

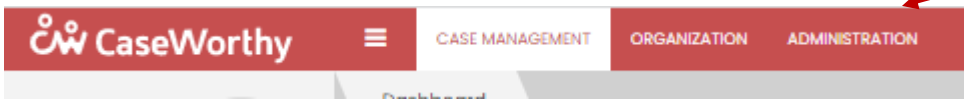
PSH RRH Housing Move In Date Clean Up Guide – updated 10/29/2021

For PSH/RRH programs, you will need to evaluate your program data using the APR Client Detail Export. From the Detail Export you can filter for HoH only and then review those missing Move In Dates.

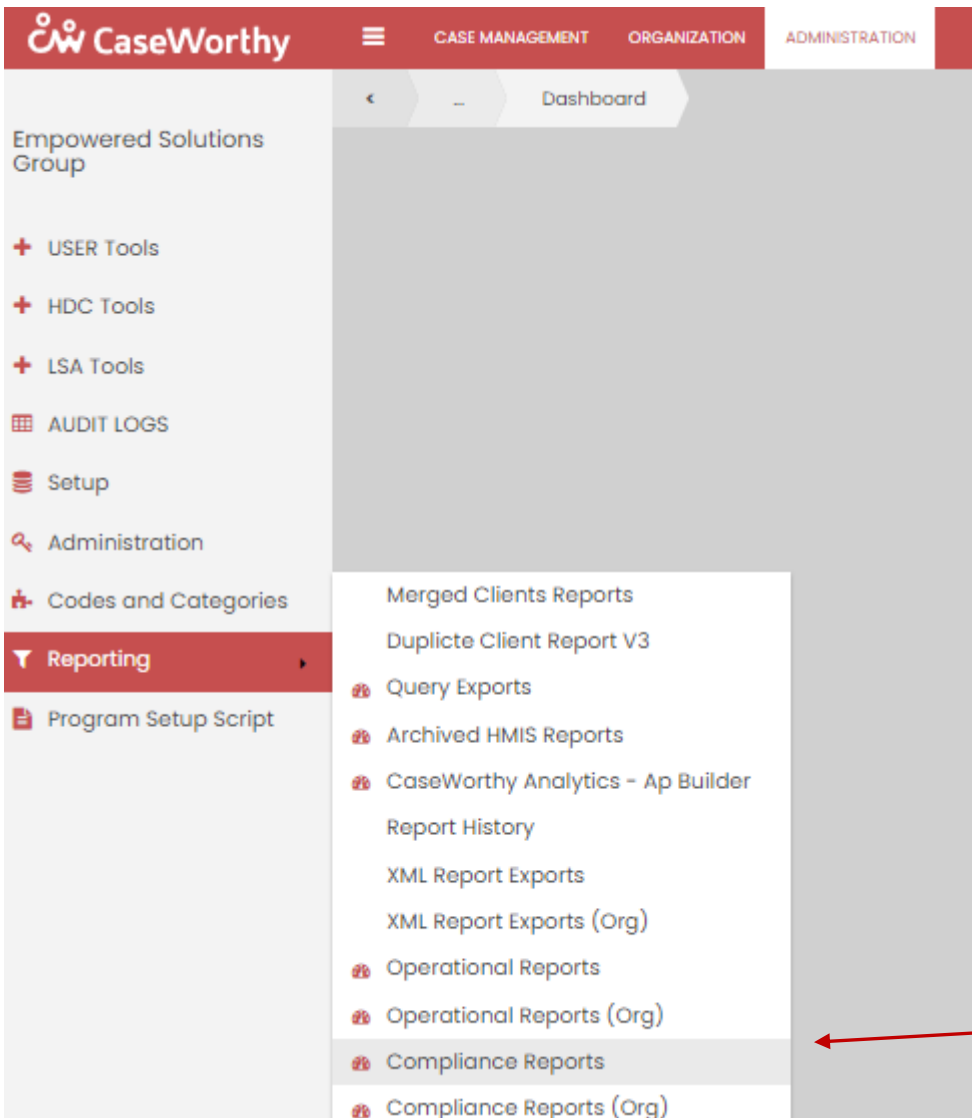
If you are not comfortable working with Excel, please email CCEH for assistance at – data@cceh.org

To Run your APR:

