

**Collecting Data in BAS-Net: A Discussion of All Required Data Elements**  
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The following document includes information on each required indicator collected through the Buffalo Area Services Network (BAS-Net). By collecting the information included in the Additional Profile Information and 40118 Entry/Exit form, providers will ensure that they have all necessary data for local and national data collections (including the HUD Progress Reports or APR). Should you have questions about these indicators or wish to have additional response choices added, please contact the BAS-Net Administrator.

<b>Additional Profile Information</b>			
<i>Indicator</i>	<i>Definition</i>	<i>Example Question(s)</i>	<i>Responses</i>
<b>Name</b>	<p>Include the first and last name of each homeless client as well as middle initial.</p> <p>In instances where a client does not wish to have their name included in BAS-Net, it is possible to use the Unnamed Client Feature. For information on the use of this feature, review the most recent version of the BAS-Net Standard Operating Procedures Manual.</p>	<p>What is your name?</p> <p>Have you ever received services under another name?</p>	<ul style="list-style-type: none"> <li>• First Name</li> <li>• Middle Initial</li> <li>• Last Name</li> </ul> <p>Capitalize appropriately!</p>
<b>Social Security Number (SSN)</b>	<p>Include the client's social security number (if available). Exception: Unnamed Clients.</p> <p>Social Security Number is required in order to support the unique identification of the person. Client cannot be refused services if they decline to give SSN.</p>	<p>What is your social security number?</p>	<p align="center">- - - - -</p> <p align="center"><b>Please use X for missing numbers</b></p>
<b>SSN Data Quality</b>	<p>Data entry personnel should describe the nature of the social security number data as being full (8 numbers); partial (less than 8); don't know or have (client does not know or have social security number); or refused (client will not provide information).</p>	<p><b>DO NOT ASK CLIENT!</b></p>	<ul style="list-style-type: none"> <li>• Full</li> <li>• Partial</li> <li>• Don't know/Have</li> <li>• Refused</li> </ul>
<b>Birth Date</b>	<p>Month, day, and year of client's birth.</p> <p>If client refuses to provide this information, ask them for the year of birth and enter 01/01 for month/day.</p> <p>If client does not know year of birth, ask them for their age and enter 01/01 for month/day as well as appropriate year.</p>	<p>What is your date of birth?</p> <p>When is your Birth Date? Birth month? Birth year?</p>	<ul style="list-style-type: none"> <li>• Birth Month</li> <li>• Birth Date</li> <li>• Birth Year</li> </ul> <p align="center"><b>Please use X for missing numbers</b></p>

<b>Gender</b>	<p>Self-identified gender of client.</p> <p>Client may find this to be an awkward question, let them know you have to ask it.</p>	<p>What is your gender?</p> <p>Are you male or female?</p>	<ul style="list-style-type: none"> <li>• Male</li> <li>• Female</li> <li>• Transgender</li> <li>• Unknown</li> </ul>
<b>Primary Race</b>	<p>Self-identified race of client.</p> <p>Again, client may find this to be an awkward question, let them know you have to ask it.</p> <p>Categories based on U.S. Census:</p> <ul style="list-style-type: none"> <li>• American Indian or Alaska Native (origins in any of the original peoples in North, Central, and South America, and who maintains tribal affiliation or community attachment)</li> <li>• Asian (origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent)</li> <li>• Black or African American (origins in any of the black racial groups of Africa)</li> <li>• Native Hawaiian or other Pacific Islander (origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands)</li> <li>• White (Origins in any of the original peoples of Europe, the Middle East, or North Africa)</li> </ul> <p>Note: Clients may identify more than one race. If they do so, list the race they identify second as “Secondary Race.” If they only indicate one race, skip the “Secondary Race” question.</p> <p>Note: Hispanic is not considered a racial category by HUD.</p>	<p>What is your race?</p> <p>Do you consider yourself to be: American Indian, Native or Pacific Islander, Asian, African American, Caucasian, or Mixed Race?</p>	<ul style="list-style-type: none"> <li>• American Indian or Alaska Native</li> <li>• Asian</li> <li>• Black or African American</li> <li>• Native Hawaiian or Pacific Islander</li> <li>• White</li> <li>• Other</li> </ul>
<b>Ethnicity</b>	<p>Indicate whether the client is of Hispanic origin (i.e., of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish Culture of Origin).</p>	<p>Are you Hispanic?</p> <p>Do you consider yourself to be a Latino/a?</p>	<ul style="list-style-type: none"> <li>• Hispanic/ Latino</li> <li>• Other (Non-Hispanic / Latino)</li> </ul>

