



# User Guide: Using Interim Reviews for Housing Move-In Date

## What is Housing Move-In Date?

### Snapshot:

- A Universal Data Element for all Permanent Housing (PH) and Rapid Re-Housing (RRH) projects.
- A critical piece of rapid re-housing documentation.
- The first day a client occupies a PH or RRH location.

### Big Picture:

"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" (p. 13, HUD 2018c (see References)]. All Permanent Housing & Rapid Re-Housing projects in a Continuum of Care (CoC) are required to collect Housing Move-In Date, **regardless of their funding.**

## When is Housing Move-In Date Used?

### Snapshot:

- **After** creating an *Entry* for a client admitted to your project.
- **Before** creating an *Exit* when a client is leaving your project.

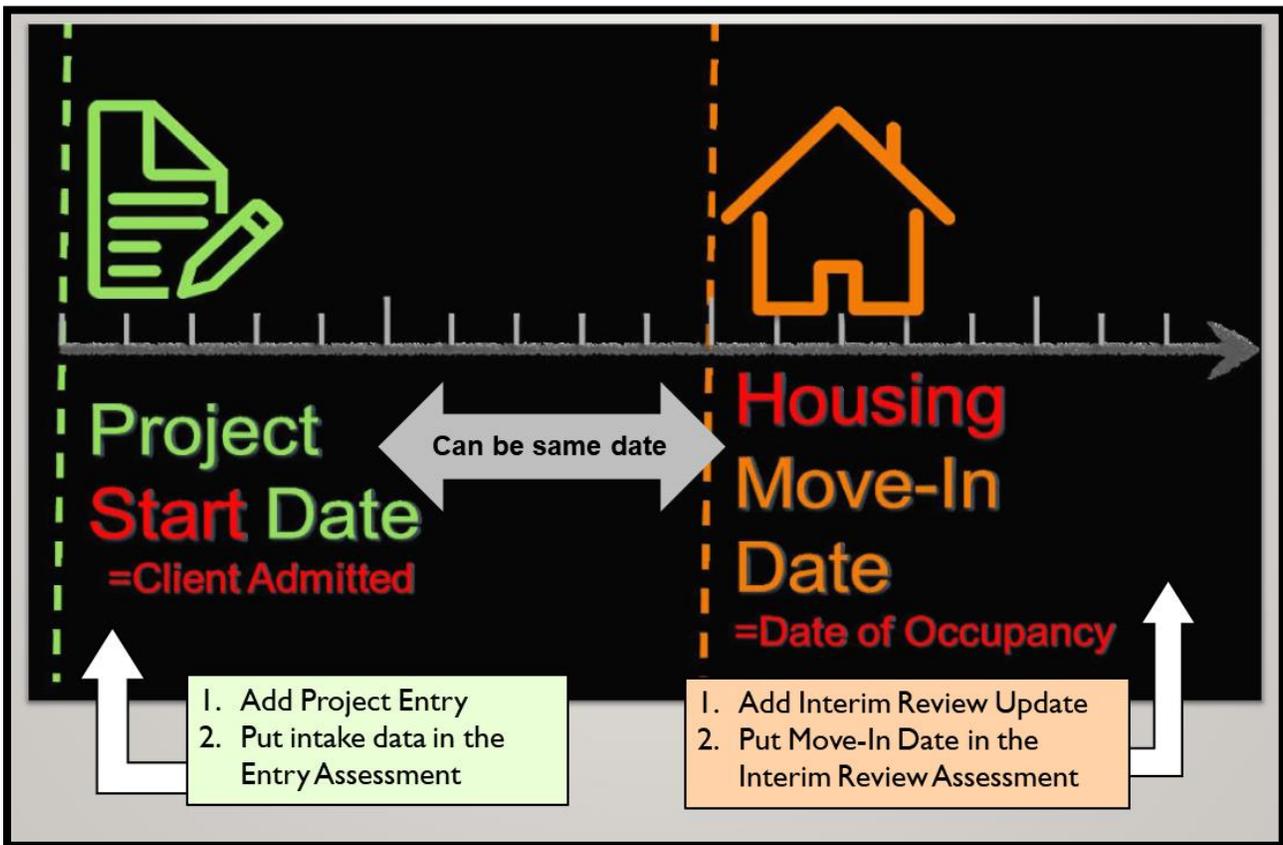
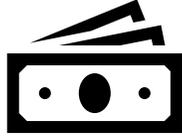


Figure 1: Even when clients enter the project and move in on the same day, you still need to record that date in two places: Project Entry and Interim Review.



