

HMIS Workflow:

Recording a Housing Move-In Date

This How To Guide outlines several scenarios & how to correctly record &/or update a client's Housing Move-In Date (HMID).

There are several considerations to ensure correctly recording a Housing Move-In Date in HMIS.

- HMID **must** be recorded for the *Head of Household* (HoH)
- HMID **must** be a date either on **or** between the project start and exit date
- HMID = Date of first night physically spent in the unit, **regardless** of when the lease was signed
- **Incorrectly** recording this data element will result in errors &/or inaccurate data on the various reports throughout the CoC

Before beginning, ensure that your Enter Data As (EDA) is set to the correct HMIS project, and that if using Back Date mode, that the correct back date has been entered.

More information can be found on the HUD Exchange at <https://www.hudexchange.info/programs/hmis/hmis-data-standards/standards/universal-data-elements/320-housing-move-in-date/>

Upon Project Entry

- **SCENARIO 1** - If the client **is not** permanently housed as of the **Project Start Date**, there needs to be a **blank** value saved for **Housing Move-In Date**!

If there is an answer value in the **Housing Move-In Date** field that was entered by a previous program, you will need to save a blank answer value in the date field.

- Please see the example below for instructions on how to clear a **Housing Move-In Date** value that was entered by a previous program.

In this example:

- Client entered your project and has a **Project Start Date** of 2/19/2023
- Client has a *previous* enrollment in a permanent housing program (i.e., not your program), with an **Exit Date** of 8/24/2022. Because this client consented to sharing their data statewide, you can see there are completed data elements, but many of them are out of date
- After updating the data elements in the **Entry Assessment**, you come to the **Housing Move-In Date** field and see there is a previous date of 1/4/2023:



Answer for HoH Only

Housing Move-in Date 01 / 04 / 2023

- You will need to save a **blank** value for **Housing Move-In Date** – by clicking on the **'Clear Date'** icon next to the date field:

Answer for HoH Only

Housing Move-in Date 01 / 04 / 2023

- Now the **Housing Move-In Date** value for your client's enrollment in your program should be **blank**

Answer for HoH Only

Housing Move-in Date

- Click **Save & Exit**
- SCENARIO 2 - Client is transferred into a PSH or RRH project, having already moved into a permanent housing unit – staff should:**
 - Upon project entry, the project that is accepting the transfer will record the Housing Move-In Date as the **same date** as the Project Entry Date
 - Because a Housing Move-In Date cannot be prior to a Project Entry Date, it will **not be possible** to record the **original move-in date**
 - Rather, the project accepting the transfer will record the Housing Move-In Date as the same date as the Project Entry Date

Recording a Housing Move-In Date

- SCENARIO 1 - When Initially Housed:** A Housing Move-In Date must be recorded at the point the household moves into a permanent living situation, whether subsidized by the currently enrolled Permanent Housing (PH) project, a different PH project or subsidy, or without any subsidy at all. This may or may not be the same date as Project Exit Date depending on the provision of additional services after the client is housed. The HMID must be a date either on or between the project start and exit date. Enter **EDA mode** as the correct project provider and open the Head of Household's record in **ClientPoint**
 - Search for and enter the client record (Note: You do not need to be in back date mode when editing an Entry/Exit record)
 - Click on the **Entry/Exit** tab, then select the **Interims** icon for the correct Entry/Exit
 - In the **Interim Reviews** pop-up, click on **Add Interim Review**
 - Select **'Update'** as the Interim Review Type
 - The **Review Date** should match the household's Housing Move-In Date
 - Click on **Save & Continue** in the first pop-up
 - Scroll down and complete the **Housing Move-In Date** in the Head of Household's record
 - Click on **Save & Exit**

- **SCENARIO 2 - Change of unit WITH interruption of housing** (Loss of housing unit AND project stops paying rental assistance AND client becomes homeless AND client remains in your project) – **staff should:**
 1. Exit client from project with an accurate:
 - a. Project Exit Date
 - b. Destination
 2. Create new Entry/Exit record
 - a. With new Project Start Date (on same or following day)
 3. Clear the previous Housing Move-In Date by clicking the blue ‘Clear Date’ icon next to date field
 4. Update other data elements as needed in the Entry Assessment
 5. Click on Save & Exit

- **SCENARIO 3 - Change of unit with NO interruption of housing** (Client moves out of permanent housing unit AND moves directly into another permanent housing unit, with NO days of homelessness, AND client remains in your project) – **staff should:**
 - Leave HMIS record as is; the recorded Housing Move-In Date still accurately reflects the correct date since client simply switched housing units & did not become homeless in-between the move