

# Rapid Re-Housing Data Workflow

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INSTITUTE FOR COMMUNITY ALLIANCES

# RRH Workflow

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- Create Client/update profile
- Create HH is Applicable
- Entry
  - Is created when the client is deemed as eligible for the program
    - You have the funding available
    - The client wants the program
    - Client is determined to meet the requirements of the program
  - Type is HUD
  - Do NOT have to be moved into housing at time of entry
  - Could overlap with a shelter entry

# Residential Move in Date

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- Residential Move In Date is currently a RRH specific element
  - This is the date the client moves into the apartment
  - Will most likely be after the entry date
  - MUST be answered on an interim review
  - Use Update as Review Type
  - The date of the Interim Review and Move in Date must match and it is the day the client moves into apartment.
  - Need to answer this question for all members of the household

**Rapid Re-Housing Programs Only (answer for ALL Household Members)**

Residential Move-in Date  /  /    

# Exit

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- Exit the client once the assistance is done
- If the client never enters housing:
  - You still create an entry
  - You will not answer the Move In Date
  - You will exit that client
    - Either the date they have timed out (if your agency has implemented a time limit for housing search)
    - Or the date of last contact with the client, if the client has disappeared

# Incorrect Data Workflows: for clients who do not find housing

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- Not creating an entry/exit for the client at all
- Creating an entry and deleting it if they do not get into housing
- Correct:
  - Client has an entry and an exit in the system