

## Housing Move In Date Guide

Purpose: This guide outlines how to enter a housing move in date in HMIS, how to address the housing move in date when a client moves from one housing placement to another, and what to do if a housing move in date is pulled into your new program entry from a previous entry at another agency.

### How to Enter the Housing Move in Date

Once a client is moved into a housing placement through your program, a housing move in date should be entered in HMIS. The date should reflect the date the client physically moved into the unit. If the client is moving into the housing placement after their program entry was created, it should be entered in an interim update.

1. Click on the client's Entry/Exit tab> Click on the notepad icon under interims.

Client Information				Service Transactions			
Summary	Client Profile	Households	ROI	Entry / Exit	Case Managers	Case Plans	Assessments
<b>Reminder:</b> Household members must be established on Households tab before creating Entry / Exits							
Entry / Exit							
Program	Type	Entry Date	Exit Date	Interims	Follow Ups	Client Count	
Endeavors - Marshalling Yard ES (9756)	HUD	10/26/2023	10/26/2023				
APH - First Workers Day Labor Program CSD (9739)	HUD	07/07/2023					
ASOC - Sunrise Rapid Exit/Diversion (9652)	HUD	06/20/2023					
BLACK MEN'S HEALTH CLINIC (9692)	HUD	05/17/2023					
DELL SETON MEDICAL CENTER (9727)	HUD	05/01/2023					
Downtown Austin Homelessness Outreach Street Team (9410)	HUD	02/24/2023					
Caritas MY HOME (2621)	HUD	02/22/2023					

2. Click on Add Interim Review> Choose update from the Interim Review Type options> Click Save and Continue in the bottom right hand corner.

### Interim Reviews ✕

Interim Reviews Associated with this Entry / Exit

Review Date	Review Type	Client Count
<b>Add Interim Review</b>		
No matches.		

Interim Review Data	
Entry / Exit Provider	Caritas MY HOME (2621)
Entry / Exit Type	HUD
Interim Review Type *	Update
Review Date *	10 / 27 / 2023 3 : 55 : 38 PM

3. Enter the housing move in date in the blank at the top of the interim update assessment (the date the client physically moved into the unit.)> scroll down and click save and exit.

HUD CoC/ESG/SNOFO Update (FY2024)		Interim Review Date: 10/27/2023 03:55:38 PM
Housing Move-in Date	10 / 27 / 2023	G
Income from Any Source *	Yes (HUD)	G

### How to address housing move in date when clients move housing placements while enrolled in your program.

1. If a client is enrolled in your program and moves from one housing placement to another with **no days of literal homelessness in between, don't change the housing move in date and leave it as is.**
2. If the client vacates a housing situation, **the project stops paying rental assistance and the client experiences literal homelessness in between housing placements, staff should exit the client from the project with an accurate Project Exit Date and Destination. Then create a new Project Start Date in a second enrollment for the client on the same or following day.** The project would continue working with the client until a new unit is found, at which point a new housing move-in date would be recorded on the second project record. This will ensure that the client's history of housing is preserved.

### How to address the housing move in date when you create a program entry and the housing move in date was carried over from a client's previous enrollment at a different agency.

1. When you create your program entry, delete the housing move in date that was carried over from the previous entry

<b>Does the client have a disabling condition?</b> *	Yes (HUD) ▼ G
<b>Relationship to Head of Household</b> *	Self (head of household) ▼ G
<b>Enrollment CoC *</b>	TX-503 Austin and Travis County ▼ G
Housing Move-in Date	10 / 27 / 2023    G
<b>Prior Living Situation *</b>	Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or any
<b>Length of Stay in Previous Place</b> *	90 days or more, but less than one year ▼ G

  

<b>Does the client have a disabling condition?</b> *	Yes (HUD) ▼ G
<b>Relationship to Head of Household</b> *	Self (head of household) ▼
<b>Enrollment CoC *</b>	TX-503 Austin and Travis County ▼ G
Housing Move-in Date	___ / ___ / ___    G
<b>Prior Living Situation *</b>	Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/sub
<b>Length of Stay in Previous Place</b> *	90 days or more, but less than one year ▼ G

- Once your program moves a client into a new housing placement through your program, enter the new housing move in date.

<b>Enrollment CoC *</b>	TX-503 Austin and Travis County ▼ G
Housing Move-in Date	11 / 15 / 2023    G
<b>Prior Living Situation *</b>	Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/
<b>Length of Stay in Previous Place</b> *	90 days or more, but less than one year ▼ G