<b>City of Birth</b>	Indicate the city where the homeless client was born. Type in the name – look-up if unsure of spelling.	What is your City of Birth?	<ul style="list-style-type: none"> <li>• City of Birth</li> </ul> Capitalize appropriately!
<b>State of Birth</b>	Indicate the state where the homeless client was born. Type in name – look-up if unsure of spelling.	What is your State of Birth?	<ul style="list-style-type: none"> <li>• State of Birth</li> </ul> Capitalize appropriately!
<b>Marital Status</b>	Indicate whether the client is divorced, married, separated, cohabiting, single, or widowed.	What is your Marital Status?	<ul style="list-style-type: none"> <li>• Divorced</li> <li>• Married</li> <li>• Separated</li> <li>• Cohabiting</li> <li>• Single</li> <li>• Widowed</li> </ul>

**Household Information**

**HOUSEHOLD DATA MUST BE ENTERED BEFORE DOING THE HUD 40118 ENTRY/EXIT FORM!  
DO NOT COMPLETE HOUSEHOLD INFORMATION FOR CLIENTS WHO ARE UNACCOMPANIED!  
PROPER INTAKE OF EACH HOUSEHOLD MEMBER IS REQUIRED!**

<i>Indicator</i>	<i>Definition</i>	<i>Example Question(s)</i>	<i>Responses</i>
<b>Household Type</b>	<p>ONLY USED FOR INDIVIDUALS WHO HAVE FAMILY MEMBERS ACCOMPANYING THEM</p> <p>Identify the type of nature of the client's household:</p> <ul style="list-style-type: none"> <li>◆ Couple with no children</li> <li>◆ Two Parent Family (w/minor children)</li> <li>◆ Female Single Parent (w/minor children)</li> <li>◆ Male Single Parent (w/minor children)</li> <li>◆ Foster parents</li> <li>◆ Non-custodial caregiver</li> <li>◆ Grandparent and child</li> <li>◆ Other relative</li> </ul>	<p>What is your household type?</p> <p>Tell me about the people traveling with you.</p>	<ul style="list-style-type: none"> <li>• Couple with no children</li> <li>• Two Parent Family</li> <li>• Female Single Parent</li> <li>• Male Single Parent</li> <li>• Foster Parent(s)</li> <li>• Non-Custodial Caregiver (s)</li> <li>• Grandparent and child</li> <li>• Other Relative</li> </ul>
<b>Head of Household</b>	<p>Indicate whether the client is the primary client within a household. Primary client is the person who first approached your organizational for services.</p> <p>Each family should only have ONE head of household (even in instances where there are two adults).</p>	<b>DO NOT ASK CLIENT!</b>	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>

<b>Relationship</b>	<p>For each accompanying family member, identify their relationship to the head of household.</p> <p>For primary client, be sure to indicate that the relationship to primary client is "Self."</p> <p>For all others, be sure to indicate one of the other relationships listed. There should only be one relationship listed as "self" and that is the primary client.</p>	<p>How is this individual related to you?</p>	<ul style="list-style-type: none"> <li>• Cohabiting Partner</li> <li>• Daughter</li> <li>• Father</li> <li>• Granddaughter</li> <li>• Grandfather</li> <li>• Grandmother</li> <li>• Grandson</li> <li>• Husband</li> <li>• Mother</li> <li>• Other Non-Relative</li> <li>• Other Relative</li> <li>• Self</li> <li>• Significant Other</li> <li>• Son</li> <li>• Step-daughter</li> <li>• Step-son</li> <li>• Unknown</li> <li>• Wife</li> </ul>
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**Please be sure to complete the HUD 40118 Entry/Exit for every household member!**

**To do so, you must first complete the household information and then click the orange Entry/Exit button at the top of the screen.**

**Be sure to indicate HUD 40118 when asked what type of Entry/Exit you wish to complete (unless, of course, you have PATH funding).**

