

Adding A Housing Move-In Date

How to add a housing move-in date for RRH and PSH Projects

Step 1. Check EDA is correct. (all examples in this workflow show ESG RRH at NMSH)

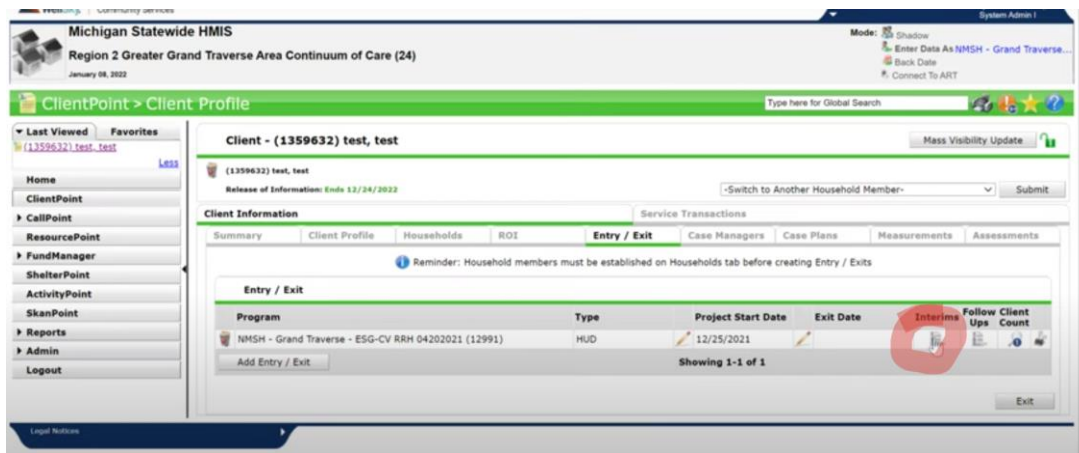
Step 2. Use ClientPoint to go the client page for the Head of Household.

Step 3. Ensure there is an active ROI.

Step 4. Go to Entry/Exit tab. Locate the appropriate program entry. Do NOT click the pencil on the project start date.

Step 5. Create an Interim Review.

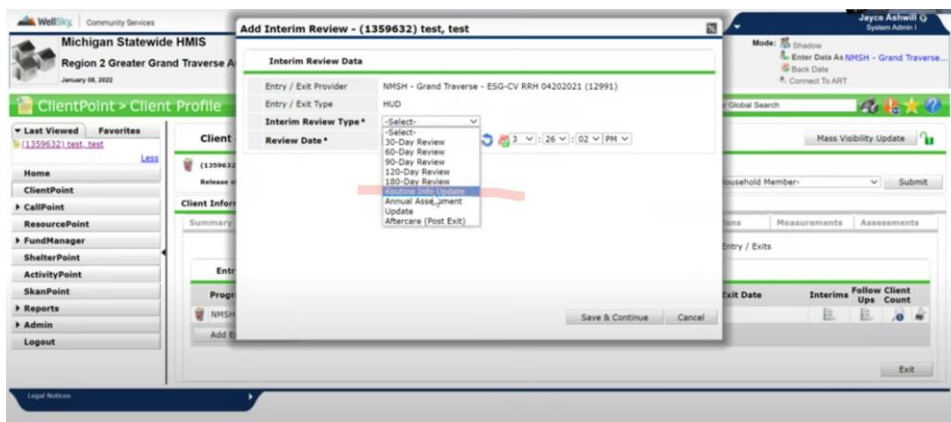
A. Click the Interims Icon.



B. A pop-up screen will appear; click “Add Interim Review”.

Then from the “Review Type” drop-down, select “Routine Info Update”

For the Review Date, enter the date the client moved into housing



C. Scroll down to the section “Housing and Location Information”. Ensure all fields are filled in.

- Check that Client Location is filled in to the correct region

- Ensure the current ZIP is filled in
- Enter the “Housing Move-In Date”
 - The housing move-in date MUST be timestamped between start of program enrollment and exit date of the program.
 - If your EDA is not the correct Project, or the Housing Move-In Date is BEFORE the Project Entry or AFTER the Project Exit it will not show that this client is moved in.

The screenshot shows a web form with two main sections. The first section, 'HOUSING AND LOCATION INFORMATION', is highlighted in yellow. It includes a dropdown for 'Client Location' (set to '-Select-'), a text input for 'Current ZIP Code', and a date field for 'Housing Move-in Date' (set to 01/08/2022). The second section, 'INCOME AND NON-CASH BENEFIT INFORMATION', includes a dropdown for 'Income from Any Source' (set to '-Select-') and a table for 'Monthly Income' with columns for 'Monthly Amount', 'Source of Income', 'Receiving Income Source?', 'Start Date', and 'End Date'. There are also fields for 'Total Monthly Income' and 'Non-cash benefit from any source'.

Step 6. Scroll down, select save and exit.

Step 7. Run a CAPER or APR to Check that it Saved Properly

- Review Table 7a on the CAPER/APR to ensure your client/s are now showing up in the “For PSH and RRH – the total persons served who moved into housing”

7a - Number of Persons Served	
	Total
Adults	69
Children	42
Client Doesn't Know/Client Refused	0
Data not collected	0
Total	111
For PSH and RRH - the total persons served who moved into housing	99