

Resident Opportunity and Self-Sufficiency (ROSS)

HUD Standards for Success Reference Manual

September 2025

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U.S. Housing and Urban Development (HUD) Standards for Success Data Integrity Reference Manual

Revised: July 14, 2017

Table of Contents

Introduction	7
Standards for Success	7
Standards for Success Indicators - Overview	7
Data Elements	9
Grant Award	9
Participant.....	17
Employment	33
Financial	48
Education.....	64
Health	80
Housing.....	106
Standards for Success Indicators	131

Data Elements and Standards of Success Indicators

Grant Award.....	9
Grant Number	11
Grantee DUNS Number	12
Grant Appropriation Fiscal Year (FY).....	13
Catalog of Federal Domestic Assistance Number (CFDA).....	14
Reporting Period Beginning Date	15
Reporting Period End Date	16
Participant.....	17
Person Identifier (Participant-ID).....	20
Household Identifier	21
Data Collection Date	22
Age	23
Gender Code.....	24
Ethnicity Code.....	25
Race Code	26
Head of Household Code.....	27
Veteran Status Code	28
Service Start Date	29
Service End Date	31
Employment.....	33
Employment Status Code	34
Employment Type Status Code	35
Entered Employment Date.....	36
Occupation Code.....	37
Monthly Paid Earnings Amount.....	41
Occupational Skills Training (OST) Service Code	42
Career Guidance Service Code	43
Self-Directed Job Search Assistance Code	44
Work Readiness Assistance Service Code.....	45
Job Development Service Code	46
Job Retention Service Code.....	47

Financial.....	48
Earned Income Tax Credit Recipient Code.....	50
Financial Account Creation Code	52
Supplemental Security Income (SSI) Code.....	53
Social Security Disability Insurance (SSDI) Code.....	54
Household Annual Gross Income Amount	55
Tax Preparation Service Code	57
Legal Assistance Service Code	58
Legal Assistance Type Service Code	59
Financial Education Service Code.....	60
Household Housing Cost Amount.....	61
Household Transportation Cost Amount	62
Financial Account Creation Service Code.....	63
Education.....	64
Highest Education Level Code.....	66
License or Certificate Attainment Code	67
Degree Attainment Code.....	68
Adult Basic Education Service Code.....	69
ESL Class Service Code.....	70
Conflict Resolution Service Code	71
Housing Retention Service Code.....	72
Household Skills/Life Skills Service Code	73
Parenting Skills Service Code	74
3 to 5 Years Childhood Education Service Code	75
Enrollment in Educational or Vocational Program	76
Service Coordination Service Code	77
High School/GED Preparation Service Code	78
Post-Secondary/College Education Service Code.....	79
Health	80
Disability Status Code	83
Disability Category Code.....	84

Acquired Immune Deficiency Syndrome (AIDS)/Human Immunodeficiency Virus (HIV) Status Code	85
Supplemental Nutrition Assistance Program (SNAP) Code	86
Temporary Assistance to Needy Family (TANF) Code	87
Substance Abuse Treatment Code	88
Activities of Daily Living (ADL) Count.....	89
Instrumental Activities of Daily Living (IADL) Count	90
Primary Health Care Provider Code.....	91
Health Coverage Code	92
Medical Examination Status Code.....	93
Asthma Condition Code	94
Asthma-related Emergency Room Visit Code	95
Blood-Lead Test Result.....	96
Food and Nutrition Service Code.....	97
Translation/Interpretation Service Code	98
HIV/AIDS Service Code	99
Adult Personal Assistance Service Code	100
Medical Care Service Code	101
Mental Health Service Code.....	102
Substance Abuse Service Code	103
Disability Requires Assistance Code	104
Blood-Lead Test Code.....	105
Housing.....	106
Residence Census Tract.....	109
Hard to House Code	110
Returning Citizen/Ex-Offender Code.....	111
Housing Status Code.....	112
Homeless Status Code.....	113
Weeks Homeless Count.....	114
Chronically Homeless Status Code.....	115
Prior Night Residence Code	117
Intermediate Housing Status Code.....	118