# User Guide: Using Interim Reviews for Housing Move-In Date

## When is Housing Move-In Date Used? cont.

<b>SCENARIO:</b> A client is moving into an apartment using funds from your RRH project.		
<p>This means you've <b>met with</b> them, <b>assessed</b> their eligibility, and <b>admitted</b> them into the project.</p>		
<p><i>Chronologically, the Client has to be admitted first, before they can receive your project's assistance.</i></p>		
<p>In other words, the Client must <b>be in your project</b> before they get funding assistance to move in.</p>		

## What does Housing Move-In Date do?

### Snapshot:

- Includes the clients you helped get housing in the Annual Performance Report (APR) to HUD.
- **Differentiates clients who are in housing** from those still experiencing homelessness (p. 55, HUD 2018b (see References)).
- Shows **change over time**.

### Big Picture:

Documenting "the length of time from project start to housing move-in" is a way to measure our work ending homelessness (p. 14, HUD 2018c (see References)). Your data's "timeliness and accuracy will **impact project and system performance outcomes** for the point-in-time information" reflected in:

1. the Housing Inventory Chart (HIC);
2. Annual Performance Reports;
3. System Performance Measures;
4. and other **federally mandated reports that collect project outcomes**" [p. 13, HUD 2018c (see References)].

**Hard Fact:** For the Housing Inventory and other point-in-time reporting, "households with a *Project Start Date* which do not have a *Housing Move-In Date* at the point in time of the report **must be excluded from counts of persons in permanent housing**" (p. 55, HUD 2018b (see References)).



# User Guide: Using Interim Reviews for Housing Move-In Date

## Why use Interim Review Updates to record Housing Move-In Date?

### Snapshot:

- It's the only way your **data will show in the APR!**
- To **associate moving into housing with the client's being in your project.**
- To have the information easily visible to other case workers.

Figure 2: For the APR, KnoxHMIS only pulls move-in dates from Interim Review Assessments.

Type	Project Start Date	Exit Date	Interims	Follow Ups	Cl Co
HUD	03/15/2019	03/18/2019	Interim Reviews: 0		

Figure 3: Aside from accurate reports, recording housing move-in date in the interim review assessment creates a **visible cue for other KnoxHMIS Users**. If another User wants to see if a client has found housing, they are accustomed to looking in Interims.



# User Guide: Using Interim Reviews for Housing Move-In Date

Move-In Dates recorded in an *Entry* or *Exit* assessment **only show up in those assessments**. This not only creates confusion within and across agencies, but it's data entry that doesn't show your work.

