

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.

Data Collection

Universal Data Elements are being collected and entered on every client:

- Yes No Client Unique ID (created by the database)
- Yes No Client Name and Name Data Quality
- Yes No Social Security Number and Social Security Number Data Quality
- Yes No Date of Birth and Date of Birth Data Quality
- Yes No Race (Updated 10/1/21)
- Yes No Ethnicity (Updated 10/1/21)
- Yes No Gender (Updated 10/1/21)
- Yes No Veteran Status
- Yes No Disabling Condition (Updated 10/1/21)
- Yes No Relationship to Head of Household
- Yes No Prior Living Situation
- Yes No Destination
- Yes No Project Start Date
- Yes No Project Exit Date
- Yes No Client Location (CoC)
- Yes No Housing Move-in Date *(for coordinated entry and housing projects only)*

For specific details, visit HUD's website: [HMIS Data Standards Manual FY2022](#)

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
- Yes No Affiliated with residential project, & if yes, Project IDs of those residential projects
- Yes No Emergency Shelter Tracking Method
- 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 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://hudhdx.info/Resources/Vendors/HMIS_CSV_Specifications_FY2022_v1.2_clean.pdf