HUD VASH HMIS Manual

A GUIDE FOR HMIS END USERS AND HMIS LEADS/SYSTEM ADMINISTRATORS

U.S. Department of Housing and Urban Development

ALIGNS WITH FY 2026 HMIS DATA STANDARDS | RELEASED OCTOBER 2025

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Revision History

Release Date	Revision Summary
October 2025	Updated to the 2026 HMIS Data Standards

Introduction

This manual is intended to support data collection and reporting efforts of Homeless Management Information System (HMIS) Lead Agencies and U.S. Departments of Housing and Urban Development (HUD) and Veteran Affairs (VA) programs administering HUD-VA Supportive Housing (HUD-VASH) vouchers. The HUD-VASH program combines Housing Choice Voucher (HCV) rental assistance for homeless Veterans with case management and clinical services provided by the Department of Veterans Affairs (VA). VA provides these services for participating Veterans at VA Medical Centers (VAMCs) and community-based outpatient clinics.

HUD-VASH staff are required to use the VA's Homeless Operations, Management and Evaluation System (HOMES) to document HUD-VASH case management and housing. VA staff are not required to enter HUD-VASH data in HMIS. VA can share data with HMIS administrators for upload into HMIS or direct entry into HMIS. Various tools and resources are available to assist with this upload and can be found in the Special Data Collection Instructions section of this manual.

"HUD VASH Collaborative Case Management" is a component of HUD-VASH wherein the VA Secretary designates a non-VA service provider to provide case management services instead of VA. Engagement in this program is not documented in HOMES and designated service providers are required to document these services in HMIS for data collection purposes.

This manual provides information on HMIS setup for HUD-VASH projects, including HUD-VASH Collaborative Case Management. While local data collection instruction from HMIS Leads and the FY 2026 Data Standards Manual will help with HUD-VASH data collection for HMIS users, this HUD-VASH Programs HMIS Manual is meant to help system administrators and HMIS Lead staff ensure that HUD-VASH programs are properly set up in HMIS.

HUD-VASH Resources

Additional information about the HUD-VA homeless programs and requirements can be found online at the VA Homeless Programs page.

Additional HMIS Resources

- There are a variety of documents available on the HUD Exchange HMIS page that detail all HMIS Data and Technical Standards, Federal Partner Information, and information about HMIS forums for HMIS Leads, System Administrators, and Vendors.

- The HMIS Data Standards page contains a suite of HMIS Data Standard resources, which are briefly described below. Each of the documents has a specific purpose and intended audience. The HMIS Lead should be familiar with all the documents and collectively use them as their HMIS reference materials along with specific materials provided by the software provider.

- FY 2026 HMIS Data Manual represents the foundation for the data contained within an HMIS, project setup instructions, and data collection instructions.
- FY 2026 HMIS Data Dictionary Table Shells contain the data element tables with relevant programming instructions, system logic and other issues to be used by vendors for HMIS programming. The information in the tables shells aligns with the information contained herein.
- FY 2026 CSV Specifications This document provides specifications for a standard set of comma-separated values (CSV) files that include all data elements and fields defined by the FY 2026 HMIS Data Standards, along with information that describes an exported data set.
- HMIS Federal Partner Participation Resources Each link on this page contains resources and materials for following the HMIS requirements of HUD and other federal partners.
- HMIS Project Setup Tool provides a general framework to support project setup in HMIS by system administrators. It assists system administrators in ensuring that all HMIS participating projects are set up using the appropriate HMIS project types and are collecting the required data elements.

To ask a question about any VA Program HMIS requirement, go to the Ask A Question section of the HUD Exchange. Please be sure to select "HMIS" for your question under "My Question is Related To". Federal HMIS and VA Program staff are working together to answer questions submitted on Ask A Question related to VA and HMIS.

HMIS Project Setup Steps

It is important to be sure that communities understand the difference between a program and a project because they have distinct meanings in this document and for the purposes of data collection in HMIS. A program is the source of funding that the organization is receiving to run its homeless intervention whereas project refers to a distinct unit of an organization as set up in the HMIS (e.g., HUD-VASH Program funding for ABC Permanent Housing Project). There can be several types of projects within a funder's program – voucher projects or scattered site projects or facility-based projects can all exist under one program but must be separated in HMIS by project type.

