



The Community Partnership
For The Prevention
of Homelessness

HMIS Training Guide

Adding the new “Housing Move-in Date” element for
Permanent Housing Projects

What is The “Housing Move-in Date”?

- ▶ The “Housing Move-in Date” was reworded from the “Residential Move-in Date” element for RRH projects and now applies to ALL Permanent Housing (PH) project types
- ▶ The Housing Move-in Date documents the date a client or household physically moves into a housing unit and is also known as the “date of occupancy” or “lease-up” date
- ▶ The Housing Move-in Date will be used to measure the length of time it takes a project to move a client from homelessness to permanent housing and will eliminate the need for “pre-housing” projects for periods prior to occupancy
- ▶ The client’s project start date will now be based on when they are “admitted” to the PH project rather than when they began to occupy a unit
 - ▶ Project Start Date was reworded from Project Entry Date
- ▶ This element is critical to point-in-time and housing inventory counts as it differentiates households which are enrolled in a PH project but are still literally homeless

Admitting Your Client to Your PH Project

- ▶ A client is considered to be “admitted” to a PH project when three factors are met:
 - ▶ 1. Information provided by the client or from the referral indicates they meet the criteria for admission even if all required documentation has not yet been gathered
 - ▶ 2. The client has indicated they want to be housed in the project; and
 - ▶ 3. The client is able to access services and housing through the project meaning the project has a housing opening or expects to have one within a reasonably short amount of time

Additional Notes on The New “Housing Move-in Date” Element:

- ▶ This change went into effect on October 1, 2017
 - ▶ All clients that were active in PH projects as of this date will need this element added to their entry/exit record(s)
- ▶ The project start date may be the same as the housing move-in date if the client was admitted to the PH project the same date they moved into their housing unit
- ▶ For RRH projects only: A Housing Move-in Date must be entered regardless of whether or not the RRH project is providing the rental assistance for the unit
- ▶ If a client exits a PH project prior to moving into permanent housing then no Housing Move-in Date would be recorded and the client would be exited to the appropriate exit destination

Adding The Housing Move-in Date to an Entry/Exit Record:

- ▶ The Housing Move-in Date is recorded in HMIS as an Interim Review and is only required for Heads of Households
- ▶ First, search for your Head of Household in HMIS and go to their entry/exit record under the entry/exit tab
- ▶ Then, click on the icon under “Interims” to add the Interim Review

The screenshot displays the HMIS interface for a client named Mickey Michael Mouse (ID: 358837). The client information section shows the name, ID, and release of information status (None). Below this, there are tabs for Client Information and Service Transactions. The Entry / Exit tab is selected, showing a table of entry and exit records. A reminder message states: "Reminder: Household members must be established on Households tab before creating Entry / Exits". The table has columns for Program, Type, Entry Date, and Exit Date. One record is shown: Entry/Exit Training (Program) (1064), Type HUD, Entry Date 09/01/2016. An "Interims" icon is highlighted with an orange box in the bottom right corner of the table area. There is also an "Add Entry / Exit" button and a "Showing 1-1 of 1" indicator.

Program	Type	Entry Date	Exit Date	Interims
Entry/Exit Training (Program) (1064)	HUD	09/01/2016		

Adding The Housing Move-in Date to an Entry/Exit Record:

- ▶ Once you click on the icon a new window will open
- ▶ Click on the “Add Interim Review” button to continue

Client - (358837) Mouse, Mickey Michael

(358837) Mouse, Mickey Michael
Release of Information: **None**







Client Information Summary

Entry / Exit Program

Entry/Exit Tr Add Entry / Exit

Interim Reviews

Interim Reviews Associated with this Entry / Exit

	Review Date	Review Type	Client Count
 	09/19/2017	Annual Assessment	
 	09/01/2017	Annual Assessment	

Add Interim Review

Showing 1-2 of 2

Adding The Housing Move-in Date to an Entry/Exit Record:

- ▶ Once you click the “Add Interim Review” button a new window will open
- ▶ First, select the household members you need to include in the interim review
- ▶ Second, select “update” as your “Interim Review Type”
- ▶ Third, enter your “Review Date”
 - ▶ This date should be the same as the date your client moved into housing
- ▶ Last, click “Save & Continue”

Client - (358837) Add Interim Review - (358837) Mouse, Mickey Michael

Household Members

To include Household members associated with the Entry / Exit for this Interim Review, click the box beside each name.

