

Data Elements for
Maryland’s Access to Counsel in Evictions and
Baltimore City’s Right to Counsel in Evictions programs
FY2025

Data Elements for Pre-Trial Intake

	Data Element	Proposed Field Responses	Notes
1	Client ID	Text	
2	ACE-CIS ID	Text	Only for cases that came through Coordinated Intake
3	Zip	5 digit zip code format (e.g, 10314)	This should be the zip code of the property at issue.
4	Client county of residence	Text	Formatted as “Baltimore County”, for example. “Baltimore City” should also be included.
5	Client gender	Male Female Non-Binary Other Unknown Prefer not to respond Not asked	
6	Client race/ethnicity	Asian or Pacific Islander African American or Black, not of Hispanic Origin Hispanic Multiracial American Indian or Alaskan White, not of Hispanic Origin Other Prefer not to respond Not asked	

7	Client age	Integer	
8	Client's primary language	English Spanish Chinese Other Prefer not to respond Not asked	
9	Does the client have limited English proficiency?	Yes No Not asked Prefer not to respond	Only ask if Q6 ≠ English.
10	Does client need translation / interpretation services?	Yes No Not asked Prefer not to respond	Only ask if Q7 = Yes.
11	Number of people 18 and over in household	0 1 2 3 4 5 More than 5	
12	Number of people under 18 in household	0 1 2 3 4 5 More than 5	
13	Total household income	Integer (no \$, no commas)	
14	Source of household income (select all that apply)	Income from their employment Income from another household member's employment Child support Alimony	

		Unemployment benefits Veterans benefits SSI or SSD Temporary Cash Assistance (TCA) Pension No income Other	
15	Were you aware of the Access to Counsel in Evictions program (or the availability of free legal assistance) before today?	Yes No Not asked Prefer not to respond	
16	Did you contact anywhere else for legal help?	Yes. No.	
17	Who did you contact for legal help?	211 Court Help Center Nonprofit legal services organization Private attorney Local government agency Agency administering rental assistance	If Yes selected for "Did you call anywhere else for legal help?"
18	Has an eviction case been filed?	Yes No Unsure Not asked Prefer not to respond	
19	Court/agency where matter is pending	Structured list will be provided by jurisdiction	If Yes selected for "Has an eviction been filed?"
20	Do you or does anyone else in the home have any physical disabilities, mental health conditions, or intellectual or developmental disabilities?	Yes No Prefer not to answer Not asked	
21	You mentioned that you or someone in your household has a disability. Do you believe that disability is connected to the current eviction proceedings?	Yes No Prefer not to answer Not asked	If Yes selected for "Do you or does anyone else in the home have any physical disabilities, mental health conditions or intellectual or developmental disabilities?"
22	What is your current monthly rent?	Integer (no \$, no comma)	Note, if caller lives in subsidized housing, we are asking what portion of the rent the tenant is responsible for paying.

23	Type of eviction case	Failure to pay rent Breach of lease Holdover Subsidy termination Constructive eviction Other	If "Other," please explain.
24	Did you receive a 10-day notice from your landlord?	Yes No Unsure Prefer not to answer Not asked	Ask if Reason for eviction filing was "Failure to pay rent."
25	If you think you are behind on rent, how far behind do you think are you?	I believe I am current on my rent 1 month 2 months 3 months 4 months 5 months 6 or more months	Ask if Reason for eviction filing was "Failure to pay rent"
26	How far behind does the landlord allege the tenant is?	1 month 2 months 3 months 4 months 5 months 6 or more months	Ask if Reason for eviction filing was "Failure to pay rent"
27	What led to you not paying rent? (Select all that apply)	Job loss or reduced/inconsistent hours Unexpected expense Competing expense Withheld rent due to conditions issues Denied benefits / lost benefits Recent increase in rent Recertification issues with housing subsidy Incarceration Inpatient treatment or rehabilitation Change in household composition Other Prefer not to answer Not asked	If client indicates they are behind on their rent.
28	What are the conditions issues? (Select all that apply)	No electricity, water or gas No hot water/hot water service not working Plumbing leaks (including sewer/sewage issues)	If client indicates they withheld rent due to conditions issues.

		Water damage Electrical issues Infestation or pests Mold Wall/ceiling/floor damage No or insufficient heat Lead Unstable or damaged flooring or carpet Exterior damage (roofing, siding, gutters) Other	
29	Have you informed your landlord about the conditions issues?	Yes No Prefer not to answer Not asked	If client indicates they withheld rent due to conditions issues.
30	Can you pay anything toward the past due rent?	Yes, all of it Yes, some of it No Prefer not to answer Not asked	If client indicates they are behind on their rent.
31	When did you move into your current property?	Less than 1 year 1-2 years 3-5 years 6-9 years 10+ years	
32	Do you live in Public or Subsidized housing or do you receive a voucher for your housing?	Yes No Prefer not to answer Not asked Unsure	
33	If you have to move where could your household stay?	Friends/family – in MD Friends/family – outside of MD Hotel/motel Shelter Street/unsheltered Another apartment Other Unknown Not asked	
34	Have you ever had any previous evictions filed against you in court?	Yes No	

