

Project Start Date, Housing Move-In Date, and Date of Engagement

Contents

Project Start Date	2
A. 3.10 'Project Start Date' Significance	2
B. Data Collection Requirements	2
C. Data Collection for Households	2
E. Project Start Date – Project Type Differences.....	3
Housing Move-in Date	5
The importance of the 'Housing Move-in Date' data element.....	5
B. HMID and the PIT/HIC	5
Date of Engagement	7
H. Purpose of the 'Date of Engagement' Data Element.....	7
I. Data Collection Point	7
J. Returning Clients.....	7
K. Data Quality	7

Project Start Date

A. 3.10 'Project Start Date' Significance

- Determines the beginning of client participation in a project.
- Each project needs this data element to track the amount of time a specific client spends participating in the project.
- When used with 3.20 'Housing Move-In Date,' it helps calculate the length of time from project start to housing placement for all clients accessing permanent housing.

B. Data Collection Requirements

- This data element needs to be collected for All clients entering All HMIS Project Types at the Project Start.
- For each client's enrollment in a project, there must only be one "Project Start Date"
- Any errors must be corrected as soon as noticed. Remember to **Enter Data As**.

C. Data Collection for Households

- Each individual client in a Household will have their own 'Project Start Date'.
- If a New Household member is entered into a Project after other Household Members, they will have a different 'Project Start Date'.
- Newborns will have a 'Project Start Date' that reflects the date they started receiving services from the project. *May be on or after birthdate.*

D. Recording the Project Start Date in Community Services (HMIS)

1. Refer to the [Entry/Exit Workflow](#) for detailed instructions.
2. Once under a Client's Profile in HMIS. Click 'Entry/Exit' tab
3. Click Add Entry/Exit

The screenshot displays the HMIS interface for a client named (181) Parton, Dolly. The 'Entry / Exit' tab is selected, showing a table with columns for Program, Type, Project Start Date, Exit Date, and Interims. A yellow box highlights the 'Add Entry / Exit' button at the bottom of the table. A reminder message states: 'Reminder: Household members must be established on Households tab before creating Entry / Exits'. The table shows one entry for 'Training RRH Project (1691)' with a Project Start Date of 11/12/2024.

Program	Type	Project Start Date	Exit Date	Interims
Training RRH Project (1691)	HUD	11/12/2024		

4. After confirming all the Project Start Data (including, but not limited to: Household Members, Provider, Provider Type, and the Project Start Date) is entered correctly, Click 'Save and Continue'

Project Start Data - (181) Parton, Dolly

Household Members

To include Household members for this Entry / Exit, click the box beside each name. Only members from the SAME Household may be selected.

(76) Couple With No Children

(181) Parton, Dolly

(242) Dean, Carl

Project Start Data - (181) Parton, Dolly

Provider * MD-514 HMIS (8) Search My Provider Clear

Type * HUD

Project Start Date * 12 / 29 / 2024 12 : 00 : 00 PM

Save & Continue Cancel

5. After completing the Project Entry Assessment, the 'Project Start Date' along with the Project Start Data will appear under the Client's Entry/Exit tab.

Client - (181) Parton, Dolly

(181) Parton, Dolly Date: 12/29/2024 12:00:00 PM

Release of Information: None -Switch to Another Household Member- Submit

Client Information Service Transactions

Summary Client Profile Households ROI Measurements **Entry / Exit** Case Managers Case Plans Assessments

Reminder: Household members must be established on Households tab before creating Entry / Exits

Program	Type	Project Start Date	Exit Date	Interims	Follow Ups	Client Count
MD-514 HMIS (8)	HUD	12/29/2024				

Add Entry / Exit Showing 1-1 of 1

E. Project Start Date – Project Type Differences

1. Different project types use 'Project Start Date' differently, to address the difference in

meaning associated with "starting" residential, service, and permanent housing projects.

Project Type	When do I enter Project Start?
Street Outreach (SO)	Date of first contact with client.
Emergency Shelter	Night the Client first stayed in the Shelter.
Safe Haven and Transitional Housing	Client's first night of residence.
Permanent Housing (RRH, PSH, etc)	Date the client was admitted into the project.
All Other Service Projects (SO, HP, CE, etc)	First services delivered to client

F. Things to Remember for PIT/HIC

- 'Project Start Date' needs to be on or before **1/22** for clients to be included in the 2025 PIT and HIC counts.

