

Client Enrollment Location Elements

To assist in tracking and reporting on clients served in terms of geographical locations the system has released 2 new data elements that can be optionally collected by programs. During each program enrollment, within the HMIS Data Assessment, the system will now optionally prompt users to enter the **Service Location** and the **Zip Code of Last Permanent Residence** for the head of household.

These two new location elements were added to the Client Location section, which currently prompts users for the CoC in which the client is being served, and is available during the enrollment assessment.

Client Location - select the CoC code assigned to the geographic area where the head of household is staying at the time of project entry (Client Location defaults to the CoC assigned to the enrolled program). **Service Location** allows programs to optionally collect where the enrollment was administered and the **Zip Code of the Last Permanent Residence** to identify where the head of household currently resides or last resided.

Filter Client Location (CoC) by State: Pennsylvania ▼

Client Location: * --SELECT-- ▼

Service Location: --SELECT-- ▼

Zip Code of Last Permanent Residence:

Service Location identifies where the client is being served
Zip Code identifies where the client resides (or last resided)

The **Service Location** allows users to select from a list of predefined organization locations that indicates where the head of household and associated case/household members are being administratively served by the program.

Please note that all organizations have been setup with predefined locations and Agency Managers have the ability to create and update new and existing locations within the Organization Management area of the system (under Agency Manager Functions). If you believe your organization's location list is incorrect or incomplete and need additional assistance please contact the PA HMIS help desk.

The **Zip Code of Last Permanent Residence** allows users to manually enter in the 5 digit zip code of the head of household's last permanent residence and identifies the former geographic location of persons experiencing homelessness or current geographic location of persons who are at risk of homelessness.

This information is not currently required by HUD or any federal partners but there have been requests by organizations for both zip code information of clients served and location information of where clients have been served and these optional data elements can assist in providing this information. While this information will only be collected going forward, organizations can backfill this information, if desired, within the HMIS Data Assessment for each head of household's Entry Assessment.

Please note that the Zip Code data was collected in the previous system under the previous data standards and was converted into the new system into the same elements and that data will still be available for review and reporting.

We have released a new **Clients Served by Location** report, within Case Manager Reports, that display and group enrollment data by both service locations and zip code.