**If you do not complete a HUD 40118 Entry/Exit for each client, they will not appear in your HUD-40118 Report!**

**NOTE: HUD-SPECIFIC RESPONSES INCLUDED IN THE APR ARE MARKED (HUD).**

**HUD 40118 Entry/Exit**

<i>Indicator</i>	<i>Definition</i>	<i>Example Question(s)</i>	<i>Responses</i>
<p><b>Prior Living Situation</b></p> <p><i>Otherwise known as Residence Prior to Program Entry</i></p>	<p>Indicate where client was living just before seeking assistance from your facility.</p>	<p>What is your prior living situation?</p> <p>Where did you stay last night?</p> <p>Where did you stay before coming to our program?</p>	<ul style="list-style-type: none"> <li>• Own house/apartment</li> <li>• permanent housing for formerly homeless</li> <li>• place not meant for habitation</li> <li>• jail, prison or juvenile facility</li> <li>• psychiatric hospital or facility</li> <li>• substance abuse treatment center</li> <li>• transitional housing for homeless</li> <li>• foster care/group home</li> <li>• rental house / apartment</li> <li>• emergency shelter</li> <li>• living with family</li> <li>• domestic violence situation</li> <li>• living with friends</li> <li>• hotel/motel without emergency shelter</li> <li>• other</li> <li>• refused</li> <li>• hospital</li> <li>• don't know</li> <li>• Subsidized housing</li> </ul>
<p><b>Length of Stay</b></p>	<p>Indicate how long the client was staying at the previous location. If client is uncertain, take best approximate length of time.</p>	<p>What was your length of stay?</p> <p>About how long were you living there?</p>	<ul style="list-style-type: none"> <li>• One week or less</li> <li>• More than one week, but less than one month</li> <li>• One to three months</li> <li>• More than three months, but less than one year</li> <li>• One year or longer</li> </ul>

<p><b>Homeless Status</b></p>	<p>A person is considered homeless only when s/he resides in one of the following:</p> <ul style="list-style-type: none"> <li>• In places not meant for human habitation, such as cars, parks, sidewalks, abandoned buildings (on the street).</li> <li>• In an emergency shelter.</li> <li>• In transitional or supportive housing for homeless persons who originally came from the streets or emergency shelters.</li> <li>• In any of the above places but is spending a short time (up to 30 consecutive days) in a hospital or other institution.</li> <li>• Is being evicted within a week from a private dwelling unit and no subsequent residence has been identified and lacks resources and support networks needed to obtain housing.</li> <li>• Is being discharged within a week from an institution, such as a mental health or substance abuse treatment facility or a jail/prison, in which the person has been a resident for more than 30 consecutive days and no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing. <ul style="list-style-type: none"> <li>○ For example, a person being discharged from prison after more than 30 days is eligible ONLY IF no subsequent residence has been identified and the person does not have money, family or friends to provide housing.</li> </ul> </li> <li>• Is fleeing a domestic violence housing situation and no subsequent residence has been identified and lacks the resources and support networks needed to obtain housing.</li> </ul>	<p>Are you homeless?</p> <p>Note: it may not be necessary to ask client whether or not they are homeless based on question above.</p>	<ul style="list-style-type: none"> <li>• Yes (<b>Only if client met HUD criteria</b>)</li> <li>• No</li> </ul>
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	<p><b>DO NOT meet HUD Definition:</b></p> <ul style="list-style-type: none"> <li>• Persons living in housing, even though they are paying an excessive amount for their housing, the housing is substandard and in need of repair, or the housing is crowded.</li> <li>• Persons living with relatives or friends.</li> <li>• Persons staying in a motel, including a pay-by-the-week motels</li> <li>• Persons living in a Board and Care, Adult Congregate Living Facility, or similar place.</li> <li>• Persons being discharged from an institution that is required to provide or arrange housing upon release.</li> <li>• Wards of the State, although youth in foster care may receive needed supportive services which supplements, but does not substitute for, the state's assistance</li> </ul>		
<p><b>Chronic Homeless</b></p>	<p>A "chronically homeless" person is defined as "an unaccompanied homeless individual with a disabling condition who has either been continuously homeless for a year or more, or has had at least four episodes of homelessness in the past three years.</p> <p>An episode of homelessness is a separate, distinct, and sustained stay on the streets and/or in an emergency homeless shelter. A chronically homeless person must be unaccompanied and disabled during each episode.</p>	<p>How long have you been homeless?</p> <p><b>AND</b></p> <p>Do you have a condition that makes it difficult for you to work or perform activities?</p>	<ul style="list-style-type: none"> <li>• Yes (must be homeless 1 year or more OR 4x in 3 years and have disabling condition)</li> <li>• No</li> </ul>
<p><b>Extent of Homelessness</b></p>	<p>Based on research, HUD identifies four types of homelessness:</p> <ul style="list-style-type: none"> <li>◆ First Time</li> <li>◆ Episodic (1-2 times in the past)</li> <li>◆ Chronic (4 times in past 3 years)</li> <li>◆ Long-term (2 years or more)</li> </ul> <p>Note: A person can be listed as "chronic" above and qualify for "long-term" here.</p>	<p>What is the extent of homelessness?</p>	<ul style="list-style-type: none"> <li>• First time</li> <li>• 1-2 times in past</li> <li>• Chronic: 4 times in past 3 years</li> <li>• Long term: 2 years or more</li> </ul>