## Workflow: Housing Move-In Date

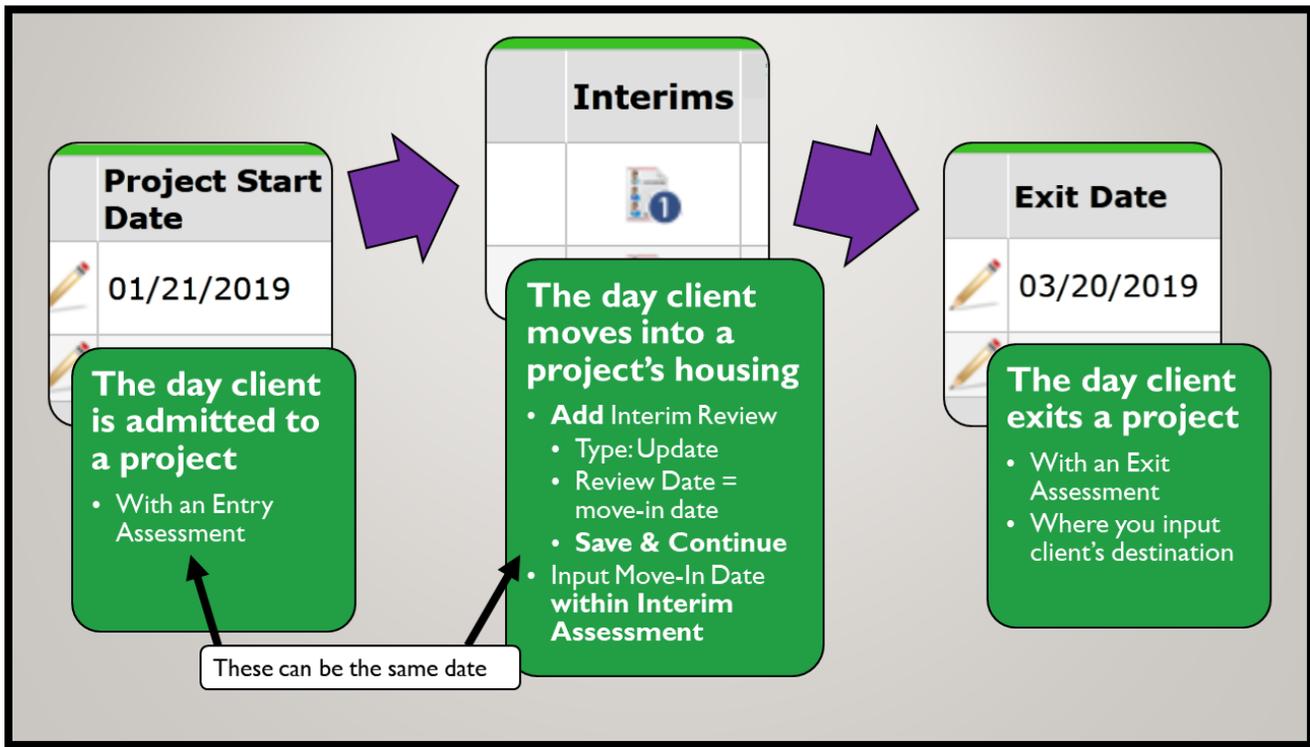


Figure 4: Our workflow supports showing **change over time**.

1. Enter Data As [your program].
2. Create an *Entry* for each person in the Household coming into the project.
3. If/when the client is moving into housing, look at your *Project Entry* and click the icon for *Interims* (note, the heading for this is "Interim Reviews **Associated with this Entry / Exit.**")
4. Click the button *Add Interim Review*.
  - a. Notice that the *E/E Provider* & *E/E Type* default to those associated with your *Project Entry*.
  - b. For *Interim Review Type*, **select Update**.
  - c. For *Review Date*, input the **same date as the Housing Move-In Date**.
  - d. Click Save & Continue.
5. You're now in the *Interim Review Assessment* for your project entry.
  - a. Input the date into the field for *Housing Move-In Date*.

† **When applicable to your project, this is also when you input *Services* for rental assistance** ↗



# User Guide: Using Interim Reviews for Housing Move-In Date

## Two Tricky Bits

- When you create a Project Entry for a client, the *Housing Move-In Date* from other projects will pull into your entry. It's critical to remember this, and that you must **clear out that old date and replace it** with yours.
  - To clarify: *clear out and replace* means changing that old date which the system pulled into your project entry. It's not adding another entry.
  - Similarly, old dates from other project entries will pull into *Entry / Exit Assessments*, so keep an eye out for that!
- Housing Move-In Date is likely a data element in your *Entry Assessment*—and the *Encouraged Answer Alert* pops up to ask if you want to fill it in. But move-in dates entered within that Entry Assessment won't resolve this data quality error. The only way to make your data behave for reports is to add an Interim Review update and input move-in date there (see Figure 5).

