

Guide for Permanent
Housing Projects including
Rapid Rehousing.

Housing Move in Date for Permanent Housing Projects

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What is the housing Move-In Date? Move-In means a lease arrangement has been made, the client has a key or entry ability to the unit and that the client has physically slept in the unit. This data element must be completed for clients with a Project Start Date in a permanent housing project of any kind and is meant to record the date a client or household moves into a permanent living situation.

- Housing Move-In Date must be a date occurring either on or between the Project Start Date and the Project Exit date
- There can only be one Housing Move-In Date per enrollment
- One or more Housing Move-In Date per client is permitted, just not in the same enrollment
- The Housing Move-In Date will be added to the Head of Households record
- Housing Move-In Date is recorded regardless of funding source or if whether the project is providing rental assistance
- Once a Housing Move-In Date has been recorded for an enrollment, it should not be removed from the client's record, even if they subsequently lose that housing situation.

How is the Move-In Date different from the Project Start Date? The Project Start Date is the date that client was admitted into a project. The Housing Move-In Date is the date that the client moves into housing. A client does not have to wait for housing to be admitted to a project. The expectation is that the project has a housing opening or expects to have one in a reasonable short amount of time.

How does the Project Start Date and the Housing Move-Date work together? With the Project Start Date and the Housing Move-In Date it becomes possible to determine the length of time from project start to housing placement for all PH clients, including those in RRH projects. These dates are also critical to Point-In-Time and Housing Inventory Counts as it allows us to differentiate between household's which have already moved into permanent housing from households which are enrolled in a Permanent Housing Project but are still literally homeless. For purposes of the Housing Inventory Count and other Point-In-Time reporting, households with a Project Start Date which do not have a Housing Move-In Date must be excluded from counts of persons in permanent housing.

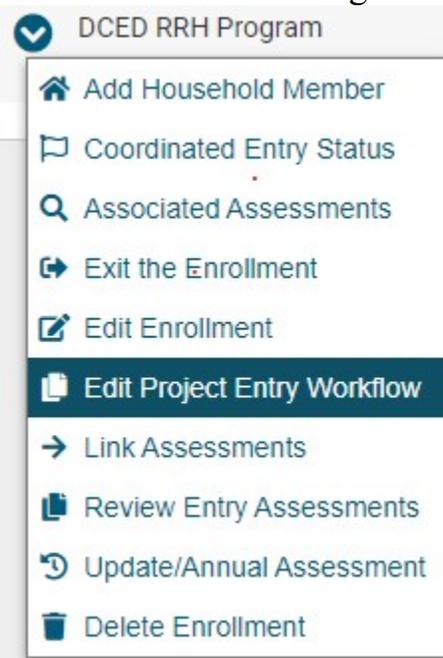
Where is the Housing Move-In Date entered on a client's record?

The Move – In date is listed on the enrollment page and by looking at the below screenshot you can see that the head of household is the only client that will have an option for move-in date.

<input type="checkbox"/>	Name ▲	Gender ▲	Age ▲	Project Start Date ▲	Exit Date ▲	Case Manager ⓘ ▲	Relationship to Head of Household* ▲	Housing Move-in Date ▲
<input checked="" type="checkbox"/>	Pepper, Green	Multiple-Genders	45	04/27/2022	<input type="text"/>	Antonio Diaz	Self ▼	05/03/2022
<input checked="" type="checkbox"/>	Pepper, Yellow	Female	16	04/27/2022	<input type="text"/>	Antonio Diaz	Daughter ▼	
<input checked="" type="checkbox"/>	Pepper, Red	Male	14	04/27/2022	<input type="text"/>	Antonio Diaz	Son ▼	

How to enter a Housing Move-In Date into a client's record.

If a client is moving into housing on the day of program enrollment the Housing Move-In Date can be entered while doing the enrollment. Any other time the Housing Move-In Date can be entered by going to the client's dashboard and selecting the blue action button next to the client's enrollment and choosing Edit Project Entry Workflow.



Scroll through the workflow until you get to the Enrollment page where the Housing Move-In Date can be entered. Once the date is entered click Save.

Household

Excerpt from the HMIS Data Standards Manual "A household is a single individual or a group of persons who apply together to a continuum project for assistance and who live together in one dwelling unit (or, for persons not housed, who would live together in one dwelling unit if they were housed)."

<input type="checkbox"/>	Name ▲	Gender ▲	Age ▲	Project Start Date ▲	Exit Date ▲	Case Manager ⓘ ▲	Relationship to Head of Household* ▲	Housing Move-in Date ▲
<input checked="" type="checkbox"/>	November, Blue	Female	35	07/30/2021	<input type="text"/>	Tony - Training	Self ▼	08/18/2021

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Next go through the workflow until you see the You're Done page.

Checking your Move-In Date

From the reporting workspace navigate to the tab on the bottom of the left side menu called Other Reports. Scroll down until you see the Housing Move-In Date Data Check report and select it.



Fill in:

- Start Date
- Continuum of Care
- Organization
- Program(s)
- Click Report

To use this report to check your data compare it to your records and case notes. To correct any Move-In Date error's or add a Move-In Date use the Edit Project Entry workflow from the blue action button next to the Clients enrollment. Go through the workflow, clicking on Save or No Changes until you see the Enrollments page and you can then add the Move-In Date and select Save. Continue in the workflow until you see the You're Done! page.

If you have a question about the Move-In Date you can contact your HMIS team:

- By entering a Help ticket into HMIS
- Emailing our resource account: RA-pahmis@pa.gov

Additional Resources:

- **2022 HMIS Data Standards Manual** – can be downloaded from HMIS in the PA HMIS Training tab located in the Home, Clients, Providers, or Reporting workspaces. Open the tab select Reading Materials, then select all users for document type.
- **2022 HMIS Data Standards -**
<https://www.hudexchange.info/resources/documents/FY-2022-HMIS-Data-Standards-Manual.pdf>