

HIFIS Data Entry Expectations

Listed below are the data entry priorities and contractual expectations for City-funded homelessness programs by intervention type. The data entry expectations outlined below are specific to HIFIS and does not include information on data collection and reporting requirements that may be required outside of HIFIS.

Contents

Prevention Programs	2
Shelter Diversion Programs	3
Drop-In Programs	4
Housing-Focused Street Outreach.....	5
Emergency Shelters including Hotel Overflow.....	6
Emergency Shelter Early Intervention Supports (Pilot Intervention)	7
Transitional Living Programs (TLP).....	8
Rapid Rehousing Programs (RRH)	9
Intensive Case Management Programs (ICM).....	10
Permanent Supportive Housing Programs (PSH).....	11

Prevention Programs

Target Audience: At-risk population / housed individuals

Information to be recorded in HIFIS	HIFIS module used to record information
None at this time	None at this time

Shelter Diversion Programs

Target Audience: At-risk population / housed individuals

Information to be recorded in HIFIS	HIFIS module used to record information
None at this time	None at this time

Drop-In Programs

Target Audience: Individuals in need of support while unsheltered or to retain housing

Required

Information to be recorded in HIFIS	HIFIS module used to record information
General Client Information: <ul style="list-style-type: none"> • Client Details • Consent • Contact Information • Financial Information • Housing History / Status • Identification • Watch Concerns, when applicable • Family/couple Information, when applicable 	<ul style="list-style-type: none"> • Client – Details page • Consent • Contact Info • Financial Profile • Housing History • Identification • Watch Concerns • Family
Information from the common assessment tool used to better understand an individual's acuity and service needs (VI-SPDAT)	VI-SPDAT custom table
Brief, low-barrier, one-time interactions with individuals	Goods and Services
Total daily visitors to the Drop-In program	Group Activities
Occurrences of individuals having to be turned away from accessing the Drop-In program	Turn Aways

Optional

Information to be recorded in HIFIS	HIFIS module used to record information
Occurrences of incidents that resulted in a postponement period / warning or partial service restriction for a client	Incidents
Occurrences of service restrictions in place for an individual	Service Restrictions
Information about an individual that plays a role in their life and may impact their ability to access services	Contributing Factors
Information about belongings being stored for clients	Storage

Housing-Focused Street Outreach

Target Audience: Individuals experiencing unsheltered homelessness

Required

Information to be recorded in HIFIS	HIFIS module used to record information
General Client Information: <ul style="list-style-type: none"> • Client Details • Consent • Contact Information • Financial Information • Housing History / Status • Identification • Watch Concerns, when applicable • Family/couple Information, when applicable 	<ul style="list-style-type: none"> • Client – Details page • Consent • Contact Info • Financial Profile • Housing History • Identification • Watch Concerns • Family
Information from the common assessment tool used to better understand an individual's acuity and service needs (VI-SPDAT)	VI-SPDAT custom table
Brief, low-barrier, one-time interactions with individuals	Goods and Services

Optional

Information to be recorded in HIFIS	HIFIS module used to record information
Information about an individual that plays a role in their life and may impact their ability to access services	Contributing Factors
Information about belongings being stored for clients	Storage

Emergency Shelters including Hotel Overflow

Target Audience: Individuals in need of emergency shelter for up to 30 days

Required

Information to be recorded in HIFIS	HIFIS module used to record information
General Client Information: <ul style="list-style-type: none"> • Client Details • Consent • Contact Information • Financial Information • Housing History / Status • Identification • Watch Concerns, when applicable • Family/couple Information, when applicable 	<ul style="list-style-type: none"> • Client – Details page • Consent • Contact Info • Financial Profile • Housing History • Identification • Watch Concerns • Family
Information from the common assessment tool used to better understand an individual's acuity and service needs (VI-SPDAT)	VI-SPDAT custom table
Shelter stays information for individuals	Admissions
One-to-one case management supports provided to individuals while staying at an emergency shelter including detailed activities/case notes	Case Management
Occurrences of individuals having to be turned away from accessing the emergency shelter	Turn Aways
Occurrences of incidents that resulted in a postponement period / warning or partial service restriction for a client	Incidents
Occurrences of service restrictions in place for an individual	Service Restrictions

Optional

Information to be recorded in HIFIS	HIFIS module used to record information
Information about an individual that plays a role in their life and may impact their ability to access services	Contributing Factors
Information about belongings being stored for clients	Storage
Move-in information for families (Family Sector only)	Housing Placement

Emergency Shelter Early Intervention Supports (Pilot Intervention)

Target Audience: Individuals in need of emergency shelter for up to 14 days

Required

Information to be recorded in HIFIS	HIFIS module used to record information
General Client Information: <ul style="list-style-type: none"> • Client Details • Consent • Contact Information • Financial Information • Housing History / Status • Identification • Watch Concerns, when applicable • Family/couple Information, when applicable 	<ul style="list-style-type: none"> • Client – Details page • Consent • Contact Info • Financial Profile • Housing History • Identification • Watch Concerns • Family
Information from the common assessment tool used to better understand an individual's acuity and service needs (VI-SPDAT)	VI-SPDAT custom table
One-to-one case management supports provided to individuals to find and secure housing within 14 days of starting an emergency shelter stay including detailed activities/case notes	Case Management
Housing retention 3-month milestone follow up update (when applicable)	Case Management

