

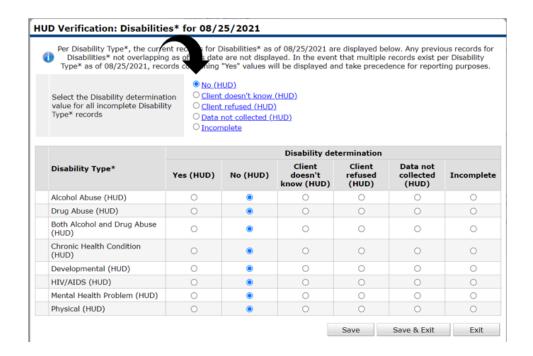
## **How to Record Disability in HMIS**

Purpose: This guide indicates how to record disabilities in HMIS.

1. Once you open your client's program entry, click the "HUD Verification" in the upper right corner of the disabilities section of the entry assessment.

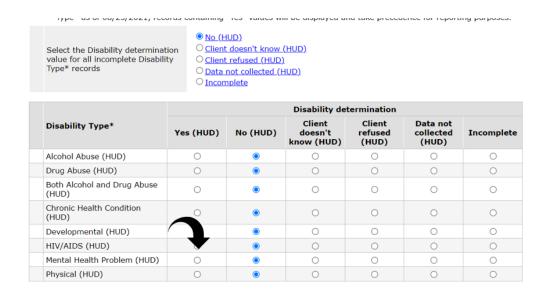


2. Drag all the bubbles that are listed under "incomplete" to "no" by clicking on the "no" circle in the top left-hand corner.





3. Click the "yes" bubble next to the disability that the client reports they have. This is self-report, so the client does not need documentation at this time for you to record their disability in HMIS.



4. Choose "yes" next to the question that says, "If yes, expected to be of long-continued and indefinite duration and substantially impairs ability to live independently." The reason we answer this question as yes is because a part of the data standards manual says to answer yes if the disability "could be improved by the provision of more suitable housing conditions." Answer yes next to the "above condition is going to be long term." Also the start date should match the entry date instead of when the disability began.





## 5. Then click save, "save and exit."

	Disability Type*	Disability determination					
		Yes (HUD)	No (HUD)	Client doesn't know (HUD)	Client refused (HUD)	Data not collected (HUD)	Incomplete
	Alcohol Abuse (HUD)	0	<b>O</b>	0	0	0	0
	Drug Abuse (HUD)	0	•	0	0	0	0
	Both Alcohol and Drug Abuse (HUD)	0	•	0	0	0	0
	Chronic Health Condition (HUD)	0	•	0	0	0	0
	Developmental (HUD)	0	•	0	0	0	0
	HIV/AIDS (HUD)	0	•	0	0	0	0
	Mental Health Problem (HUD)	<ul><li>•</li></ul>				0	0
	Physical (HUD)	0	•	0	0	0	0
					Save	Save & Exit	Exit