

Housing Move-In Date (In Permanent Housing) Guide

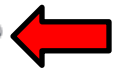
For all Permanent Housing programs

The **Housing Move-In Date (In Permanent Housing)** data element is required to be recorded and updated for every household enrolled / served by a Permanent Housing program regardless of funding source. This includes Permanent Supportive Housing, Permanent Housing and Rapid Rehousing program types.

The data element is referred to in the system as **Housing Move-In Date** or **In Permanent Housing** and is required to be collected for all households during the enrollment into a Permanent Housing program and is recorded on the Universal (HMIS) Data Assessment. This data element is used to differentiate between households who are still awaiting placement into a permanent housing unit and those that who have already moved into a permanent housing unit at the time of the program enrollment. *A permanent housing unit is any fixed regular and adequate nighttime residence intended to be permanent.*

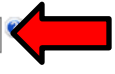
For those clients that have been placed into a permanent housing unit (most likely through rental assistance or housing vouchers) at the start of the program, you should answer the **In Permanent Housing** data element as 'Yes' and enter in the **Housing Move-In Date**, which would be the same date as the program entry.

Age at Assessment:	41
Housing Status: *	Category 1 - Homeless
Disabling Condition: *	No
Is Client/Household currently residing in a Permanent Housing Unit? *	Yes
Housing Move-In Date: *	09/24/2017



For those households that have not yet been placed into a permanent housing unit at the start of the program, you should answer 'No' to the **In Permanent Housing** element.

Age at Assessment:	41
Housing Status: *	Category 1 - Homeless
Disabling Condition: *	No
Is Client/Household currently residing in a Permanent Housing Unit? *	No



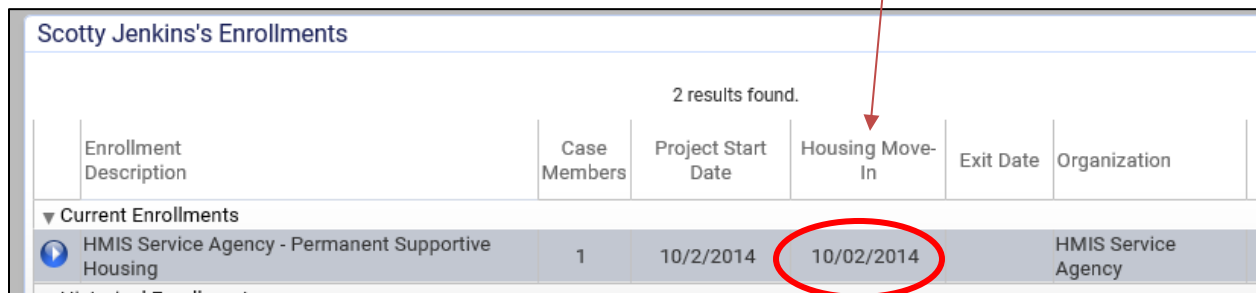
However, for those clients in which you answer 'No', it is required that you update this data element to 'Yes' once they have been placed into a permanent housing unit during your program, the date of when they moved into permanent housing (housing move-in date) will also then be required.

The Housing Move-In Date element is recorded in HMIS on a per household basis and is associated to the household's Head of Household client and is used to report this status for all clients within the household. This data element will only appear under the Head of Household client, and can be accessed in three different ways which include the Universal (HMIS) Data Assessment page, the Edit Housing Move-In Date option and within the In Permanent Housing Unit for PH Projects Tool.

This data element is very important for HUD and other state and local reporting as it differentiates a client from a homeless status (in shelter) to a non-homeless status (in PH housing unit) and those that are not in a permanent housing unit at program entry need to have this data element updated once housing has been secured.

