

What is Housing Move-In Date?

Snapshot:

- A Universal Data Element for all Permanent Housing project types: PH-Permanent Supportive Housing, PH-Housing Only, PH-Housing with Services (no disability required for entry), and PH-Rapid Re-Housing.
- The first day a client occupies a housing location.

Big Picture:

All Permanent Housing projects in a Continuum of Care (CoC) are required to collect Housing Move-In Date, **regardless of their funding sources**. It is a critical piece of documentation, showing change over time in the lives of people experiencing homelessness.

When is Housing Move-In Date Recorded?

Snapshot:

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

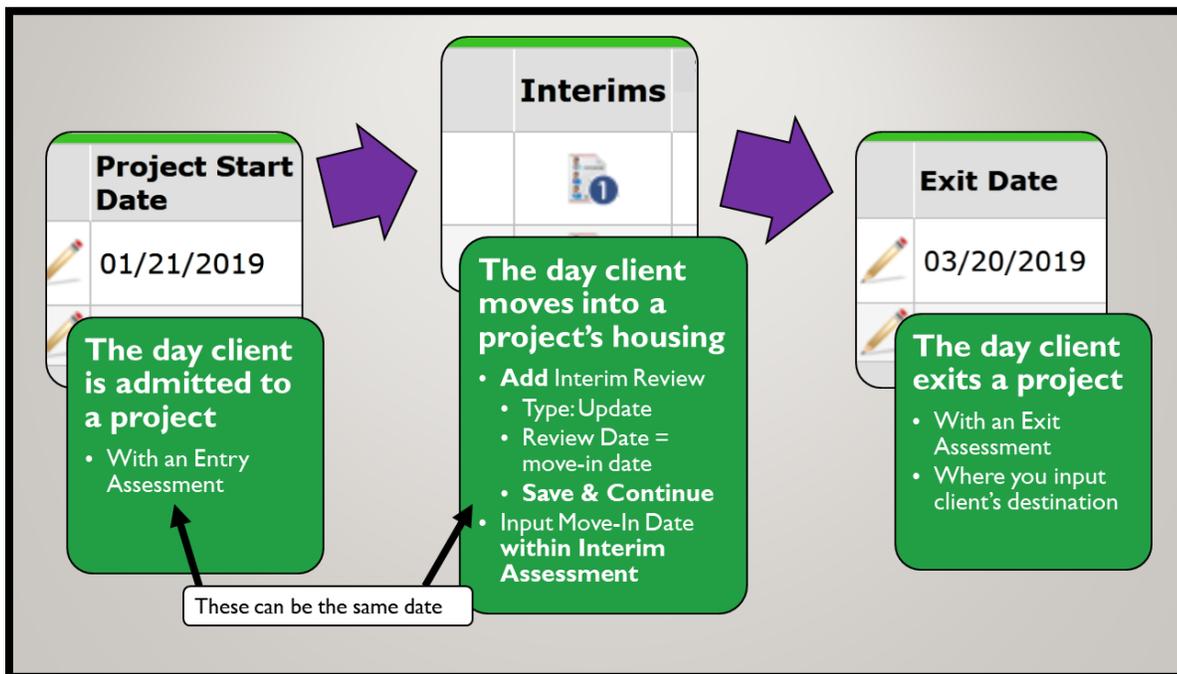


Figure 1: To show change over time, Housing Move-In Date is recorded in two places—in the Project Entry and in an Interim Review—even when clients enter a project and move in on the same day.



Big Picture:

The "length of time from project start to housing move-in" (p. 13, HUD 2018c) is the primary measurement of our work to end homelessness. Our data's **timeliness and accuracy impacts project and system performance outcomes** for point-in-time information, which is reflected in:

1. the Housing Inventory Chart (HIC);
2. Annual Performance Reports (APR);
3. System Performance Measures;
4. and other **federally-mandated reports that collect project outcomes** (p. 14, HUD 2018c).

“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

Scenario:

A client is moving into a unit in your PH / RRH project. Chronologically, the client must be admitted to your project before they can move in.

This means:

You've met with them.		A.K.A., “date of engagement”
You've assessed their eligibility.		Entry Assessment data is collected
You've admitted them into the project.		Project Entry is added

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

Snapshot:

- The HMIS pulls this data (Housing Move-In Date) from Interim Reviews associated with a Project Entry: nowhere else. Interims are **the only source of Move-In Dates for the APR and many other required reports.**

Big Picture:

The only way to connect a client in your housing with your project is by adding an interim review. Move-In Dates recorded in your Entry and Exit assessments only show up in those assessments. Forgetting this step creates data quality issues that must be corrected before we can report to our funders.