Needs Assessment Service Code	119
Shelter Placement Service Code.....	120
Temporary Housing Placement Service Code	121
Permanent Housing Placement Service Code	122
Permanent Housing Placement Date.....	123
Independent Living Service Code.....	124
Transportation Assistance Service Code	125
Years in Subsidized Housing Number	126
Opportunity Area Census Tract.....	127
Pre-Housing Counseling Service Code	128
Post-Housing Counseling Service Code	129
Fair Housing and Civil Rights Assistance Service Code.....	130
Standards for Success Indicators	131
Employment Rate.....	133
Quarterly Earnings	134
Households Receiving Services	135
Homeless Participants Receiving Services.....	136
Homeless Duration.....	138
Permanent Housing for Chronically Homeless.....	139
Head Start or Pre-K Households	140
High School / GED Preparation Courses	141
Degree Attainment	142
Vocational or Certification Attainment.....	143
Neighborhood of Opportunity	144
Primary Care Providers	145
Routine Medical Care	146
Health Plan Coverage	147
Asthma-related Emergency Room Visits.....	148
Elevated Blood-Lead in Young Children.....	149
Housing and Transportation Cost.....	150
Improved Living Situation.....	151

Introduction

Standards for Success

Standards for Success is The Department of Housing and Urban Development's (HUD's) data collection and reporting framework for measuring HUD Participants' self-sufficiency and ability to obtain and maintain housing. It is the approach used by HUD programs to report their work. The Standards for Success framework focuses on eighteen (18) indicators aligned to measure Participants' self-sufficiency and quality of life. It provides a common approach for data collection and reporting and new reporting tool.

Standards for Success offers multiple advantages.

Grantees	Technology	HUD
Standardized approach to data collection and reporting	Data consolidated into single repository	Stronger capabilities to compare and use data
Improved reporting tool	Options for data submission • Online web form • Data extracts	Program Management Offices select which data elements are relevant to their programs
One reporting tool for multiple types of grants		
Option of data extracts from current technology systems		
Protection of privacy of Participants		

Standards for Success Indicators - Overview

The Standards for Success eighteen (18) indicators are designed to answer five fundamental questions regarding grant effectiveness:

1. Does the Participant's economic independence and self-sufficiency improve?
2. Does the ability to live independently improve?
3. Does participation reduce homelessness?
4. Does participation in grant-funded housing services improve other quality of life outcomes?
5. Do the grant-funded housing services help Participants meet their housing needs?

The Standards for Success Indicators and related data elements are organized in the following five focus areas: Employment, Financial, Education, Health, and Housing. In addition, the data elements include pertinent Grant Award and Participant information.

Focus Areas	Standards for Success Indicators
Employment	• Employment rate
Financial	• Average quarterly earnings
Education	• Participation rate in Head Start or Pre-K • Participation rate in high school or GED prep • Percent attainment of a degree • Percent attainment of a vocational/occupational license or certificate
Health	• Percentage with a primary health care provider • Percentage who received routine medical exam in the last 12 months • Percentage with health plan coverage • Percentage with asthma who have asthma-related emergency room visits • Percentage of children with elevated blood-lead level results
Housing	• Utilization rate of services/programs by homeless individuals • Average time from homelessness to permanent placement • Percentage of chronically homeless that is permanently housed • Percentage in neighborhood of opportunity • Percentage of income spent on housing and transportation • Percentage that improved living situations

- Household success indicator, the aggregated number of households receiving supportive services, spans all indicators.

The Standards for Success Indicators are based on data elements entered by the Grantees and Service Coordinators. Each data element has a cross reference PRLI Fixed ID to the Participant Record-Level Information (Appendix A).

Data Elements

Grant Award

HUD has awarded your organization funding.

- As a Grantee or Service Coordinator, your organization responsible for providing the services described in your Grant application.
- HUD also requires that you report the benefit of your services to each person who participates in your program.
- This Data Integrity Reference Manual is a reference tool and describes how to accurately collect and report the necessary data.

Grantees' and Service Coordinators' major responsibilities related to Standards for Success are:

Data Integrity – Ensuring the accuracy and consistency of the data you collect

Data Collection – Gathering and inputting information

Data Reporting – Submitting data for informational summaries. HUD will report-out only aggregate data.

Privacy – Protecting the privacy of Participants' health and other personally identifiable information. No personally identifiable information will be reported to HUD.

