**New Gender and Race Categories:**

**Gender:**

1. For HMIS participating programs, these fields will up date with what has been entered in HMIS. Your only job will be to make sure they are showing correctly.
2. For Non-HMIS participating programs, you will need to manually enter your numbers.
3. The top section represents the primary responses. The counts for these options should be equal to the total number of people served.
4. For example, if the total person count is 5, then the total number of genders entered in the top section should equal 5.
5. If you have anyone who identifies as ‘More Than One Gender’ then you will enter all their gender identifications in the lower section.
6. For example, if 4 people identify as ‘Woman’ then you would put a ‘4’ in that box in the top section. If 1 person identifies as ‘More Than One Gender’ then you would put a ‘1’ in that box so the top section = 5.

A screenshot of a survey

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1. The lower section is where you would enter a ‘1’ for each gender they identify as. This section must be at least 2 times the number entered in the ‘More Than One Gender’ box.
2. For example, if 1 person identifies more than one gender then there should be at least 2 genders selected in the lower section.

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Race/Ethnicity:

1. Race and Ethnicity has been combined. This means someone can identify either as just Hispanic/Latino or a combination including Hispanic/Latino or not include Hispanic Latino.
2. The total number of Race/Ethnicity should equal the total number of persons served. This includes those counted in the Multiples section.
3. If someone identifies as more than one Race/Ethnicity then enter those numbers in either of the ‘Multiple’ options provided.

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