Housing Move-in Date

The importance of the 'Housing Move-in Date' data element

1. Documents the date that a Household (HH) or Individual enrolled in a permanent housing project moves into housing.
2. Must be entered if/when a HH moves into any type of permanent housing, to differentiate between clients who are housed and those who are experiencing homelessness at different points during their enrollment.
3. The HMID is used to identify whether or not a client is permanently housed by referring to the date the client physically moved into housing.
4. Since reducing the number of people in homelessness is central to why we collect data, the HMID is critical in order to signal a change between unhoused and housed.
5. Incorrectly recording this data element will result in errors and/or inaccurate data on the various reports throughout the CoC

B. HMID and the PIT/HIC

1. This date is critical to HIC and PIT counts as it differentiates whether HH's enrolled in permanent housing projects are housed or unhoused. Enter the head of household's HMIS ID number or search by the head of household's name
2. For purposes of the HIC and PIT reporting, HH's or Individual's enrolled in permanent housing projects with a 'Project Start Date', but do not have a 'Housing Move-In Date' at the point in time of the report must be excluded from counts of persons in permanent housing.

C. What qualifies as a "Move-In"?

1. A lease arrangement has been made
 - a. *Please Note: This date may or may not align with the lease date.*
2. The client has a key or entry ability to the housing unit
3. The client has physically slept in the unit

D. HMID Data Collection Requirements

1. Collected for Permanent Supportive Housing and Rapid Rehousing projects only
2. Must be a date occurring on or between the 'Project Start Date' and 'Project Exit Date'
3. Documented in the Entry Assessment if Client is housed at entry.
4. Documented in an Update Assessment if client is unhoused at entry.

5. If the client is **not** permanently housed as of the **Project Start Date**, you will want to make sure the value for **HMID** is blank. If there is an existing value from another program, you will want to clear the previous value.
6. The **HMID** needs to be answered for the **Head of Household** only.

E. Documenting a client who vacates a housing situation

1. If client vacates a housing situation, and the project stops paying rental assistance, staff should exit the client from the project with a **Project Exit Date** and **Destination**.
2. Staff should then create a new **Project Start Date** in a second enrollment for the client on the same or following day.
3. The Prior Living Situation in the new enrollment must reflect the location where the client slept the night before the new **Project Start Date**.
4. A new **HMID** will be recorded once a new housing unit is secured.

F. Documenting Housed Clients transferring from one PH project to another

1. If a client is transferred into a PSH, RRH, or other permanent housing project having already moved into a permanent housing unit, the client's **Project Start Date** and **HMID** will be the same date.
2. The '**Housing Move-in Date**' should not show the *original move-in date* because it's meant to show the client's status (whether they are housed or unhoused) during their enrollment.

G. Documenting Clients who move from one housing unit to another.

1. If a client moves directly from one unit into another, with no days of homelessness in between, it is not necessary to exit and re-enter them.
2. The Client's **HMID** would still accurately reflect the day they entered permanent housing within that enrollment record.

Date of Engagement

H. Purpose of the 'Date of Engagement' Data Element

1. To document the date when the client first became actively 'engaged' by a street outreach project or night-by-night emergency shelter in the development of a plan to address their unhoused situation.

I. Data Collection Point

1. The Date of Engagement may be on or after the 'Project Start Date'.
2. If the client becomes engaged while enrolled in project, 'The Date of Engagement' must be on or prior to the 'Project Exit Date'.
3. Only one 'Date of Engagement' is allowed between Project Start and Exit.
4. If relationship with client while enrolled in project does not result in a deliberate client assessment or start of a case plan before project exit, 'The Date of Engagement' should be left blank.

J. Returning Clients

1. If Client returns after having exited a project, a new 'Project Start Date' and a new 'Date of Engagement' is be established once the criteria for "engagement" has been met.

K. Data Quality

1. Reporting on data quality for street outreach projects is limited to clients with 'Date of Engagement'
2. CoC APR – 5a Reports Validation Table
 - a. Clients without a 'Date of Engagement' will not show on the Data Quality section of the Report Validation Table of the CoC APR

5a - Report Validations Table		
Report Validations Table	Count of Clients for DQ	Count of Clients
1. Total Number of Persons Served	16	17
2. Number of Adults (age 18 or over)	16	17
3. Number of Children (under age 18)	0	0
4. Number of Persons with Unknown Age	0	0
5. Number of Leavers	11	11
6. Number of Adult Leavers	11	11
7. Number of Adult and Head of Household Leavers	11	11
8. Number of Stayers	6	6
9. Number of Adult Stayers	5	6
10. Number of Veterans	1	1
11. Number of Chronically Homeless Persons	7	7
12. Number of Youth Under Age 25	0	0
13. Number of Parenting Youth Under Age 25 with Children	0	0
14. Number of Adult Heads of Household	15	16
15. Number of Child and Unknown-Age Heads of Household	0	0
16. Heads of Households and Adult Stayers in the Project 365 Days or More	0	0

Additional Resources on HMID, Project Start Date, and Date of Engagement

1. [*Project Start Date vs Housing Move-In Date*](#)
2. [*HMIS Workflow - Adding a Housing Move-In Date*](#)
3. [*HMIS Client Entry-Interim-Exit Workflow*](#)
4. [*November 2024 HMIS Refresher Training - Housing Move-in Date, Relationship to Head of Household, and Enrollment CoC Code*](#)