KYHMIS

Kentucky Homeless Management Information System

HMIS workflow for Unit Transfers

How to record unit transfers in HMIS for RRH/PSH Projects

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.

FY2022 HUD Data Standards says:

"If the client moves directly from one unit into another unit, with no days of homelessness in between, it would not be necessary to exit and re-enter them, because their housing move-in date would still accurately reflect the day they entered permanent housing according to that enrollment record."

Scenario 3: The landlord evicts the client, however the client is still eligible for your program. So you work 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. The client's new housing move in date should be recorded, and the Prior Living Situation questions should be updated appropriatly to reflect the stay in the Emergency Shelter.

FY2022 HUD Data Standards says:

"In the event that 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 project would 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."

"In the event a client is transferred into a PSH or RRH 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 necessary or 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."

FY2022 HUD Data Standards also states:

"Housing Move-in Date must be a date occurring either on or between the *Project Start Date* and *Project Exit Date*. There can be no more than one *Housing Move-in Date* per enrollment. Once a *Housing Move-In Date* has been recorded for an enrollment, it should 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.