

HMIS Newsletter

Homeless Alliance of WNY • March 2021

A dark blue diagonal graphic that starts from the bottom left corner and extends towards the top right corner, covering the lower half of the page.

Income and HMIS FAQ's

Why do we collect Income data?

- Income is a data point that many funding sources require. It is also a performance measure that is reported on.

Where is income data collected?

- Income is collected in the **Entry/Exit** tab in HMIS

When is income data collected?

- Income is collected at intake and then updated anytime the client's income changes at interim review or exit. This includes Annual Assessments which need to be entered into HMIS within 29 days of the anniversary of the original intake date once a year.

What is considered income?

- Income in this case is anything the client can use as cash. This is different from benefits such as SNAP.











How is income data collected?

- Income is collected in three fields in HMIS that work together as a check and balance measure:
 - Income from any source
 - Total Monthly Income
 - Source Verification box.

Income from Any Source * Yes (HUD) G

Total Monthly Income 1000 G

Monthly Income HUD Verification

	Monthly Amount	Source of Income	Receiving Income Source?	Start Date *	End Date
 		Worker's Compensation (HUD)	No	02/20/2021	
 		VA Service Connected Disability Compensation (HUD)	No	02/20/2021	
 		VA Non-Service Connected Disability Pension (HUD)	No	02/20/2021	
 		Unemployment Insurance (HUD)	No	02/20/2021	
 		TANF (HUD)	No	02/20/2021	


Add View Gross Income Showing 1-5 of 15 First Previous Next Last

Entering Income For Clients w/ No Prior Income Data

- Income from any source is a yes/no drop down menu that indicates if a client is receiving any income.
- Total Monthly Income is a sum of all the active incomes in the Verification box and should match that total.
- The Verification Source Box will have a red triangle indicating no income has been verified. To view the verification screen, click the red triangle. **Verification happens when there is a yes/no response for all income sources.**
- If you choose a 'no' response, the system will auto assign a start date for you, indicating that the client does not have any current income from this source. It is an 'active' responses since it has no end date.
- If you choose 'yes' you will have to enter an income amount for that source but leave the end date blank to indicate that source is also 'active'.
- The Verification box should have a green check mark once completed.

Income from Any Source * G

Total Monthly Income G

Monthly Income HUD Verification 

Monthly Amount	Source of Income	Receiving Income Source?	Start Date *	End Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

HUD Verification: Monthly Income for 02/20/2021

Per Source of Income, the current records for Monthly Income as of 02/20/2021 are displayed below. Any previous records for Monthly Income not overlapping as of this date are not displayed. In the event that multiple records exist per Source of Income as of 02/20/2021, records containing "Yes" values will be displayed and take precedence for reporting purposes.

Select the Receiving Income Source? value for all incomplete Source of Income records

No
 Data Not Collected
 Incomplete

Source of Income	Receiving Income Source?			
	Yes	No	Data Not Collected	Incomplete
Alimony or Other Spousal Support (HUD)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Child Support (HUD)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Earned Income (HUD)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
General Assistance (HUD)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Other (HUD)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Pension or retirement income from another job (HUD)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Private Disability Insurance (HUD)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Retirement Income From Social Security (HUD)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
SSDI (HUD)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
SSI (HUD)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
TANF (HUD)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Unemployment Insurance (HUD)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
VA Non-Service Connected Disability Pension (HUD)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
VA Service Connected Disability Compensation (HUD)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Worker's Compensation (HUD)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Updating Income For Clients w/ Existing Income Data

If a client has existing income in HMIS please use the following steps to update the data if needed at any point during your client's stay with your program. Verified Income Sources are designed to be captured and updated overtime with start and end dates to show what is considered 'active' or 'inactive'.

1. Update the Total Monthly Income to the new amount
2. Click the 'HUD Verification' in the corner of the verification box and then select the pencil next to any source you need to edit/update.
3. **Do NOT change the 'receiving income' drop down menu from 'yes' to 'no' for that source. Do NOT change the income amount for that source. Do NOT change the start date for that source. Only Add an End Date.** We want to leave a record of any existing income the client may have had to show changes over time. Save and Exit.
4. Then add a new source of income with the new amount and fill in the fields accordingly with a new start date, if they are receiving that income, and source. This does not need an end date since this income is currently active.

The screenshot displays the 'Household Members' section for (198) Smith, John, with a HUD Verification box for 'Monthly Income' set to 1000. A modal window titled 'HUD Verification: Monthly Income for 03/05/2021' is open, showing a table of income sources and their status.

Source of Income	Receiving Income Source?			
	Yes	No	Data Not Collected	Incomplete
Allimony or Other Spousal Support (HUD)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Child Support (HUD)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Earned Income (HUD)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
General Assistance (HUD)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (HUD)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pension or retirement income from another job (HUD)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Private Disability Insurance (HUD)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Retirement Income From Social Security (HUD)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
SSDI (HUD)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
SSI (HUD)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
TANF (HUD)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Unemployment Insurance (HUD)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
VA Non-Service Connected Disability Pension (HUD)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
VA Service Connected Disability Compensation (HUD)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Worker's Compensation (HUD)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Buttons at the bottom: Save, Save & Exit, Exit.