

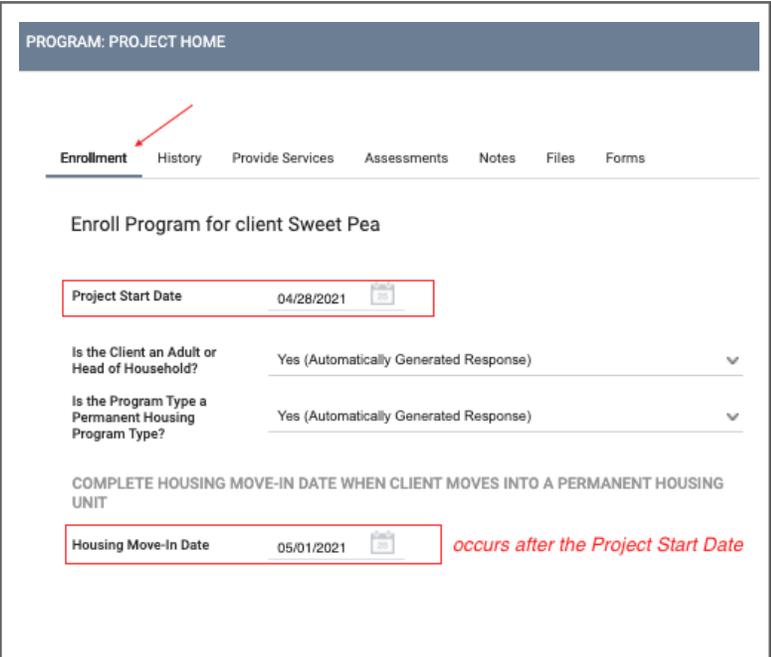
Quick Guide: FAQ on HUD - Move-in Dates

Housing and Urban Development (HUD) expanded the Move-in Date field (3.20) in 2017 to include all permanent housing types (Permanent Housing Only, Permanent Supportive Housing, Permanent Housing with Services, Rapid Re-Housing.) The intent of this field is to document the date that a household admitted into a Housing Project moves into housing and physically occupies the unit. This is critical point-in-time data that differentiates those that have already moved into permanent housing from households who are enrolled into a permanent housing project but are still literally homeless (i.e. in emergency shelter, safe haven, transitional housing or outside), i.e. accepted into the program but not yet moved in.

Why Does This Matter?

Overlapping and Missing Move-in Dates cause errors on our Federal Reports and decrease our reliability on the data for our system.

- Missing Move-in Date Error - This can show that they were never housed.
- Overlapping Move-in Date Error - This is when someone is showing as having a Move-in Date, but also either an active enrollment in a shelter/transitional program or another housing program during the same period. Overlapping errors create ambiguous data which is unreliable, since someone can physically only occupy one space at a time.

<p>Before entering a Move-in Date, check these first:</p> <ul style="list-style-type: none"> → Does the Move-in Date fall before your Program Enrollment Date? → Does the Move-in Date after the exit date? → Is there already a Move-in Date in the system in another Housing Program? → Does the Housing Move-in Date fall during a Transitional Housing or Emergency Housing Program Enrollment? <p>How to complete the Move-in Date:</p> <p>Once a client has a Project Start Date in a housing project, record the date a client moves into the permanent housing unit on the Head of Household's program enrollment screen.</p>	 <p>PROGRAM: PROJECT HOME</p> <p>Enroll Program for client Sweet Pea</p> <p>Project Start Date 04/28/2021</p> <p>Is the Client an Adult or Head of Household? Yes (Automatically Generated Response)</p> <p>Is the Program Type a Permanent Housing Program Type? Yes (Automatically Generated Response)</p> <p>COMPLETE HOUSING MOVE-IN DATE WHEN CLIENT MOVES INTO A PERMANENT HOUSING UNIT</p> <p>Housing Move-In Date 05/01/2021 <i>occurs after the Project Start Date</i></p>
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Move-in Date FAQ

What happens when the client is moving from one PSH building to another PSH building?