1. Click on Administration at the top of the screen.



2. Click reporting in the left menu then click Compliance Reports.

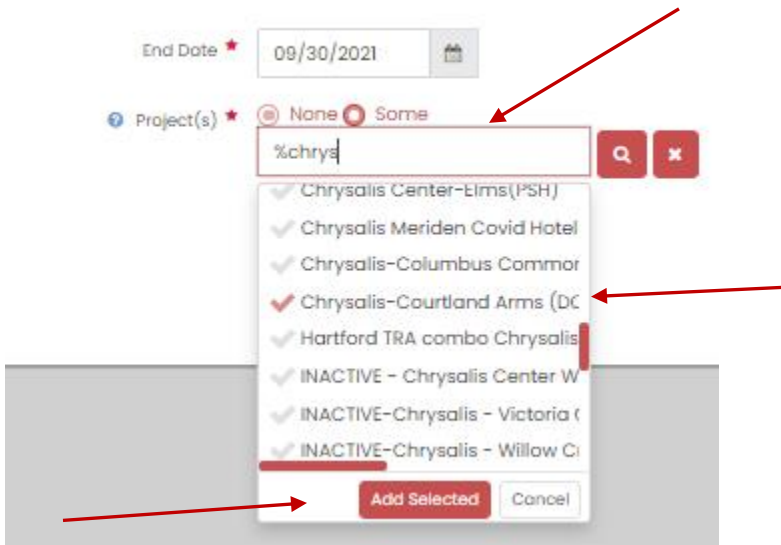


3. Click on the **2022 APR v1** icon when the compliance reports page opens.

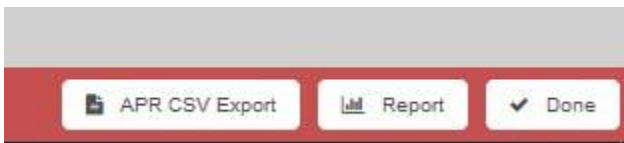
HMIS / HUD Compliance Reports



4. Enter the date range of the report.
5. Click 'some' on the program side.
6. Then click the magnifying glass.
7. Search for the program you need to review using the % wildcard function
 - %Chrys – will bring up programs that begin with Chrys
 - Click on the program name to add a check mark
 - Click on Add Selected to add the checked program to your report



8. When all the programs are entered, click Report at the bottom of the screen.



9. Once the report opens, click the page arrow to move to the primary report on page 2.

CoC APR
Run by jbombaci - Pacific House on 12/10/2020 at 3:28 PM

CT HMIS Measuring Success

Date Range: 7/1/2020 to 11/30/2020 Organization(s) Pacific House
Program(s) Pacific House - Beacon III - Ann

Q4 HMIS Information

Org Name	Organization ID	Program Name	Program ID	Project Type Label	Method for Tracking ES	Affiliated with a residential project	Project IDs of affiliations	CoC Number	Geocode	Victim Service Provider	HMIS Software Name	Report Start Date	Report End Date
Pacific House	4852	Pacific House - Beacon III - Ann St (HUD)(CT0256)(CT0234)(PSH)	1200	PH - Permanent Supportive Housing (disability required for entry)				CT-503	091074	No	CaseWorkhy	7/1/2020	11/30/2020

Annual Performance Report Page 1 of 17

10. Click on the hyperlink to the Client Detail Sub Report.

[Client Detail Sub Report](#)

[Hyperlink to Q5 and Q6 tables](#)

Q7a Number of Persons Served

Total	Without Children	With Children And Adults	With Only Children	Unknown Type
-------	------------------	--------------------------	--------------------	--------------

11. You will want to export this report to excel using the drop-down arrow next to the disk icon and selecting Excel.

Client Detail Sub Report
HUD APR Drilldown : Multiple Questions

Date Range: 7/1/2020 to 11/30/2020 Organization(s) #Error
Program(s) #Error

- Word
- Excel
- PowerPoint
- PDF

12. This will generate an excel spreadsheet.

To Evaluate Housing Move In Date:

13. Make sure you filter for the Head of Household identified as 'Self' on the sheet.

Client Detail Sub Report CT HMIS
Measuring Success

HUD APR Drilldown : Multiple Questions

Date Range: 7/1/2020 to 11/30/2020

Organization(s) Pacific House

Program(s) #VALUE!

Client ID	Last Name	First Name	Family ID	Relation To HoH	Family Size	Family Type	DOB
59352			35384	Self	1	Without Children	

14. Once you have isolated those identified as 'Self', scroll to the right of the sheet until you get to the column labeled 'Move In Date.' This will show all records with/without a move in date. If the record is missing the move in date, then you should take note of the client ID and review that client record for accuracy.

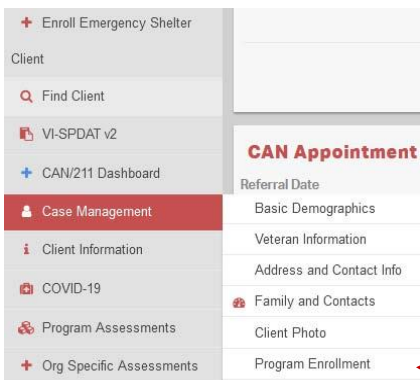
Exit Destination (HUD Program - Latest)	Date Started On Streets	Move in Date (HUD Program - Latest)	Length to Move In (BeginDate - Move in Date)
N/A	2/20/2010	2/20/2015	0

To Update Housing Move In Date:

- 15. Once you have identified the client ID's that are missing the move in date you can look them up in HMIS.
- 16. Click Find client, enter the client ID number and click search.



- 17. Once the system finds the client, click on Case Management from the left side menu.
- 18. Then select program enrollment.



- 19. From the program enrollment table, you can see the client's enrollment history
- 20. Look for your program name and take note of the One Time Field.


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	OT		43047	489533
Exited From Program	The Workplace SSVF - Stamford (RRH) Leone, Carlo	4/20/2020 - 7/17/2020	OT	126	43047	489640

- 21. For PSH and RRH programs, once a client moves into the unit you should click the One Time Field button and enter the date the client moved into the unit.
- 22. It is allowable for the move in date to be equal to the program enrollment start date, however, the move in date cannot be before the program enrollment start date.

One Time Fields

HMIS One Time Fields

The Workplace SSVF - Stamford (RRH) | Leone, Carlo

Housing Move-In Date 

Clear Housing Move-In Date

- 23. By entering the Housing Move In Date you have now stopped the clock on the count of this client/family's number of days homeless.