



KYHMIS

Kentucky Homeless Management Information System

HMIS workflow-Housing Move in date

How to record housing move in date, including guidance for unit transfers



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Purpose of the Housing move in date:

To document the date that a household admitted into a permanent housing project moves into housing. This date is critical to Housing Inventory Count (HIC) and Point-in-Time (PIT) counts as it differentiates households which have already moved into permanent housing from households which are enrolled in a Permanent Housing project but are still experiencing literal homelessness (in Emergency Shelter, Safe Haven, Transitional Housing, or on the street) as they prepare to move into an available unit. *(Cited from the [HMIS Data Standards Manual](#))*

When to enter a Housing move in date:

Once a client presents and is referred to a PSH or RRH program they should be entered into the Project with a Project Start Date. Once a client has ‘physically’ moved into the unit, *(meaning they have a lease agreement, a key and entry to the unit as well as physically slept in the unit)* then the HMIS user must record the date the client or household ‘moved’ into the Permanent Housing unit. *This date may or may not align with the lease date.*

Various scenarios

Each of the scenarios listed below are possible situations in which an HMIS user may need to update a client’s Entry/Exit record. In particular, recording the housing move in date correctly is extremely important for the client to be included in system wide reporting (LSA/SPM, HIC/PIT) as well as other reports to HUD (CoC APR/ESG CAPER), as well as other federal partners (RHY/VA/PATH).

FY2024 HUD Data Standards says:

For purposes of the HIC 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.

Unit Transfers

Scenario 1: A landlord has a bigger unit available and the client wishes to lease up with bigger unit. No new housing move in date is required here since the client did not become homeless again, but they just switched units. No need to exit client and create new project start and record a new housing move in date, since the client did not become homeless again and subsidy was not interrupted with a break in between. The HMIS user would complete an Interim Update in the system to update any changes in income, non-cash benefit, health insurance, disability as well as update the unit address information.

Scenario 2: A client wishes to re-locate to a different area with a new landlord, the agency works with the client to locate housing (while still residing in the subsidized unit) then locates and completes a new lease, they leave old housing unit, and move into new unit, with no break in between. No new housing move in date is required here since the client did not become homeless in between this unit transfer, but just switched units. No need to exit client and create new project start. The HMIS user would complete an Interim Update in the system to update any changes in income, non-cash benefit, health insurance, disability as well as update the unit address information.

FY2024 HUD Data Standards says:

“If the client moves directly from one unit into another unit, with no days of homelessness in between, it is not necessary to exit and re-enter them because their ‘Housing Move-In Date’ would still accurately reflect the day they entered permanent housing within that enrollment record”

Evicted/Vacating unit but remains on Program

Scenario 3: The landlord evicts the client, however the client is still eligible for your program. Client and program staff work together to locate a new housing unit, but time runs out and the client is forced to stay in a homeless shelter for a few nights. Client should be exited from the project, with an appropriate Destination. And then re-entered into the project the following day, while the search for housing resumes. Once housing is located and the client leaves the shelter and moves into the new unit then a new housing move in date should be entered. The client’s new housing move in date should be recorded, and the Prior Living Situation questions should be updated appropriately to reflect the stay in the Emergency Shelter.

FY2024 HUD Data Standards says:

“If the client vacates a housing situation and the project stops paying rental assistance, staff should exit the client from the project with an accurate ‘Project Exit Date’ and ‘Destination’ and create a new ‘Project Start Date’ in a second enrollment for the client on the same or following day. The ‘Prior Living Situation’ in the new enrollment must reflect the location where the client slept the night before the new ‘Project Start Date.’ The project should continue working with the client until a new unit is found, at which point a new ‘Housing Move-In Date’ would be recorded on the second project record. This will ensure that the client’s history of housing is preserved.”

Transfer from one PH/RRH to another

Scenario 4: A client transfers from one PH/RRH project to another PH/RRH project and into a new unit but no homeless days in between. It could be with the same agency or with a different agency. The client remains on the initial PH/RRH project until a suitable unit is found for the new Project and they physically move in to the new Project’s unit. In this case, the new Project will enter the client into their project (Project Start Date) and enter the Housing move in date, on the same day. At which time the initial ‘starter’ project would exit the client.

Scenario 5:

A client transfers from one PH/RRH project to another PH/RRH project but remains in the same unit and no homeless days in between. It could be with the same agency or another agency. The client remains in the same unit, but the new Program staff works to obtain all required and necessary paperwork transferred and/or completed for the new Program as well as all landlord documents to ensure a smooth transition. In this case, the old project will exit the client with an appropriate Destination (Rental by client with ongoing housing subsidy), and the new Program will enter a Project Start date for the day ‘after’ that old programs exit date. In this scenario, the housing move in date will be the same as the Project Start date, since there is no gap in clients stay in the housing unit.

Client housed before entering Program

Scenario 6:

A client presents to your agency but is already housed in a unit they own or rent; however they are presenting for some type of prevention assistance and are in need of rental arrears, utility arrears etc. The program would enter the client into HMIS, record the Project Start date, and the housing move in date would be the same as the Project Start date (even though the client was previously housed in the unit). A housing move in date cannot be 'before' a Project Start date. This type of assistance would typically occur in a HOME TBRA, HOPWA Prevention or some other project that provides one time assistance. *(It is important to check with the funding source's eligibility criteria for this type of assistance to ensure the client(s) are eligible for assistance)*

FY2024 HUD Data Standards says:

"If a client is transferred into a PSH, RRH, or other permanent housing project having already moved into a permanent housing unit, the client's 'Project Start Date' and 'Housing Move-in Date' will be the same date. It is not appropriate to have the 'Housing Move-in Date' reflect the original move-in, since the purpose of the data element is to distinguish between housed and homeless statuses during a single enrollment."

FY2024 HUD Data Standards also states:

'Housing Move-in Date' must be a date occurring on or between the 'Project Start Date' and 'Project Exit Date'. There can be only one 'Housing Move-in Date' per enrollment. Once a 'Housing Move-In Date' has been recorded for an enrollment, it must not be removed from the client's record, even if they subsequently lose that housing situation.

For most recent HUD Data Standards, please visit the [HUD Exchange website](#).