

# HMIS – HOPWA Addendum



**HMIS**

**Homeless Management  
Information System**

All example client names depicted herein are completely fictitious. No association with any real organization or persons is intended or should be inferred.

## Table of Contents

Introduction.....	3
HOPWA Entry Assessment – Program Specific Elements .....	3
HOPWA Program Data Elements Questions.....	3
Entry Program Elements with Additional HOPWA Steps .....	3
Entry Program Elements Specific to HOPWA.....	3
HOPWA Exit Assessment – Program Specific Elements.....	4
Exit Program Elements specific to HOPWA .....	4
HOPWA Services and Financial Assistance.....	5
HOPWA Specific Elements.....	5
HOPWA Services and Financial Assistance Workflow.....	6

## Introduction

This addendum is a guide for HOPWA programs and their workflows. The HMIS Introductory packet will cover all of the basics common to all HMIS programs. This packet is intended to cover the additional data elements that the HOPWA requires its HOPWA program participants to track. This packet will cover any HOPWA specific guidance for the entire workflow. Any question or workflow not noted in this packet indicates the HOPWA standards are no different from the HMIS standards. In these cases, please refer to you HMIS Introductory Packet for guidance, which will detail questions and workflows not present here.

## HOPWA Entry Assessment – Program Specific Elements

In addition to the questions that every project must answer, HOPWA programs have a number of additional data elements they must capture. This addendum will discuss additional details to existing elements and how to complete HOPWA specific data fields.

### HOPWA Program Data Elements Questions

These elements are program specific questions that are required by HOPWA projects. HOPWA both has additional guidance for common program elements (as listed in the HMIS Introductory Packet) and unique program elements. Any question not appearing here, but present in the introductory packet, indicates no additional guidance was provided.

### Entry Program Elements with Additional HOPWA Steps

- **“Health Insurance” Sub-Assessment:** Please note that Ryan White funding is not considered health insurance and should not be recorded in this sub-assessment. For any health insurance type that the client does not have, HOPWA asks that users record the reason why. The options available are listed below.
  - Applied; decision pending
  - Applied; client not eligible
  - Client did not apply
  - Insurance type N/A for this client
  - Client doesn’t know
  - Client refused

### Entry Program Elements Specific to HOPWA

- **HIV/AIDS Sub-assessment:** This sub-assessment is used to record a client’s T-cell (CD4) and Viral Load over time. There are a few questions that must be answered. The questions are listed below.
  - **If “Yes” for HIV/AIDS, does the client have a T-Cell (CD4) count available:** Select from the dropdown.
    - **If “Yes”, what is the T-Cell (CD4) count:** Fill in the text box with a value between 0-1500 (must be an integer).
      - **If T-Cell (CD4) count is recorded, how was the information obtained:** Select from the dropdown.
  - **If “Yes” for HIV/AIDS, does the client have Viral Load information available:** Select from the dropdown.
    - **If “Yes”, what is the Viral Load:** Fill in the text box with a value between 0-999999 (must be an integer).

- **If Viral Load is recorder, how was the information obtained:** Select from the dropdown.
- **Medical Assistance:** This field is designed to collect information on assistance provided to clients with HIV/AIDS. This element contains a series of 4 questions.
  - **Receiving Public HIV/AIDS Medical Assistance:** Select from the dropdown.
    - **If “No” to receiving public HIV/AIDS medical assistance, why:** Select the closest approximate reason the client is not receiving public medical assistance.
  - **Receiving AIDS Drug Assistance Program (ADAP):** Select from the dropdown.
    - **If “No” to receiving ADAP, why:** Select the closest approximate reason the client is not receiving public medical assistance.

## HOPWA Exit Assessment – Program Specific Elements

HOPWA programs both have additional guidance for common program elements (as listed in the HMIS Introductory Packet) and unique program elements. Any question not appearing here, but present in the introductory packet, indicates no additional guidance was provided. Please note, the HOPWA exit assessment contains a number of elements that were answered in the entry assessment. The purpose in repeating these questions is to understand how the client’s situation has changed during the tenure at the project. There are also many additional questions unique to the exit assessment. Please see below for detailed explanations for HOPWA specific program guidance.

