



# Disabling Conditions

How to Record, Common Errors, and Related Reports



**NC COALITION**<sup>to</sup>  
**HOMELESSNESS**<sub>end</sub>

# Disabling Condition



## What

A condition must meet one of three parts of the definition:

1. A physical, mental, or emotional impairment, including an impairment caused by alcohol or drug abuse, post-traumatic stress disorder, or brain injury that:
  - Is expected to be long-continuing or of indefinite duration;
  - Substantially impedes the individual's ability to live independently; and
  - Could be improved by the provision of more suitable housing conditions.
2. A Developmental Disability
3. HIV/AIDS

# Disabling Condition



## Collection Notes

Documentation is not necessary for HMIS data entry but may be required by funding source

Some income sources indicate a disabling condition:



- Supplemental Security Income (SSI)
- Social Security Disability Insurance (SSDI)
- VA Service-Connected Disability Compensation
- VA Non-Service-Connected Disability Pension



# Disabling Condition

## Collection Notes



Fair Housing Compliance: residential projects must separate the program admission process from collecting disabling condition



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# Disabling Condition



## Who

All clients

## Data Collection Stage



On Project Start, Interim Update, Interim Annual, and Project Exit Assessments

## Special Reminder

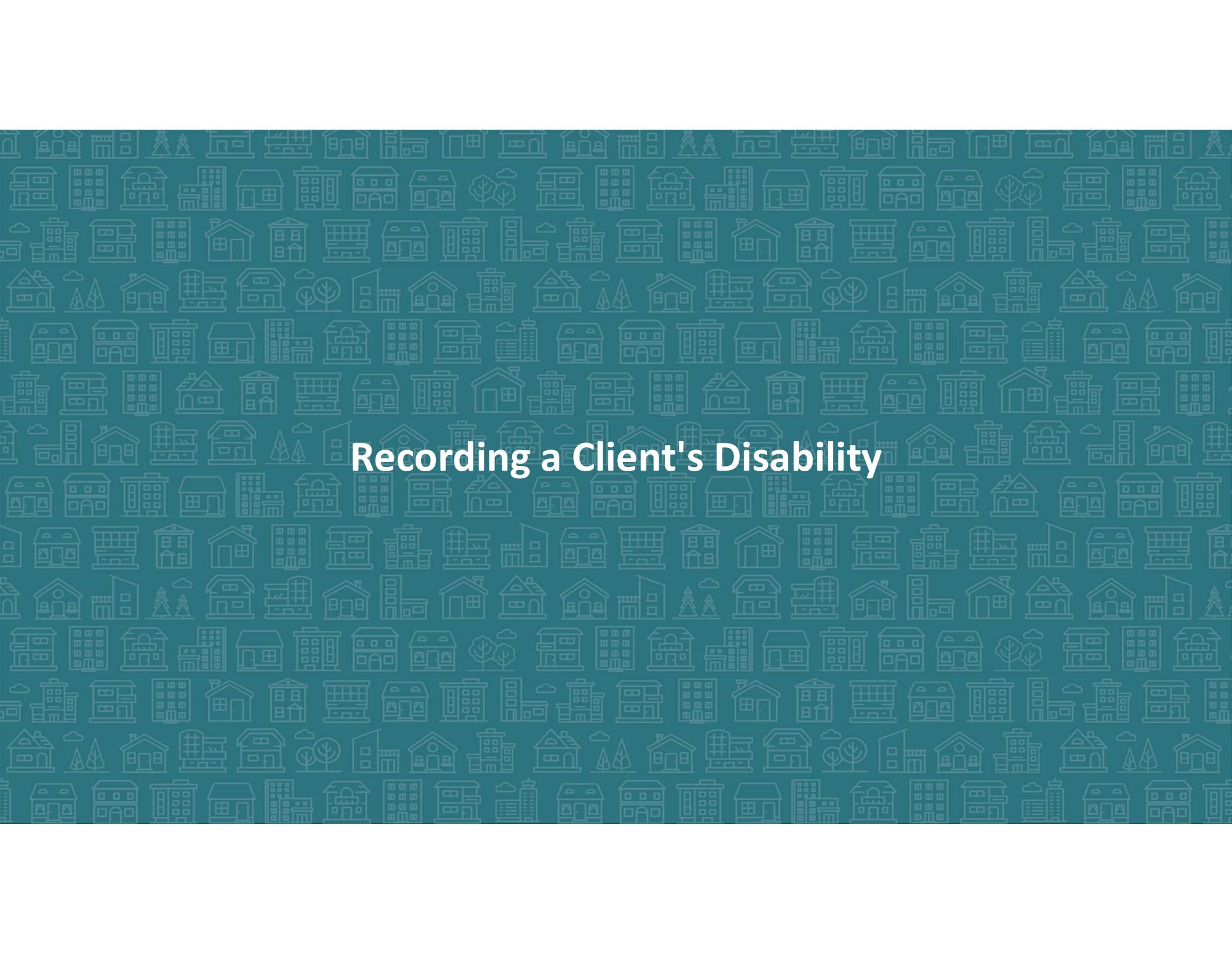


Two parts:

- General gateway question (Y/N) + specific condition
- The date for specific types should be the information date or the date the data was collected.



