
RECORDING HOUSING MOVE-IN DATE

THE NEWEST REQUIRED UNIVERSAL DATA ELEMENT

Effective October 1, 2017:

[**Housing Move-in Date**] was added to the **required Universal Data Elements** for all **Permanent Housing** Projects; a **DISTINCT** data element from [Admission Date/Project Start Date], and required for ALL household members.

[**Admission Date/Project Start Date**] reflects when a client is admitted into a program.

[**Housing Move-In Date**] reflects when a client physically moves into housing.

This matters because of the PIT.

[Housing Move-In Date] is used to *differentiate between the households living in permanent housing from those enrolled in a Permanent Housing project but still literally homeless* (in emergency shelter, Safe Haven, transitional housing, or on the street) prior to being placed. On the day of the PIT, clients that have an [Admission Date/Project Start Date] but **DO NOT** have a [Housing Move-In Date] will **NOT be included in the count of persons in permanent housing**.

At the time of admission

If the client is not permanently housed:

1. In the open Admission Record, select **NO** for 'Has client been placed into permanent housing?'

If the client is permanently housed:

1. In the open Admission Record, select Yes for 'Has client been placed into permanent housing?'
2. Enter the [Housing Move-In Date] – this will be the *same as the [Intake / Project Start Date]*
1. Select the [Residence Unit] where the client is living

After project admission

To update the [Housing Move-In Date] for a previously-admitted client who has now moved into housing.

Via the FaceSheet:

3. Navigate to the client's FaceSheet and scroll down to the bottom of the 'HMIS Info' section
 - a. Click the 'Update HMIS Info' button
4. Enter the [Effective Date] - *the date the client moved into permanent housing*
5. Select **YES** for 'Has client been placed into permanent housing?'
6. Enter the [Housing Move-In Date] of the client
7. Select the [Residence Unit] that the client moved into

Via the Admission Record:

1. Navigate to the client's Admission Record through Intake/Admission and open it
2. Select **YES** for '*Has client been placed into permanent housing?*'
3. Enter the [Housing Move-In Date]
4. Select the [Residence Unit] where the client is living

