

HMIS Comparability Database Checklist

IS YOUR DATABASE HMIS COMPARABLE?

User Workstation Security

- Yes No Each workstation requires a unique username and password to login.
- Yes No Each workstation has an active screen saver with password protection.
- Yes No Each user has their own unique username and password to login to the comparable database.

Project Set-Up & Reporting

Project Descriptor Data Elements are recorded in the database for each project and reviewed at least annually.
These data elements are used in conjunction with the .csv reports.

- Yes No Organization Unique ID number (created by the database)
- Yes No Organization Name
- Yes No Victim Service Provider
- Yes No Project Name
- Yes No Project Unique ID (created by the database)
- Yes No Operating Start Date
- Yes No Operating End Date
- Yes No Continuum Project
- Yes No Project Type (and sub-type if RRH)
- Yes No Affiliated with residential project, & if yes, Project IDs of those residential projects
- Yes No Housing Type
- Yes No Target Population
- Yes No Continuum of Care Code
- Yes No Geocode
- Yes No Project Street Address
- Yes No Project City
- Yes No Project State
- Yes No Project Zipcode
- Yes No Geography type
- Yes No HMIS Participating Status (when database became Comparable)
- Yes No Funding Sources (funder program)
- Yes No Grant Identifier
- Yes No Grant Start Date
- Yes No Grant End Date
- Yes No Bed and Unit Inventory Start Date
- Yes No Bed and Unit Inventory End Date
- Yes No Bed and Unit Inventory CoC Code
- Yes No Bed and Unit Inventory Household Type
- Yes No Bed and Unit Inventory Emergency Shelter Bed Type (if a shelter)

- Yes No Bed and Unit Inventory Emergency Shelter Bed availability (if a shelter)
- Yes No Bed and Unit Inventory Dedicated Bed Inventory (chronic, veteran, youth, combination of those three types, and non-dedicated beds)
- Yes No Bed and Unit Inventory Total Bed Inventory
- Yes No Bed and Unit Inventory Total Unit Inventory
- Yes No The database is able to produce a zip file of .csv files for the CAPER and APR for applicable project(s) and is accepted by Sage test upload: <https://demo.sagehmis.info/us/csvtest.aspx>
- Yes No The database is able to produce a zip file of .csv files for the HUD CSV Export according to specifications: <https://www.hudhdx.info/VendorResources.aspx>

Client Data Collection

Universal Data Elements are to be collected and entered on every client regardless of funding:

- Yes No Client Unique ID (created by the database)
- Yes No Client Name and Name Data Quality
- Yes No Social Security Number (last 4) and Social Security Number Data Quality
- Yes No Date of Birth and Date of Birth Data Quality
- Yes No Race (Updated 10/1/23)
- Yes No Ethnicity (Updated 10/1/23)
- Yes No Gender (Updated 10/1/23)
- Yes No Veteran Status
- Yes No Disabling Condition
- Yes No Relationship to Head of Household
- Yes No Prior Living Situation (Updated 10/1/23)
- Yes No Destination (Updated 10/1/23)
- Yes No Project Start Date
- Yes No Project Exit Date
- Yes No Enrollment Location (CoC) (Updated 10/1/23)
- Yes No Housing Move-in Date (*for coordinated entry and housing projects only*)

Program Specific Data Elements are being collected and entered on every adult or household funded by ESG or CoC:

- Yes No Income and Sources
- Yes No Non-Cash Benefits
- Yes No Health Insurance
- Yes No Disabling Conditions (Physical, Developmental, Chronic Health, HIV/AIDS, Mental Health Disorder, Substance Use Disorder)
- Yes No Domestic Violence History
- Yes No Current Living Situation (Updated 10/1/23)
- Yes No Date of Engagement (*for street outreach only*)
- Yes No Coordinated Entry Assessment
- Yes No Coordinated Entry Event
- Yes No Translation Assistance Needed (Updated 10/1/23)

For specific details, visit HUD's website: [HMIS Data Standards Manual FY2024](#)