<p><b>Homeless Situation</b></p>	<p>Briefly describe the situation that led to the person's current homeless situation.</p> <p>If person does not remember, try to probe to illicit a response. This information may come out during subsequent conversations.</p>	<p>Please tell me how you came to be homeless.</p> <p>How did you come to stay at _____?</p> <p>How did you come to live on the streets?</p>	<ul style="list-style-type: none"> <li>◆ Open-ended Question</li> <li>◆ Free Response</li> </ul>
<p><b>Date of Present Homelessness</b></p>	<p>Indicate (as best as possible) when the person became homeless during this episode.</p> <p>If client is unsure, probe to narrow down season or time of year. If necessary, ask about specific events that may aid in recall.</p>	<p>When did you become homeless?</p> <p>When did X happen?</p>	<ul style="list-style-type: none"> <li>◆ Month of Homelessness</li> <li>◆ Date of Homelessness</li> <li>◆ Year of Homelessness</li> </ul>
<p><b>Reason(s) for Homelessness</b></p>	<p>Ask client to identify the reasons for their homelessness. Do not offer suggestions if possible and do not judge responses.</p> <p>Enter a "primary" and "secondary" reason for homelessness.</p> <p>Use first reasons for "Primary Reason for Homelessness" and second response for "Secondary Reason for Homelessness"</p>	<p>What are some of the reasons you are homeless?</p> <p>What caused you to be homeless?</p>	<ul style="list-style-type: none"> <li>• Medical Condition</li> <li>• Criminal activity</li> <li>• Utility Shutoff</li> <li>• Substandard housing</li> <li>• Mortgage foreclosure</li> <li>• Loss of transportation</li> <li>• Loss of child care</li> <li>• Health/safety</li> <li>• Domestic violence</li> <li>• Underemployment /low income</li> <li>• Release from institution</li> <li>• No affordable housing</li> <li>• Loss of public assistance</li> <li>• Loss of job</li> <li>• Eviction</li> <li>• Mental health</li> <li>• Substance abuse</li> </ul>

<p><b>Homeless Documenting</b></p>	<p>HUD requires funded programs to maintain records verifying the homeless status of clients.</p> <p>If your program does not receive HUD funds, you do not need to answer this question.</p> <p>Programs that receive HUD funds should have a protocol in place to preserve these records.</p>	<p><b>DO NOT ASK CLIENT!</b></p>	<ul style="list-style-type: none"> <li>• Formal eviction documentation</li> <li>• Signed client statement with confirmation statement</li> <li>• Verification from an institution</li> <li>• Verification from an outreach worker (for on the street)</li> <li>• Verification from referring agency/shelter</li> </ul>
<p><b>Actual or Pending Eviction</b></p>	<p>Indicate whether there has been or will be a formal eviction proceeding.</p> <p>If client has been evicted by a family member or friend AND has documentation of this, you may indicate “Yes.”</p>	<p>Is there an actual or pending eviction?</p> <p>Have you or will you be evicted?</p>	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
<p><b>Date of Eviction</b></p>	<p>Ask for date of eviction ONLY IF the client has been or will be evicted.</p>	<p>When was the eviction?</p> <p>What is the date of the pending eviction?</p>	<ul style="list-style-type: none"> <li>• Month of Eviction</li> <li>• Day of Eviction</li> <li>• Year of Eviction</li> </ul>
<p><b>Eviction Overview</b></p>	<p>Briefly describe the situation that led to the person’s eviction.</p> <p>If person does not remember, try to probe to illicit a response. This information may come out during subsequent conversations.</p>	<p>What caused you to be evicted?</p> <p>What happened related to your eviction?</p>	<ul style="list-style-type: none"> <li>◆ Open-ended Question</li> <li>◆ Free Response</li> </ul>
<p><b>Last Permanent Address Zip Code</b></p>	<p>Indicate the zip code from last permanent address. According to HUD, permanent means 90 days or more housed at that location consecutively.</p> <p>If necessary, ask street address and look up zip code when time permits.</p>	<p>Do you recall the zip code of your last permanent address where you stayed three months (90 days) or longer?</p>	<ul style="list-style-type: none"> <li>◆ Enter 5-digit zip code (if possible) or whatever information client recalls</li> </ul>

