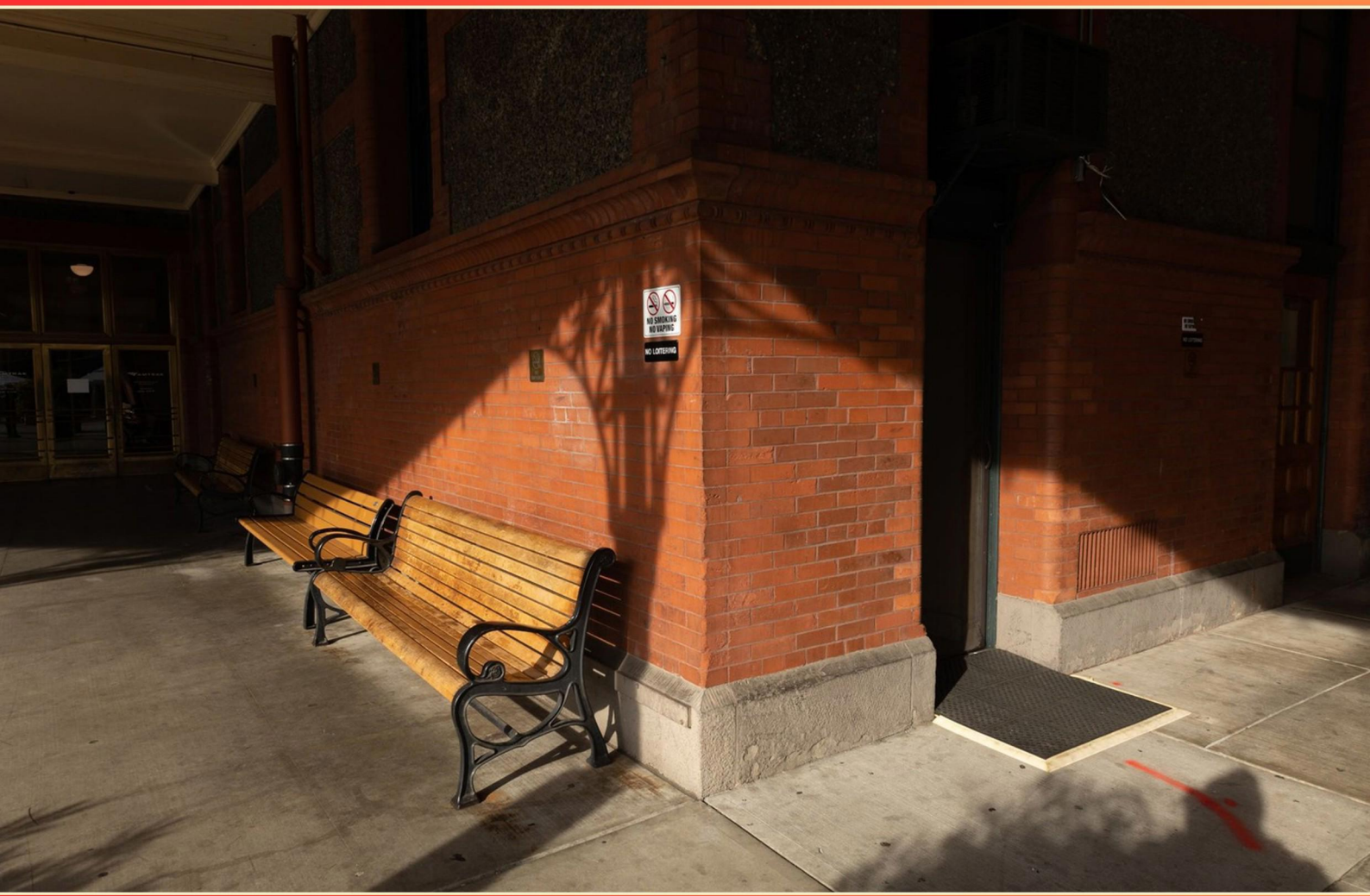
HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS) PRACTICE TEST (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

VISIT US ONLINE FOR THE FULL VERSION STUDY GUIDE

https://hmis.examzify.com

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Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

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How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 – 45 minutes). Review a handful of questions, reflect on the explanations.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

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Questions

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1. What are Report Library reports and who created them?

A. They are reports created exclusively by external vendors and are not part of the HMIS package

B. They are HMIS reports built by the software vendor and are part of the software package (canned reports)

C. They are custom reports saved by agency administrators

D. They are ad-hoc reports that vanish after use

2. Which component would you use to submit or view program openings?

A. Pending

B. Availability

C. Openings

D. Referrals

3. Under which tab can you view, edit, or delete previous openings forms?

A. Pending

B. Availability

C. Openings

D. Referrals

4. The statement 'Once a program/project is built in HMIS, the only way to make changes is to completely shut it down and start over' is:

A. True

B. False

C. Sometimes

D. Not sure.

5. Rental Assistance should be recorded when?

A. Only at initial enrollment

B. Every time your program provides rental assistance

C. Only when contracts end

D. Never

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6. What is the primary purpose of HMIS?

