Homeless Management Information System (HMIS) Practice Test (Sample)

Study Guide

BY EXAMZIFY

Everything you need from our exam experts!

Sample study guide. For the full version with hundreds of questions, visit:
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Table of Contents

Copyright 1
Table of Contents 2
Introduction 3
How to Use This Guide 4
Questions 5
Answers 8
Explanations 10
Next Steps 16

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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. **Which ROI report would identify not-audit-friendly ROIs?**
   - A. ROI NEEDED: Aged into Adulthood
   - B. ROI NEEDED: Minor Documentation Error
   - C. ROI NEEDED: Not Audit Friendly
   - D. ROI NEEDED: Missing

2. **Where is the Assessment Tab located in a client's HMIS record?**
   - A. On the client's record.
   - B. In the main navigation.
   - C. In the Settings page.
   - D. Not available to view.

3. **What is the term used for HMIS reports built by the software vendor?**
   - A. Data Quality Reports
   - B. Public Alert Notices
   - C. Custom Reports
   - D. Report Library reports

4. **You are working with a couple, only one meets criteria of being at higher risk. Do you need to conduct the assessment with both for shelter together?**
   - A. Yes, both individuals must be assessed to be referred together.
   - B. No, you only need to conduct the assessment with the person who meets the criteria; the other person may accompany them.
   - C. No, neither needs to be assessed if one is at higher risk.
   - D. Only the non-at-risk partner must be assessed.

5. **The Move-In Date and Rental Assistance entries are recorded on which HMIS screen?**
   - A. Client Profile screen
   - B. Program Enrollment screen
   - C. Financial Ledger screen
   - D. Referrals screen

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6. **Which report would you use to examine program outcomes such as exit destinations and income outcomes for the last fiscal year?**
   - **A. GNRL-106 Program Roster**
   - **B. HUDX-225 HMIS Data Quality Report**
   - **C. OUTS-101 Program Outcome Measures**
   - **D. HSNG-200 Current Housing Availability**

7. **How do you access the Reports section in HMIS?**
   - **A. Go to the launch pad (nine dot, square box to the left of your name), then click on Reports**
   - **B. Click on the Reports tab in the main navigation bar**
   - **C. Open the settings menu and select Reports**
   - **D. Use the quick search to type Reports and open results**

8. **Are permanent housing projects (PSH and RRH) required to have access to the Rehousing Needs Assessment?**
   - **A. Yes, it is mandatory for PSH and RRH.**
   - **B. No, it is not mandatory for any project type, but may help.**
   - **C. Only for RRH.**
   - **D. Only for PSH.**

9. **After completing the Rehousing Needs Assessment, what should you do next?**
   - **A. File it away for reporting only.**
   - **B. Use it as a case management tool to direct work with the client.**
   - **C. Share it publicly in the agency.**
   - **D. Discard it after reporting.**

10. **If you do not see the Self-Sufficiency Matrix tool under the Assessment tab, what should you do?**
   - **A. Consult with your Program Manager to determine usefulness; then contact HMIS Team to add.**
   - **B. Assume it is not needed and continue.**
   - **C. Replace it with a different tool.**
   - **D. Delete any note about it.**

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Answers

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

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Explanations

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1. Which ROI report would identify not-audit-friendly ROIs?

A. ROI NEEDED: Aged into Adulthood

B. ROI NEEDED: Minor Documentation Error

C. ROI NEEDED: Not Audit Friendly

D. ROI NEEDED: Missing

The task is to find the report that shows which ROIs would not pass an audit. A report whose purpose is to flag audit readiness is the one that directly identifies not-audit-friendly ROIs. The option that explicitly indicates "Not Audit Friendly" is designed to surface items that would fail an audit, such as missing required fields, improper consent, or data that doesn't meet audit standards. The other options describe issues that aren't specifically about audit readiness—one mentions dating or aging, another notes a minor documentation error, and another signals missing information in a general sense—so they don't directly pinpoint ROIs that would be not audit friendly. Therefore, the report labeled Not Audit Friendly is the best fit for identifying not-audit-friendly ROIs.

2. Where is the Assessment Tab located in a client's HMIS record?

A. On the client's record.

B. In the main navigation.

C. In the Settings page.

D. Not available to view.

In HMIS, assessments are tied to the individual client and live inside that client's record, so you locate the Assessment tab on the client's file. Keeping assessment data in the client record makes it easy to track intake, updates, and current service needs in one place for the staff who work with that person. The main navigation is for system-wide areas, not per-client data, and the Settings page is for configuration, not client-specific information. With proper permissions, staff view and update these assessments directly within the client's record, not in a separate or hidden area.

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3. What is the term used for HMIS reports built by the software vendor?

A. Data Quality Reports

B. Public Alert Notices

C. Custom Reports

D. Report Library reports

Vendor-built, out-of-the-box reports live in the Report Library. These are pre-designed by the HMIS software vendor and stored in a centralized library so agencies can run standard reports without creating them from scratch. This distinguishes them from custom reports, which agencies build themselves for specific needs, and from data quality reports or public alert notices, which cover different topics (data integrity checks and client communications, respectively). So, the term for reports created by the vendor is Report Library reports.

4. **You are working with a couple, only one meets criteria of being at higher risk. Do you need to conduct the assessment with both for shelter together?**

   A. **Yes, both individuals must be assessed to be referred together.**

   B. **No, you only need to conduct the assessment with the person who meets the criteria; the other person may accompany them.**

   C. **No, neither needs to be assessed if one is at higher risk.**

   D. **Only the non-at-risk partner must be assessed.**

When one person in a couple meets the high-risk criteria, the intake focus is on that individual's safety and service needs. You conduct the assessment with the at-risk person to determine immediate risks, eligibility for shelter, and the appropriate referrals. The other partner can accompany for support, but a full assessment of both is not required unless the second person also meets risk criteria or asks for services. This keeps data collection focused and respects privacy while still ensuring the person at risk gets what they need. If the partner reveals their own needs or risk factors, you can assess or refer them as appropriate.