Identify Projects for Inclusion in HMIS

Identify all the projects within the HMIS implementation that are operating with HUD-VASH funds. Asking local Housing Authorities in your area may help complete the picture of HUD-VASH Program-funded projects operating in the CoC.

Identify the Federal Partner Program Funding each Project

The HUD-VASH program combines HUD-funded Housing Choice Voucher rental assistance for homeless Veterans with case management and clinical services provided by Veteran's

Affairs. VA provides these services for participating Veterans at VAMCs, community-based outpatient clinics, and in the community. These permanent supportive housing projects have been encouraged by the VA to participate in HMIS to the extent feasible.

Every HUD-VASH project must be included in a continuum's HIC and PIT Count. All projects must have project descriptors recorded in HMIS, regardless of whether client level data is collected in HMIS.

Set Up Projects in HMIS

One of the most critical steps in accurate data collection and reporting is ensuring that a project is set up properly in an HMIS. Incorrect project setup will jeopardize recipients' ability to produce accurate, reliable reports and will affect the community's ability to generate community-wide reports including System Performance Measures.

HMIS Leads/System Administrators should follow the procedures established for their particular HMIS when setting up projects in the HMIS. These setup procedures must include, at a minimum, that:

1. The HMIS includes project descriptor information for all HUD-VASH projects regardless of their participation in HMIS; and
2. The HMIS Lead/System Administrator, in consultation with the CoC, reviews project descriptor data at least once annually and updates that data as needed.

The following are required Project Descriptor Data Elements:

Organization Information (2.01)

Organization Information includes fields for '*Organization Name*', '*Organization ID*' and '*Victim Service Provider*' status of the agency or organization that operates the HUD-VASH project. The name of the agency/organization operating the HUD-VASH project must be entered. An identification number will be generated by the HMIS. There may be only one record in HMIS for each agency/organization, regardless of how many projects they operate. In the HMIS Data Standards, HUD strongly recommends that the name of the organization is the entity's legal name - not an abbreviation or other derivative since the name is transmitted in reports.

Project Information (2.02)

Project Information includes the '*Project ID*', '*Project Name*', '*Operating Start Date*', '*Operating End Date*', '*Project*', '*Project Type*', '*Residential Affiliation*', '*Housing Type*', and '*Target Population*' for the project being established in HMIS to record client data about clients served with HUD-VASH vouchers. Note the special project set up guidance below for HUD-VASH projects:

- **Project Name**: The name of the project providing the HUD-VASH vouchers must also be entered or identified with the HUD-VASH project. HMIS administrators should note that the name of the project on the Public Housing Authority's (PHA) contract with HUD often differs from its common name at its administrative organization or how it is known within the community and often not the same name as is used on

the HIC. HMIS Leads/System administrators should maintain mapping information to correlate operating entity names, HIC names, and common names with the project identifiers either within the HMIS itself or separately.

- **Continuum Project**: All HUD-VASH projects in HMIS should be set up as '*Continuum Project*' = "Yes".
- **Project Type**: HMIS Project Types are critical to the CoC's ability to produce system wide performance measures. HUD-VASH Project Types should be set up as follows:

Component	Project Type #	Project Type Name
HUD: HUD-VASH	3	PH – Permanent Supportive Housing
HUD: HUD/VASH-Collaborative Case Management	3	PH – Permanent Supportive Housing

Continuum of Care Information (2.03)

Select the CoC code based on the location in which the project operated. HUD-VASH projects may be funded to operate in a single CoC, or they may be funded to operate in a wider geographic area that covers multiple CoCs. Projects funded to operate in multiple CoCs should be associated with all of the CoC codes for which they will be entering client-level data into the HMIS. For example, if a HUD-VASH project is expected to provide financial assistance to everyone in the catchment area, then all of the CoC codes covering the area must be selected. However, if the HUD-VASH project only provides services to people in City X, and City X has a single CoC code, then select the code that applies to City X's CoC only. If a project is funded to operate in multiple CoCs and is participating in the HMIS implementations of each separate CoC with a separate project created in each, only the CoC Code relevant to the HMIS implementation need be entered.

