

# A guide on how to answer CMIS Assessments



HOUSING  
ALLIANCE  
DELAWARE

Updated 02/03/2022

# What needs to be answered in ALL entry assessments

## 1. Universal Data Elements

- Date of Birth
- Race
- Ethnicity
- Gender
- Relationship to Head of Household
- Client Location
- County

## 2. Prior Living Situation

- Calculates client's chronic homelessness status

## 3. Income

- Yes/No
- HUD Verification

## 4. Non-cash Benefits

- Yes/No
- HUD Verification

## 5. Health Insurance

- Yes/No
- HUD Verification

## 6. Disabilities




- Yes/No
- HUD Verification



# Review of Prior Living Situation (PLS)

Question: Where did client sleep prior to your intake?

- Before moving into your program
- ***Needs updating for each project enrollment***

Prior Living Situation	<input type="text" value="-Select-"/>
Length of Stay in Previous Place	<input type="text" value="-Select-"/>
Approximate date homelessness started:	<input type="text" value=""/> / <input type="text" value=""/> / <input type="text" value=""/>    <span>G</span>
Regardless of where they stayed last night - number of times the client has been on the streets or in ES in the past three years, including today	<input type="text" value="-Select-"/>
Total number of months homeless on the street or ES in the past three years	<input type="text" value="-Select-"/>

**For client's most recent episode of homelessness, not the very first time**

HUD's definition of homelessness means a person is living in a *place not meant for habitation* or *in a shelter setting*. If they are coming from another living situation (friends/family for over a week, a motel paid for out-of-pocket, a rental), their Date Homelessness Started would match the Project Start Date.

# Review of Assessment

- Important sections:

- A. Income
- B. Non-cash benefits
- C. Health Insurance
- D. Disabilities

- 2-Step Process

- 1. Select if yes/no
- 2. Match with HUD Verification

- If 'yes' is selected for anything, respond to additional questions such as amount

The screenshot shows a HUD assessment form with several sections highlighted and annotated:

- 1. Income from Any Source**: A red box highlights the dropdown menu set to "No (HUD)".
- A. Monthly Income**: A blue oval highlights the section header. Below it, a table with columns "Monthly Amount", "Source of Income", "Start Date\*", and "End Date" is visible. A red box highlights the "Total Monthly Income" input field.
- B. Non-Cash Benefits**: A blue oval highlights the section header. A "HUD Verification" warning icon is present.
- C. Health Insurance**: A blue oval highlights the section header. A "HUD Verification" warning icon is present.
- D. Disabilities**: A blue oval highlights the section header. A "HUD Verification" warning icon is present.

# What Causes Errors?

- Although acceptable, HUD flags the following responses as errors on reports for:

- Destinations
- Name
- SSN
- Date of Birth
- Ethnicity
- Race
- Gender
- Income
- Non-Cash Benefits
- Insurance
- Disabling Condition

----- OTHER -----  
No exit interview completed (HUD)  
Other (HUD)  
Deceased (HUD)  
Client doesn't know (HUD)  
Client refused (HUD)  
Data not collected (HUD)

Approximate or partial SSN reported (HUD)  
Client doesn't know (HUD)  
Client refused (HUD)  
Data not collected (HUD)

← Also applies to Name and Date of Birth



Contact the CMIS Team at  
[cmis.support@housingalliancede.org](mailto:cmis.support@housingalliancede.org) for  
further assistance.

[Click here to return the Housing Alliance  
Delaware's CMIS page for additional training  
materials.](#)

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