



This document will outline some data entry tips to assist you as you create and update client records in the HMIS.

## Coordinated Entry Screening Providers

You should answer the [Housing Status](#) question and basic universal data elements for all household members who are designated as [Category 1 - Homeless](#). This should be done at the point of initial contact rather than waiting for the household to formally begin receiving services, as some individuals do not go on to receive services.

Additional information can be found in the [Entry Exit Process](#) training on the HMIS Learning Center.

## Households

Do not create a household for a single person. When creating households, it should be done prior to adding a project entry.

Additional information can be found in the [Creating and Managing Households](#) training on the HMIS Learning Center.

## Release of Information (ROI)

When adding an electronic release of information, in the [Release Granted](#) field, select "Yes" even if the client did not agree to share data with visibility sharing partners. This response is required for the data to share internally and externally. If the client has refused to share data, adjust the security settings for that client to reflect his or her decision.

Additional information can be found in the [Release of Information \(ROI\)](#) training on the HMIS Learning Center.

## Project Start Date

- [Emergency Shelter](#): Enter the night that the client first stayed in the shelter for the consecutive shelter period from entry to exit.
- [Safe Haven and Transitional Housing](#): Enter the date that the client moves into the residential project (i.e. the first night in residence).
- [Permanent Housing, including Rapid Re-Housing](#): Enter the date that the client was admitted into the project.
- [Other project types](#): Enter the date that the client first began working with the project and, generally, received the first provision of service.

Additional information can be found in the [Entry Exit Process](#) training on the HMIS Learning Center.

## Housing Status

This reflects the client's status at entry. Do not update this field when the client exits.

- People entering [Emergency Shelters](#) should be marked as [Category 1 - Homeless \(literally homeless\)](#), regardless of where they stayed the night before.
- Use [Category 2 - At imminent risk of losing housing](#) for people who will imminently lose their primary nighttime residence, provided that the residence will be lost within 14 days, no subsequent residence has been identified, and they lack the resources needed to obtain other permanent housing.

In cases where an individual or family meets the definition of homeless under [Category 1](#) or [2](#) or meets the at-risk definition and is fleeing domestic violence, they should only be coded as [Category 1](#), [2](#), or [At-risk of homelessness](#).

- Use [Category 3 - Homeless only under other federal statutes](#) for youth only if the youth is homeless (but does not meet the definition of homelessness under [Category 1](#) or [2](#)). [Category 3](#) should only be used in communities that have received Youth Demonstration Project funding.
- Use [Category 4 - Fleeing domestic violence](#) only when the household does not meet any other category but is still homeless (or on the verge of becoming homeless) due to domestic violence.

## Sub-Assessment Data

Sub-assessment data is to be added at project entry, if or when changes occur, annually (+/- 30 days), and at exit. The HUD Verification is required and must be completed even if the gateway question is answered "No." An example of the gateway question includes "Does the client have a disabling condition?" When completing the sub-assessments, every item must be selected "Yes," "No," etc., otherwise the HUD Verification alert will stay red. Using the "Data not collected" option will cause null or missing data in your data quality reports.

Additional information can be found in the [Sub-Assessments: Correcting Your Data](#) training on the HMIS Learning Center.

## Services

The service start date should equal the date that the service is provided. The service end date should be completed so you do not leave services open-ended (i.e., do not leave services without end dates). The end date is often the same as start date, however, refer to the [Grant Specific Workflows](#) training category on the HMIS Learning Center for more information. An Emergency Shelter service end date should be at least one day after the service start date. A rent payment assistance service end date should be the last day of the month (if the rent covers the entire month).

If you have a service that is providing some type of financial assistance to a family, do not include all household members when providing that service. For example, if the service is rent payment assistance and the amount is \$700, provide that service on the head of household's record. If you applied it to a second household member, that member would also show an additional \$700 that was issued for the rent, which would total \$1400 instead of \$700.

Additional information can be found in the [Service Transactions](#) training on the HMIS Learning Center.

## Housing Move-In Date

Enter the housing move-in date for Permanent Housing project types only, including Rapid Re-Housing. Be sure to record the housing move-in date on the interim assessment. It must be date/time stamped for a point in time between the project start and project exit. The housing move-in date should only be entered if a client physically moves into a housing unit associated with the project.

For RRH projects only, a housing move-in date must be entered regardless of if the RRH project is providing the rental assistance. For example, if an RRH project provides supportive services, but is not providing the rental assistance for the unit, a housing move-in date must still be entered to differentiate RRH clients in housing from those still experiencing homelessness.

Additional information can be found in the [Entry Exit Process](#) training on the HMIS Learning Center.

## Discharge Destination

"Other" should be used only as a last resort if the client's destination truly cannot be even loosely described by any of the available options. Any response of "Other" will not count in any HMIS-based reporting as a positive outcome.

Clients that are exiting to school or the military may have housing provided for them. If the client is moving into a dorm or army-supplied housing, "Rental by client, with other ongoing housing subsidy" can be selected, consistent with the notion that these units are not owned by the client, have conditions of tenancy, and have a value ascribed to them.

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If the client is moving into housing with a relative during schooling, "Staying or living with family, permanent tenure" can be selected, consistent with the notion that the client may stay with the family member for as long as needed to complete school.

Additional information can be found in the [Increasing Client Engagement and Determining Discharge Destination](#) document on the HMIS Learning Center.