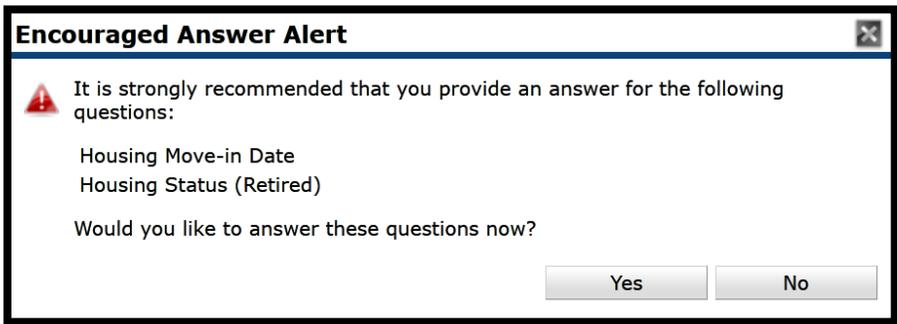


Figure 5: The Encouraged Answer Alert on your Entry Assessment can be confusing. You still have to input your project's Housing Move-In Date in an Interim Review update.

## How to check that the APR is showing housed clients?

Simple! Look at Question 22c in the APR.

HUD ANNUAL PERFORMANCE REPORT		Question 22c
<b>22c - Length of Time between Project Start Date and Housing Move-in Date</b>		
61 to 180 days		1
181 to 365 days		0
366 to 730 Days (1-2 Yrs)		0
<b>Total (persons moved into housing)</b>		<b>1</b>
<b>Average length of time to housing</b>		<b>80</b>
<b>Persons who were exited without move-in</b>		<b>0</b>
<b>Total</b>		<b>1</b>

This "total persons" number is just the Housing Move-In Dates you recorded in Interim Review Assessments!

Figure 6: Run the APR for your project to check that it reflects your housed clients. Revised April 2019



# User Guide: Using Interim Reviews for Housing Move-In Date

## How to check, cont.

To run this report, go to: Reports > Provider Reports > CoC-APR 2018. Input your project name (*Provider*) and date range, check the box labeled “HUD,” and click “Build Report.” Your housed RRH clients should show in the *Total (persons moved into housing)* row. Common data entry errors that affect this are:

1. Instead of using Interim Review, the housing move-in date was only input within the Entry Assessment.
2. Your Project Entry pulled in an old date from another project and it wasn't cleared out and replaced with *your* project's move-in date.

In this same section (22c) of the APR, the number shown for *Persons who were exited without move-in* should **almost always be zero**. Only if someone left with no notification and no exit interview would you have a legitimate number there. This common error is frequently referred to as **Null Move-Ins**, and you'll see that terminology on some data quality reports.

Report: CoC-APR 2018		Total
7 days or less		0
8 to 14 days	Your housed clients should show in the <i>Total (persons moved into housing)</i> row. <b>Common data entry errors</b> that affect this are: 1. Instead of using Interim Review, the housing move-in date was only input within the Entry Assessment. 2. The Project Entry pulled in an old date from another project and it wasn't cleared out and replaced with your project's move-in date.	0
15 to 21 days		0
22 to 30 days		0
31 to 60 days		0
61 to 180 days		1
181 to 365 days		0
366 to 730 Days (1-2 Yrs)		0
<b>Total (persons moved into housing)</b>		<b>1</b>
<b>Average length of time to housing</b>		<b>80</b>
<b>Persons who were exited without move-in</b>	The number shown for <i>Persons who were exited without move-in</i> should <b>almost always be zero</b> . Only if someone left with no notification and no exit interview would you have a legitimate number there. This common error is frequently referred to as <b>Null Move-Ins</b> , and you'll see that terminology on some data quality reports.	0
<b>Total</b>		<b>1</b>

Figure 7: Null Move-In dates will also show on the APR.



# User Guide: Using Interim Reviews for Housing Move-In Date

## References

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