HMIS vendors to ensure that data collection for custom data elements are properly constructed and mapped for local reporting purposes.

Special Data Collection Instructions by Project

Annual Assessments

Data collection must include an annual assessment for all persons in any YHDP-funded project for one year or more. Data elements required for collection at annual assessment must be entered with an *Information Date* of no more than 30 days before or after the anniversary of the head of household's *Project Start Date*, regardless of the date of the most recent 'update' or any other 'annual assessment.'

NOTE: This annual assessment is not the same as the annual assessment to determine a project participant's continued eligibility for assistance. Some projects may not be required, based on HUD waivers, to reassess a project participant's continued eligibility for assistance. Regardless, if a project participant remains active in the project in HMIS for one year or more, an annual assessment **must** be completed in HMIS.

"Diversion," "Problem–Solving," and "Rapid Resolution"

Projects using "diversion", "problem–solving" or "rapid resolution" models should be set up according to the component under which they are funded (e.g., SSO, RRH). Data collection requirements will vary based on the component under which the project was funded and, potentially, the project design and implementation.

It is important to contemplate the purpose of and what constitutes a positive outcome in your project when considering additional data collection needs. For example, it may not be appropriate for a project offering one–time rental assistance to divert a Youth and Young Adult (YYA) from entering a shelter to collect additional data about a YYA's educational or employment status or whether the YYA increased life skills or measure a change in social and emotional well–being from project start to exit. However, a Diversion project that intends to offer supportive services for three months may want to collect information on those areas. System administrators and YHDP Program staff should work closely together and often to ensure that data collection requirements meet the needs of the project design. Communities may also work with TA providers to identify data collection requirements.

Supportive Services Only

SSO projects are often the most complicated to set up and manage in an HMIS. Pay careful attention to the project typing instructions above in the SSO Project Type Considerations section of this document.

Supportive Services Only – Coordinated Entry

Coordinated Entry is a system–level effort and does not have a single design or project set up requirement for HMIS. CoCs may operate a single–entry point system, a no wrong door system, or use some other approach. Therefore, CE is not necessarily set up the same way as a "traditional" project in HMIS or the same across different CoCs. As such, HMIS project setup and data collection requirements for CE data can vary widely by CoC. In some CoCs there may be one or more standalone CE projects (type 14) and in others, CE data may only be collected in emergency shelters (type 0 or 1) and street outreach (type 4) projects. Therefore, there is no one specific or additional "CE project" that needs to be set up just for YHDP purposes. YHDP reporting for this type of grant will be based on the CES as a whole. However, if the CoC does not already have a CE grant and the CE elements are not being collected in HMIS, the HMIS must be configured to collect these data elements. This may be achieved by setting up a standalone CE project or adding the CE data elements to other project types based on the design of CE in the CoC.

In addition to the Universal Data Elements, CE projects are expected to record in the HMIS as many *CE Assessments* (4.19) as are conducted with each participant. CE access and referral events are expected to be captured using the *CE Event* data element (4.20). CE projects are expected to record a *Current Living Situation* anytime any of the following occurs:

1. A Project Start associated with Coordinated Entry; or
2. A Coordinated Entry Assessment or Coordinated Entry Event is recorded; or
3. The client's living situation changes; or
4. If a *Current Living Situation* hasn't been recorded for longer than a community-defined length of time (i.e., longer than 90 days). The CoC **must** be involved in the determination of "community-defined length of time".

For more detail on CE projects, see the relevant section in the HMIS Data Standards Manual.

Reporting

Quarterly Performance Reporting
YHDP recipients funded by FY19 or later are required to submit Quarterly Performance Reporting (QPR), excluding Coordinated Entry, HMIS, and Planning grants. A project's quarterly reporting will begin after it has operated for one full fiscal quarter. Additional information about the Sage HMIS Reporting Repository and how to submit required YHDP reporting can be found in the YHDP Reporting Guidance.

Annual Performance Reporting
YHDP recipients are required to submit an Annual Performance Report (APR) via CSV upload in the Sage HMIS Reporting Repository for each project awarded YHDP funds. Additional information about the Sage HMIS Reporting Repository and how to submit required YHDP reporting can be found in the YHDP Reporting Guidance.

With both the QPR and APR submissions, the typical CoC APR submission information is required in Sage. Additionally, all YHDP-funded projects, except Coordinated Entry, HMIS and Planning grants, will be required to complete two additional YHDP-specific steps.

1. Upload the **YHDP Supplemental CSV**: This step enables users to upload the CSV file generated from the YHDP Supplemental Reporting Tool (SRT) into Sage. The YHDP Supplemental CSV includes data points from the RHY elements that some communities have opted to collect.
2. Complete the **YHDP Supplemental Questions Form**: This form in Sage is a targeted series of questions designed to gather specific information on the program and the impact of the demonstration. For more information, see the YHDP Reporting Guidance.

HUD is also allowing communities that have identified additional performance measures to report the additional measures and outcomes in a narrative format.

System Level Performance Reporting

YHDP-funded projects participate in CoC System Performance Measures (SPM) Reporting the same as any other CoC-funded project. Additionally, information about youth-specific system performance measures can be garnered via the Longitudinal System Analysis (LSA) report.

Beyond these CoC system measures, YHDP projects are encouraged to utilize the Benchmarks and Criteria for ending homelessness among youth provided by the U.S. Interagency Council on Homelessness. These benchmarks and criteria remain under development, so YHDP communities and projects should watch for updates from HUD and USICH.