

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



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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THE FULL VERSION STUDY GUIDE**

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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.

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!

Questions

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- 1. You can exit the Program Head of Household from an enrollment and keep the other Household members in the program enrollment.**
 - A. True
 - B. False
 - C. Only if the new Head of Household is designated
 - D. Not applicable to all programs
- 2. Which tab should you use to request a referral or view your openings you have submitted?**
 - A. Pending
 - B. Availability
 - C. Openings
 - D. Referrals
- 3. Which department makes referrals to participating housing/sheltering programs?**
 - A. Coordinated Entry (CE) Department
 - B. Housing Services
 - C. Data Management
 - D. Program Operations
- 4. What is a recommended first step when troubleshooting observed glitches or errors in HMIS?**
 - A. Clear your browser cache, reload the page, and log back in
 - B. Update HMIS to the latest version
 - C. Reinstall the operating system
 - D. Contact HMIS Team immediately without trying anything else
- 5. Which statement best captures the overall HMIS update policy?**
 - A. Rebuilding is the only way to make changes
 - B. Updates must be approved by external regulatory bodies
 - C. An external governance board must approve updates
 - D. The HMIS Team can assist with updates and may request a review to ensure accuracy

- 6. Where can you update your HMIS account settings?**
- A. Bubble with your initials on the top right
 - B. Settings under the left navigation
 - C. Profile tab at the bottom
 - D. Admin Console
- 7. How do you add/edit/remove services offered by your project/agency?**
- A. Contact the HMIS Team via email at HMIS@sacstepsforward.org to let the team know that your program's services need to be revised, then provide a detailed explanation of which ones need to be revised and how you would like for them to be formatted.
 - B. Use a self-service portal to modify services offered by your project/agency.
 - C. Call the HMIS Team and leave a voicemail with changes.
 - D. Services offered cannot be updated once the project is created.
- 8. Which statement best describes potential assessments under the Assessments Tab?**
- A. Only one type of assessment exists.
 - B. The available assessments vary depending on the agency's needs.
 - C. No assessments are ever listed.
 - D. The Assessments Tab is not used.
- 9. Which of the following is a standard HMIS data element that must be collected?**
- A. Program Entry screen
 - B. Move-In Date
 - C. Housed with...
 - D. Current Living Situation assessment
- 10. If you are about to conduct a VI-SPDAT for a 24-year-old with a 2-year-old child, which VI-SPDAT variant do you use?**
- A. VI-SPDAT for Individuals
 - B. VI-F-SPDAT Prescreen for Families
 - C. VI-SPDAT Prescreen for Couples
 - D. VI-SPDAT Prescreen for Veterans

Answers

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

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Explanations

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1. You can exit the Program Head of Household from an enrollment and keep the other Household members in the program enrollment.

A. True

B. False

C. Only if the new Head of Household is designated

D. Not applicable to all programs

In HMIS, the Head of Household is a designation used for reporting and coordination, not a live toggle that automatically ends the entire household's enrollment when removed. You can remove the Head of Household status from an enrollment while the other household members remain enrolled, so they can continue to receive services and be counted in the same enrollment. If needed, you can designate a new Head of Household from among the remaining members to maintain leadership for reporting, but keeping the other members enrolled is allowed even without immediately changing who holds that role. This is why the statement is true: exiting the Head of Household while keeping the rest of the household enrolled is permitted under HMIS practices.

2. Which tab should you use to request a referral or view your openings you have submitted?

A. Pending

B. Availability

C. Openings

D. Referrals

Availability is the place to find current program openings and request referrals from that list. It's designed for checking what spots are available and taking action directly there, so you can also see the referrals you've submitted for those openings. Other tabs focus on different aspects of the workflow—Pending shows referrals awaiting action, Openings may list openings but not in the context of submitting referrals, and Referrals centers on managing referrals rather than browsing available openings. Using Availability aligns with the practical workflow of finding a spot and sending a referral in one streamlined view.

3. Which department makes referrals to participating housing/sheltering programs?

A. Coordinated Entry (CE) Department

B. Housing Services

C. Data Management

D. Program Operations

Referrals to participating housing and shelter programs are handled through Coordinated Entry. This centralized process assesses individuals, determines housing needs and priorities, and connects them to programs that participate in Coordinated Entry based on availability and eligibility. The goal is to provide fair, efficient access to housing across the system by routing referrals through one coordinated channel. Other departments have important roles but not the referral workflow across the whole network: Housing Services typically focuses on housing search support and client services, Data Management concentrates on collecting and maintaining data and reporting, and Program Operations handles the administration of programs themselves. None of these centralize the referral process across all participating programs the way Coordinated Entry does.

4. What is a recommended first step when troubleshooting observed glitches or errors in HMIS?

- A. Clear your browser cache, reload the page, and log back in**
- B. Update HMIS to the latest version
- C. Reinstall the operating system
- D. Contact HMIS Team immediately without trying anything else

When troubleshooting HMIS glitches, the first step should be to refresh the local browser environment. Clearing your browser cache, reloading the page, and logging back in targets common client-side problems caused by stale or corrupted cached files and cookies. This can reset the app's state, fetch fresh resources from the server, and often resolves many display or login issues without changing any system configurations. If the issue persists after these steps, then more involved actions can be considered, such as updating HMIS to the latest version or seeking support. Reinstalling the operating system is far more drastic and usually unnecessary for HMIS problems, and contacting the HMIS team immediately without trying basic fixes can delay resolution.

