HMIS Newsletter

Homeless Alliance of WNY March 2021

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?

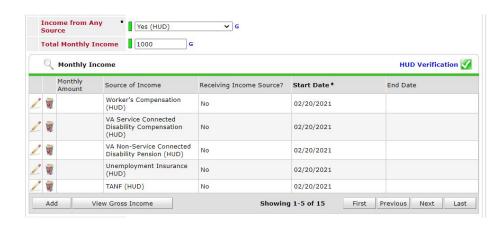
 Income is collected at intake and then updated anytime the client's income changes at interim review or exit. This includes Annual Assessments which need to be entered into HMIS within 29 days of the anniversary of the original intake date once a year.

What is considered income?

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

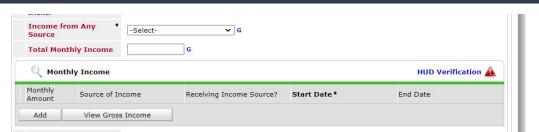
How is income data collected?

- 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.



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.



records for Monthly Income not per Source of Income as of 02		are not displa ng "Yes" value	yed. In the eve	nt that multiple	records exist
Select the Receiving Income Source? value for all incomplete Source of Income records	○ <u>No</u> ○ <u>Data Not Collected</u> ■ <u>Incomplete</u>				
Source of Income		Receiving Income Source?			
		Yes	No	Data Not Collected	Incomplet
Alimony or Other Spousal Support (HUD)		0	0	0	•
Child Support (HUD)					•
Earned Income (HUD)		0	0	0	•
General Assistance (HUD)					•
Other (HUD)		0	0	0	•
Pension or retirement income from another job (HUD)					•
Private Disability Insurance (HUD)		0	0	0	•
Retirement Income From Social Security (HUD)				0	•
SSDI (HUD)		0	0	0	•
SSI (HUD)					•
TANF (HUD)		0	0	0	•
Unemployment Insurance (HUD)					•
VA Non-Service Connected Disability Pension (HUD)		0	0	0	•
VA Service Connected Disability Compensation (HUD)					•
VA Service Confidence Disability Co					

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
- 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.