5. **The Move-In Date and Rental Assistance entries are recorded on which HMIS screen?**

   A. **Client Profile screen**

   B. **Program Enrollment screen**

   C. **Financial Ledger screen**

   D. **Referrals screen**

Move-In Date and Rental Assistance are tied to a client's participation in a specific housing program, not to general client data or financial transactions. When a client enrolls in a program, the system records the date they moved into the housing as the Move-In Date and tracks any rental assistance associated with that enrollment. The Program Enrollment screen is designed to capture these program-specific details and funding tied to that particular enrollment, making it the appropriate place for both items. Client Profile holds demographics and identifiers, not program-specific dates or funding. Financial Ledger records monetary transactions and financial activity, not program participation details. Referrals track connections to external services, not housing move-ins or subsidies tied to a program.

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6. Which report would you use to examine program outcomes such as exit destinations and income outcomes for the last fiscal year?

A. GNRL-106 Program Roster

B. HUDX-225 HMIS Data Quality Report

C. OUTS-101 Program Outcome Measures

D. HSNG-200 Current Housing Availability

Understanding program outcomes is essential for evaluating how clients move through and benefit from programs. When you want to examine results like where clients go after exiting a program and changes in their income, you need a report that is built to measure those outcomes across participants and over a defined period. The Program Outcome Measures report is designed for that purpose. It specifically tracks exit destinations and income-related outcomes, and you can set the reporting period to cover the last fiscal year to capture all relevant data for that entire period. Other reports serve different needs: a program roster shows who was served but not how they fared after exit; a data quality report focuses on the accuracy and completeness of data rather than outcomes; and a current housing availability report shows housing stock and availability rather than client outcomes. So for analyzing whether clients achieved specific outcomes during the last fiscal year, the Program Outcome Measures report is the best fit.

7. How do you access the Reports section in HMIS?

A. Go to the launch pad (nine dot, square box to the left of your name), then click on Reports

B. Click on the Reports tab in the main navigation bar

C. Open the settings menu and select Reports

D. Use the quick search to type Reports and open results

Accessing Reports through the launch pad is how HMIS surfaces major modules in a consistent, central place. The launch pad, shown as a nine-dot grid or square box beside your name, acts as the gateway to key areas, and Reports is one of the options you open from that hub. This path is reliable across sessions and user roles because it uses the system's primary navigation entry point. Other routes can be less dependable. The Reports tab in the main navigation bar may not exist in all HMIS versions, so relying on it could miss where Reports lives in your setup. The settings menu is mainly for configuration rather than accessing standard reports. Quick search might locate a report, but it isn't the designed navigation path and can bypass proper permissions or organization of the Reports section. Using the launch pad to open Reports ensures you're following the standard, permission-aware access method.

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8. Are permanent housing projects (PSH and RRH) required to have access to the Rehousing Needs Assessment?

A. Yes, it is mandatory for PSH and RRH.

B. No, it is not mandatory for any project type, but may help.

C. Only for RRH.

D. Only for PSH.

The main idea is that access to the Rehousing Needs Assessment is not a requirement for permanent housing projects. Both Permanent Supportive Housing and Rapid Re-Housing operate under their own eligibility and data processes, and while having the assessment available can guide planning, inform referrals, and illuminate a client’s rehousing needs, it isn’t mandated for either type of project. This is why the correct choice says it’s not mandatory for any project type, but may be helpful. Saying it’s mandatory for all would be inaccurate, and claiming it’s mandatory for only one type would also misstate the policy. If your agency has access to the Rehousing Needs Assessment, using it can enhance understanding and coordination, but it’s not a requirement to run PSH or RRH programs.

9. After completing the Rehousing Needs Assessment, what should you do next?

A. File it away for reporting only.

B. Use it as a case management tool to direct work with the client.

C. Share it publicly in the agency.

D. Discard it after reporting.

The key idea is to treat the Rehousing Needs Assessment as a live plan for action, not just a record. After it's completed, you use it as a case management tool to direct work with the client. The assessment captures the client’s housing needs, barriers, resources, and preferences, so you translate that into a targeted action plan with specific referrals, services, and steps the client and the case manager will take together. This makes the information actionable: it guides housing options, subsidies, landlord outreach, and coordinating supports, all with clear timelines and follow-ups. It should be integrated into the client’s service plan and updated as situations change, while remaining confidential and kept in the client’s file. It’s not merely for filing or disposal, and it isn’t appropriate to share publicly, since the goal is to drive the client’s path to housing.

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10. If you do not see the Self-Sufficiency Matrix tool under the Assessment tab, what should you do?

A. Consult with your Program Manager to determine usefulness; then contact HMIS Team to add.

B. Assume it is not needed and continue.

C. Replace it with a different tool.

D. Delete any note about it.

When the Self-Sufficiency Matrix tool isn't visible in the Assessment tab, the right next step is to involve the program leadership and the HMIS administrators. Start by checking with the Program Manager to confirm whether this tool should be used for the program and whether there are policy or configuration reasons it isn't shown. If the PM indicates it should be used, contact the HMIS Team so they can enable or add the Self-Sufficiency Matrix to the system. Tools like this are typically controlled through system configuration and require admin action to display. This helps ensure you're following program requirements and using the system correctly, rather than assuming it's unnecessary or attempting to substitute or delete items.

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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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