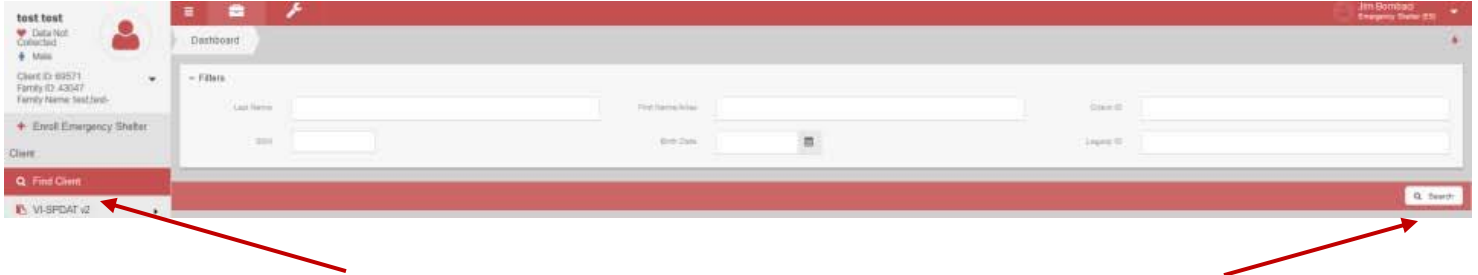


Approximate Date Homelessness Started Clean Up Guide – updated 11/04/2021

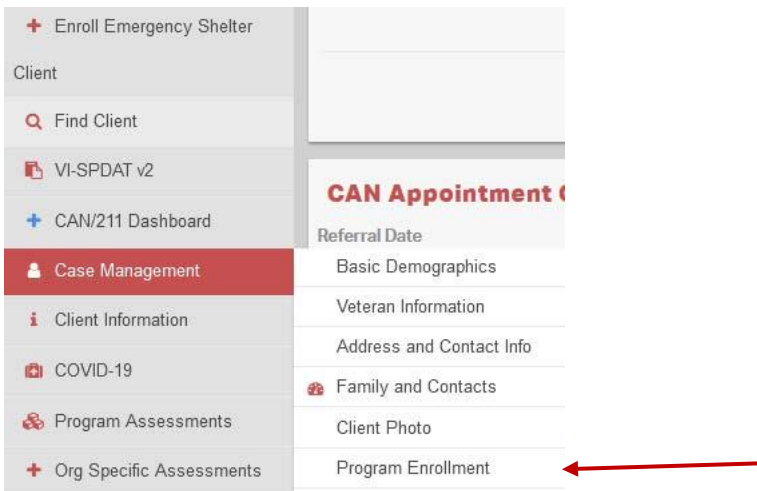
How to review and correct records identified as needing the Approximate Date Homelessness Started verified.

Your Task:

1. Look up this client record in HMIS.
2. Click Find client, enter the client ID number and click Search.

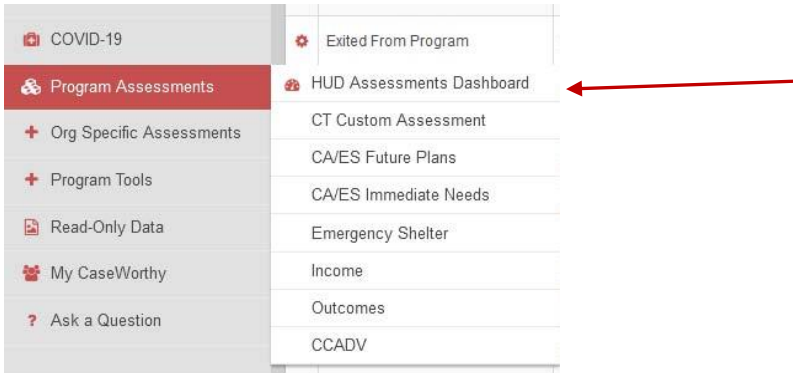


3. Once the system finds the client, click on Case Management from the left side menu.
4. Then select program enrollment.
5. From the program enrollment table, you can see the client's enrollment history.

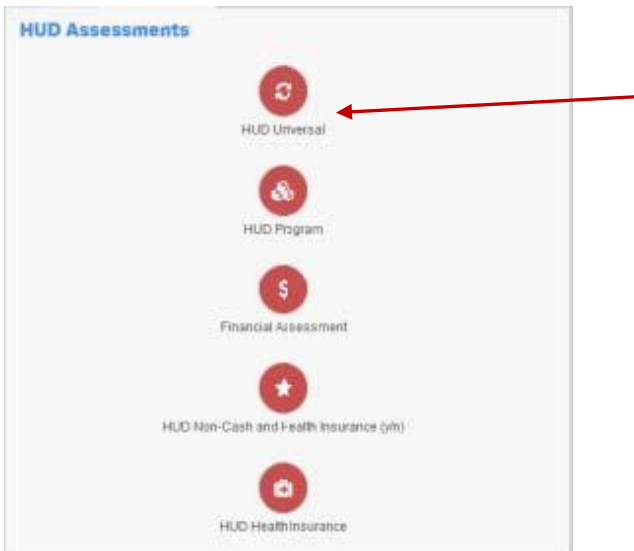


Status	Project Assigned Case Mgr	Project Start- Exit Dates	One Time Fields	AccountID	Family ID	Enrollment ID.
Exited From Program	Pacific House- Day Program (MF)	5/11/2020 - 10/30/2020			43047	489539
Enrolled In Program	Pacific House (ES)(IND)(SM)	5/11/2019 - Open			43047	489533

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.

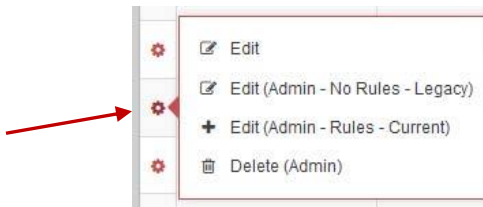


11. Find the Entry Assessment for you program from the list.

Assessment Date	Program	Assessment Event
4/20/2020	The Workplace SSVF - Stamford (RRH)	At Entry
7/17/2020	The Workplace SSVF - Stamford (RRH)	At Exit
10/30/2020	Pacific House- Day Program (MF)	At Exit
5/11/2020	Pacific House- Day Program (MF)	At Entry
1/21/2020	Pacific House- Day Program (MF)	At Entry
1/21/2020	Pacific House (ES)(IND)(SM)	At Entry
5/11/2020	Pacific House (ES)(IND)(SM)	At Entry

A red arrow points to the last row of the table, which has the date 5/11/2020 and the program name Pacific House (ES)(IND)(SM).

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:

A screenshot of a HUD Universal assessment form. The form is titled 'HUD Universal' and shows an assessment for '5/11/2020 - Pacific House (ES)(IND)(SM) - At Entry'. A red banner contains the instruction: 'If client has changed residences since project entry, change the client location (CoC) through a new during program assessment.' The form includes several fields: 'Client Location' (Pacific House - Pacific House (ES)(IND)), 'Disabling Condition' (Yes), 'Type of Residence' (Place not meant for habitation), 'Approximate date homelessness started' (05/03/2011), 'Continuum of Care Code' (CT-503), 'Length of stay in the prior living situation' (One month or more, but less than 90 days), and 'Total number of months homeless on the street, in ES, or SH in the past three years' (More than 12 months). A red arrow points to the 'Approximate date homelessness started' field.