

# Dates in AWARDS

## Intake Date/Project Start Date:

**\*Intake Date/Project Start Date:**

**Street Outreach** – Date of first contact with the client

**Emergency Shelter** – Night the client first stayed in the shelter

**Transitional Housing** – Date the client moves into the residential project (first night in residence)

**Permanent Housing, including Rapid Rehousing** – Date following application that the client was admitted into the project. To be admitted indicates the following factors have been met:

1. Information provided by the client or from the referral indicated they meet the criteria for admission
2. The client has indicated they want to be housed in this project
3. The client has been able to access services and housing through the project. The expectation is the project has a housing opening (on-site, site-based, or scattered-site subsidy) or expects to have one in a reasonably short amount of time.

**Other Service Projects including but not limited to: services only, day shelter, homelessness prevention, coordinated assessment** – Date the client first began working with the project and generally received the first provision of service

## Housing Move-in Date:

**Permanent Housing, including Rapid Rehousing ONLY** – Date client moved into housing

Client is admitted into project, but has **not** secured housing

**\*Has the client been placed into Permanent Housing?:**

No ▾

VS

Client is admitted into project and **has** secured housing

**\*Has the client been placed into Permanent Housing?:**

Yes ▾

**\*(If yes) Specify Permanent Housing Move In Date:**

 **Date client PHYSICALLY moves into housing**

**\*Residence Unit:**

 ▾

## Household Start Date:

**For ALL program types** – Date that generates the household ID and Relationship to Primary Client in AWARDS. This date is the date that the client(s) entered into AWARDS become a household unit, whether as an individual or family. This date MUST be the same as the Intake/Project Start date for the Primary client in order for the household ID to generate. If the household Start Date and Admission Date do not match the entire household will either have an invalid or missing Household ID and will be missing Relationship to Head of Household, both are Universal Data Elements. AWARDS now features a “Click Here to Insert” functionality, allowing users to simply insert the client’s admission date into the Household Start Date field to avoid entering a later date.

Training - CoC Permanent Housing  
Household Composition  
Start Date

Start Date is currently not in a household.

Create a new Household  
 Join an existing Household

Admission Date: 05/14/2018  
(click to insert below)

**\*Household Start Date**

CONTINUE

Admission Date: 05/14/2018  
(click to insert below)

**\*Household Start Date**

Training - CoC Permanent Housing  
Household ID: 256373  
Start Date

| First Name | Last Name | Date of Birth | SSN         | Relation to Primary Client |
|------------|-----------|---------------|-------------|----------------------------|
| Start      | Date      | 03/21/1980    | 999-99-9999 | Self                       |

Would you like to add another member to this household?  
 Yes  No

CONTINUE FACE SHEET