

**ENTER INFORMATION AS PREVIOUS**

- HUD Universal Data Elements will now be **Black & Bolded**, and will no longer be **Red**
- Make sure to start at the top of all BAS-Net pages, then enter information all the way down.
- You should answer as much as possible for each client, not necessarily only the HUD Universal Data Elements

**NEW DATA STANDARDS**

- **Middle Initial**
  - Previously you were only able to enter the Middle Initial (MI), but you are now able to enter full middle name
  - We encourage you if you already collect middle names, to start entering in the middle names of clients (but you do not need to start if not already doing so)
- **Date of Birth TYPE:**
  - Like with SSN and Zip Code, you now have to fill out a Date of Birth TYPE data quality filler
- **"TYPEOFLIVINGSITUATION" typically has an assessment question label "Prior Living Situation."**
  - This question is used to identify the type of residence and length of stay at that residence just prior to (i.e., the night before) program admission for all adults and unaccompanied youth served.
    - Emergency shelter, including hotel or motel paid for with emergency shelter voucher
    - Transitional housing for homeless persons (including homeless youth)
    - Permanent housing for formerly homeless persons (such as SHP, S+C, or SRO Mod Rehab)
    - Psychiatric hospital or other psychiatric facility
    - Substance abuse treatment facility or detox center Hospital (non-psychiatric)
    - Jail, prison or juvenile detention facility
    - Rental by client, no housing subsidy
    - Owned by client, no housing subsidy
    - Staying or living in a family member's room, apartment or house
    - Staying or living in a friend's room, apartment or house
    - Hotel or motel paid for without emergency shelter voucher
    - Foster care home or foster care group home

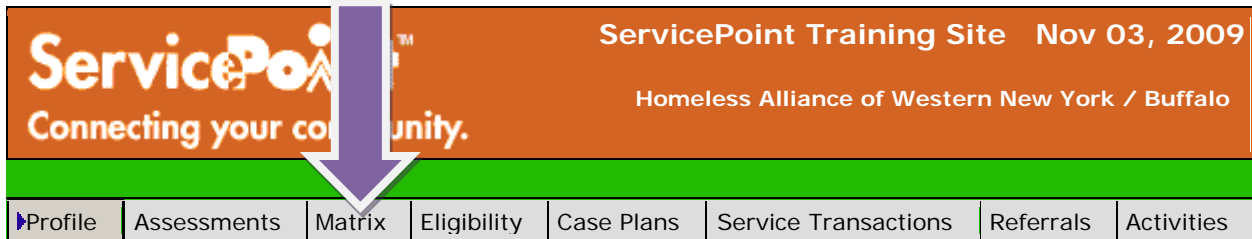
- Place not meant for habitation inclusive of “non-housing service site (outreach programs only)”
  - Other
  - Safe Haven
  - Rental by client, with VASH housing subsidy
  - Rental by client, with other (non-VASH) housing subsidy Owned by client, with housing subsidy
  - Don’t Know
  - Refused
  
- **Housing Status**
  - This new data element was added due to HPRP agencies using BAS-Net.
  - For all CoC and ESG and non-funded agencies, you will choose Literally Homeless.
    - Literally homeless
    - Housed and at imminent risk of losing housing
    - Housed and at-risk of losing housing
    - Stably housed
    - Don’t Know
    - Refused
  
- **Income Received in the Past 30 Days?**
  - A new data element with accompanying picklist has been added as a new assessment question. This question has been automatically added to any current assessment which includes the Monthly Income sub-assessment.
    - No
    - Yes
    - Don’t Know
    - Refused
      - **If the answer recorded is Yes**→ then you should also record at least one source of income via the Add button on the Monthly Income sub-assessment window. If the answer recorded is No, Don’t Know, or Refused, then the User is not expected to record any income sources via the Monthly Income sub- assessment
      - Procedure should be to ask about ALL sources of income during Client intake or assessment, but to only record those income sources received
  
- **Total Monthly Income**
  - The Total Monthly Income file already existed in 4.05 and remains a field for manually recording the total monthly income.

- A new calculated field for Current Monthly Income and Gross Annual Income has been added as an optional display on the bottom of the Monthly Income sub-assessment window.
  
- **Noncash Benefits**
  - Historically, this data was collected in the Monthly Income sub-assessment. All historical non-cash benefit data has been migrated to this new sub-assessment question.
  - The following picklist values are acceptable HUD non-cash benefit definitions:
    - Supplemental Nutrition
    - Assistance Program (SNAP)
    - MEDICAID
    - MEDICARE
    - State Children’s Health Insurance Program
    - WIC
    - VA Medical Services
    - TANF Child Care services
    - TANF transportation services
    - Other TANF-funded services
    - Section 8, public housing, or other rental assistance
    - Other source
  
- **Date of Engagement and Outreach SubAssessment**
  - **ONLY FOR OUTREACH AGENCIES (MATT URBAN & LAKE SHORE PATH)**
    - **Leave BLANK if you are not Matt Urban or Lake Shore PATH**
  - As a matter of general principle, an engagement is defined as an interactive client relationship that results in a deliberate client assessment. Program staff may decide whether this is equivalent to the program entry date or a distinct date that may occur before, concurrent with, or after the program entry date.
  - For the purpose of the APR, street outreach programs must report the number of clients that were engaged.
  