Edit Housing Move-In Date:

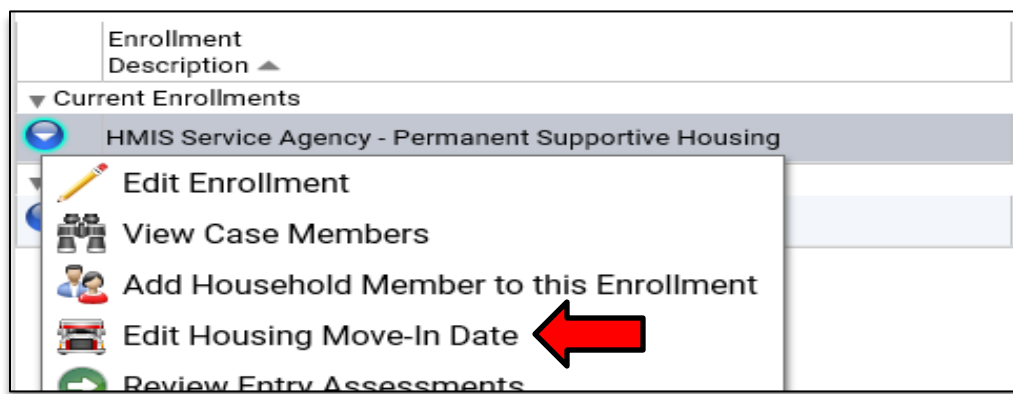
This project option was added to allow for the review and entry of this data element after the initial enrollment to be quick and easy. When viewing a head of household's permanent housing enrollments on their dashboard or enrollment screen, the system now displays this Housing Move-In Date in between the Project Start and Exit Dates, as shown below.



Scotty Jenkins's Enrollments						
2 results found.						
Enrollment Description	Case Members	Project Start Date	Housing Move-In	Exit Date	Organization	
▼ Current Enrollments						
HMIS Service Agency - Permanent Supportive Housing	1	10/2/2014	10/02/2014		HMIS Service Agency	

Please note that all non-Permanent Housing programs will show a 'N/A' in this field, while all Permanent Housing programs will show either a date is completed or a blank if not completed.

To access the Edit Housing Move-In Date, select it from the action menu for the enrollment (blue ball) and the system will load a screen to allow you to newly record or update this information for the household.

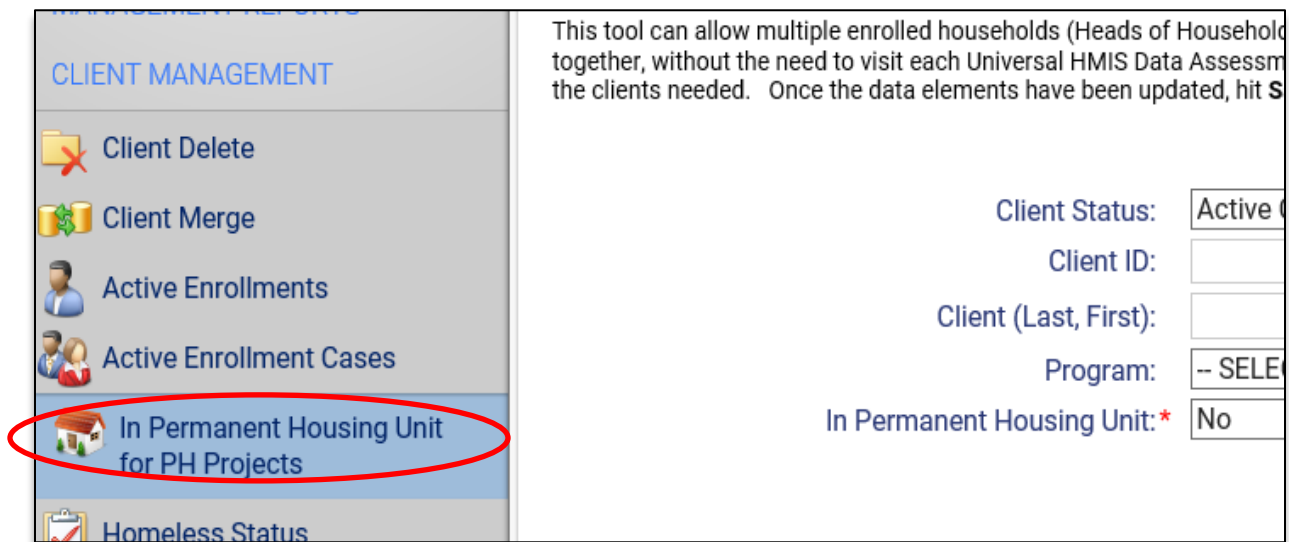


Please note that only the Head of Household for the enrollment will have access to this Edit Housing Move-In Date function; if you notice the field is blank for another family member please load the Head of Household and go to their record to access this option.

