

HMIS Homelessness Prevention Workflow

Homelessness Prevention funds short- and/or medium-term rental assistance and housing relocation and stabilization services (financial assistance and service costs) designed to prevent an at-risk individual or family from moving into an emergency shelter or living in a place not meant for human habitation. Services and Updates can happen out of order but must come after project start and before project exit. A project may have multiple Services and/or Updates.



Services

Service Transactions

Eligible costs include:

- o Rental Assistance: rental assistance and rental arrears
- o Financial assistance: rental application fees, security and utility deposits, utility payments, last month's rent, moving costs
- o Services: housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, credit repair

A client may have multiple service transactions while enrolled in a project.



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.'

01

Project Start

Entry/Exit

Date the client first began working with the project and generally received the first provision of service. An entry assessment is done at this time.



02

Updates

Interim Update

Homelessness Prevention clients must be re-evaluated once every 3 months. Client updates should be used for updating client information such as changes in income, disability, insurance, or non-cash benefits. 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.



04

Project Exit

Entry/Exit

The project exit date indicates a client has left the project. Homelessness Prevention projects must also collect 4.19 (Housing Assessment at Exit) information to more accurately reflect the housing situation of clients at exit.



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