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.
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
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”
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
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!
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.
Contact / Additional Information:

- HMIS System Administrator
  - Alicia M. La Patra
  - alapatra@community-partnership.org
  - 202-543-5298 x125

- HMIS Help-Desk Email
  - hmis@community-partnership.org

- TCP Monthly HMIS Training Sessions
  - Please Click Here

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