		Unknown Prefer not to answer Not asked	
35	Was the previous eviction filing in the past year?	Yes No Prefer not to answer Not asked	Only ask if answer to "Have you ever had any previous evictions filed against you?" is Yes
36	Do you want to stay in your rental unit?	Yes No Already vacated Prefer not to answer Not asked	
37	Have you applied for rental assistance?	Yes No Prefer not to answer Not asked	Only ask if answer to "Type of eviction case" is Failure to Pay Rent
38	What is the status of your rental assistance application?	Approved Denied Pending/Unsure Prefer not to answer Not asked	Only ask if answer to "Have you applied for rental assistance?" is Yes
39	Why didn't you apply for rental assistance?	I tried, but funds were not available I tried, but I couldn't complete the application I did not know how to apply I did not know rental assistance was available I tried but my landlord would not accept the funds/promissory note from the program I did not qualify I already received the maximum amount of rental assistance Other Prefer not to answer Not asked	Only ask if answer to "Have you applied for rental assistance?" is No
40	If the tenant lives in subsidized housing, what program?	Housing Opportunities for Persons with AIDS (HOPWA) Housing Choice Voucher Program (HCVP) - tenant-based voucher Housing Choice Voucher Program (HCVP) – project-based voucher	If Yes selected for "Do you live in Public or Subsidized housing or do you receive a voucher for your housing?"

		Low Income Housing Tax Credit (LIHTC) Project-based Section 8 Public Housing USDA Rural Housing VASH voucher (Veterans Affairs Supportive Housing) Other: _____	
41	If the tenant applied for rental assistance, did the landlord receive the rental assistance funds?	Yes No Prefer not to answer Not asked	
42	Landlord Representation	Represented by attorney Represented by agent Self-represented	
43	What are the tenant's goals for the case? (Select all that apply)	Prevent eviction judgment Prevent involuntary move Prevent eviction filing Mitigate damages Secure time to move (30 days or more) Secure rent assistance Remediate defective conditions Secure monetary relief Avoid subsidy termination Reduce rent/fee Remedy housing discrimination - protected class Obtain accommodation Recover personal property Other client goal (please specify)	
44	For each goal, upon case closure, record the goal status (i.e., outcome)	Achieved Not achieved Planned Goal changed	
45	Was the amount owed by the client reduced?	Yes – the court found the amount due and owing to be less than the amount alleged in the complaint Yes – the amount was offset by expenses paid by client Yes – the amount was reduced through legal negotiation No Not applicable to this case	

45	By how much was the amount that the tenant owed reduced?	Integer	Only if the answer to "Was the amount owed by the client reduced"? is Yes
47	At the conclusion of the case, did the client stay or move?	Stayed Moved Not asked	
48	If the client agreed to move, how much time to move was secured?	Less than 30 days 30-60 days 61-90 days More than 90 days	Only ask if answer to "At the conclusion of the case, did the client stay or move?" is Moved
49	If the client agreed to stay in the home, was there an agreement to remediate conditions or did the client's goal related to conditions change?	Agreement to remediate conditions Client's goal changed	Only ask if answer to "At the conclusion of the case, did the client stay or move?" is Stayed and if the client's goal(s) included "Remediate defective conditions"
50	Level of service provided	Representation in Administrative Proceedings Representation in Judicial Litigation Counseling Negotiation Document Preparation Other Appropriate Remedies	If "Other Appropriate Remedies," please explain.
51	Case resolutions (Select all that apply)	Prevented eviction from public or subsidized housing Prevented eviction from other housing Prevented termination of housing subsidy Delayed eviction, providing time to seek alternative housing Prevented eviction filing Prevented denial of public or subsidized housing tenant's rights Avoided or obtained redress for illegal or unfair charges by landlord Overcame denial of tenant's rights under lease Enforced rights to decent, habitable housing Obtained reasonable accommodation Preserved or restored access to personal property Obtained repairs to dwelling	Current Major Benefits collected by grantees. If "Obtained other benefit for tenant," please explain.

		<p>Obtained cash-for-keys, relocation assistance or other tenant settlement</p> <p>Obtained neutral reference from landlord</p> <p>Obtained other benefit for tenant</p> <p>Obtained counseling services on a housing matter</p> <p>Obtained representation in housing defensive litigation</p> <p>Obtained representation in housing affirmative litigation</p> <p>Obtained representation in housing administrative proceeding</p> <p>Client withdrew or benefit unknown</p>	
52	Who was the case handler?	<p>In-house staff</p> <p>Pro bono attorney</p> <p>Contract attorney</p>	
53	What funding source was used for this case?	<p>ACE Special Fund</p> <p>Baltimore City ARPA</p> <p>DBM/ARPA</p> <p>ERAP2</p>	

Data Elements for Same-Day Intake

	Data Element	Proposed Field Responses	Notes
1	Client ID	Text	
2	ACE-CIS ID	Text	Only for cases that came through Coordinated Intake
3	Zip	5 digit zip code format (e.g, 10314)	This should be the zip code of the property at issue.

