Housing Move-In Date
Data Collection Stages

Record Creation
- When client record is created in HMIS

Project Start
- When client enrolls in project

Interim: Update
- When client reports a change*

Interim: Annual Assessment
- Recorded within 30 calendar days of the HoH’s project start date anniversary

Project Exit
- When client exits project

*All Permanent Housing projects must record Move-in dates as an Interim Review – Update
Who enters a Housing Move-In Date?

Do Not Enter for:
• Any Homeless Prevention, Emergency Shelter, Transitional Housing, Supportive Services clients

Enter Housing Move-In Date for:
• All Rapid Re-Housing project clients
• PSH projects only if paying financial assistance

ES Program Entry: 06/01/17
RRH Program Entry Date: 06/15/17
ES Program Exit and RRH Move-In Date: 07/29/17
RRH Program Exit: 10/01/17
When a client leaves housing

Don’t remove the move-in date - The original Housing Move-In Date was still a lot of work!

- HUD says: Exit the client and start a new Entry if the Housing search resumes. Separate Entries for separate Housing efforts.

Are there other complicated Move-In situations that you’ve seen?

Exit and re-Enter client if applicable
Entering Updates in ClientPoint

Updates are entered through “Interims”
Adding an Interim Review
Select the Review Type

Include appropriate HH members

Select type of review from drop-down
Enter Review Date + Save & Continue
Complete Interim Update

**Entry / Exit Interim Review**

<table>
<thead>
<tr>
<th>Interim Review Data</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entry / Exit Provider</td>
<td>Heading Home Housing - Rowan County - Rapid Re-Housing (7075)</td>
</tr>
<tr>
<td>Entry / Exit Type</td>
<td>HUD</td>
</tr>
<tr>
<td>Interim Review Type</td>
<td>Update</td>
</tr>
<tr>
<td>Review Date</td>
<td>10/18/2016 08:46:51 PM</td>
</tr>
</tbody>
</table>

**Interim Review Assessment**

**Household Members**

- [✓] Locke, Henrietta
  - Age: 26
  - Veteran: No (HUD)

- [✓] Locke, Harry
  - Age: Unknown
  - Veteran: No (HUD)

**NC HMIS Update**

**ANSWER FOR ALL CLIENTS, INCLUDING CHILDREN unless specified otherwise**

- **Covered by Health Insurance**
  - [ ] Select

**Health Insurance**

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Health Insurance Type</th>
<th>Covered?</th>
<th>(HOPWA) If Private Pay Insurance, Specify</th>
<th>(HOPWA) If No Reason not covered</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Don’t forget other Household Members**

**Scroll down**
# Complete Interim Update

## Add the Housing Move-In Date

**HOUSING MOVE-IN DATE (Head of Household Only)**

This question differentiates between clients who are awaiting placement and those who have moved into any type of permanent housing, regardless of funding source or whether the project is providing rental assistance.

The Housing Move-In Date MUST be entered via an INTERIM ASSESSMENT with a timestamp that occurs after the Project Start and before the Project Exit. If client is not in housing leave this question blank.

<table>
<thead>
<tr>
<th>Housing Move-in Date</th>
<th>08 / 10 / 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does the client have a disabling condition?</td>
<td>Yes (HUD)</td>
</tr>
</tbody>
</table>

### Disabilities

<table>
<thead>
<tr>
<th>Disability Type</th>
<th>Disability determination</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Both Alcohol and Drug Abuse (HUD)</td>
<td>No (HUD)</td>
<td>08/10/2017</td>
<td></td>
</tr>
</tbody>
</table>

**HUD Verification**
Entering Move-Ins into HMIS
Who enters a Housing Move-In Date?

**Do Not Enter for:**
- Any Homeless Prevention, Emergency Shelter, Transitional Housing, Supportive Services clients

**Enter for:**
- All Rapid Re-Housing project clients
- PSH projects only if paying financial assistance

---

**ES Program Entry**
06/01/17

**RRH Program Entry Date**
06/15/17

**ES Program Exit and RRH Move-In Date**
07/29/17

**RRH Program Exit**
10/01/17
When a client leaves housing

Don’t remove the move-in date - The original Housing Move-In Date was still a lot of work!

• HUD says: Exit the client and start a new Entry if the Housing search resumes.