Optional

Information to be recorded in HIFIS	HIFIS module used to record information
Information about an individual that plays a role in their life and may impact their ability to access services	Contributing Factors
Information about belongings being stored for clients	Storage

Transitional Living Programs (TLP)

Target Audience: Individuals with low to mid acuity in need of temporary place-based supports

Required

Information to be recorded in HIFIS	HIFIS module used to record information
General Client Information: <ul style="list-style-type: none"> • Client Details • Consent • Contact Information • Financial Information • Housing History / Status • Identification • Watch Concerns, when applicable • Family/couple Information, when applicable 	<ul style="list-style-type: none"> • Client – Details page • Consent • Contact Info • Financial Profile • Housing History • Identification • Watch Concerns • Family
TLP stays information for individuals	Admissions
One-to-one case management supports provided to individuals while staying at TLP to secure and retain housing including detailed activities/case notes	Case Management
Information from the common assessment tool used to guide housing placement and stability plans for individuals (SPDAT)	SPDAT
Address-specific housing supports to find and secure housing including housing unit viewings and outcomes, and move in information	Housing Placement
Housing retention 3-month milestone follow up update (when applicable)	Housing Placement
Housing retention 12-month milestone follow up update (when applicable)	Housing Placement

Optional

Information to be recorded in HIFIS	HIFIS module used to record information
Occurrences of incidents that resulted in a postponement period / warning or partial service restriction for a client	Incidents
Occurrences of service restrictions in place for an individual	Service Restrictions
Information about an individual that plays a role in their life and may impact their ability to access services	Contributing Factors
Information about belongings being stored for clients.	Storage

Rapid Rehousing Programs (RRH)

Target Audience: Individuals with mid acuity in need of time-limited financial assistance and supports to help them quickly exit homelessness

Required

Information to be recorded in HIFIS	HIFIS module used to record information
General Client Information: <ul style="list-style-type: none"> • Client Details • Consent • Contact Information • Financial Information • Housing History / Status • Identification • Watch Concerns, when applicable • Family/couple Information, when applicable 	<ul style="list-style-type: none"> • Client – Details page • Consent • Contact Info • Financial Profile • Housing History • Identification • Watch Concerns • Family
One-to-one case management supports provided to individuals to secure and retain housing including detailed activities/case notes	Case Management
Information from the common assessment tool used to guide housing placement and stability plans for individuals (SPDAT)	SPDAT
Address-specific housing supports to find and secure housing including housing unit viewings and outcomes, and move in information	Housing Placement
Housing retention 12-month milestone follow up update (when applicable)	Housing Placement

Optional

Information to be recorded in HIFIS	HIFIS module used to record information
Information about an individual that plays a role in their life and may impact their ability to access services	Contributing Factors

Intensive Case Management Programs (ICM)

Target Audience: Individuals with high acuity in need of longer supports and interventions

Required

Information to be recorded in HIFIS	HIFIS module used to record information
General Client Information: <ul style="list-style-type: none"> • Client Details • Consent • Contact Information • Financial Information • Housing History / Status • Identification • Watch Concerns, when applicable • Family/couple information, when applicable 	<ul style="list-style-type: none"> • Client – Details page • Consent • Contact Info • Financial Profile • Housing History • Identification • Watch Concerns • Family
One-to-one case management supports provided to individuals to secure and retain housing including detailed activities/case notes	Case Management
Information from the common assessment tool used to guide housing placement and stability plans for individuals (SPDAT)	SPDAT
Address-specific housing supports to find and secure housing including housing unit viewings and outcomes, and move in information	Housing Placement
Housing retention 12-month milestone follow up update (when applicable)	Housing Placement

Optional

Information to be recorded in HIFIS	HIFIS module used to record information
Information about an individual that plays a role in their life and may impact their ability to access services	Contributing Factors

Permanent Supportive Housing Programs (PSH)

Target Audience: Individuals in need of longer supports and interventions

Required

Information to be recorded in HIFIS	HIFIS module used to record information
General Client Information: <ul style="list-style-type: none"> • Client Details • Consent • Contact Information • Financial Information • Housing History / Status • Identification • Watch Concerns, when applicable • Family/couple information, when applicable 	<ul style="list-style-type: none"> • Client – Details page • Consent • Contact Info • Financial Profile • Housing History • Identification • Watch Concerns • Family
City-funded housing unit information	Housing Placement
Unit occupancy – resident move-ins/outs	Housing Placement
Information from the common assessment tool used to guide housing placement and stability plans for individuals (SPDAT)	SPDAT
One-to-one case management supports provided to individuals while staying at the PSH program including detailed activities/case notes	Case Management
Information about the offerings and client attendance at group support programming.	Group Activities

Optional

Information to be recorded in HIFIS	HIFIS module used to record information
Information about an individual that plays a role in their life and may impact their ability to access services	Contributing Factors