### Exit Program Elements specific to HOPWA

- **HIV/AIDS Sub-assessment:** This sub-assessment is used to record a client’s T-cell (CD4) and Viral Load over time. There are a few questions that must be answered. The questions are listed below.
  - **If “Yes” for HIV/AIDS, does the client have a T-Cell (CD4) count available:** Select from the dropdown.
    - **If “Yes”, what is the T-Cell (CD4) count:** Fill in the text box with a value between 0-1500 (must be an integer).
      - **If T-Cell (CD4) count is recorded, how was the information obtained:** Select from the dropdown.
  - **If “Yes” for HIV/AIDS, does the client have Viral Load information available:** Select from the dropdown.
    - **If “Yes”, what is the Viral Load:** Fill in the text box with a value between 0-999999 (must be an integer).
      - **If Viral Load is recorder, how was the information obtained:** Select from the dropdown.
- **Housing Assessment at Exit:** Select the client’s housing status as of the project exit. This should reflect where the client is staying on the exit from the project.

- **If able to maintain housing at entry, subsidy information:** Select what type of subsidy, if any, a client is receiving while maintaining the housing from the project start.
- **Medical Assistance:** This field is designed to collect information on assistance provided to clients with HIV/AIDS. This element contains a series of 4 questions.
  - **Receiving Public HIV/AIDS Medical Assistance:** Select from the dropdown.
    - **If “No” to receiving public HIV/AIDS medical assistance, why:** Select the closest approximate reason the client is not receiving public medical assistance.
  - **Receiving AIDS Drug Assistance Program (ADAP):** Select from the dropdown.
    - **If “No” to receiving ADAP, why:** Select the closest approximate reason the client is not receiving public medical assistance.

## HOPWA Services and Financial Assistance

Unlike some programs, HOPWA projects are required to record services for their clients. In addition to the workflow that is covered in the Case Management training, HOPWA also has to complete additional fields while recording services. This section will cover how to complete the additional fields. Any steps not mentioned here will remain the same as presented in the HMIS Introductory packet.

### HOPWA Specific Elements

- **Services Provided:** This field is to record the type of services the primary client is receiving. Services may be added for the entire family, but it is only required on the Head of Household’s record. Each instance of a service should be recorded. The options you will see are below.
  - Adult day care and personal assistance
  - Case management
  - Child care
  - Criminal justice/legal services
  - Education
  - Employment and training services
  - Food/meals/nutritional services
  - Health/medical care
  - Life skills training
  - Mental health care/counseling
  - Outreach and/or engagement
  - Substance abuse services/treatment
  - Transportation
  - Other HOPWA funded service
- **Financial Assistance:** This field is used to track financial assistance received by Permanent Housing Placement or STRMU clients. This is to record payments made by the project on behalf of or for the benefit of the client. Every instance of financial assistance should be recorded. The table below specifies which projects are required to record each financial assistance type. An “X” indicates required tracking.

Financial Assistance Type	PHP	STRMU
Rental Assistance	X	X
Security Deposits	X	
Utility Deposits	X	
Utility Payments	X	X
Mortgage Assistance		X

## HOPWA Services and Financial Assistance Workflow

This section will detail the specific area to track HOPWA services and financial assistance. Any steps not covered here are the same as outlined in the Case Management packet. Refer to that packet where necessary. Please remember you are only required to record the service or financial assistance on the head of household's record.

- 1) “Service Provider”, “Start Date”, and “End Date” will auto-populate.
- 2) Select appropriate “Service Type” from dropdown.
- 3) Click “Save & Continue”. The screen will expand.
  - a. The screen will expand. Please refer to below picture for next steps.

- 4) You will record either a HOPWA service or financial assistance. Do NOT complete both on the same entry.
  - a. To record a service, select from the “Type of HOPWA Service” dropdown.  
**OR – Do NOT complete both sets of fields under the same entry**
  - b. To record financial assistance, select from “HOPWA Financial Assistance Type” and enter in “HOPWA Financial Assistance Amount”.
- 5) ONLY for “HOPWA Financial Assistance Type” selections: Click on “Add Funding Source”. Select the appropriate funding source.
- 6) ONLY for “HOPWA Financial Assistance Type” selections: Enter the amount.
- 7) Complete **Need Information** section at bottom. For additional guidance refer to the Case Management packet.

## Helpdesk Contact Information:

Email: [hmissupport@crisisnetwork.org](mailto:hmissupport@crisisnetwork.org)

Phone/text: 602-908-3605