Feedback – Provide feedback for refining the Standards for Success framework to best serve your Participants' and your needs

The information in this Data Integrity Reference Manual applies to the following HUD programs:

1. Budget-based Service Coordinators (**B-b**),
2. Family Self-Sufficiency (**FSS**),
3. Housing Counseling (**HC**),
4. Housing Opportunities for Persons with AIDS (**HOPWA**),
5. Jobs Plus (**Jobs+**),
6. Juvenile Re-entry Assistance Program (**JRAP**),
7. Lead Based Paint Hazard Control (**LBPHC**),
8. Lead Hazard Reduction Demo (**LHRD**),
9. Multi-family Service Coordinator (**MFSC**), and
10. Resident Opportunity and Self-Sufficiency Service Coordinators Program (**ROSS**)

However, every Grantee and Service Coordinator is not required to report each and every data element. The description of each data element in this Guide will contain an indicator, yes (Y) or no (N) indicating which Grantees and Service Coordinators must report which data elements. For example, every Grantee and Service Coordinator must report a Duns Number for the organization winning the Grant Award.

Applies to Programs:			
B-b	Y	JRAP	Y
FSS	Y	LBPHC	Y
HC	Y	LHRD	Y
HOPWA	Y	MFSC	Y
JOBS+	Y	ROSS	Y

This checklist assists ROSS Grantees to identify all the relevant data elements to collect for Standards for Success.

Participant Description

☒	Data Element	Manual Page ¹
☐	Person Identifier (Participant-ID)	20
☐	Household Identifier	21
☐	Data Collection Date	22
☐	Age	23
☐	Gender Code	24
☐	Ethnicity Code	25
☐	Race Code	26
☐	Head of Household Code	27
☐	Veteran Status Code	28
☐	Service Start Date	29
☐	Service End Date	31

Participant Employment

☒	Data Element	Manual Page
☐	Employment Status Code	35
☐	Employment Type Status Code	36
☐	Entered Employment Date	37
☐	Occupation Code	38
☐	Monthly Paid Earnings Amount	42
☐	Career Guidance Service Code	44

¹ Manual Page refers to the page number of the HUD Data Integrity Reference Manual

Participant Financial

☒	Data Element	Manual Page
☐	Earned Income Tax Credit Recipient Code	51
☐	Supplemental Security Income (SSI) Code	54
☐	Social Security Disability Insurance (SSDI) Code	55
☐	Financial Education Service Code	61
☐	Household Housing Cost Amount	62
☐	Household Transportation Cost Amount	63

Participant Education

☒	Data Element	Manual Page
☐	Highest Education Level Code	67
☐	License or Certificate Attainment Code	68
☐	Degree Attainment Code	69
☐	Adult Basic Education Service Code	70
☐	ESL Class Service Code	71
☐	Conflict Resolution Service Code	72
☐	Housing Retention Service Code	73
☐	Household Skills/Life Skills Service Code	74
☐	3 to 5 Years Childhood Education Service Code	76
☐	Enrollment in Educational or Vocational Program	77
☐	Service Coordination Service Code	78
☐	High School/GED Preparation Service Code	79
☐	Post-Secondary/College Education Service Code	80

Participant Health

☒	Data Element	Manual Page
☐	Disability Status Code	84
☐	Disability Category Code	85
☐	Supplemental Nutrition Assistance Program (SNAP) Code	87
☐	Temporary Assistance to Needy Family (TANF) Code	88
☐	Substance Abuse Treatment Code	89
☐	Activities of Daily Living (ADL) Count	90
☐	Instrumental Activities of Daily Living (IADL) Count	91
☐	Primary Health Care Provider Code	92
☐	Health Coverage Code	93
☐	Medical Examination Status Code	94
☐	Adult Personal Assistance Service Code	101
☐	Medical Care Service Code	102
☐	Mental Health Service Code	103
☐	Substance Abuse Service Code	104
☐	Disability Requires Assistance Code	105

Participant Housing

☒	Data Element	Manual Page
☐	Residence Census Tract	110
☐	Hard to House Code	111
☐	Needs Assessment Service Code	120
☐	Transportation Assistance Service Code	126
☐	Years in Subsidized Housing Number	127
☐	Opportunity Area Census Tract	128

This shortcut assists ROSS Grantees to identify:

- Relevant data elements to collect;
- Questions for gathering information for the data element; and
- Possible response options.

