



Vacating a Unit while Enrolled in a Project – Housing Move In Date HMIS Process Aid

If a client leaves one housing unit and after a time gap is rehoused by the project in a new unit

In the event that the client vacates a housing situation back to homelessness and the project stops paying rental assistance the provider staff should:

- Exit the client from the project with an accurate Rental Assistance End Date (for RRH and Penn Free Bridge projects)
- Enter the accurate Project Exit Date
 - **The Project Exit Date should be the date the household vacated the unit.**
- Enter the accurate Exit Destination
- and create a new Project Start Date in a second enrollment for the client on the same or following day (process below).

For example, if a client is evicted and has to return to a shelter while waiting to find a new unit, the project should exit that client to "Emergency Shelter" on the day the client lost the housing. The following day, the project should add a new project entry. When the client is re-housed, a new housing move-in date should be added to the new, second project enrollment.

Second Enrollment Process

- The provider must submit an [AAQ](#) when this occurs to alert OCS Homeless & Housing staff at Coordinated Entry that a new referral needs to be created for their project.
- Once the request has been received CE staff will create a new referral on the project's HMIS referral screen.
- A new enrollment is completed by the project from that referral.
- The project would continue working with the client until a new unit is found, at which point a **new** housing move-in date would be recorded on the second project record. This will ensure that the client's history of housing is preserved.

If a client leaves one housing unit and are rehoused by the project in a new unit with no time gape

In the event the client moves directly from one unit into another unit, with no days of homelessness in between, it is **not necessary** to exit and re-enter them, because their housing move-in date would still accurately reflect the day they entered permanent housing according to that enrollment record.

Never delete a move-in date already captured in HMIS.
