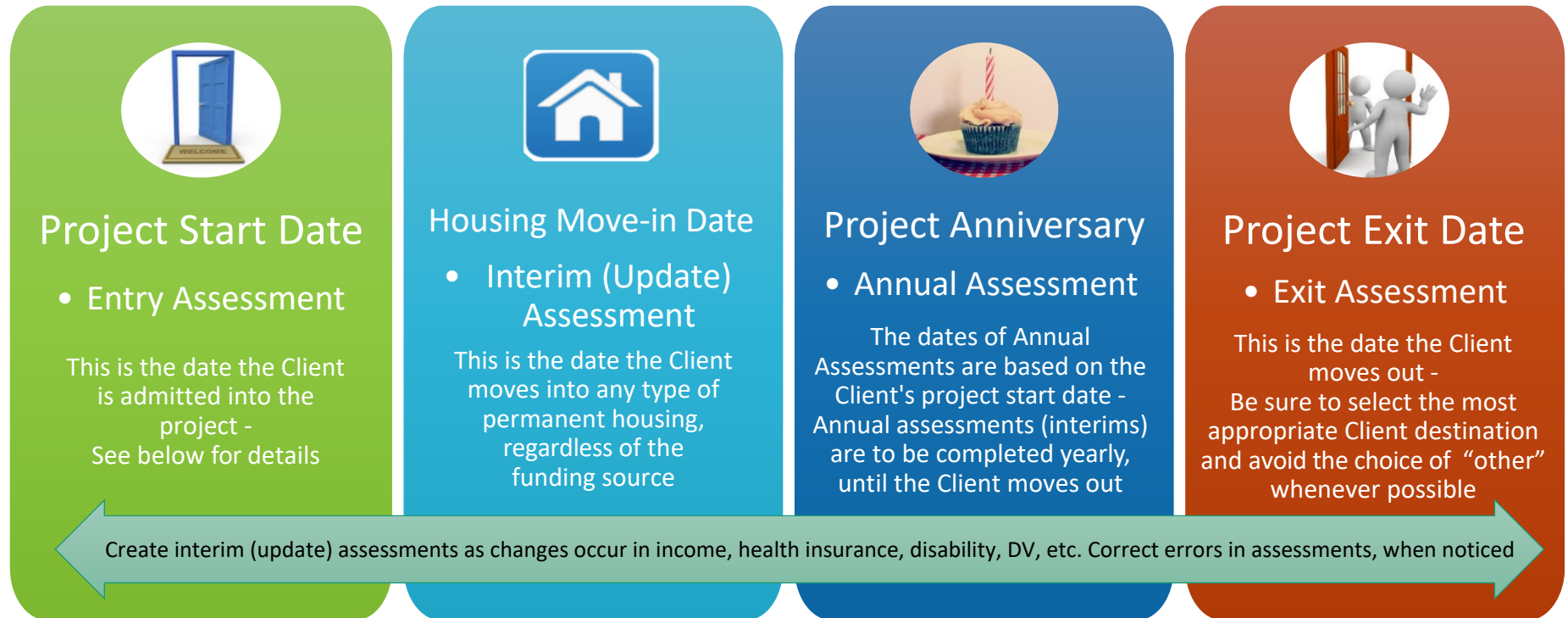


PH (PSH & RRH) HMIS Workflow



HMIS ShelterPoint Workflow for PSH Projects: Create entry in HMIS through ShelterPoint, when the three (3) factors below have been met. When client moves into a housing unit, enter a note in ShelterPoint with the move-in date, and create an interim (update) to enter the actual move-in date.

Project Start Date is the date the client is admitted into the project. To be admitted indicates the following factors have been met: 1) Information provided by the client or from the referral indicates they meet the criteria for admission (for example, if chronic homelessness is required, the client indicates they have a serious disability and have been homeless long enough to qualify – though all documentation may not yet have been gathered); 2) The client has indicated they want to be housed in this project; 3) The client is able to access services and housing through the project.

Homelessness Start Date, Project Start Date, Housing Move-in Date: HUD reviews the length of time from project start to housing move-in date for all PH clients. HUD measures the length of time homeless as the number of days between the date homelessness started until the housing move-in date.