<b>Last Permanent Address Zip Code Quality</b>	<p>Indicate the quality of the last permanent address zip code information given by client by stating that you received:</p> <ul style="list-style-type: none"> <li>◆ Full Zip Code</li> <li>◆ Don't Know</li> <li>◆ Refused</li> </ul> <p>Victims of Domestic Violence may be particularly leery of providing this information.</p>	<p>DO NOT ASK CLIENT!</p>	<ul style="list-style-type: none"> <li>• Full Zip Code Recorded</li> <li>• Don't know</li> <li>• Refused</li> </ul>
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*Domestic Violence Information*

<i>Indicator</i>	<i>Definition</i>	<i>Example Question(s)</i>	<i>Responses</i>
<b>Domestic Violence Victim Status</b>	<p>Indicate whether the client has left their home due to a domestic violence situation. The domestic violence situation may be with a current, live-in partner or with a person with whom the client had a relationship who is making them feel unsafe at the present time.</p>	<p>Did you need to leave your housing because of domestic violence?</p> <p>Is your homelessness related domestic violence?</p>	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
<b>Domestic Violence Episode</b>	<p>Indicate how recent the experience of domestic violence is for the victim using the responses provided by HUD.</p>	<p>When did the domestic violence situation start?</p> <p>How long ago did you begin to experience this violence?</p>	<ul style="list-style-type: none"> <li>• Within the past three months</li> <li>• Three to six months ago</li> <li>• From six to twelve months ago</li> <li>• More than a year ago</li> <li>• Don't know</li> <li>• Refused</li> </ul>
<b>Domestic Violence Overview</b>	<p>Provide an overview of the domestic violence situation</p> <p>Note: the HUD 40118 Entry/Exit requests responses regarding physical, psychological, sexual, and financial abuse. This information is for community use only. BAS-Net users should be able to glean answers to these questions based on the client's domestic violence overview.</p>	<p>Please describe the nature of your domestic violence experience</p>	<ul style="list-style-type: none"> <li>◆ Open-ended Question</li> <li>◆ Free Response</li> </ul>

<i>Disability Information</i>			
<i>Indicator</i>	<i>Definition</i>	<i>Example Question(s)</i>	<i>Responses</i>
<b>Disabling Condition</b>	<p>A disabling condition is defined as “a diagnosable substance use disorder, serious mental illness, developmental disability, or chronic physical illness or disability, including the co-occurrence of two or more of these conditions. A disabling condition limits an individual’s ability to work or perform one or more activities of daily living.”</p> <p>For this data element, a disabling condition means: (1) A disability as defined in Section 223 of the Social Security Act; (2) a physical, mental, or emotional impairment which is (a) expected to be of long-continued and indefinite duration, (b) substantially impedes an individual’s ability to live independently, and (c) of such a nature that such ability could be improved by more suitable housing conditions; (3) a developmental disability as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act; (4) the disease of acquired immunodeficiency syndrome or any conditions arising from the etiological agency for acquired immunodeficiency syndrome; or (5) a diagnosable substance abuse disorder.</p>	Do you have a substance abuse problem, mental illness, physical illness and/or developmental disability that make it difficult to work or perform activities?	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• Don’t Know</li> <li>• Confused</li> </ul>
<b>Disability Type</b>	For each disability, BAS-Net users should include the type from a list provided by HUD. BAS-Net users should complete this question (as well as follow-up questions) for each client-identified disability.	Please tell me about your disability.	<ul style="list-style-type: none"> <li>• Alcohol abuse</li> <li>• Developmental</li> <li>• Drug Abuse</li> <li>• Physical/Medical</li> <li>• Mental illness</li> <li>• Physical/Mobility Limits</li> <li>• HIV/AIDS</li> <li>• Hearing Impaired</li> <li>• Vision Impaired</li> <li>• Dual Diagnosis</li> <li>• Other</li> </ul>