In Permanent Housing Unit for PH Projects Tool:

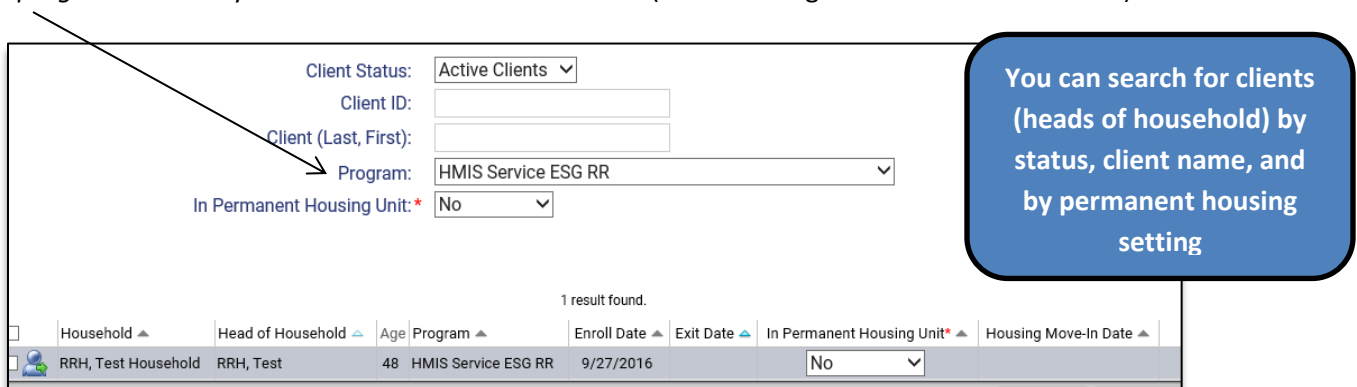
The PA HMIS also has a utility to assist permanent housing programs update this data element after the enrollment has occurred without having to visit each Head of Household client’s enrollment individually.

Within the Home -> Client Management folder, there is an option called **In Permanent Housing Unit for PH Projects** which will list households served permanent housing programs and allow for the review and updating of this specific data element across multiple program participants.




This option is available to all users, and allows any user with access to a rapid rehousing program to list and update the In Permanent Housing Unit, and Residential Move-In Date information for enrolled households.

When selecting this option, all you need to do is select the specific permanent housing program from the *program* list and system will list enrolled households (and the designated Head of Household).



By default, the tool loads all active or currently enrolled households with the In Permanent Housing status of 'No' (has no Housing Move-In Date) within the program selected.

Each household and head of household client will be listed along with their enrollment date and will allow for the updating of the *In Permanent Housing Unit* element from No to Yes, and will also prompt for the entry of the *Housing Move-In Date*.


Head of Household ▲	Age	Program ▲	Enroll Date ▲	Exit Date ▲	In Permanent Housing Unit* ▲	Housing Move-In Date ▲
RRH, Test	48	HMIS Service ESG RR	9/27/2016		Yes ▼	01/02/2017 

Update the data as needed for each household, and when finished hit **Save** at the bottom of the screen. You can update one or many clients at the same time within the same program.

This tool also allows for additional searching options, which include Active vs. Closed clients, by the In Permanent Housing setting (Yes vs. No) as well as the ability to search enrolled Head of Household clients by ID or by Name.

Universal HMIS Data Assessment:

You can also review/update this data element for each Head of Household client individually, by going to their *Universal HMIS Data Assessment* at Enrollment, which can be loaded by selecting the **Edit** option for this assessment within the Master Assessment Summary form (circled below).

Universal HMIS Data Assessment:				
1 result found.				
	Assessment Date ▲	Assessment	Assessment Type ▲	Program ▲
	08/06/2015	Universal HMIS Data	Entry	HMIS Service Agency - SSVF RR Program

The Assessment Summary screen can be located by loading the client and either selecting the *Review Entry Assessment* option for the program on the client's Dashboard (using the program action menu/blue ball) or by going to the Project Enrollments -> Assessments screen and selecting the *Assessment Summary* option for the appropriate entry assessment (using the assessment action menu/blue ball).