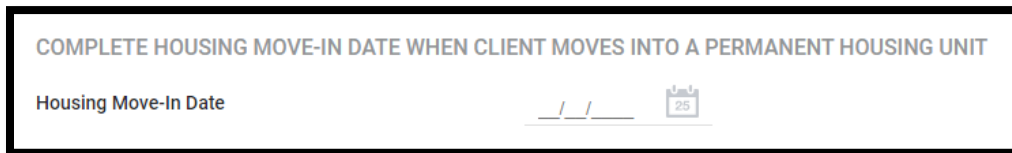# Housing Move-In Date Changes

Alameda Count HMIS - 2020 Data Standards Update

September 17th, 2019

On October 1st, 2019 Alameda County HMIS will undergo a series of updates to comply with the new 2020 HMIS Data Standards released by HUD. This document is to inform you of one important change related to housing move-in dates in the client record, and the action you need to take. The move-in date field indicates if-and-when a client transitions to permanent housing and is essential to HMIS record-keeping and reporting. This change will affect all permanent housing projects including PSH and RRH.

COMPLETE HOUSING MOVE-IN DATE WHEN CLIENT MOVES INTO A PERMANENT HOUSING UNIT

Housing Move-In Date   __/__/____   📅

What is Changing

After 10/1/2019 the Housing Move-In date field will ONLY appear on the program enrollment screen. The Housing Move-In date field will no longer appear on the program Update or Exit screens. The data on these screens will be merged with the data on the enrollment screen. The Move-In date field on the Update and Exit screens will not be used for future reporting or record keeping.

There will be automated data mapping during the October 1st transition that will move data from the Program Screen with greatest Screen Program Date/Information Date with a Non-Null 'Housing Move-in Date' to the clients Program Enrollment Screen.

Use the tools provided to identify potential Housing Move-In date issues and correct them prior to the Oct 1st change. See page 2, for instructions on identifying and correcting Housing Move-In Date issues in the client record.

Housing Move-In Date Data Standards

Follow these guidelines when collecting and entering Housing Move-In Dates

> ➢ Housing Move-In Date is only required for permanent housing projects such as Rapid Re-Housing, Permanent Supportive Housing, and Other Permanent Housing
> ➢ Housing Move-In Date should only be recorded ONCE per project enrollment on the program Entry Screen
> ➢ The Housing Move-In Date should be between the Project Start and Exit Date. If a client moved in to housing prior to the Project Start Date, for example due to a program transfer, then the Housing Move-In Date should be the same as the Project Start Date.
> ➢ If the client vacates a housing situation and the project stops paying rental assistance, staff should exit the client from the project with a 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.
> ➢ See 2020 HMIS Data Standards Manual, Section 3.20 Housing Move-In Date (pg 85) for additional information.

How To Address Housing Move-In Dates

Follow the steps below to identify and resolve conflicts with Housing Move-In Date info.

Step 1: Identify Where this Issue Exists in Your Data

Have your agency manager run the Move-In Date 2020 Fix Report. This Looker report is located in *Reports -> Data Analysis -> Alameda System Reports -> Move-In Date 2020 Fix.*

Filter the report by the Agency or Project of interest to see a list of potential move-in date issues. The report highlights clients where the Move-In Date at the most recent update/exit screen does not match the Move-In Date on the Entry screen.

Remember: after the October 1st transition, the Move-In date will only appear on the entry screen. Data on the most recent update/annual/exit screen will be moved to the program entry screen.

Step 2: Fix Move-In Date issues in the Client Record

After running the Move-In Date 2020 Fix Report, export or view the list of clients with potential move-in date issues. Follow the instructions on this report to identify potential issues and fixes.

1. Use the Client Unique ID to open the Client Profile.
2. Open the Programs tab and edit the Program Enrollment
3. Check that the Housing Move-In Date entered on the most recent update/exit screens contains the correct Move-In Date

Still Have Questions??

❖ Attend monthly user group meetings for additional information on system updates.
❖ Speak with your HMIS Agency Administrator
❖ Email hmissupport@acgov.org
❖ View resources from Bitfocus on the 2020 HMIS Data Standards Changes
❖ View additional resources regarding the 2020 HUD Data Standards update