

ENTERING HOUSING MOVE-IN DATE (HMID) – EMERGENCY HOUSING VOUCHERS (EHV) AND MAINSTREAM VOUCHERS

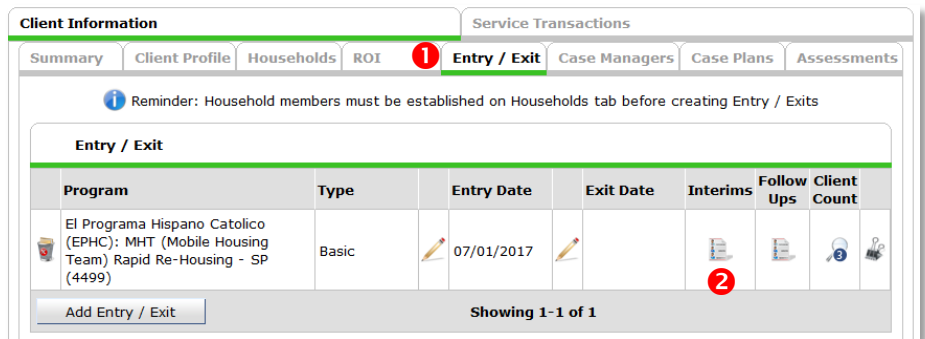
Create program entry when client first starts working with the EHV/Mainstream voucher program.

When a household has been placed in permanent housing, enter the Housing Move-in Date (HMID).

- If placed on the program entry day, HMID = program entry date – answer in the program entry assessment
- If placed after the program entry date, HMID = voucher start date – answer in an Interim Review
- If client moves from a different housing program into an EHV housing program –
 1. exit them from the initial housing program
 2. enter them in the EHV program – HMID = program entry date – answer in the EHV program entry assessment

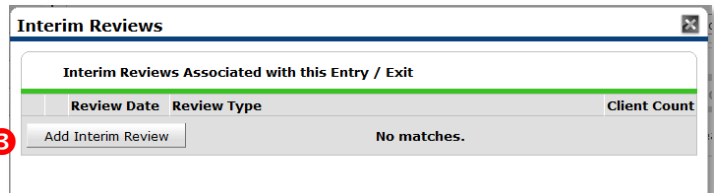
Do NOT pencil back into the program entry to update this field, UNLESS household was housed the same day as their program entry date.

1 Click on the Entry/Exit tab in the Head of Household's profile



2 Click on the icon in the 'Interims' column

3 Click the 'Add Interim Review' button

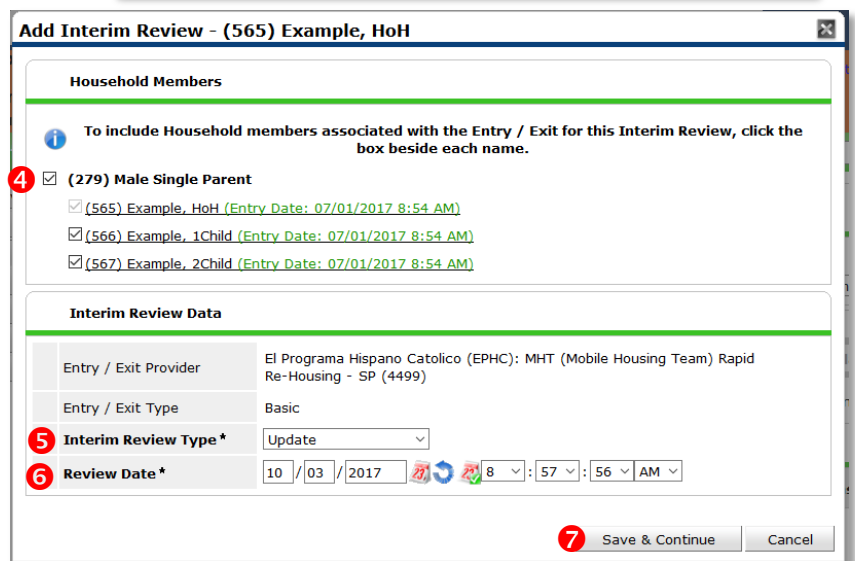


4 Click to include all household members

5 Choose 'Update' for Interim Review Type

6 Set 'Review Date' to Housing Move-in Date

7 Click 'Save & Continue'



8 Fill in or update the 'Housing Move-in Date'

9 Click on **each** household member and repeat step 8.

When steps above are Completed, click on 'Save & Exit.'

EXITS FROM EHV OR MAINSTREAM VOUCHERS

Mainstream Voucher	Exit one day after HMID
EHV Voucher with Services	Exit when services end
EHV Voucher with NO Services (all Adult vouchers)	Exit one day after HMID

In the first exit screen, if the client is still housed, answer as follows for Reason for Leaving and Destination:

Then complete the rest of the exit assessment, for all family members, in the next screen.