- **Employment**
  - Will no longer ask “Unemployed?”
  - A new assessment question has been added called "Employed?" with related Yes, No, Don't Know, Refused picklist.
  - This question will replace the existing assessment question “UNEMPLOYED.”

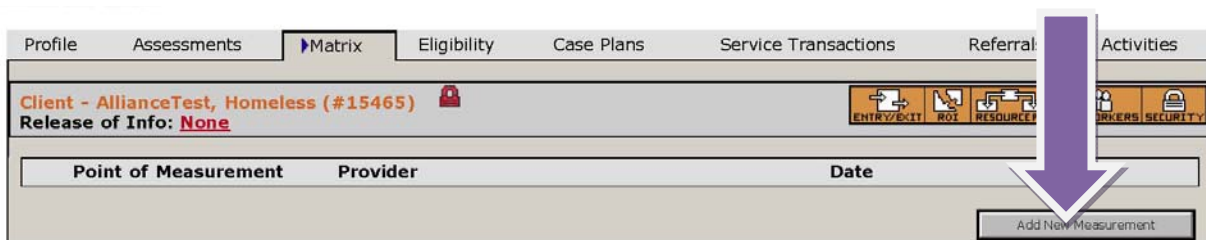
## SELF SUFFICIENCY MATRIX (REQUIRED)

### 1. **Filling out the matrix:**

- You will do an Initial, Interim and Final for each 18 year old or older client. You will only do this for the head of household, not all members of the family.
- If you feel your agency cannot complete this (such as a shelter), please let Joelle know.
- Should be done jointly by the client and case manager. The matrix is an excellent engagement tool for family-centered practice.
- Select one and only one status level in each of the domains.
- If you and the client feel that the best score is somewhere between two numbers, score using the lower number.
- Once the matrix is saved, you cannot edit it (it was designed this way).
- To access the matrix:
  - i. Log on as usual: [www3.servicept.com/bas-net](http://www3.servicept.com/bas-net)
  - ii. Enter new client information
  - iii. You'll see the Matrix tab next to the Assessment tab in gray area under the main green tabs for ClientPoint, ResourcePoint, etc.









- iv. Click on Add New Measurement.



- v. Click on Add New Measurement. It will not let you enter Interim or Final, without first doing Initial.

ServicePoint - Matrix

Client - AllianceTest, Homeless (#15465)   
 Release of Info: **None**     

**Self-Sufficiency Matrix** Save Exit

Provider:   
 Point of Measurement:   
 Date:

1) Shelter/Housing	<input checked="" type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> N/A
2) Employment	<input checked="" type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> N/A
3) Income	<input checked="" type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> N/A
4) Food and Nutrition	<input checked="" type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> N/A
5) Child Care	<input checked="" type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> N/A
6) Children's Education	<input checked="" type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> N/A
7) Adult Education	<input checked="" type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> N/A
8) Health Care Coverage	<input checked="" type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> N/A
9) Life Skills	<input checked="" type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> N/A
10) Family Relations	<input checked="" type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> N/A
11) Mobility	<input checked="" type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> N/A
12) Community Involvement	<input checked="" type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> N/A
13) Parenting Skills	<input checked="" type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> N/A
14) Legal	<input checked="" type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> N/A
15) Mental Health	<input checked="" type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> N/A
16) Substance Abuse	<input checked="" type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> N/A
17) Safety	<input checked="" type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> N/A

**Self-Sufficiency Matrix** Save Exit

Add Pt. of Measurement: Initial, Interim or Final

**EVERY** (all 17) domains **Must** be filled out. If it does not pertain to your agency, put N/A.

- vi. Save and Exit.

vii. These same steps will need to be completed at Interim and Final.

ServicePoint - Matrix

The screenshot shows the 'ServicePoint - Matrix' interface. At the top, there are tabs for 'Profile', 'Assessments', 'Matrix', 'Eligibility', 'Case Plans', and 'Service Transactions'. Below the tabs, the client information is displayed: 'Client - AllianceTest, Homeless (#15465)' and 'Release of Info: None'. A table with the following columns is shown: 'Point of Measurement', 'Provider', and 'Date'. The table contains one row: 'Initial', 'Homeless Alliance of Western New York (#1)', and '11/03/2009'. A callout box with a purple border and arrow points to the table, containing the text 'Follow these same steps for each time'. Below the table is an 'Add New Measurement' button.

Point of Measurement	Provider	Date
<a href="#">Initial</a>	Homeless Alliance of Western New York (#1)	11/03/2009

**\*PLEASE SEE ATTACHED POWERPOINT AND OTHER MATERIALS IN EMAIL FOR FURTHER INSTRUCTIONS\***