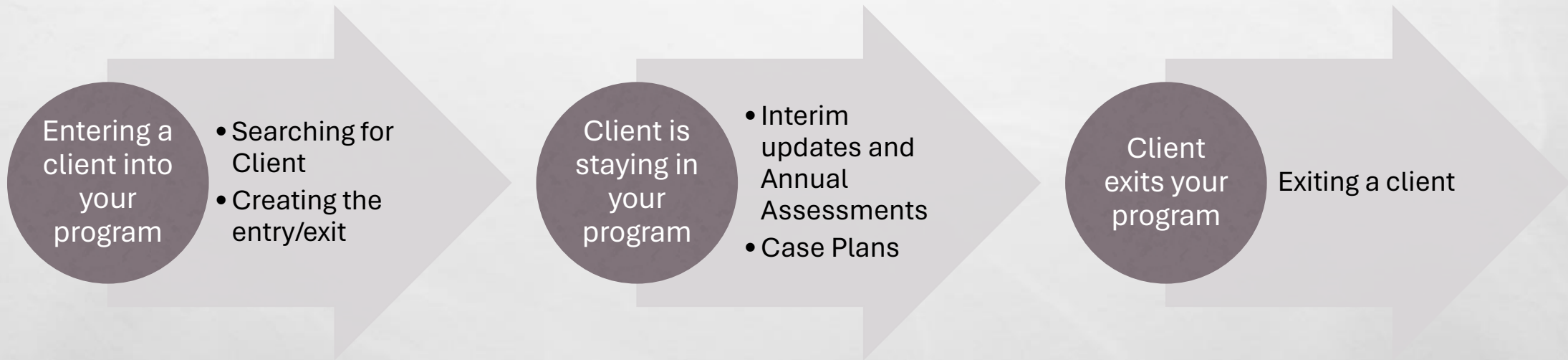


RAPID RE-HOUSING WORKFLOW



THE ENTRY/EXIT WORKFLOW



PROJECT START = ENTRY EXIT

This means the client has applied and they have been “admitted” to the project. In this context, the requirements for admittance must be:



Information provided by the client or from the referral provider indicates that the client meets the criteria required for admission to the project.



The client has indicated they want to be housed in this project.



The client is able to access services and housing through the project.

HOUSING MOVE-IN



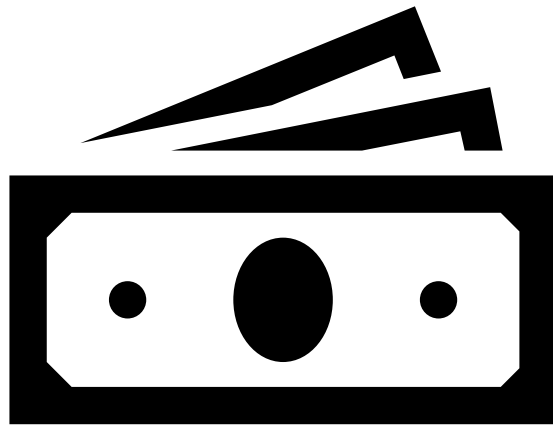
Housing move-in date must be completed for all clients who have moved into housing.



Move-in means a lease arrangement has been made, the client has a key or entry ability to the unit and that the client has physically slept in the unit.



This date must be ON OR AFTER the Project Start date.



**Rental
assistance**

**Rental
arrears**

**Security
deposits**

**Utility
deposits**

**Utility
payments**

**Last month's
rent**

Moving costs

**Housing
search and
placement**

**Housing
stability case
management**

**Landlord-
tenant
mediation**

**Tenant legal
services**

**Credit
repair**

SERVICE TRANSACTIONS

A CLIENT MAY HAVE MULTIPLE SERVICE TRANSACTIONS WHILE ENTERED IN A PROJECT.



INTERIM UPDATES

Client updates should be used for updating client information such as changes in:



- **Client information should not be edited or changed in the entry unless the information was incorrect at project start.**
- **Changes in income are designated by ending the current income and adding the updated amount separately.**



ANNUAL ASSESSMENT

INTERIM UPDATE

Data collection must include an annual assessment for all persons in the project for one year or more. Data elements required for collection at annual assessment must be entered with an Information Date of no more than 30 days before or after the anniversary of the head of household's Project Start Date, regardless of the date of the most recent 'update' or any other 'annual assessment.'

PROJECT EXIT

Entry/Exit

Clients should only be exited from the project after they have stopped receiving services or have moved into permanent housing with no ongoing project assistance.



QUESTIONS

Send a ticket to the Pinellas HMIS Help Desk with any questions or concerns.

<https://pinellashmis.zendesk.com/hc/en-us>