Participant Description

Data Element	Question	Response Options	Manual Page ¹
Person Identifier (Participant-ID)	What is the Participant's Person Identifier?	Number	20
Household Identifier	What is the Participant's Household Identifier?	Alpha-Numeric Identifier	21
Data Collection Date	What is the Data Collection Date?	Select Date from Calendar Dropdown	22
Age	How old are you?	Number	23
Gender Code	With what gender do you identify?	1 = Male.	24
		2 = Female.	
		3 = Transgendered Male to Female.	
		4 = Transgendered Female to Male.	
		5 = Other.	
		88 = Individual refused.	
		99 = Individual does not know.	
Ethnicity Code	Are you Hispanic/Latino?	1 = Hispanic/Latino. 2 = Not Hispanic/Latino. 88 = Individual refused. 99 = Individual does not know.	25

¹ Manual Page refers to the page number of the HUD Data Integrity Reference Manual

Data Element	Question	Response Options	Manual Page ¹
Race Code	What is your race? Do you identify as more than one race? If yes, with what races do you identify?	1 = American Indian or Alaska Native. 2 = Asian. 3 = Black or African American. 4 = Native Hawaiian or Other Pacific Islander. 5 = White. 88 = Individual refused. 99 = Individual does not know.	26
Head of Household Code	Are you the head of your household for HUD grant purposes?	1 = Yes 2 = No 88 = Individual refused. 99 = Individual does not know.	27
Veteran Status Code	Are you a veteran? Did you have an honorable discharge? If no, what kind? Do you have your DD214?	1 = Yes 2 = No 88 = Individual refused. 99 = Individual does not know.	28
Service Start Date	When did Participant begin receiving services?	Select Date from Calendar Dropdown	29
Service End Date	When did Participant stop receiving services?	Select Date from Calendar Dropdown	31

Participant Employment

Data Element	Question	Response Options	Manual Page
Employment Status Code	Did you work for pay during the prior four (4) weeks, even if it was only for a few hours?	1 = Employed. 2 = Not employed at any time in the last month and actively seeking work. 3 = Not employed at any time in the last month and not actively seeking work. 88 = Individual refused. 99 = Individual does not know. N/A	35
Employment Type Status Code	Were you scheduled to work or did you work more than 35 hours in the prior four (4) weeks?	1 = Full-time worker employed in the last month. 2 = Part-time worker employed in the last month. 88 = Individual refused. 99 = Individual does not know. N/A	36
Entered Employment Date	What date did you most recently begin working at your current place of employment?	Select Date from Calendar Dropdown	37

Data Element	Question	Response Options	Manual Page
		1 = Management Occupations 2 = Business and Financial Operations Occupations 3 = Computer, Engineering, and Science Occupations 4 = Education, Legal, Community Service, Arts, and Media Occupations 5 = Healthcare Practitioners and Technical Occupations 6 = Healthcare Support Occupations 7 = Protective Service Occupations 8 = Food Preparation and Serving Related Occupations 9 = Building and Grounds Cleaning and Maintenance Occupations 10 = Personal Care and Service Occupations 11 = Sales and Related Occupations 12 = Office and Administrative Support Occupations 13 = Farming, Fishing, and Forestry Occupations 14 = Construction and Extraction Occupations 15 = Installation, Maintenance, and Repair Occupations 16 = Production Occupations 17 = Transportation and Material Moving Occupations 88 = Individual refused. 99 = Individual does not know. N/A	38
Occupation Code	What kind of job do you have?		

Data Element	Question	Response Options	Manual Page
Monthly Paid Earnings Amount	How much money did you earn before taxes or other deductions from all employment for the prior four (4) weeks?	Dollar amount in whole dollars N/A	42
Career Guidance Service Code	Did the Participant receive career guidance services?	1 = Received service directly through the grant. 2 = Received service through grant-facilitated referral. 3 = Both 1 and 2. N/A	44

Participant Financial

Data Element	Question	Response Options	Manual Page
Earned Income Tax Credit Recipient Code	Did you receive an Earned Income Tax Credit for the most recent tax year?	1 = Individual reported receipt of the EITC in most recent tax year. 2 = Individual reported no receipt of the EITC in most recent tax year. 88 = Individual refused. 99 = Individual does not know. N/A	51
Supplemental Security Income (SSI) Code	Do you receive Supplemental Security Income?	1 = Yes 2 = No 88 = Individual refused. 99 = Individual does not know. N/A	54
Social Security Disability Insurance (SSDI) Code	Do you receive Social Security Disability Insurance?	1 = Yes 2 = No 88 = Individual refused. 99 = Individual does not know. N/A	55
Financial Education Service Code	Did the Participant receive financial education services?	1 = Received service directly through the grant. 2 = Received service through grant-facilitated referral. 3 = Both 1 and 2. N/A	61
Household Housing Cost Amount	What are your average monthly household costs including rent, mortgage, utilities, fees, and property taxes?	Dollar amount in whole dollars N/A	62

Data Element	Question	Response Options	Manual Page
Household Transportation Cost Amount	What are your household's average monthly transportation costs including car payments, insurance, gas, repairs, parking, and public transportation?	Dollar amount in whole dollars N/A	63