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# Recording a Client's Disability

# Step 1: Indicate that the Client has a Disability

**Disability Status**

Does the client have a disabling condition?

**Disabilities**

**Disability Type \***

Add

-Select- ✓ G

-Select-

Yes (HUD)

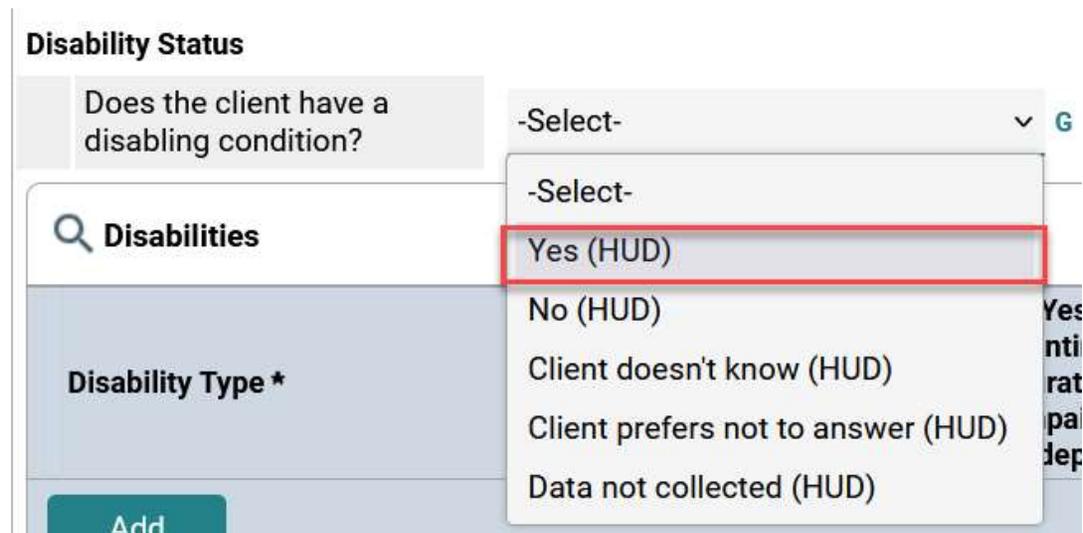
No (HUD)

Client doesn't know (HUD)

Client prefers not to answer (HUD)

Data not collected (HUD)

Yes  
nti  
rat  
pa  
dep

A screenshot of a web form titled "Disability Status". The form has a section for "Disabilities" with a search icon and a list of "Disability Type" options. A dropdown menu is open, showing the following options: "-Select-", "-Select-", "Yes (HUD)", "No (HUD)", "Client doesn't know (HUD)", "Client prefers not to answer (HUD)", and "Data not collected (HUD)". The "Yes (HUD)" option is highlighted with a red border. To the right of the dropdown, there is a small "G" icon and a vertical list of text: "Yes", "nti", "rat", "pa", "dep". At the bottom left of the form, there is a teal "Add" button.

# Step 2: Select Specific Disability Type

1



Disabilities HUD Verification

Disability Type *	Disability determination *	If Yes, Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently *	Start Date *	End Date
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**Add**

2



## Disabilities

Disability Type *	-Select-
	-Select-
	Physical (HUD)
	Chronic Health Condition (HUD)
	HIV/AIDS (HUD)
	Developmental (HUD)
	Alcohol Use Disorder (HUD)
	Drug Use Disorder (HUD)
	Both Alcohol and Drug Use Disorder (HUD)
	Mental Health Disorder (HUD)

# Step 3: Enter Disability Determination

The answer here should match response to the gateway question

Disability determination *	-Select- <span style="float: right;">G</span>
	<div data-bbox="722 753 1310 1159"><p data-bbox="743 776 865 812">-Select-</p><p data-bbox="743 841 907 876">Yes (HUD) <span style="float: right;">G</span></p><p data-bbox="743 906 894 941">No (HUD)</p><p data-bbox="743 971 1142 1006">Client doesn't know (HUD)</p><p data-bbox="743 1036 1268 1071">Client prefers not to answer (HUD)</p><p data-bbox="743 1101 1125 1136">Data not collected (HUD)</p></div>

If the client has this disability type, set this to “Yes.”