- (47459) Male Single Parent
 - (358837) Mouse, Mickey Michael (Entry Date: 09/01/2016 10:14 AM)
 - (358849) Mouse, Lily Rayne (Entry Date: 09/01/2016 10:14 AM)
 - (358859) Mouse, Piper Rose (Entry Date: 09/01/2016 10:14 AM)
 - (358879) Mouse, Pluto (Entry Date: 09/01/2016 10:14 AM)

Interim Review Data

Entry / Exit Provider	Entry/Exit Training (Project) (1064)
Entry / Exit Type	HUD
Interim Review Type*	Update
Review Date *	10 / 23 / 2016 3 : 28 : 20 PM

Save & Continue Cancel

Adding The Housing Move-in Date to an Entry/Exit Record:

- ▶ You will now be in the Update Assessment
- ▶ Scroll to the bottom to find the Housing Move-in Date field

The screenshot displays a web application window titled "Client - (358837) Entry / Exit Interim Review". The interface is divided into several sections:

- Client Information:** Shows the client name "(358837) Mouse, Mickey Michael" and a "Release of Information: No" status.
- Interim Review Data:** A table with the following entries:

Entry / Exit Provider	Entry/Exit Training (Project) (1064)
Entry / Exit Type	HUD
Interim Review Type	Update
Review Date	10/23/2016 05:33:33 PM
- Interim Review Assessment:** Contains a "Household Members" list and a "HUD CoC & ESG Update (2017) DC" section. The HUD section is highlighted with an orange border and includes:

Client Location	DC-500
Total Monthly Income	500
- Summary:** Includes a "Program" section with "Entry/Exit Training" and an "Add Entry / Exit" button.
- Right Side:** Shows a "Follow-up" section with a date "Interim Review Date: 10/23/2016 05:33:33 PM" and a lock icon.

Adding The Housing Move-in Date to an Entry/Exit Record:

- ▶ Enter the client's Housing Move-in Date
 - ▶ Scroll back to the top to switch between clients in a household if you need to collect this data for more than just the Head of Household
- ▶ Scroll back to the bottom, click "Save & Exit" and you're done!

Do you have a history of domestic violence? Yes (HUD) G

If yes, when experience occurred Three to six months ago (HUD) G

If yes, are you currently fleeing? No (HUD) G

Engagements Information

Date of Contact	Start Date *	Staying on Street, ES, or SH	End Date
<input type="button" value="Add"/>			
Date of Engagement	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Housing Move-in Date	10 / 23 / 2016		

How to Edit The Housing Move-in Date:

- ▶ In order to edit the Housing Move-in Date simply go back to the client entry/exit record, click on the Interims icon and click the pencil next to the appropriate interim review
- ▶ A new window will open where you will click “Save & Continue” to get back into the update assessment
- ▶ Make your changes and again click “Save & Exit” when finished

Client - (358837) Mouse, Mickey Michael

(358837) Mouse, Mickey Michael
Release of Information: None

Client Information

Summary

Entry / Exit

Program

Entry/Exit Traini

Add Entry / Exit

Interim Reviews

Interim Reviews Associated with this Entry / Exit

Review Date	Review Type	Client Count
09/19/2017	Annual Assessment	2
09/01/2017	Annual Assessment	2
10/23/2016	Update	3

Showing 1-3 of 3

Exit

Contact / Additional Information:

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- ▶ HMIS Help-Desk Email
 - ▶ hmis@community-partnership.org
- ▶ TCP Monthly HMIS Training Sessions
 - ▶ [Please Click Here](#)
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