Funding Sources (2.06)

Projects funded in whole or in part are to be identified based on the HUD-VASH program name below. Select the appropriate HUD-VASH program for each project:

Component	Funding Source #	Funding Source Name
HUD:HUD/VASH	20	HUD:HUD/VASH
HUD:HUD/VASH Collaborative Case Management	20	HUD:HUD/VASH

For HUD-VASH projects the **Grant Identifier** field should include the PHA-HUD contract number, along with the corresponding Contract Start Date and Contract End Date.

Bed and Unit Inventory Information (2.07)

HMIS system administrators must complete the bed and unit inventory information for projects that provide lodging (Permanent Supportive Housing, Transitional Housing, Rapid Re-housing, and Safe Haven). This information should match the Housing Inventory Count (HIC). The bed and unit information is based on the number and type of beds in the entire project, which may be more beds/units than are provided by the HUD-VASH Program.

HMIS Leads should consult their HMIS vendor and the HMIS Manual regarding the specific way to complete this element to meet all of the requirements. Correct set-up is critical for accurate reporting in the Longitudinal Systems Analysis (LSA) which helps inform the Annual Homeless Assessment Report (AHAR).

HMIS Participation Status (2.08)

HMIS System Administrators should choose the applicable participation status for all VA programs and the participation dates should align to the Project Operating dates. If Project Operating End date is blank, then Participation end date should be blank. Participation date ranges are expected to be mutually exclusive and shall not overlap. If data is shared between the local VA Medical Center and the CoC using the HUD VASH Translator Tool or some other agreed upon method, if the data are entered into HMIS at least annually, the HUD-VASH project may be considered as '*HMIS Participating*'.

CE Participation Status (2.09)

HMIS System Administrators should choose the applicable Coordinated Entry (CE) status for the project, and whether the project is an access point and/or receives CE referrals or not. To answer "Yes" to being a CE Access Point, the project must conduct screenings, assessments, and/or referrals to other projects or provide some direct service(s) related to diversion, rapid resolution, or navigation.

Data Collection

Information on the rationale, collection point, subjects, and instructions for each element can be found in the HMIS Data Standards Dictionary and Manual. Additional information for how the HMIS data standards align with VA data collection are detailed in the "Special Data Collection Requirements" section of this document.

All HUD-VASH projects participating in HMIS are expected to collect and enter Universal Data Elements and relevant Program-Specific Data Elements. The Program Specific Data Elements to be collected by HUD-VASH projects are shown below:

Data Collection Requirements by Program Component:

Data Element #	Name	HUD-VASH	HUD-VASH-Collaborative Case Management
3.01-3.917B*	Universal Data Elements	△	X
4.02	Income and Sources		X
4.03	Non-Cash Benefits		X
4.04	Health Insurance		X
4.11	Domestic Violence		X
4.21	Sex	△	X
V1**	Veteran's Information		X
V6	VAMC Station Number	△	X
V8	HUD-VASH Voucher Tracking		X
V9	HUD-VASH Exit Information	△	X
R4	Last Grade Completed		X
R6	Employment Status		X
R7	General Health Status		X

X = Data collection required

△ = Data collected in HOMES

*3.917B Prior Living Situation: Approximate date homelessness started is not collected in HOMES.

*3.16 Enrollment CoC: VA collects information by VAMC Station Number. This UDE is omitted from the HOMES data sharing table below until a methodology is in place to accurately crosswalk Veteran-level information from VAMC to CoC.

**V1 Veteran Information: Discharge status is not collected in HOMES.

Special Data Collection Instructions

HOMES to HMIS Transfer

In the Fall of 2020, HUD released the HUD-VASH Translator Tool (HVTT) which is a macro-enabled Microsoft Excel tool configured to upload the HUD-VASH HOMES-HMIS Universal Data Elements Report CSV file generated by the HOMES database and convert it to a zipped HMIS CSV file which may be used to import data to HMIS. This tool supports importing HOMES data into HMIS using the HMIS CSV Schema. HMIS Leads and CoCs are not required to use this tool.

