Approximate Date Homelessness Started Clean Up Guide – updated 11/04/2021

How to review and correct records identified as needing the Approximate Date Homelessness Started verified.

Your Task:
1. Look up this client record in HMIS.
2. Click Find client, enter the client ID number and click Search.
3. Once the system finds the client, click on Case Management from the left side menu.
4. Then select program enrollment.
5. From the program enrollment table, you can see the client’s enrollment history.
6. Look for your program name and review the enrollment start date and end date if there is one.
7. Once you have confirmed that this client is/was in your program you can now review the Date that was entered in the Approximate Date Homeless assessment.
8. Click on the left side menu and select Programs Assessments.
9. Then select HUD Assessment Dashboard.

10. Select the HUD Universal Assessment.

11. Find the Entry Assessment for your program from the list.
12. Click the gear and click Edit.

13. Look for the ‘Approximate Date Homelessness Started.’ Note the date entered.
   - The purpose of this date is to identify the date homelessness started prior to entry in your program. Often this field is interpreted to mean the date when the household first became homeless. Note the date below is from 2011. This is most likely the first date of homelessness rather than the date homelessness began just prior to this enrollment in 2019. If possible, re-interview the household about this instance or, if there are other program enrollments for this household you can look and see the dates entered during other enrollment interviews.

Your Program: