

ENTERING HOUSING MOVE-IN DATE (HMID) AFTER PROGRAM ENTRY

When a household has been placed in permanent housing, update the Housing Move-in Date using the following steps.

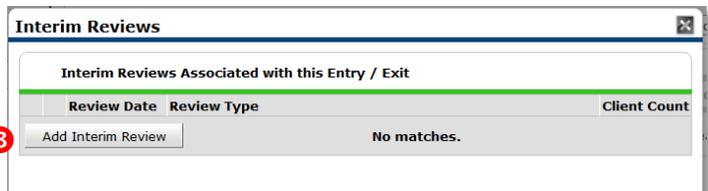
Do NOT pencil back into the program entry to update this field, UNLESS household was housed the same day as their program entry date.

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



2 Click on the icon in the 'Interims' column

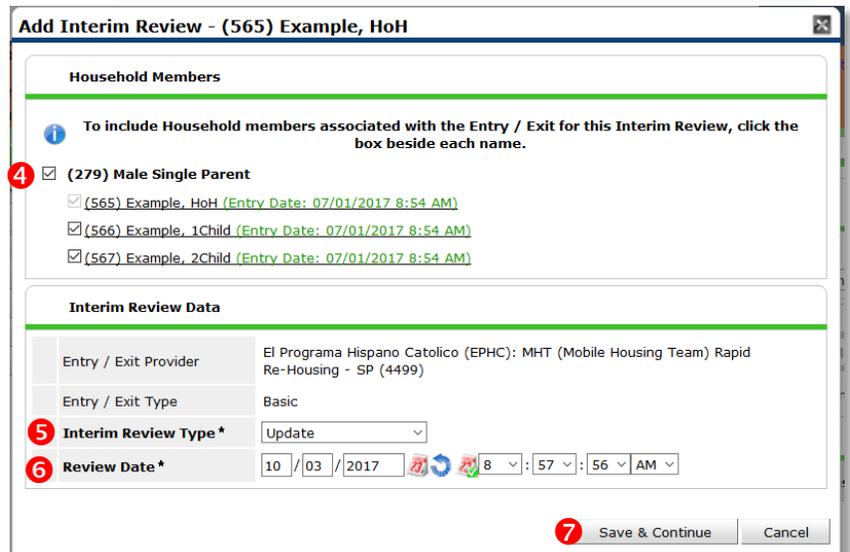
3 Click the 'Add Interim Review' button



4 Click to include all household members

5 Choose 'Update' for Interim Review Type

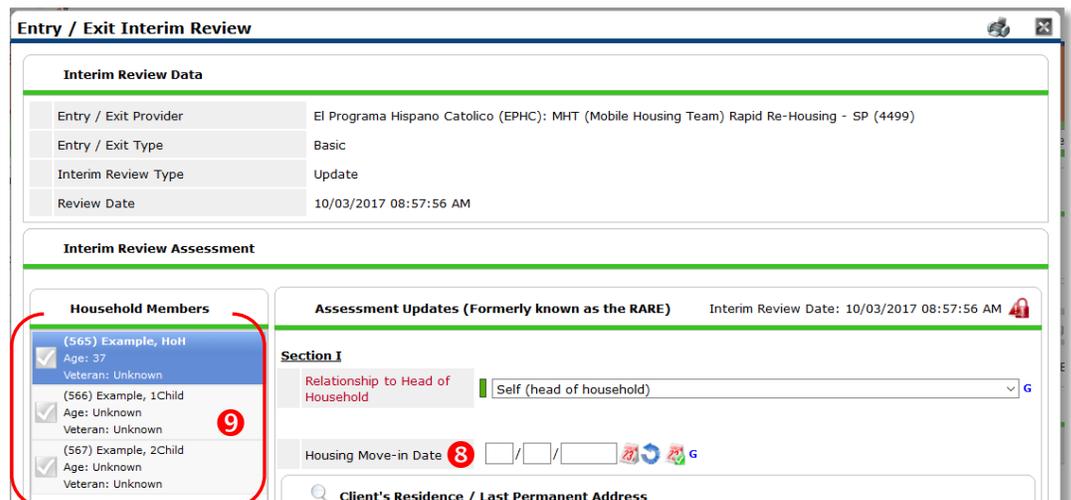
6 Set 'Review Date' to Housing Move-in Date



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.'