# Step 4: Confirm the Disability meets HUD's Definition

**If Yes, Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently** \*

-Select- v

- Select-
- Yes (HUD)**
- No (HUD)
- Client doesn't know (HUD)
- Client prefers not to answer (HUD)
- Data not collected (HUD)

If the client has this disability type, set the If Yes question to "Yes."

# Step 5: Enter Start Date = Date Information Collected

Start Date \* 08 / 20 / 2024    G

If we collected the info today, we should set the start date to today's date. **Otherwise, ensure you are properly backdated.**

## Step 6: Save the Data!



Click this button if client has more than one disability



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The image features a teal background with a repeating pattern of white line-art icons representing various types of buildings, including houses, multi-story apartment buildings, and industrial structures. The icons are arranged in a grid-like fashion across the entire page. In the center of the page, the text "HUD Verification" is displayed in a bold, white, sans-serif font.

# HUD Verification

# HUD verification matters!

Alert	HUD Verification Status
	Incomplete
	Complete

## Disability Status

Does the client have a disabling condition?

Yes (HUD)

## Disabilities

HUD Verification 

Disability Type *	Disability determination *	If Yes, Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently *	Start Date *	End Date
  Physical (HUD)	Yes (HUD)	Yes (HUD)	08/20/2024	

Add

Showing 1-1 of 1



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# Complete All HUD Verification Questions

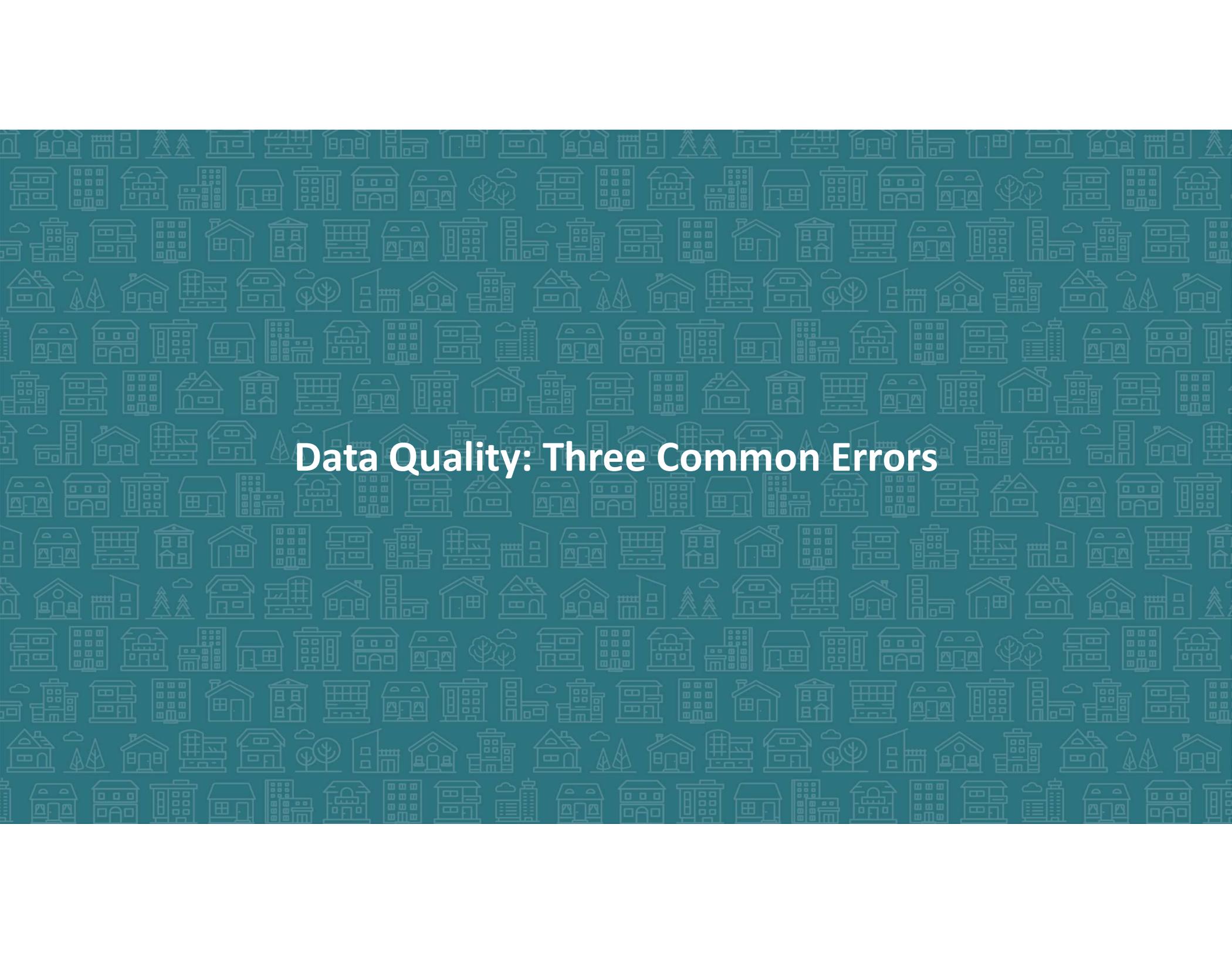
Select the Disability determination value for all incomplete Disability Type records