Participant Education

Data Element	Question	Response Options	Manual Page
Highest Education Level Code	What is the highest grade level or educational degree that you completed?	0 = No schooling completed, Nursery school, or Kindergarten. 1 - Grade 1 through 11. 11 = 12 th grade, no diploma. 12 = High school diploma. 13 = GED or alternative credential. 14 = Less than 1 year of college credit. 15 = 1 or more years of college credit, no degree. 16 = Associate's degree. 17 = Bachelor's degree. 18 = Master's degree. 19 = Professional degree (e.g., MD, DDS, DVM, LLB, JD). 20 = Doctorate degree 21 = Individual refused. 88 = Individual does not know. 99 = N/A	67

Data Element	Question	Response Options	Manual Page
License or Certificate Attainment Code	Did you attain a vocational or occupational license or certificate while receiving grant services?	1 = Occupational skills license. 2 = Occupational skills certificate. 3 = Other license or certificate recognized by state. 4 = Individual did not attain a license or certificate. 88 = Individual refused. 99 = Individual does not know. N/A	68
Degree Attainment Code	Did you attain an educational degree while receiving grant services and what type of degree?	1 = High school diploma/GED. 2 = AA or AS diploma. 3 = BA or BS diploma. 4 = Other degree. 5 = No degree attained. 88 = Individual refused. 99 = Individual does not know. N/A	69
Adult Basic Education Service Code	Did the Participant receive adult basic education services?	1 = Received service directly through the grant. 2 = Received service through grant-facilitated referral. 3 = Both 1 and 2. N/A	70
ESL Class Service Code	Did the Participant receive English as a second language instruction?	1 = Received service directly through the grant. 2 = Received service through grant-facilitated referral. 3 = Both 1 and 2. N/A	71

Data Element	Question	Response Options	Manual Page
Conflict Resolution Service Code	Did the Participant receive conflict resolution services?	1 = Received service directly through the grant. 2 = Received service through grant-facilitated referral. 3 = Both 1 and 2. N/A	72
Housing Retention Service Code	Did the Participant receive housing retention assistance services?	1 = Received service directly through the grant. 2 = Received service through grant-facilitated referral. 3 = Both 1 and 2. N/A	73
Household Skills/Life Skills Service Code	Did the Participant receive household or life skills training and education?	1 = Received service directly through the grant. 2 = Received service through grant-facilitated referral. 3 = Both 1 and 2. N/A	74
3 to 5 Years Childhood Education Service Code	Did the Participant receive services to obtain early childhood education?	1 = Received service directly through the grant. 2 = Received service through grant-facilitated referral. 3 = Both 1 and 2. 4 = Household has children aged 3-5 years and did not receive child care services. 5 = No children in the household aged 3-5 years. N/A	76
Enrollment in Educational or Vocational Program	Is the Participant currently enrolled in an educational or vocational program?	1 = Individual is enrolled in educational training. 2 = Individual is enrolled in vocational training. 3 = Not enrolled in educational or vocational training. N/A	77

Data Element	Question	Response Options	Manual Page
Service Coordination Service Code	Did the Participant receive service coordination assistance?	1 = Received service directly through the grant. 2 = Received service through grant-facilitated referral. 3 = Both 1 and 2. N/A	78
High School/GED Preparation Service Code	Did the Participant participate in an organized high school study program or GED program?	1 = Received service directly through the grant. 2 = Received service through grant-facilitated referral. 3 = Both 1 and 2. N/A	79
Post-Secondary/College Education Service Code	Is the Participant applying to attend or attending a post-secondary school or college?	1 = Received service directly through the grant. 2 = Received service through grant-facilitated referral. 3 = Both 1 and 2. N/A	80

Participant Health

Data Element	Question	Response Options	Manual Page
Disability Status Code	Did a physician, Medicaid, or other authority determine you are disabled?	1 = Yes, individual indicates a disability as defined in ADA. 2 = No, individual indicates no disability as defined by ADA. 88 = Individual refused. 99 = Individual does not know. N/A	84
Disability Category Code	What types of disabilities do you have?	1 = Impairment is primarily physical, including mobility and sensory impairments. 2 = Impairment is primarily mental, including cognitive and learning impairments. 3 = Impairment is both physical and mental. 88 = Individual refused. 99 = Individual does not know. N/A	85
Supplemental Nutrition Assistance Program (SNAP) Code	Do you receive Supplemental Nutrition Assistance Program benefits?	1 = Yes 2 = No 88 = Individual refused. 99 = Individual does not know. N/A	87
Temporary Assistance to Needy Family (TANF) Code	Do you receive Temporary Assistance to Needy Family benefits?	1 = Yes 2 = No 88 = Individual refused. 99 = Individual does not know. N/A	88