A. A management tool for housing authorities only.

B. A HUD-compliant database to capture demographic information, program enrollments, and services for participants experiencing homelessness or at risk.

C. A financial accounting system for shelters.

D. A marketing database for social services.

7. Which statement about ROI reports is accurate?

A. The ROI NEEDED: Minor Documentation Error report identifies minor clients whose ROIs are incorrect or missing.

B. They track ROI across all agencies globally.

C. They are not related to staff access.

D. They are updated weekly.

8. If a new client has an active enrollment in another program, what should you do?

A. All of the provided answers

B. Do nothing

C. Deactivate old enrollment immediately

D. Create a new enrollment for the client

9. Which method should be used to add new household members to an existing program enrollment?

A. Through the Program Head of Household enrollment by either toggling on additional members or using the Plus Sign next to Program Members in the enrollment

B. They must be added by creating a new enrollment for each new member

C. They cannot be added after initial enrollment

D. They must be added by emailing the Program Head of Household

10. The Shelter Survey with a person seeking shelter has been completed. What should you do next?

A. Contact the Coordinated Entry System Department.

B. Schedule a follow-up survey with the same client next week.

C. Notify the shelter manager and stop processing.

D. Refer the client to a private service provider.

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Answers

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1. B
2. B
3. B
4. B
5. B
6. B
7. A
8. A
9. A
10. A

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Explanations

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1. What are Report Library reports and who created them?

A. They are reports created exclusively by external vendors and are not part of the HMIS package

B. They are HMIS reports built by the software vendor and are part of the software package (canned reports)

C. They are custom reports saved by agency administrators

D. They are ad-hoc reports that vanish after use

Report Library reports are pre-built, standardized reports included with the HMIS software package, created by the software vendor. They arrive ready-to-use as canned reports, designed to meet common reporting needs and HUD requirements, and are part of the system rather than something created ad hoc by each agency. Agencies can run these reports directly from the library and rely on their definitions and formatting being consistent across the software. This is why the other options don't fit: reports created exclusively by external vendors aren't the norm because these are bundled with the HMIS package; custom reports saved by agency administrators are user-made, not vendor-built Library reports; and ad-hoc reports that vanish after use don't describe the persistent, vendor-provided Library collection.

2. Which component would you use to submit or view program openings?

A. Pending

B. Availability

C. Openings

D. Referrals

The concept here is understanding how HMIS organizes information about program capacity. The Availability component is specifically designed to track spaces and vacancies across programs, so it's where you submit current openings and view what's available. It acts as the central place to publish and check openings, making it the right tool to manage program capacity for referrals and placements. Pending isn't about program openings; it relates to items awaiting action. Referrals deal with sending clients to programs, not listing or viewing openings. Openings by itself isn't a standard HMIS component for managing capacity across programs, whereas Availability is built for this purpose.

3. Under which tab can you view, edit, or delete previous openings forms?

A. Pending

B. Availability

C. Openings

D. Referrals

The Availability tab is where you manage openings, including viewing, editing, and deleting previous openings forms. This area serves as the central hub for all resource openings, showing you both current and past entries so you can keep the data accurate. By selecting a record in Availability, you can update details such as dates, counts, or eligibility criteria to reflect what's actually available, or remove entries that are no longer valid. This helps ensure reports and staff workflows are based on up-to-date information when matching clients with openings. Other sections handle different parts of the process: Pending is for forms awaiting action, Referrals focus on routing clients to services, and the Openings area typically lists current openings but isn't the dedicated place to manage and clean up all historical openings forms.

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4. The statement 'Once a program/project is built in HMIS, the only way to make changes is to completely shut it down and start over' is:

A. True

B. False

C. Sometimes

D. Not sure.

In HMIS, you can implement updates to a program or project without starting from scratch. HMIS systems are designed to support changes through configuration and controlled deployments rather than a full rebuild. You can adjust data collection fields, forms, workflows, user rules, and reporting logic in place, often first in a test or staging environment, then rolled out to production with a planned upgrade window. If something doesn't go as planned, you can roll back to a previous version using the system's audit trails and versioning. While some extensive structural changes might require more downtime or careful planning, the blanket idea that changes must force a complete shutdown and rebuild isn't accurate.