Program Entry 06/01/16
Move-In Date 06/29/16
Evicted 09/01/16

FOR RENT

Exit and add new Entry (if still serving)

How will this impact your workflow?
Are there other complicated Move-In situations that you’ve seen?
Recent Guidance: When a client leaves a housing unit

Separate Entries for separate Housing efforts

1. Exit clients from the HMIS Project to illustrate they left their housing
2. Exit Destination should be set to where they stay the night after leaving
3. Add a new HMIS Project Entry to illustrate the housing search process
4. If new housing found, enter an Interim Update for the next Housing Move-In

<table>
<thead>
<tr>
<th>Program</th>
<th>Type</th>
<th>Project Start Date</th>
<th>Exit Date</th>
<th>Interims</th>
<th>Follow Ups</th>
<th>Client.Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Triangle Family Services - Wake County - Rapid Re-Housing - County (7074)</td>
<td>HUD</td>
<td>05/09/2018</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Triangle Family Services - Wake County - Rapid Re-Housing - County (7074)</td>
<td>HUD</td>
<td>05/01/2018</td>
<td>05/09/2018</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Tools to Help
How to Find Housing Move-In Date in Reports
Tools to help: 0706 Permanent Housing Placement-Retention

<table>
<thead>
<tr>
<th>ART Gallery Reports and Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART Gallery Report Manuals</td>
</tr>
<tr>
<td>ART Gallery Reports</td>
</tr>
<tr>
<td>0630 - Sheltered-Unsheltered PIT 2018 - v21</td>
</tr>
<tr>
<td>0631 - HUD CoC APR Detail - v24 (Retired 2017.10.13)</td>
</tr>
<tr>
<td>0635 - NOFA CoC Application Section 2D - v12</td>
</tr>
<tr>
<td>0640 - HUD Data Quality Report Framework - v7</td>
</tr>
<tr>
<td>0650.00 - Salvation Army National Statistical System Report (NSS) - v10</td>
</tr>
<tr>
<td>0700 - Length of Time Persons Homeless-Metric 1 - v4</td>
</tr>
<tr>
<td>0700.1b - Length of Time Persons Homeless-Metric 1 - v4</td>
</tr>
<tr>
<td>0701 - Exits to Permanent Housing with Return to Homelessness, Metric 2 - v5</td>
</tr>
<tr>
<td>0702 - Number of Homeless Persons-Metric 3.2 - v2</td>
</tr>
<tr>
<td>0703 - Employment and Income Growth for CoC Funded Projects Metric 4 - v3</td>
</tr>
<tr>
<td>0704 - Number of Persons First Time Homeless, Metric 5 - v3</td>
</tr>
<tr>
<td>0706 - Permanent Housing Placement-Retention Metric 7 - v6</td>
</tr>
</tbody>
</table>

Click Last Page
## Tools to help: 0706 Permanent Housing Placement-Retention

<table>
<thead>
<tr>
<th>Client Uid</th>
<th>Unique Id</th>
<th>Group Id</th>
<th>Provider</th>
<th>Project</th>
<th>Start Date</th>
<th>End Date</th>
<th>Move-In Date</th>
<th>Destination</th>
<th>FY</th>
</tr>
</thead>
<tbody>
<tr>
<td>2281</td>
<td>rwim04261961r200w30c</td>
<td>394</td>
<td>Heading Home Housing - Rowan County - Rapid Re-Housing (0763)</td>
<td>RRH</td>
<td>3/13/2017</td>
<td>8/28/2017</td>
<td>8/4/2017</td>
<td>Rental by client, no ongoing housing subsidy (HUD)</td>
<td>C</td>
</tr>
<tr>
<td>152325</td>
<td>tdnf08111973t520d542</td>
<td></td>
<td>Heading Home Housing - Rowan County - Rapid Re-Housing (0763)</td>
<td>RRH</td>
<td>12/8/2015</td>
<td>2/23/2017</td>
<td>2/19/2016</td>
<td>Rental by client, no ongoing housing subsidy (HUD)</td>
<td>PC</td>
</tr>
<tr>
<td>160327</td>
<td>cbom06111960c642b650</td>
<td></td>
<td>Heading Home Housing - Rowan County - Rapid Re-Housing (0763)</td>
<td>RRH</td>
<td>7/5/2016</td>
<td>8/15/2016</td>
<td></td>
<td>Jail, prison or juvenile detention facility (HUD)</td>
<td>P</td>
</tr>
</tbody>
</table>

C = Current Year  
PC = Prior & Current Year  
P = Prior Year