- No (HUD)**
- Client doesn't know (HUD)
- Client prefers not to answer (HUD)
- Data not collected (HUD)
- Incomplete

Disability Type	Disability determination					
	Yes (HUD)	No (HUD)	Client doesn't know (HUD)	Client prefers not to answer (HUD)	Data not collected (HUD)	Incomplete
 Physical (HUD)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Chronic Health Condition (HUD)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
HIV/AIDS (HUD)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Developmental (HUD)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Alcohol Use Disorder (HUD)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Drug Use Disorder (HUD)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Both Alcohol and Drug Use Disorder (HUD)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mental Health Disorder (HUD)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



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The background of the slide is a teal color with a repeating pattern of white line-art icons representing various types of buildings, houses, and structures. The icons are arranged in a grid-like fashion, creating a textured, urban-themed background.

# Data Quality: Three Common Errors

# Common Errors: Missing

Selecting “Yes” to indicate a client has a disability but no disabilities are entered.

**Disability Status**

Does the client have a disabling condition? Yes (HUD) ▼ G

**Disabilities** HUD Verification ▲

Disability Type *	Disability determination *	If Yes, Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently *	Start Date *	End Date
<span>Add</span>				

# Common Errors: Conflict

Selecting “No” to indicate that a client does not have a disability but adding a disability type in the sub-assessment.

## Disability Status

Does the client have a disabling condition? No (HUD)  G 

 **Disabilities** HUD Verification 

Disability Type *	Disability determination *	If Yes, Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently *	Start Date *	End Date
  Physical (HUD)	Yes (HUD)	Yes (HUD)	08/20/2024	

 Showing 1-1 of 1

# Common Errors: Not a HUD Disability

If Disability Determination or “If Yes” question are missing or No, then the data says the client should not be counted as having a disability.

- Remember, this is HUD’s required database, so we use their definitions.
- HUD’s disability definition has multiple parts.

## Disabilities

<b>Disability Type *</b>	Physical (HUD) <span>▼</span> <b>G</b>
<b>Disability determination *</b>	Yes (HUD) <span>▼</span> <b>G</b>
<b>If Yes, Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently *</b>	-Select- <span>▼</span> <b>G</b>



# Locate Errors Using the A020 report

- Disabling Condition error rate will show on the "Summary All Providers" tab in the A020 Data Quality Monitoring Report.
- [A020 - Data Quality Monitoring Report](#)

Data Element	Required for	Number of Applicable Entry Exits	Missing / DKR Values		Missing / DKR Target Threshold	Accuracy Issues	
<b>HUD Universal Data Elements</b>							
<b>Name</b>	All Clients Unduplicated per Provider	167	0	0.00%	5% or less	N/A	N/A
<b>Social Security Number</b>			54	32.34%	10% or less	34	20.36%
<b>Race</b>			34	20.36%	5% or less	N/A	N/A
<b>Ethnicity</b>			34	20.36%	5% or less	N/A	N/A
<b>Gender</b>			32	19.16%	5% or less	N/A	N/A
<b>Date of Birth</b>	All Clients*	203	48	23.65%	5% or less	0	0.00%
<b>Disability (Entry)</b>			78	38.42%	5% or less	6	2.96%
<b>Relationship to Head of Household</b>			4	1.97%	5% or less	16	7.88%

Missing and inconsistent data will be aggregated here. The HUD UDE Detail tab will detail who these clients are.



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# Locate Errors Using the CAPER & APR

Disability Errors can also be identified using Q6b in the APR or CAPER report.