Data Element	Question	Response Options	Manual Page
		1 = The individual is being treated for substance abuse or dependence. 2 = The individual is not being treated for substance abuse or dependence, but did receive treatment in past 12 months. 3 = The individual was not treated for substance abuse or dependence in past 12 months, but did receive such treatment over a year ago. 4 = The individual never received treatment for substance abuse or dependence. 88 = Individual refused. 99 = Individual does not know. N/A	
Substance Abuse Treatment Code	Are you currently being treated for substance abuse or have you been treated for substance abuse in the last twelve (12) months?		89
Activities of Daily Living (ADL) Count	How many activities of daily living are you unable to perform?	Number N/A	90
Instrumental Activities of Daily Living (IADL) Count	How many instrumental activities of daily living are you unable to perform?	Number N/A	91
Primary Health Care Provider Code	Have you completed an appointment with a doctor, nurse practitioner or physician's assistant in the prior three (3) years?	1 = Yes 2 = No 88 = Individual refused. 99 = Individual does not know. N/A	92

Data Element	Question	Response Options	Manual Page
Health Coverage Code	Do you have health insurance and if yes, what organization provides the insurance?	1 = Yes, covered through employer or union (current or former).	93
		2 = Yes, purchased insurance from insurance company.	
		3 = Medicare.	
		4 = Medicaid/Medical Assistance.	
		5 = TRICARE or other military health care.	
		6 = VA health care.	
		7 = Indian Health Service.	
		8 = Other health insurance or health coverage plan.	
		9 = No coverage.	
		88 = Individual refused.	
		99 = Individual does not know.	
		N/A	
Medical Examination Status Code	Did you receive a routine medical examination by a health care provider in the prior twelve (12) months?	1 = Yes 2 = No 88 = Individual refused. 99 = Individual does not know. N/A	94
Adult Personal Assistance Service Code	Did Participant receive ADL or IADL services from a non-residential facility?	1 = Received service directly through the grant. 2 = Received service through grant-facilitated referral. 3 = Both 1 and 2. N/A	101
Medical Care Service Code	Did the referred Participant receive medical or health care services?	1 = Received service directly through the grant. 2 = Did not receive service. N/A	102

Data Element	Question	Response Options	Manual Page
Mental Health Service Code	Did the Participant receive mental health services?	1 = Received service directly through the grant. 2 = Did not receive service. N/A	103
Substance Abuse Service Code	Did Participant receive substance abuse services?	1 = Received service directly through the grant. 2 = Received service through grant-facilitated referral. 3 = Both 1 and 2. N/A	104
Disability Requires Assistance Code	Are you disabled and do you require activities of daily living services?	1 = The disabled individual requires services to manage home activities. 2 = The disabled individual does not require services for home management. 3 = The disabled individual was not assessed for this criteria 88 = Individual refused. 99 = Individual does not know. N/A	105

Participant Housing

Data Element	Question	Response Options	Manual Page
Residence Census Tract	What is the address where you live?	Census Tract Number N/A	110
Hard to House Code	Is the Participant a high risk to house?	1 = Head of household has lived in public housing for more than 10 years. 2 = Head of household does not have a high-school diploma or GED. 3 = Three or more minors in the household. 4 = One or more household members has a criminal record. 5 = The head of household is not disabled, but one or more other household members is disabled. 6 = The head of household is a single, elderly adult who is the primary caregiver for one or more children. 88 = Individual refused. 99 = Individual does not know. N/A	111
Needs Assessment Service Code	Did the Participant receive a housing and supportive services assessment?	1 = Received service directly through the grant. 2 = Received service through grant-facilitated referral. 3 = Both 1 and 2. N/A	120
Transportation Assistance Service Code	Did Participant receive transportation services?	1 = Received service directly through the grant. 2 = Received service through grant-facilitated referral. 3 = Both 1 and 2. N/A	126

Data Element	Question	Response Options	Manual Page
Years in Subsidized Housing Number	How many years did you spend in subsidized housing?	Number of years N/A	127
Opportunity Area Census Tract	Does the Participant live in an opportunity area according to the community's FHEA?	1 = Yes 2 = No N/A	128