

## 3.917 Questions

This is intended to assist intake and data entry staff who work with the set of questions called “3.917” collectively. These questions ask a client about the following:

- Residence Prior to Project Entry (where did you stay last night?)
- Length of Stay in Prior Living Situation (how long were you in the place you were at before seeking services?)
- Approximate Date Homelessness Started (what date did this episode of homelessness start?)
- Number of Times Experiencing Homelessness (in an Emergency Shelter or on the Streets) in the Last 3 Years
- Number of Months Experiencing Homelessness (in an Emergency Shelter or on the Streets) in the Last 3 Years

Residence Prior to Project Entry is broken out into different situations:

- **Homeless Situation (page 2):** Emergency Shelter, Place Not Meant for Habitation, or Safe Haven
- **Institutional Situation (page 3):** Foster Care, Hospital or Other Non-Psychiatric Medical Facility, Jail / Prison / Juvenile Detention Center, Long-Term Care Facility or Nursing Home, Psychiatric Facility, Substance Abuse Treatment Facility or Detox
- **Transitional or Permanent Housing Situation (page 4):** Hotel Paid for Without Voucher, Owned by Client, Permanent Supportive Housing, Rental by Client, Residential Project with no Homeless Criteria, Staying or Living with Friends or Family, Transitional Housing

The following pages, as noted above, will assist you in determining which questions to ask based on the client's Residence Prior to Project Entry.

### A few things to remember:

- Episodes of homelessness are separated by a break of at least 90 days in an Institutional Situation, and / or 7 nights in a Transitional or Permanent Housing situation.
- A break in homelessness is a time when a client stays in a place that is not considered a “homeless situation”.
- The “Approximate date homelessness started” data element, as defined by HUD, is not the approximate date the client experienced homelessness ever. The “Approximate date homelessness started” data element captures the date the client started experiencing homelessness THIS TIME.
  - That means that the “Approximate date” does not capture time the client experienced homelessness before any breaks in that homelessness, using the break definition above (For examples, see the appendix).
- The number of months a client has experienced homelessness in the last 3 years should be rounded up to the next whole number of months.

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**Homeless Situation** = Emergency Shelter, Place Not Meant for Habitation, or Safe Haven

Where did you sleep the night before seeking services?

**HOMELESS SITUATION**

How long were you there?

**ANY AMOUNT OF TIME**

Regardless of how long the client was in a homeless situation immediately before seeking services, ask where they stayed before that until you reach a point when a client was in a non-homeless situation. This will be important to capture an accurate "Approximate date homelessness started".

Approximate date homelessness started (this episode of homelessness)

**THIS EPISODE OF HOMELESSNESS**

If the client is entering Shelter or Street Outreach immediately from an Institutional Situation where they stayed for 90+ days or from a Transitional or Permanent Situation for 7+ nights, the "Approximate Date" is the date they are entering Shelter or Street Outreach.

# of times experiencing homelessness in last 3 years

**DISTINCT # OF EPISODES**

Remember that episodes of homelessness are separated by a break of at least 90 days in an Institutional Situation or 7 nights in a Transitional or Permanent Situation.

# of months experiencing homelessness in last 3 years

**TOTAL # OF MONTHS**

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**Institutional Situation** = Foster care, hospital or other medical facility, jail / prison, long-term care facility, nursing home, psychiatric facility,

Where did you sleep the night before seeking services?

**INSTITUTIONAL SITUATION**

Were you there longer than 90 days?

**YES**

**STOP**

**NO**

Were you in a literal homeless situation before the institutional situation?

**YES**

Approximate date homelessness started (this episode of homelessness)

**THIS EPISODE OF HOMELESSNESS**

**NO**

**STOP**

# of times experiencing homelessness in the last 3 years

**DISTINCT # OF EPISODES**

# of months experiencing homelessness in the last 3 years

**TOTAL # OF MONTHS**

Remember that if the client is entering a Shelter or Street Outreach project, and you reach any of the "STOP" sections on this page, the client's Approximate Date will be the date they enter the Shelter or Street Outreach project.

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**Transitional or Permanent Situation** = Hotel paid without voucher, owned housing, rented housing, permanent supportive housing, residential project with no homeless criteria, staying or living with friends / family, transitional housing

Where did you sleep the night before seeking services?  
**TRANSITIONAL OR PERMANENT SITUATION**

Were you there longer than 7 nights?

**STOP**

Were you in a literal homeless situation before the transitional or permanent situation?

Approximate date homelessness started (this episode of homelessness)  
**THIS EPISODE OF HOMELESSNESS**

**STOP**

Remember that if the client is entering a Shelter or Street Outreach project, and you reach any of the "STOP" sections on this page, the client's Approximate Date will be the date they enter the Shelter or Street Outreach project.