<b>Disability Start Date</b>	<p>Indicate when the disability began.</p> <p>For some clients, the disability started at birth so list birth date.</p> <p>If client has difficulty with recall, attempt to secure a reasonable, approximate date.</p>	When did the above condition begin?	<ul style="list-style-type: none"> <li>• Start Month</li> <li>• Start Date</li> <li>• Start Year</li> </ul>
<b>Long-term Condition</b>	<p>Indicate whether the client believes that his/her condition is long-term (will last for at least 6-months or longer). Do this for every disability.</p>	Is the above condition going to be long-term?	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
<b>Disability End Date</b>	<p>Indicate when the disability will end (if available). If unknown, leave the response blank. Do this for every disability.</p>	Is there an end date for the above condition?	<ul style="list-style-type: none"> <li>• End Month</li> <li>• End Date</li> <li>• End Year</li> </ul>
<b>Disability Overview</b>	<p>Provide an overview of the disabling condition. Do this for every disability.</p>	Please tell me about your disability.	<ul style="list-style-type: none"> <li>◆ Open-ended Question</li> <li>◆ Free Response</li> </ul>

*Employment*

<i>Indicator</i>	<i>Definition</i>	<i>Example Question(s)</i>	<i>Responses</i>
<b>Unemployed</b>	<p>Indicate whether the client is unemployed.</p> <p>Employment does include full-time, part-time, temporary, and seasonal work. Work must be for pay.</p>	<p>Are you currently employed?</p> <p>Are you working right now for pay?</p>	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
<b>Looking for Work?</b>	<p>Only ask if client indicates that s/he is unemployed.</p> <p>Client must indicate that they are actively looking for a job to be marked “yes.”</p>	<p>Are you looking for work right now?</p> <p>Are you currently searching for a job?</p>	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
<b>Reasons Unemployed</b>	<p>Ask client to indicate some of the reasons they are currently without a job. This question may be a bit awkward – indicate that you must ask.</p> <p>In some cases, you may draw on previous client comments and probe for this answer.</p>	<p>What are the reasons for unemployment?</p> <p>Please tell me why you are currently unemployed.</p>	<ul style="list-style-type: none"> <li>◆ Open-ended Question</li> <li>◆ Free Response</li> </ul>

<b>Hours Worked Last Week</b>	Only ask if client indicates that s/he is employed.  Take the number of hours worked last week even if they are not the “average” number of hours worked.	What hours did you work last week?	♦ Free Response
<b>Tenure of Employment</b>	Indicate whether the client’s work is regular or permanent position, temporary work, or seasonal.	Is your work permanent, temporary, or seasonal?	<ul style="list-style-type: none"> <li>• Permanent</li> <li>• Temporary</li> <li>• Seasonal</li> </ul>
<b>Received Vocational Training</b>	Indicate whether the client has received vocational (job-related training)	Have you received any vocational training?	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>

*Work History*

**ASK FOR CURRENT AND PREVIOUS EMPLOYMENT INFORMATION FOR UP TO ONE YEAR.**

<i>Indicator</i>	<i>Definition</i>	<i>Example Question(s)</i>	<i>Responses</i>
<b>Employer’s Name</b>	Identify current or past employer.	What is/was your employer’s name?	♦ Free Response
<b>Employment Status</b>	Identify nature of current/past employment. Here, full-time means 35-40 hours; part-time less than 35 hours; seasonal work is particularly to spring, summer, winter, fall employment.	Are/did you work full-time, part-time or seasonally?	<ul style="list-style-type: none"> <li>• Full time</li> <li>• Part time</li> <li>• Retired</li> <li>• Seasonal work</li> <li>• Volunteer work</li> </ul>
<b>Hours Worked Per Work</b>	Indicate number of hours the client works/worked per week. This is an average or approximate figure.	About how many hours do/did you work per week?	♦ Free Response
<b>Hourly Wage</b>	Indicate the hourly wage earned at current or past position. This may be an average or approximate figure.	About how much did you make per hour?	♦ Free Response
<b>Health Insurance</b>	Indicate whether the client has/had health insurance through their position?	Do/did you have health insurance through this position?	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
<b>Reasons for Leaving</b>	Ask only when client indicates they have left their position with the employment.	Why did you leave the position?	<ul style="list-style-type: none"> <li>• Quit</li> <li>• Fired</li> <li>• Leave of Absence</li> <li>• Laid Off</li> </ul>

<b>Employment Start Date</b>	Indicate when employment began for each position. Use approximate dates if necessary.	When did the client begin the employment?	<ul style="list-style-type: none"> <li>• Start Month</li> <li>• Start Date</li> <li>• Start Year</li> </ul>
<b>Employment End Date</b>	Indicate when employment ended for each position. Use approximate dates if necessary.	When did the employment end?	<ul style="list-style-type: none"> <li>• End Month</li> <li>• End Date</li> <li>• End Year</li> </ul>
<b>Transportation</b>	Indicate the means of transportation used to get client to and from their current or previous location.	How do/did you get to and from your position?	<ul style="list-style-type: none"> <li>• Handicapped transportation</li> <li>• Bicycle</li> <li>• Family/friends</li> <li>• Walks</li> <li>• Owns car</li> <li>• Taxi</li> <li>• Uses bus</li> </ul>

