

QRG – Non Cash Benefits, Data Incongruency

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WHAT IS A QRG – QRG stands for **Quick Reference Guide**. Quick Reference Guides are short 1-8 page documents that provide concise practical information and advice on specific topics. Sometimes known as “cheat sheets” quick reference guides are designed for users who know the material or task but need something in front of them to remind them of the steps.

WHO THIS GUIDE IS FOR – For Case Managers or other HMIS users who add, update or report on HMIS data.

WHERE ARE NON CASH BENEFITS IN HMIS

The fields for *Non Cash Benefits* are included in **HUD Assessments : Program Data** in the section *Non-Cash Benefits from Any Source*.

The screenshot shows a web-based form titled "HUD Program Data". At the top, there is a blue header with the text "HUD Program Data". Below the header, there is a section for "Assessment" with a dropdown menu showing "3/20/2019 - Annual". The main content area is divided into sections. The section "Non-Cash Benefits from Any Source" is highlighted with a green rectangular box. This section contains two dropdown menus: "Non Cash Benefit" and "Non Cash Benefits List". The "Non Cash Benefits List" dropdown is currently set to "Choose Options...". Below this section is another section titled "Health Insurance" with a dropdown menu for "Covered by Health Insurance" set to "Yes". At the bottom right of the form, there are "Save" and "Cancel" buttons.

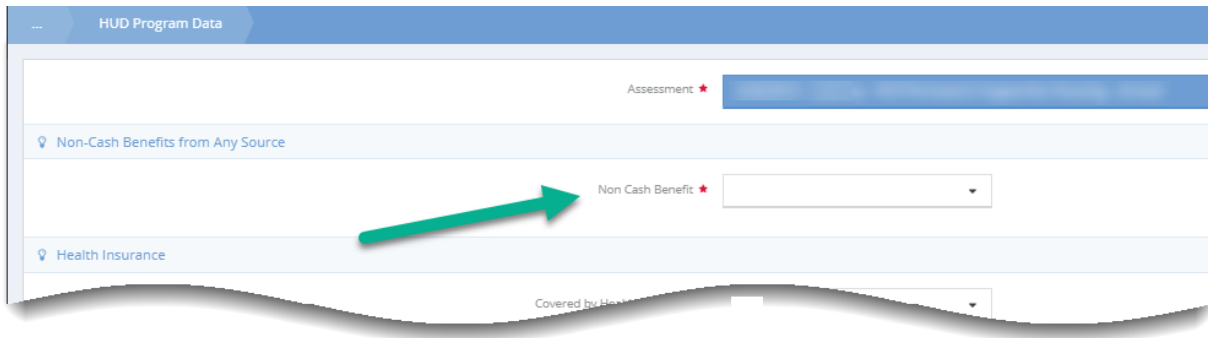
HOW TO COMPLETE THE NON CASH BENEFITS FIELDS

This data is comprised of two parts:

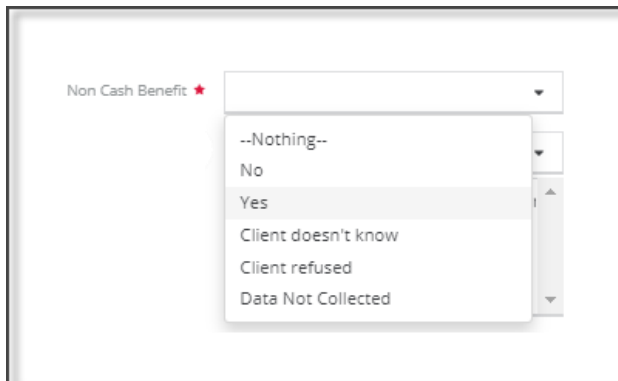
1. Non Cash Benefit
2. Non Cash Benefit List

To maintain data congruency, you must always complete both parts with consistent responses.

