

Hot Topic Thursdays- Updating Sub-Assessments when Previous Data is Wrong

October 22, 2025

10:00-10:30



NC COALITION to
HOMELESSNESS end

Agenda

Defining a Sub-Assessment

Confirming when they should be completed

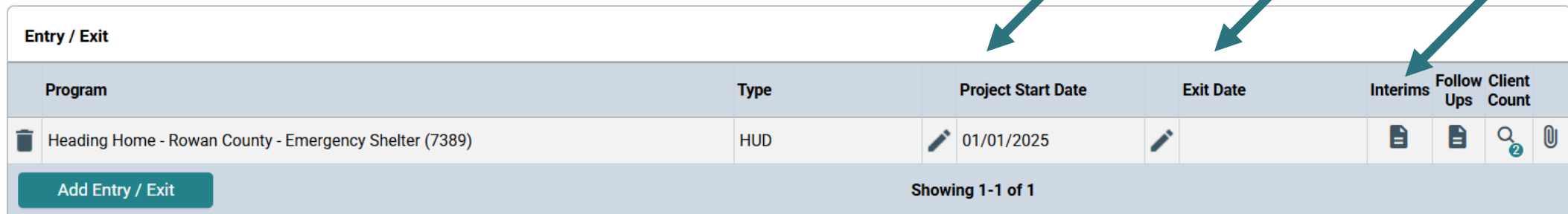
Steps to update a sub-assessment








How to identify problems within a sub-assessment

How to update the sub-assessment after identifying a problem

What is a Sub-Assessment?

- Disabling Conditions
- Health Insurance
- Income
- Non-Cash Benefits
 - Can be updated at Project Start, Interim, and Exit



Entry / Exit									
Program	Type	Project Start Date	Exit Date	Interims	Follow Ups	Client Count			
 Heading Home - Rowan County - Emergency Shelter (7389)	HUD	 01/01/2025				 2			

[Add Entry / Exit](#) Showing 1-1 of 1

Blue Check= Good
Red Triangle= Bad

Gateway Question

Magnifying Glass

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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First Previous Next Last

Do Not Touch




Steps to Update a Sub-Assessment

Updating a Blank Sub-Assessment

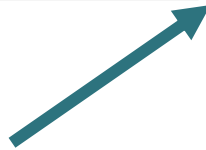
Income & Sources

Income from Any Source G

Monthly Income HUD Verification 

Monthly Amount *	Source of Income *	Receiving Income Source?	Start Date *	End Date
<p><input type="button" value="Add"/> <input type="button" value="View Gross Income"/></p>				

Total monthly Income G














- Gateway Question
- HUD Verification
- Fill in the blank!

Updating an Old Sub-Assessment

Health Insurance

Covered by Health Insurance ▼ G

 **Health Insurance** HUD Verification

	Start Date *	Health Insurance Type	Covered?	(HOPWA) If Private Pay Insurance, Specify	(HOPWA) If No, Reason not covered	End Date
 	01/01/2025	State Children's Health Insurance Program	No			
 	01/01/2025	Employer - Provided Health Insurance	Yes			
 	01/01/2025	Health Insurance obtained through COBRA	No			
 	01/01/2025	MEDICARE	No			
 	01/01/2025	Veteran's Health Administration (VHA)	No			

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- Review for previous entries
- Check HUD Verification
- Use the Magnifying glass!

Scenario 1

- While attempting to enter a new client in HMIS, you find your client already exists in the database. Upon opening the client file, you see that they have been enrolled at your agency less than 6 months ago. How do you manage the sub-assessments for this client?

Review each sub-assessment for what information is completed. If all information is still accurate, make no changes. If information has changed, end date the previous response one day before your project start and record the accurate response as of your project start date.

Scenario 2

- You need to enter a new client in HMIS. After entering their full name, SSN, and DOB as a search, you find a match. When you click on the client, none of their information is filled out. What next steps do you take?

This is a sign that your client may have been served previously by an agency in or outside of your region. Complete each sub-assessment as if this client is brand new to HMIS.

Scenario 3

- A client has been served by an emergency shelter and a RRH agency in the same region. When reviewing their information, you see that their income is different than what the client has shared with you today. What do you do next?

Confirm what information is true "today" as you speak with the client. End date previous information and record the accurate response as of the day you started work with the client.

*communicate and partner with your regional partners and discuss pertinent information so that the client's information is accurate to their situation

Scenario 4/Live Walkthrough

- While receiving case management through your agency, the client loses their SNAP benefits.

Resources

- <https://ncceh.zendesk.com/hc/en-us>
- [Data Quality: HUD Verification Sub-assessments](#)
- [Updating HUD Verification Sub-Assessments](#)

HMIS@NCCEH ZENGUIDE

hot topic

Search

Next Meeting:

TBD- See you next year!



**NC COALITION^{to}
end
HOMELESSNESS**

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