Exit the client from the first building. Enter a new program enrollment for the new building. The Program start date for the new program and the Move-in Date will be the same, the date they moved in.

Is the Move-in Date the same as the “lease date”?

Sometimes it can be, but sometimes not. HUD defines Move-in Date as the date the household is physically located in the unit.

What happens if the household never moves into housing?

In some situations, the household never moves into the housing, this may be more common with RRH. In those cases, do not enter a Move-in Date, and you will exit the client from the program.

What should I do if the Move-in Date I want to enter is during a shelter enrollment?

Contact the program who enrolled the client to find out if they can double check their records and update as necessary to avoid an overlapping enrollment.

What happens if the client loses their housing and then finds a new unit?

This can happen with RRH programs when a lease situation doesn't work out. If there were no days in homelessness in between the two units, no data entry requirement is needed. If the client lost housing and became homeless, you will exit the client with the accurate exit destination, and then create a new program enrollment. Never delete a Move-in Date already captured in HMIS. You will exit the client from the program, create a new enrollment, and then record the new Move-in Date.

Running Reports to Track Move-in Date

Monitoring and correcting Move-in Date Errors is everyone's responsibility. The following reports can be run by all HMIS users. They are easy and straightforward to complete, and can be run at any time. Below are instructions and best practices.

[GNRL - 106] Program Roster

This Program-based report lists program stay information for selected programs and status according to specified report dates. Run can be run for those “Active within report date range”, “Enrolled within report date range”, and those “Exited within report date range”. Select the parameters and the date range that you want to review.

REPORT LIBRARY

Program Based Reports > [GNRL-106] Program Roster

Program(s)

- All
- Home Agency Front Door Program
- Path to Home RAP Program
- Project HOME

Status

- ✓ Active within Report Date Range
- Enrolled within Report Date Range
- Exited within Report Date Range

Report Date Range

Report Output Format Web Page PDF Excel

The report will give you a list of clients, and their Move-in Date. If their Move-in Date is either invalid (i.e. occurring before program start) or missing, you will have an “undefined” text in the description. Move-in Date needs to be added for the Head of Household only.

Program Roster Report **[KC] Home Agency**
Active within 01/01/2021 thru 05/31/2021

Housing Move-in: Undefined = Unknown HoH or adjusted Move-in is Null, = Non PH Project, **A:** Assessments, **S:** Services, **CN:** Case Notes
 You can find more information about adjusted Move-In Date at the [Help Center Article](#)

Client	Unique Identifier	Birth Date	Age At Entry	Current Age	Enroll Date	Exit Date	LOS	Housing Move-in	A	S	CN	Assigned Staff
Program: Project HOME												
	247097728	01/01/1980	40	41	04/30/2020	-	397	04/30/2020	0	0	0	
	CDE3AD375	12/12/2000	20	20	12/14/2020	-	169	undefined	1	0	0	
	DC112F4C9	09/09/1999	21	21	01/07/2021	-	145	04/06/2021	0	2	2	
	4737368B3	12/12/2011	9	9	04/08/2021	-	54	04/08/2021	0	0	0	
	021ED9109	12/12/1960	60	60	04/08/2021	-	54	04/08/2021	0	0	0	
	B3AD5EECB	11/12/1956	64	64	04/08/2021	-	54	04/08/2021	0	0	0	
	F876D1AE5	01/01/2013	8	8	04/28/2021	-	34	undefined	0	0	0	
	DABAE0F39	01/01/2000	21	21	04/28/2021	-	34	undefined	0	0	0	
	8FBA4A86C	12/14/2000	20	20	05/07/2021	-	25	05/07/2021	0	0	0	

Number of Clients: 9

Number of Households: 6

Total Number of Clients: 9

Review these regularly and add Move-in Dates on the enrollment screens for any that are missing, ensuring they occur on or after the program start date.