5. Rental Assistance should be recorded when?

A. Only at initial enrollment

B. Every time your program provides rental assistance

C. Only when contracts end

D. Never

Recording rental assistance whenever it is provided ensures HMIS reflects every instance of help a household receives. Each time a program pays or arranges rental support—such as rent payments, security deposits, back arrears, or ongoing subsidies—the service should be entered with dates, amounts, and type. This keeps the client's service history complete and accurate, which is necessary for reporting outcomes and for funding accountability. If you record only at initial enrollment, ongoing assistance would be missing from the record, creating gaps in utilization and misrepresenting the level of support. Recording only when contracts end would likewise miss the periods in between. Therefore, document rental assistance every time it is provided.

6. What is the primary purpose of HMIS?

A. A management tool for housing authorities only.

B. A HUD-compliant database to capture demographic information, program enrollments, and services for participants experiencing homelessness or at risk.

C. A financial accounting system for shelters.

D. A marketing database for social services.

HMIS is a HUD-compliant, client-centered information system used by homeless service providers to collect and manage data about individuals and families experiencing homelessness or at risk. Its main purpose is to capture standardized information on demographics, program enrollments, and the services people receive, in a way that can be shared across multiple agencies. This enables coordinated care, better planning, and the ability to measure outcomes for the system as a whole. Because the data are standardized and privacy-protected under HUD rules, agencies can generate reports for accountability, funding requirements, and continuous improvement. HMIS is designed for the people served, not as a financial ledger or a marketing database, and it isn't limited to housing authorities alone; it connects a network of shelters, transitional housing, rapid rehousing programs, and service providers to track progress and improve service delivery.

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7. Which statement about ROI reports is accurate?

A. The ROI NEEDED: Minor Documentation Error report identifies minor clients whose ROIs are incorrect or missing.

B. They track ROI across all agencies globally.

C. They are not related to staff access.

D. They are updated weekly.

ROI reports in HMIS focus on Release of Information documentation that governs data sharing. They help ensure every client's consent is current and properly recorded, so staff can share information with authorized agencies. The statement about an ROI NEEDED: Minor Documentation Error report fits this purpose because it flags clients whose ROI records are incomplete or have small mistakes, allowing staff to correct them promptly. This is exactly how the system maintains compliant and accessible data sharing by calling attention to the precise documentation gaps that need fixing. The other ideas don't align with how ROI reporting works: ROI tracking isn't a global, across-all-agencies view; ROI status directly relates to who staff can share data with and what they can access; and ROI reports aren't tied to a fixed weekly update schedule, but are generated as needed by administrators.

8. If a new client has an active enrollment in another program, what should you do?

A. All of the provided answers

B. Do nothing

C. Deactivate old enrollment immediately

D. Create a new enrollment for the client

Handling enrollments across programs in HMIS requires treating each program involvement as its own record. When a new client already has an active enrollment in another program, you should create a new enrollment for the client in the new program so that services, funding, and outcomes for that program are tracked separately and accurately. Do not ignore the new program by doing nothing, because that would fail to document current participation. Do not deactivate the old enrollment immediately; keeping the old enrollment active until the client exits that program preserves historical data and aligns with transfer or exit events. In short, add a new enrollment for the new program and update statuses only as appropriate for transfers or exits, rather than prematurely ending prior enrollments.

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9. Which method should be used to add new household members to an existing program enrollment?

A. Through the Program Head of Household enrollment by either toggling on additional members or using the Plus Sign next to Program Members in the enrollment

B. They must be added by creating a new enrollment for each new member

C. They cannot be added after initial enrollment

D. They must be added by emailing the Program Head of Household

When updating who is in a household, make the change directly in the existing enrollment's household roster. In the head-of-household enrollment, you can add new members by turning them on or by clicking the Plus Sign next to Program Members. This keeps all household members linked to the same enrollment record, preserving the relationships, eligibility periods, and service history so reporting stays accurate. Creating a new enrollment for each new member fragments data and can complicate tracking the household as a unit. After initial enrollment, you can and should update the roster as households change; emailing the program head isn't a functional method for updating the system.

10. The Shelter Survey with a person seeking shelter has been completed. What should you do next?

A. Contact the Coordinated Entry System Department.

B. Schedule a follow-up survey with the same client next week.

C. Notify the shelter manager and stop processing.

D. Refer the client to a private service provider.

When someone has completed the Shelter Survey, the next step is to move their information into the Coordinated Entry System so they can be considered for shelter and housing resources. The Coordinated Entry System is the centralized process used to assess eligibility, prioritize need, and match people to available shelters and housing programs. By contacting the Coordinated Entry System Department and submitting the completed survey, you ensure the client is entered into HMIS/CES workflows and can be referred appropriately. Scheduling a follow-up survey can happen later if updates are needed, but it doesn't advance access to resources. Notifying the shelter manager and stopping processing halts support, which isn't appropriate at this stage. Referring to a private provider bypasses the standardized CES process, which is designed to coordinate access to limited shelter and housing resources.

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Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

https://hmis.examzify.com

We wish you the very best on your exam journey. You've got this!

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