

# Hot Topic Thursdays- Adding and Updating Disabling Conditions

October 9, 2025

10:00-10:30



**NC COALITION** to  
**HOMELESSNESS** end

# What is a Disabling Condition?

- A physical, mental, or emotional impairment, including an impairment caused by alcohol or drug abuse, post-traumatic stress disorder, or brain injury that:
  - Is expected to be long-continuing or of indefinite duration;
  - Substantially impedes the individual's ability to live independently; AND
  - Could be improved by the provision of more suitable housing conditions.

# What is A Disabling Condition?

- A developmental disability, as defined in section 102 of [the Developmental Disabilities Assistance and Bill of Rights Act of 2000](#) (42 U.S.C. 15002); or
- The disease of acquired immunodeficiency syndrome (AIDS) or any condition arising from the etiologic agency for acquired immunodeficiency syndrome (HIV).

# Disabling Condition Cont'd

- If you learn of a disabling condition after intake, go back to the Project Start to correct the record. **The value should always reflect the current known status of a client's disabling condition.**

# Disabling Conditions and Documentation



No documentation is required for HMIS



If a screening or assessment indicates that a client has a disabling condition, enter “Yes.” For the second question regarding "long-continued and indefinite duration, etc." the answer should be "yes"



Some funding sources require documentation of the disabling condition for eligibility

# Pop Quiz!

- Client breaks their arm while in shelter. Is this a HMIS disability?

No, this disability is not expected to be of long-continued and indefinite duration and substantially impairs the ability to live independently.

# Pop Quiz!

- Client gets diagnosed by a Dr. with a serious mental health condition after 2 weeks in shelter. Is this a HMIS disability? If yes, what date should this condition be added in HMIS?

Yes! Staff should back date to the client's project start and record the mental health condition. Although this wasn't reported by the client at start, this condition was just unknown.

# Pop Quiz!

- At project start, the client reports to have a physical disability due to an injury years ago. Is this an HMIS disability? If yes, what date should this condition be added in HMIS??

Yes! Client reporting is primary here. This should be recorded for the project start date. You cannot verify what happened to the client before you met them.

# How to Add Disabling Condition

- Back Date and EDA into the relevant project
- Click on edit pencil next to project start
- Scroll to Disability section

# Entering Data into HMIS

Disability Status


Does the client have a disabling condition? \* No (HUD) ✓ G

Disabilities HUD Verification ✓

Disability Type *	Disability determination *	If Yes, Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently *	Start Date *	End Date
Drug Use Disorder (HUD)	No (HUD)		11/05/2024	
Developmental (HUD)	No (HUD)		11/05/2024	
Alcohol Use Disorder (HUD)	No (HUD)		11/05/2024	
Both Alcohol and Drug Use Disorder (HUD)	No (HUD)		11/05/2024	
HIV/AIDS (HUD)	No (HUD)		11/05/2024	

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# How to Check Your Work!



**Disability Status**


Does the client have a disability? \* No (HUD) G

Disabilities HUD Verification

Disability Type *	Disability determination *	If Yes, Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently *	Start Date *	End Date
Drug Use Disorder (HUD)	No (HUD)		11/05/2024	
Developmental (HUD)	No (HUD)		11/05/2024	
Alcohol Use Disorder (HUD)	No (HUD)		11/05/2024	
Both Alcohol and Drug Use Disorder (HUD)	No (HUD)		11/05/2024	
HIV/AIDS (HUD)	No (HUD)		11/05/2024	

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# How to Check Your Work!













Disability Status

Does the client have a disabling condition? \* No (HUD) G

Disabilities

HUD Verification 

	Disability Type *	Disability determination *	If Yes, Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently *	Start Date *	End Date
 	Drug Use Disorder (HUD)	No (HUD)		11/05/2024	
 	Developmental (HUD)	No (HUD)		11/05/2024	
 	Alcohol Use Disorder (HUD)	No (HUD)		11/05/2024	
 	Both Alcohol and Drug Use Disorder (HUD)	No (HUD)		11/05/2024	
 	HIV/AIDS (HUD)	No (HUD)		11/05/2024	

Add

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# Entering Data in HMIS

**Edit Recordset - (4) Solo, Han**

**Disabilities**

Disability Type *	Mental Health Disorder (HUD)
Disability determination *	Yes (HUD)
If Yes, Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently *	Yes (HUD)
Start Date *	02 / 22 / 2021
End Date	
Note on Disability	

Print Recordset Save Cancel

- By clicking the edit pencil within the sub-assessment, you can edit more information
- If the client says “yes,” the response must be “yes” to both the disability determination and “expected to be of long-continued and indefinite duration and substantially impairs ability to live independently.”

# Poll Results- What Other Training Do You Need?

- Adding new household members after the household is already created (2x)
- Pulling reports accurately
- Correcting data errors (2x)
- HART assessment
- How to Use Business Objects
- Entering Data for Coordinated Entry
- All of HMIS
- Updating sub-assessments, project interims, and annual assessments
- Interim Updates
- Entering and exiting families
- Eligibility documents required for clients

# Resources

- <https://ncceh.zendesk.com/hc/en-us>
- Exiting Household Members
- Adding Household Members
- Start vs. Interim: Where to Record Your Data
- How to Exit Inactive Clients

## HMIS@NCCEH ZENGUIDE

hot topic

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**Next Meeting:**

**Hot Topic: Updating Sub-  
Assessments when Previous Data is  
Wrong**

October 23<sup>rd</sup>, 2025, 10:00AM



**NC COALITION** to  
**HOMELESSNESS** end

## Contact NCCEH

hello@ncceh.org

919.755.4393

NCEndHomelessness 

@NCHomelessness 

nc\_end\_homelessness 

## Contact NCCEH Data Center Help Desk

hmis@ncceh.org

919.410.6997