# of times experiencing homelessness in the last 3 years  
**DISTINCT # OF EPISODES**

# of months experiencing homelessness in the last 3 years  
**TOTAL # OF MONTHS**

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### Appendix – Examples of 3.917

#### Example #1:

- Eleanor presents for services at an Emergency Shelter project on 10.01.2018. When asked where she stayed the night before seeking services, she states that she was on the streets. *Eleanor's Residence Prior to Project Entry is "Place not meant for habitation".*
- Eleanor is then asked how long she was on the streets before seeking services. She states that she was on the streets for a little less than 3 months. *Eleanor's Length of Stay in Prior Living Situation is "One month or more but less than 90 days".*
- Eleanor is then asked where she stayed prior to being on the streets. Eleanor states that she was able to self-pay for a hotel for a week and a half and before paying for the hotel, she had been doubled-up with friends / family. *The self-payment of the hotel constitutes a break in homelessness, so her Approximate Date Homelessness Started will reflect the date she started staying on the streets after self-paying for the hotel - ~07.01.2018.*
- Eleanor is asked how many distinct episodes of homelessness she's experienced over the last 3 years. The most recent episode, based on the approximate date homelessness started, is one episode. Thinking back, Eleanor states that prior to being doubled-up with friends / family, she had been in a different shelter for about a month. Before being in shelter for that month, Eleanor states that she had been stably housed. *The most recent episode is one episode and the other stay in shelter is another episode. Eleanor's "Number of times experiencing homelessness in the last 3 years" is 2.*
- Because Eleanor told us the amount of time of her homelessness episodes, we can figure out the number of months she has experienced homelessness in the last 3 years. *Eleanor stated she was on the streets for about 3 months before entering shelter and then she was in a different shelter for about a month during the first episode of homelessness. The "Number of months experiencing homelessness in the last 3 years" is 4.*

#### Example #2:

- Jason presents for services at a Coordinated Entry access point on 09.15.2018. When asked where he stayed the night before seeking services, he states that he was in the hospital. *Jason's Residence Prior to Project Entry is "Hospital or other non-psychiatric medical facility".*
- Jason is then asked how long he was in the hospital before seeking services. He states that he was in the hospital for 35 days. *Jason's Length of Stay in Previous Place is "One month or more, but less than 90 days".*
- *Because he was in an institutional situation for less than 90 days, we need to ask him where he stayed before the hospital.* Jason states that he was in a shelter prior to going into the hospital and he was there for about 45 days. *Because Jason was in an institutional situation for less than 90 days and prior to entering the institutional situation, he was in a literal homeless situation, we are still looking at a single episode of homelessness.* Jason is asked where he was prior to entering shelter and he states that he was on the streets. When asked to guess, Jason states that he was on the street for about 30 days. *Because Jason went from the streets to shelter to an institutional situation for less than 90 days, we are still looking at a single episode of homelessness and we need to keep looking back.* When asked where he was prior to being on the streets, Jason mentions that he was staying with his girlfriend for about a month. The stay with his girlfriend constitutes the start of this current episode of homelessness. *Based on the combined days that Jason was in the hospital then the shelter then the streets, the Approximate Date Homelessness Started will reflect the date he started living on the streets - ~06.04.2018.*
- Jason is asked how many distinct episodes of homelessness he's experienced over the last 3 years. The most recent episode, based on the approximate date homelessness started, is one episode. Thinking back, Jason states that before staying with his girlfriend for about a year, he was in a shelter for about a month and a half. *Jason's stay in shelter constitutes a second episode of homelessness.* Before staying in

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shelter, Jason states that he was in the military and was housed through his work. *The most recent episode is one episode and the other stay in shelter is another episode. Jason's "Number of times experiencing homelessness in the last 3 years" is 2.*

- Because Jason has guessed the amount of time of his homelessness episodes, we can figure out the number of months he has experienced homelessness in the last 3 years. *Jason stated that he was in the hospital for 35 days and before that, he was in a shelter for about 45 days and before that, he was on the streets for about 30 days. Those days equal to 110 days. We then need to include the days he was in a shelter during his first episode of homelessness. Jason said that he was in a shelter before staying with his girlfriend for about a month and a half = 45 days. Jason's total number of days experiencing homelessness in the last 3 years is about 155 days. That is about 5.2 months, which is rounded up to be 6 months.*

#### Example #3:

- Janet presents for services at a Homelessness Prevention project on 07.01.2018. When asked where she stayed the night before seeking services, she states that she was in her own apartment. *Janet's Residence Prior to Project Entry is "Rental by client".*
- Janet is then asked how long she has been in that apartment. She states that she has lived there for about 4 months. *Janet's Length of Stay in Prior Living Situation is "90 days or more, but less than one year".*
- Because Janet is seeking services that are not from an Emergency Shelter or Street Outreach project, and because Janet's length of stay is longer than 90 days, there are no further questions to ask of her to complete 3.917 data set.

#### Example #4:

- Michael presents for services at a Street Outreach project on 08.20.2018. When asked where he stayed the night before seeking services, he states that he was in jail. *Michael's Residence Prior to Project Entry is "Jail, prison, or juvenile detention".*
- When asked how long Michael was in jail, he states that he was there for 6 months. *Michael's Length of Stay in Prior Living Situation is "90 days or more, but less than one year".*
- Because Michael is entering a Street Outreach project, we will still need to complete the additional questions in the 3.917 data set. Michael was in an institutional situation for longer than 90 days immediately before seeking services through a Street Outreach project. That stay in the institutional situation would be a break in any other previous homelessness episodes. *Therefore, Michael's Approximate Date Homelessness Started is the date he presents for services at the Street Outreach project – 08.20.2018.*
- Michael is asked how many episodes of homelessness he's experienced over the last 3 years. His presentation for Street Outreach services on 08.20.2018 accounts for one episode. Thinking back over the last 3 years, Michael states that he was in shelter 4 distinct times over the last 3 years. *Michael's "Number of times experiencing homelessness in the last 3 years" is 5.*
- Michael is asked to estimate the number of months or days he was in shelter each of those 4 times over the last 3 years. Michael states that the first 2 stays in shelter were about 4 months each and then the last 2 stays in shelter were about 2 months each. *The "Number of months experiencing homelessness in the last 3 years" includes the 12 months Michael stayed in shelter and then this current month that he is seeking services from a Street Outreach project – "More than 12 months".*