Figure 2. Only Housing Move-In Dates from Interim Reviews are pulled into reports.

must be established on Households tab before creating Entry / Exits

	Project Start Date	Exit Date	Interims	Follow Ups	Client
	03/15/2019	03/18/2019	Interim Reviews: 0		

An Interim indicates that there's an important date between the Project Start and Exit dates.

In addition to accuracy, an interim review creates a visible cue, which can help case managers tell housed clients from those still experiencing homelessness (p. 55, HUD 2018b).

Figure 3. If there are zero Interim Reviews, many assume that the client still needs housing.



Workflow: Housing Move-In Date

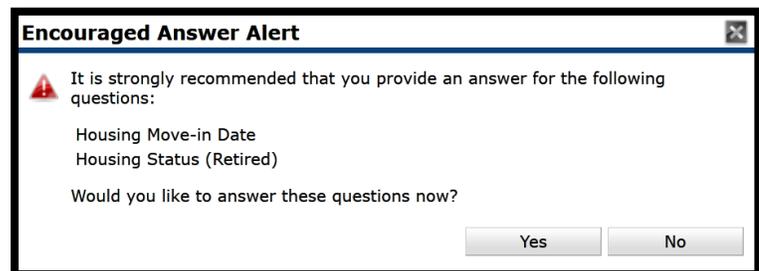
1. Enter Data As [your PH project].
2. Add a Project Entry for the client and include each person in the Household admitted to the project.
3. When the client moves into housing, go to your Project Entry and click the icon for Interims.
4. Click the button “Add Interim Review.”
Note: the heading reads “Interim Reviews **Associated with this Entry / Exit**” and the Provider & Project Type have defaulted to those of your Project Entry
5. For Interim Review Type, **select Update**.
6. For Review Date, input the **same date as the Housing Move-In Date**.
7. Click Save & Continue to open the Interim Review Assessment for your project entry, where you input the Housing Move-In Date.

When applicable to your project, this is also when you would input rental assistance in a Service Transaction.

Two Tricky Bits

1. **Watch for stale Housing Move-In Dates.**
 - When you create a Project Entry, old Housing Move-In Dates from other projects can pull into your Entry and Exit Assessments. It’s critical to remember this, and that you must **clear out that old date and replace it** with yours.
2. **Don’t let the Encouraged Answer Alert throw you off.**
 - Because Housing Move-In Date is a required data element, the system will prompt you if it's left blank in your Entry Assessment. Don't let that confuse you! Housing Move-In Dates from Entry Assessments won't report out, but you still need the correct date in both places: the Project Entry and an Interim Review.

Figure 4: The system displays an "encouraged answer alert" when an Entry Assessment is saved without a date input for Housing Move-In, which can be confusing.





Using Question 22c in the APR to check your housed client data

1. To run the APR, go to: Reports > Provider Reports > CoC-APR 2018.
2. Input your project name (“Provider”) and date range, check the box labeled “HUD,” and click “Build Report.”
3. “Total (persons moved into housing)” should accurately reflect your number of housed clients.

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

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

Figure 5: Compare your number of housed clients to “Total (persons)”

Common data entry errors that can throw off your “Total (persons moved into housing)” are:

1. The housing move-in date was only input within the Entry Assessment and an Interim Review wasn’t added.
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 (Question 22c) of the APR, the number shown for “Persons who were exited without move-in” should **almost always be zero**.

Only clients that left with no notification and no exit interview should be included in this number. This common error is frequently referred to as **Null Exits**, and you’ll see that terminology on some data quality reports.

Figure 6: Null Exits, or “Persons who were exited without move-in,” on Q22c of the APR.

Report: CoC-APR 2018		Total
7 days or less		0
8 to 14 days		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
Total (persons moved into housing)		1
Average length of time to housing		80
Persons who were exited without move-in		0
Total		1

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 Exits**.



References

- U.S. Department of Housing and Urban Development. (2017, June). *HMIS Standard Reporting Terminology Glossary (Version 1)*. See: "Bed Night and Length of Stay in Residence" section (p. 7-8). Retrieved 3/14/2019 from: <https://www.hudexchange.info/resources/documents/HMIS-Standard-Reporting-Terminology-Glossary.pdf>
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