

## MONTHLY DATA COMPLETENESS REPORT

HMLS	CHRN HMLS	HSN STAFF	SVS	INC YN ENTRY	INC YN EXIT	INC SRC ENTRY	INC SRC EXIT
Ok	Ok	Null	N/A	Null	Null	-	-
Ok	Ok	Null	N/A	Null	Null	-	-
Ok	Ok	Null	N/A	Null	Null	-	-
Ok	Ok	Null	N/A	Null	Null	-	-
Ok	Ok	Null	N/A	Null	Null	-	-
Ok	Ok	Null	N/A	Null	Null	-	-

	Displays a green OK where data is present.
	Displays a red Null where data is not present.
	Displays a grey N/A when the “Include Services in Report Card” prompt has a “No” selection
	Displays a dash (-) when the data element is not necessary (Example: If client responded “No” to “Income received from any source in the past 30 days”, there is no need for a sub-assessment record).

### Tips for Entering Income for your clients:

1. As a general rule, income is assigned to a household member if the income source/amount leaves the household upon the departure of that member.
2. The same income source/amount should not be assigned to more than one person in the same household.
3. For Temporary Assistance for Needy Families, Child Support, Alimony or other spousal support income, the “Receiving Income from Source” and “Amount from Source” responses should be assigned to the adult member of the household who is issued the income payment.
4. For Supplemental Security Income (SSI) received on behalf of a minor child, income source/amount should be assigned to the minor child. However, if it is not possible to discern which minor child the SSI benefit is intended for, the program may assign the SSI benefit to the child’s parent or guardian.
5. Income data should be collected at program entry, at program exit and at least once annually during program enrollment, if the period between program entry and exit exceeds one year.
6. If a client’s income has changed, you must document the change by putting an end date on the old income entry and then creating a new entry for the new income.

# HMIS USER NOTES

## EXAMPLE:

Client enters the Program: 8/1/2012

Client exits the Program: 10/1/2012

Receives \$300 in Child Support & \$100 in SNAP at program entry

Client's Child Support is decreased from \$300 to \$200 on 9/20/2012

Client's SNAP amount is increased to \$200 on program exit.

### INCOME INFORMATION

Income received from any source in past 30 days?  Yes (HUD)  No  G

Monthly Income				
	Last 30 Day Income	Source of Income	Start Date	End Date
	US\$200.00	Child Support (HUD)	09/21/2011	
	US\$300.00	Child Support (HUD)	08/01/2011	09/20/2011
	US\$800.00	Earned Income (HUD)	08/01/2011	

Add View Gross Income Showing 1-3 of 3

Non-cash benefit received in past 30 days?  Yes (HUD)  No  G

Non-Cash Benefits				
	Amount of Non-Cash Benefit	Source of Non-Cash Benefit	Start Date	End Date
	US\$200.00	Supplemental Nutrition Assistance Program (Food Stamps) (HUD)	10/01/2011	
	US\$100.00	Supplemental Nutrition Assistance Program (Food Stamps) (HUD)	08/01/2011	09/30/2011

Add Showing 1-2 of 2



### Advisory Committee Meetings

March 7, 2013  
May 2, 2013  
September 5, 2013  
November 7, 2013

### User Group Meetings

February 7, 2013  
April 4, 2013  
August 1, 2013  
December 5, 2013

**All meetings are held at Info Line at 1:30.**

**You may also go to the HMIS website  
([www.hmissummit.net](http://www.hmissummit.net)) to see the calendar  
of scheduled meetings.**