

Rapid Re-Housing Workflow



Household & ROI

Create a new household or verify the exiting one. Then, add the Release of Information (ROI). Remember, no client data should be input into HMIS prior to having a valid ROI!

1

Project Start

Complete an Entry Assessment, ensuring that all appropriate household members are included. For RRH, clients must meet project criteria, want to be housed, and able to access services. Be sure to complete all HUD Verifications (income, insurance, disability, & non-cash benefits), and verify that all information is true & correct.

2

CM Tools

Assign yourself as the client's case manager (CM), Add a Goal, then Add a Case Note. A Case Note should be added to the corresponding goal each time contact is made with the client.

3

Services

Add your Service Transaction(s), again ensuring that all appropriate household members are included. Services may include rental assistance, utility assistance, housing search assistance, etc. A client may have multiple service transactions while entered into a project.

4

Updates

Use interim assessments to update client information such as changes in income, insurance, or non-cash benefits. E.g., to record a change in income, end the current income and add the new amount separately. An annual assessment must be completed for all persons in the project for one year or more.

5

HMID

Housing Move-In Date (HMID) must be recorded for all clients who move into housing with the assistance of a RRH project. This date must be ON or AFTER the Project Start date.

6

Project Exit

The exit date indicates that a client is no longer in the project. Clients should be exited after they have stopped receiving services or have moved into permanent housing with no ongoing project assistance. Select a Reason for Leaving, a Destination, and add a brief note when possible.

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