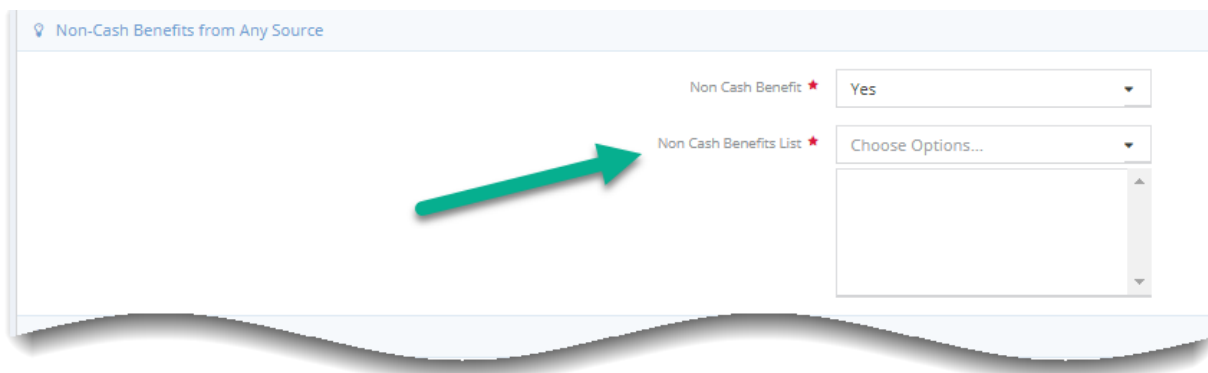
The very first time the HUD Program Data section appears for your client only the first part *Non Cash Benefit* appears



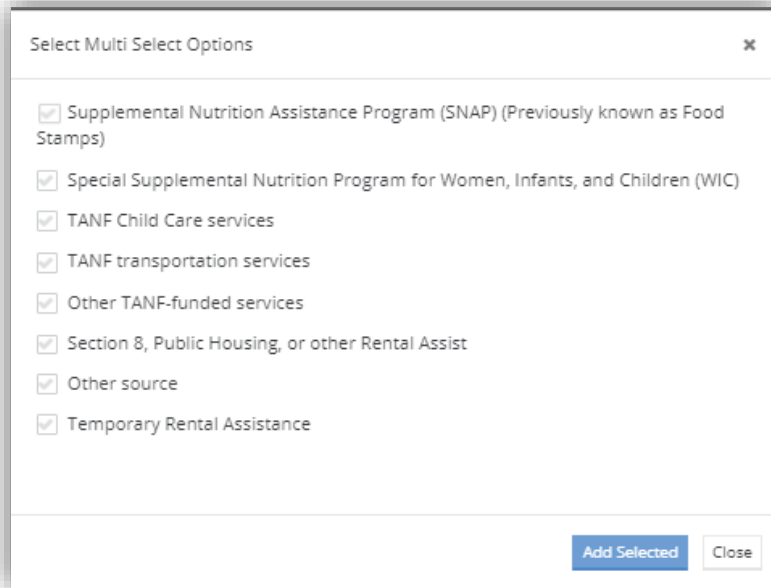
Since it is a required field you must select from the following options



If you select **Yes** than an additional field *Non Cash Benefit List* appears (part 2). All other responses will not cause the part 2 field to appear.



You may choose as many options as required for *Non Cash Benefit List*. Simply click on the desired checkboxes and [Add Selected](#)



The screenshot shows a dialog box titled "Select Multi Select Options" with a close button (X) in the top right corner. The dialog contains a list of nine items, each with a checked checkbox:

- Supplemental Nutrition Assistance Program (SNAP) (Previously known as Food Stamps)
- Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)
- TANF Child Care services
- TANF transportation services
- Other TANF-funded services
- Section 8, Public Housing, or other Rental Assist
- Other source
- Temporary Rental Assistance

At the bottom right of the dialog, there are two buttons: "Add Selected" (highlighted in blue) and "Close".