[CoC - APR \(Annual Performance Report\)](#)

[ESG - CAPER \(Consolidated Annual Performance](#)

6b - Data Quality: Universal Data Elements					
Data Element	Client Doesn't Know/Prefers Not to Answer	Information Missing	Data Issues	Total	% of Issue Rate
Veteran Status (3.7)	0	0	0	0	0%
Project Start Date (3.10)			0	0	0%
Relationship to Head of Household (3.15)		1	0	1	4%
Enrollment CoC (3.16)		1	0	1	5%
Disabling Condition (3.8)	0	6	0	6	26%

Click on the numbers to view the identified clients



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## Contact NCCEH

hello@ncceh.org

919.755.4393

## Contact NCCEH Data Center Help Desk

hmis@ncceh.org

919.410.6997

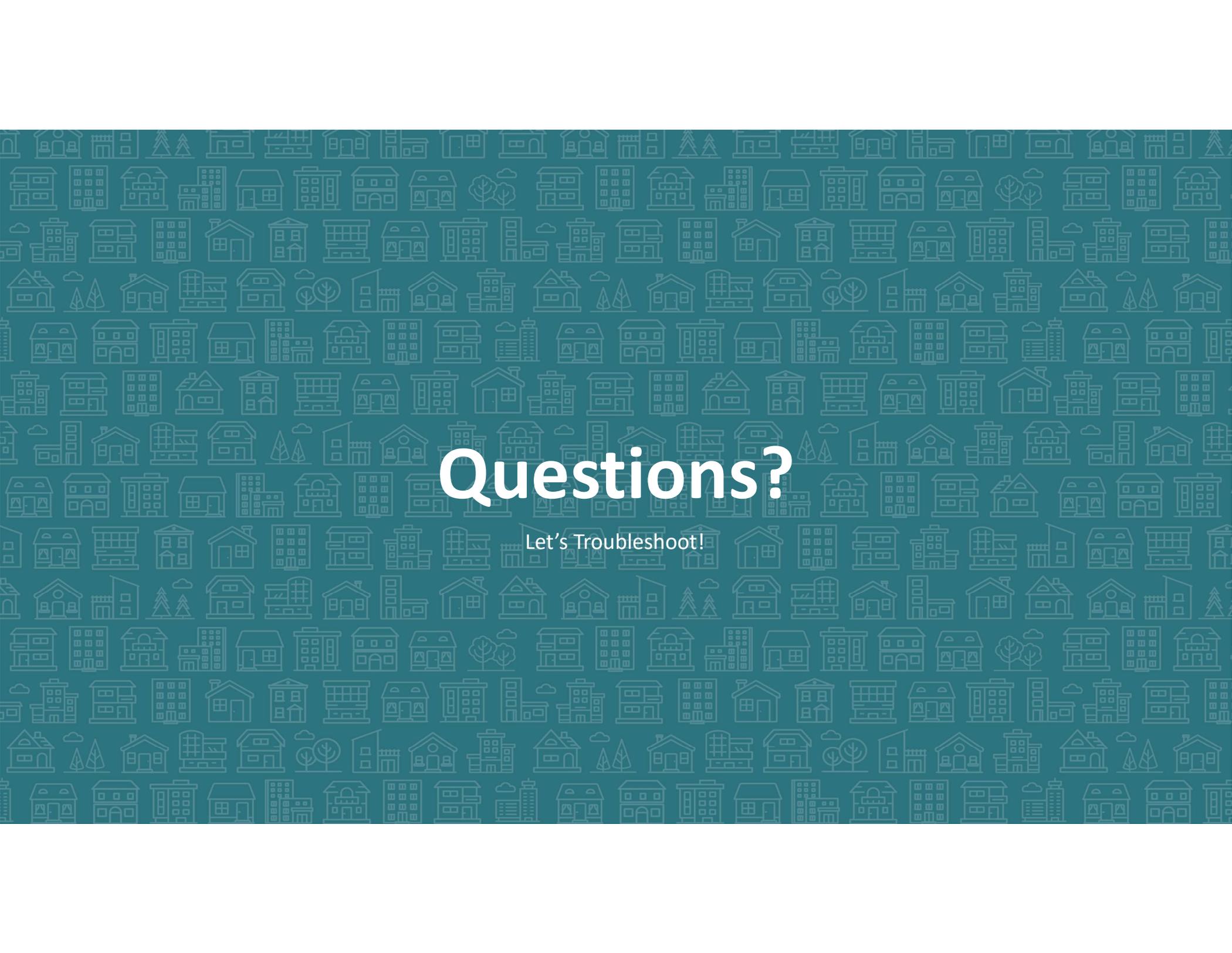
NCEndHomelessness 

@NCHomelessness 

nc\_end\_homelessness 



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# Questions?

Let's Troubleshoot!