5. Which statement best captures the overall HMIS update policy?

- A. Rebuilding is the only way to make changes
- B. Updates must be approved by external regulatory bodies
- C. An external governance board must approve updates
- D. The HMIS Team can assist with updates and may request a review to ensure accuracy**

Updates to HMIS are managed through a collaborative internal process led by the HMIS Team, with built-in checks to ensure accuracy. This means the team can guide and implement changes, and they can request a review whenever something needs verification before it goes live. That approach keeps updates happening efficiently while maintaining data quality, consistency, and proper documentation. Rebuilding everything or needing external approvals at every step would add unnecessary rigidity and delay, and external governance boards usually function as oversight rather than the gatekeepers for routine updates. Requiring approval from external regulatory bodies for ordinary updates isn't practical for day-to-day improvement, and an external board's involvement for every change would slow down the system without improving immediate accuracy. So the best approach is that the HMIS Team handles updates with internal support and can trigger a review to ensure accuracy, balancing timely improvements with data integrity and clear documentation.

6. Where can you update your HMIS account settings?

- A. Bubble with your initials on the top right**
- B. Settings under the left navigation
- C. Profile tab at the bottom
- D. Admin Console

Access to your own HMIS account settings is usually found in the top-right corner, in the bubble that displays your initials. This user menu is designed for personal account actions, so you can quickly update things like your password, contact details, notification preferences, and other individual settings without digging through system-wide options. The left navigation area labeled Settings is typically for organization-wide or administrative configuration, not personal account adjustments. A profile tab at the bottom may appear in some mobile layouts but isn't as universally accessible. The Admin Console is meant for administrators to manage users and global system settings, not for individual users updating their own accounts. So, the top-right initials bubble is the best place to update your HMIS account settings because it centralizes personal, user-specific options in one easy-to-find spot.

7. How do you add/edit/remove services offered by your project/agency?

- A. Contact the HMIS Team via email at HMIS@sacstepsforward.org to let the team know that your program's services need to be revised, then provide a detailed explanation of which ones need to be revised and how you would like for them to be formatted.**
- B. Use a self-service portal to modify services offered by your project/agency.
- C. Call the HMIS Team and leave a voicemail with changes.
- D. Services offered cannot be updated once the project is created.

Updates to the list of services your project offers are handled through the HMIS Team. You should email HMIS@sacstepsforward.org with a clear request that specifies exactly which services need to be added, edited, or removed and how you want them formatted. This centralized process ensures changes follow data standards, are documented, and are reflected consistently across the system for all screens and reports. Why this approach fits best: it provides an auditable trail of who requested the change and what was changed, and it allows the HMIS administrators to manage service codes, naming, and display formats so all agencies use the same terminology. This coordination prevents discrepancies in referrals, service matching, and reporting that could arise from ad hoc edits. Other methods don't provide the same level of governance or traceability, and some options (like a self-service portal or a voicemail) may not capture the necessary details or maintain a consistent, auditable catalog. And the idea that services can't be updated is incorrect—the catalog should evolve as programs and services change, just through the proper channel.

8. Which statement best describes potential assessments under the Assessments Tab?

- A. Only one type of assessment exists.
- B. The available assessments vary depending on the agency's needs.**
- C. No assessments are ever listed.
- D. The Assessments Tab is not used.

The key idea is that assessments in HMIS are configurable by each agency. The Assessments Tab shows the forms an agency has set up to support data collection, intake, and case planning. Because agencies have different programs, populations, and reporting needs, administrators enable and tailor a variety of assessment types. So the available assessments vary depending on how the agency configures the system, rather than being a fixed, universal set. The other statements don't fit because HMIS typically supports multiple assessment forms, there are usually items to list on the tab, and the tab is indeed used as part of the data collection workflow.

9. Which of the following is a standard HMIS data element that must be collected?

A. Program Entry screen

B. Move-In Date

C. Housed with...

D. Current Living Situation assessment

In HMIS, the moment a client enters a program is when the essential data needed to create and initialize their HMIS record are collected. This intake information is typically captured on the program entry screen, which is designed to record the key details required to start tracking the client's participation, services, and housing outcomes within the system. Because this screen represents the official entry point into the program's HMIS data, it is the standard place where mandatory data elements are entered and locked for the client's record. Move-In Date, Housed with..., and Current Living Situation assessment are important data points in many contexts, but they are not the universal, standard data elements that must be collected at the initial entry across all HMIS programs. They may be collected later or in specific circumstances, but the program entry screen is where the standardized intake data are gathered to establish the client's record from the outset.

10. If you are about to conduct a VI-SPDAT for a 24-year-old with a 2-year-old child, which VI-SPDAT variant do you use?

A. VI-SPDAT for Individuals

B. VI-F-SPDAT Prescreen for Families

C. VI-SPDAT Prescreen for Couples

D. VI-SPDAT Prescreen for Veterans

When a household includes dependents, you use the family-focused version of the VI-SPDAT. A 24-year-old parent with a 2-year-old child forms a family unit, so the VI-F-SPDAT Prescreen for Families is the appropriate choice. This variant is designed to gather information for all family members and address their combined housing needs, barriers, and supports, ensuring the entire family's situation is considered in prioritization and referrals. The other options are intended for single adults, couples, or veterans, whose scenarios don't match a parent with a child.

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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