*Income Information*

<i>Indicator</i>	<i>Definition</i>	<i>Example Question(s)</i>	<i>Responses</i>
<b>Total Annual Income</b>	Indicate the client's total annual income. Use approximate figure as necessary.	What is your total annual income?	♦ Free Response
<b>Total Monthly Income</b>	Indicate the client's total monthly income. Use approximate figure as necessary.	What was the income in the last 30 days?	♦ Free Response
<b>Source of Income</b>	<p>Ask client the sources of the primary source of their income.</p> <p><u>Be sure to include specific information about mainstream resources.</u></p> <p>Options include: Earned Income; Unemployment Ins; SSI; SSDI; Veteran's disability; Private disability; Worker's comp; TANF (MFIP); GA; SS-retirement; Veteran's pension; Pension from job; Child support; Alimony; Other</p>	<p>What is the source of income?</p> <p>Do you receive any of these:</p> <ul style="list-style-type: none"> <li>♦ Earned Income?</li> <li>♦ Unemp. Insurance?</li> <li>♦ SSI?</li> <li>♦ SSDI?</li> <li>♦ Veterans Disability?</li> <li>♦ Workers Comp?</li> <li>♦ Temporary Assistance to Needy Families?</li> </ul>	♦ Free Response

		<ul style="list-style-type: none"> <li>◆ General Assistance?</li> <li>◆ Social Security-Retirement?</li> <li>◆ Veteran's Pension?</li> <li>◆ Pension from Job?</li> <li>◆ Child Support?</li> <li>◆ Alimony?</li> <li>◆ Other?</li> </ul>	
<b>Income Start Date</b>	Indicate when employment began for each position. Use approximate dates if necessary.	What is the start date of received income?	<ul style="list-style-type: none"> <li>• Start Month</li> <li>• Start Date</li> <li>• Start Year</li> </ul>
<b>Income End Date</b>	Indicate when employment ended for each position. Use approximate dates if necessary.	What is the end date of received income?	<ul style="list-style-type: none"> <li>• End Month</li> <li>• End Date</li> <li>• End Year</li> </ul>
<i>Mainstream Resources</i>			
<i>Indicator</i>	<i>Definition</i>	<i>Example Question(s)</i>	<i>Responses</i>
<b>Application for Public Assistance</b>	Determine if the client has applied for public assistance through the Department of Social Services.	Have you applied for public assistance?	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
<b>Type of Assistance</b>	If client indicates that they public assistance, identify the types of public assistance they have. Check all that apply.	What type of assistance do you receive?	<ul style="list-style-type: none"> <li>• Food stamps</li> <li>• TANF</li> <li>• General Public Assistance</li> <li>• SSDI</li> <li>• SSI</li> </ul>
<b>Application Status</b>	If client indicates that they do not receive public assistance, ask them where they are in the application process.	Where are you in the application process?	<ul style="list-style-type: none"> <li>• Denied</li> <li>• In process</li> <li>• Resubmitted</li> <li>• Submitted</li> </ul>
<b>Mainstream Resources Received</b>	Indicate each of the mainstream resources the client receives at the present time. Here, mainstream resources are more broadly defined. Check all that apply.	Do you receive any of the following: Case Management? Food Stamps?	<ul style="list-style-type: none"> <li>• Case Management</li> <li>• Food Stamps</li> <li>• Housing/Rent Assistance</li> </ul>

	NOTE: This question may change over time to more closely reflect the HUD APR. At present, APR-based mainstream resource information is gathered from income indicator.	Rental Assistance? Income Support? Job Training? Mental Health Service? Primary Health Care? Subsidized Day Care? Transportation? Welfare to work? Workforce Investment Act Support?	<ul style="list-style-type: none"> <li>• Income Support</li> <li>• Job Training Program</li> <li>• Mental Health Service</li> <li>• Primary Health Care</li> <li>• Subsidized Day Care</li> <li>• Substance Abuse Treatment</li> <li>• Transportation</li> <li>• Veterans Services</li> <li>• Welfare to Work</li> <li>• Workforce Investment Act</li> </ul>
<b>Reason Ended</b>	Identify reason a client has stopped receiving a mainstream resource	Why did you stop receiving that resource?	<ul style="list-style-type: none"> <li>◆ Open-ended Question</li> <li>◆ Free Response</li> </ul>