This *optional* data sharing process is intended to improve care coordination for Veterans enrolled in the HUD-VASH program through the development of community partnerships. This data sharing capability also allows CoCs to attain full bed coverage and HMIS participation for the HUD-VASH Program.

For more information on HOMES to HMIS Transfers see announcement Increasing HMIS Participation and Update on HUD-VASH Data Sharing. You can also access HMIS-HOMES Data Transfer Commonly Asked Questions to view answers to common questions about this transfer process.

Definitions

The table below provides definitions for the data elements collected in HOMES which satisfy the data collection requirements in HMIS.

Category	HMIS Element Name	HMIS Description	VA Can Provide	VA HOMES Source
Universal Data Elements (UDEs)	3.01 Name	First, Middle, Last Name of client	First, Middle, and Last Name	Veteran Record
	3.02 Social Security Number	Client SSN; subcomponent for capturing accuracy of SSN (partial, full, etc.)	Full SSN	Veteran Record
	3.03 Date of Birth	DOB of client	Veteran date of birth	Veteran Record
	3.04 Race and Ethnicity	Client race/ethnicity; yes/no elements for each category	Veteran race	Assessment
	3.07 Veteran Status	Yes/No Veteran status	All records will be 1/Yes	N/A
	3.08 Disabling Condition	Yes/No disabling condition Sometimes this is auto-generated based on responses to Special Needs elements.	Yes/No disabling condition This item is reported at the time of entry or initial assessment. This item will be missing for entries prior to FY17.	HUD-VASH Entry Form
	3.10 Project Start Date	Date the client was admitted into the project.	PHA Referral Date	HUD-VASH Housing Progress Form (HPF)

Category	HMIS Element Name	HMIS Description	VA Can Provide	VA HOMES Source
	3.11 Project Exit Date	Project exit date	Voucher termination date	HUD-VASH Housing Progress Form, HUD-VASH Exit Form, HOMES Housing and Employment Tracker, and/or HUD PIC Data.
	3.12 Destination	Housing arrangement at exit from program.	Housing at voucher termination date, if available.	HUD-VASH Housing Progress Form, HUD-VASH Exit Form, HOMES Housing and Employment Tracker.
	3.15 Relationship to Head of Household	Describes the relationship to the HoH of members within a single household (identified by the Household ID).	Head of Household = 1 for all HOMES records. VA does not collect data on other household members.	N/A
	3.20 Housing Move-In Date	Date of move-in to permanent housing.	Most recent move-in date to HUD-VASH housing.	HUD-VASH Housing Progress Form (HPF)
	3.917B Prior Living Situation	Living situation immediately prior to project start as well as approximate date homelessness started, # of times homeless, # of months homeless (if client is entering from literally homeless situation).	Residence prior to entry and months homeless. VA does not collect approximate date of homelessness start.	HUD-VASH Housing Progress Form (HPF)
Program Specific Data Element	4.21 Sex	Sex	Sex	Veteran Record
VA Elements	V1 Veteran Information	Service history and discharge status	Veteran service history (minus discharge status) at the point of HOMES Assessment.	Assessment
	V6 VAMC Station Number	VAMC Station Number	VAMC Station Number at program entry.	HUD-VASH Entry Form

Category	HMIS Element Name	HMIS Description	VA Can Provide	VA HOMES Source
Metadata Elements	5.01 Date Created	Date record created	Date HOMES form added	
	5.02 Date Updated	Date record updated	Date HOMES form edited or updated	
	5.03 Data Collection Stage	Data collection stage	Entry, Exit, or update	
	5.06 Enrollment Identifier	Unique ID for entry	HOMES Form ID - unique identifier assigned to each form documented in HOMES.	
	5.08 Personal Identifier	Unique ID for client	HOMES ID – unique identifier assigned to a client upon entry into HOMES.	

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