4	Client county of residence	Text	Formatted as "Baltimore County", for example. "Baltimore City" should also be included.
5	Client gender	Male Female Non-Binary Other Unknown Prefer not to respond Not asked	
6	Client race/ethnicity	Asian or Pacific Islander African American or Black, not of Hispanic Origin Hispanic Multiracial American Indian or Alaskan White, not of Hispanic Origin Other Prefer not to respond Not asked	
7	Client age	Integer	
8	Number of people 18 and over in household	0 1 2 3 4 5 More than 5	

<p>9</p>	<p>Number of people under 18 in household</p>	<p>0 1 2 3 4 5 More than 5</p>	
<p>10</p>	<p>Total household income</p>	<p>Integer (no \$, no commas)</p>	
<p>11</p>	<p>Were you aware of the Access to Counsel in Evictions program (or the availability of free legal assistance) before the hearing today?</p>	<p>Yes No Not asked Prefer not to respond</p>	
<p>12</p>	<p>Did you try to get legal representation in this case before today's hearing?</p>	<p>Yes, I tried to contact a legal services provider but no return call or was denied Yes, and the legal services provider told me to see them at court No, I found out about it in court No, I had learned about it through a flyer, letter or visit, but did not have time to reach out No, I received materials about ACE, but didn't understand them.</p>	
<p>13</p>	<p>Do you or does anyone else in the home have any physical disabilities, mental health conditions, or intellectual or developmental disabilities?</p>	<p>Yes No Prefer not to answer Not asked</p>	

14	Landlord Representation	Represented by attorney Represented by agent Self-represented	
15	Type of eviction case	Failure to pay rent Breach of lease Holdover Subsidy termination Constructive eviction Other	If "Other," please explain.
16	Did you receive a 10-day notice from your landlord?	Yes No Unsure Prefer not to answer Not asked	Ask if Reason for eviction filing was "Failure to pay rent"
17	If you have to move where could your household stay?	Friends/family – in MD Friends/family – outside of MD Hotel/motel Shelter Street/unsheltered Another apartment Other Unknown Not asked	
18	Do you want to stay in your rental unit?	Yes No Already vacated Prefer not to answer Not asked	
19	Case resolutions (Select all that apply)	Prevented eviction from public or subsidized housing Prevented eviction from other housing Prevented termination or denial of housing subsidy	Current Major Benefits collected by grantees. If "Obtained other benefit for tenant," please explain.

		<p>Delayed eviction, providing time to seek alternative housing</p> <p>Prevented denial of public or subsidized housing tenant's rights</p> <p>Avoided or obtained redress for illegal or unfair charges by landlord</p> <p>Overcame denial of tenant's rights under lease</p> <p>Enforced rights to decent, habitable housing</p> <p>Obtained reasonable accommodation</p> <p>Preserved or restored access to personal property</p> <p>Obtained repairs to dwelling</p> <p>Obtained cash-for-keys, relocation assistance or other tenant settlement</p> <p>Obtained neutral reference from landlord</p> <p>Obtained other benefit for tenant</p> <p>Obtained counseling services on a housing matter</p> <p>Obtained representation in housing defensive litigation</p> <p>Obtained representation in housing affirmative litigation</p> <p>Obtained representation in housing administrative proceeding</p> <p>Client withdrew or benefit unknown</p>	
20	Level of service provided	<p>Representation in Administrative Proceedings</p> <p>Representation in Judicial Litigation</p> <p>Counseling</p> <p>Negotiation</p> <p>Document Preparation</p> <p>Other Appropriate Remedies</p>	If "Other Appropriate Remedies," please explain.
21	Was a continuance requested and was it granted?	<p>Yes, I requested a continuance and it was granted</p> <p>Yes, I requested a continuance and it was granted but for less time than requested</p> <p>Yes, I requested a continuance but it was denied</p> <p>Yes, the opposing party requested a continuance and it was granted</p>	

		<p>Yes, the opposing party requested a continuance but it was denied</p> <p>Neither party requested a continuance</p>	
22	Who was the case handler?	<p>In-house staff</p> <p>Pro bono attorney</p> <p>Contract attorney</p>	
23	What funding source was used for this case?	<p>ACE Special Fund</p> <p>Baltimore City ARPA</p> <p>DBM/ARPA</p> <p>ERAP2</p>	
24	What are the tenant's goals for the case? (Select all that apply)	<p>Prevent eviction judgment</p> <p>Prevent involuntary move</p> <p>Prevent eviction filing</p> <p>Mitigate damages</p> <p>Secure time to move (30 days or more)</p> <p>Secure rent assistance</p> <p>Remediate defective conditions</p> <p>Secure monetary relief</p> <p>Avoid subsidy termination</p> <p>Reduce rent/fee</p> <p>Remedy housing discrimination - protected class</p> <p>Obtain accommodation</p> <p>Recover personal property</p> <p>Other client goal (please specify)</p>	
25	For each goal, upon case closure, record the goal status (i.e., outcome)	<p>Achieved</p> <p>Not achieved</p> <p>Planned</p> <p>Goal changed</p>	