*Health and Education*

<i>Indicator</i>	<i>Definition</i>	<i>Example Question(s)</i>	<i>Responses</i>
<b>Health</b>	Indicate how client rates their own health compared to other people their age. This is a reasonable and widely used proxy for health status.  BAS-Net users may probe on specific health problems to elicit response.	How is your health compared to other people your age?  Any health problems?	<ul style="list-style-type: none"> <li>• Excellent</li> <li>• Very Good</li> <li>• Good</li> <li>• Fair</li> <li>• Poor</li> <li>• Don't know</li> </ul>
<b>Highest Level of Education</b>	Indicate the highest level of education attained by your client. Clients must have completed the grade/degree to be identified by it.	What is the highest level of education you have obtained?  How high did you go in school?	<ul style="list-style-type: none"> <li>• No schooling completed</li> <li>• Nursery School to 4<sup>th</sup> grade</li> <li>• 5<sup>th</sup> grade to 6<sup>th</sup> grade</li> <li>• 7<sup>th</sup> grade to 8<sup>th</sup> grade</li> <li>• 9<sup>th</sup> grade</li> <li>• 10<sup>th</sup> grade</li> <li>• 11<sup>th</sup> grade</li> <li>• 12<sup>th</sup> grade, no diploma</li> <li>• High school diploma</li> </ul>

			<ul style="list-style-type: none"> <li>• GED</li> <li>• Some College</li> <li>• Some technical school</li> <li>• Technical school certification</li> <li>• College degree</li> <li>• Graduate/ professional degree</li> </ul>
<b>Attending School</b>	Identify if the client is presently attending school including GED instruction.	Is the client currently attending school?	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
<b>Degree Earned</b>	Identify any higher education degrees earned by your client. This question may be irrelevant based on information presented above on highest level of education. BAS-Net Users may skip this question as appropriate.	What degrees have you earned?	<ul style="list-style-type: none"> <li>• None</li> <li>• Associates</li> <li>• Bachelors</li> <li>• Masters</li> <li>• Doctorate</li> <li>• Other graduate/ Professional</li> </ul>
<i>Military Information</i>			
<i>Indicator</i>	<i>Definition</i>	<i>Example Question(s)</i>	<i>Responses</i>
<b>Active Military</b>	Indicate whether the client is currently active in the U.S. Military (i.e., client is on active duty).	Are you currently active in the U.S. military?	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
<b>Military Veteran Status</b>		Are you a U.S. military veteran?  Have you ever served on active duty in the Armed Forces of the U.S. Military?	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• Don't know</li> <li>• Refused</li> </ul>
<b>Months Served Active Duty</b>	Ask only if client indicates that they served on active duty in the Armed Forces of the U.S. Military. Ask for approximate number of months that the client served on active	If yes, how many months did you serve on active duty?	♦ Free Response

	<p>duty.</p> <p>Note: The “Armed Forces” do not include inactive military reserves or the National Guard unless the person has been called up to active duty.</p>		
<b>Serve in a War Zone</b>	<p>Ask only if client indicates that they served on active duty in the Armed Forces of the U.S Military. Client should identify which war zone they served in even if they did not see battle themselves.</p>	<p>Did you serve in a war zone?</p>	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
<b>Discharge Type</b>	<p>Ask only if client indicates that they served on active duty in the Armed Forces of the U.S Military. Client will indicate the nature of their military discharge.</p>	<p>What type of discharge did you receive?</p>	<ul style="list-style-type: none"> <li>• Honorable</li> <li>• General</li> <li>• Medical</li> <li>• Bad Conduct</li> <li>• Dishonorable</li> <li>• Other</li> </ul>
<b>Service-Related Disability</b>	<p>Ask only if client indicates that they served on active duty in the Armed Forces of the U.S Military. Inquire if client received a service-related disability.</p>	<p>Do you have a service-related disability?</p>	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
<b>Receiving Veterans Services</b>	<p>Ask only if client indicates that they served on active duty in the Armed Forces of the U.S Military. Veteran Services are offered by the Veterans Administration.</p>	<p>Are you receiving veterans’ services?</p>	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
<b>Veterans Services</b>	<p>Identify any veteran services the client is currently receiving.</p>	<p>What services are you receiving?</p>	<ul style="list-style-type: none"> <li>◆ Open-ended Question</li> <li>◆ Free Response</li> </ul>