

Nashville–Davidson County HMIS Homelessness Prevention Workflow

Prior to entering an HP project in HMIS, each client must have a **Release of Information** on file!

Homelessness Prevention projects fund 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 place not meant for habitation. Services and Updates can happen between Project Start and Project Exit. A project may have multiple Services and/or Updates.

Services Service Transactions **2**

- Eligible costs include Rental Assistance (rental payment and arrears), Financial Assistance (rental application fees, security and utility deposits, utility payments, moving costs, etc.)
- Services include housing search and placement, housing stability case management, tenant legal services, etc.
- Services and financial assistance are added using the **Service Transactions tab** as they occur.
- A client may have multiple service transactions while enrolled in a project (between their Entry Date and Exit Date).

Annual Assessment Interim Update **4**

- 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 Update date of no more than 30 days before or after the anniversary of the Head of Household's Project Start Date.
- Annual Assessments are entered in HMIS as **Interim Updates**.

1 Project Start Entry/Exit

- Date the client first began working with the project
- Generally the date the client received the first provision of service
- The Entry Assessment requires the completion of an Entry in the **Entry/Exit tab** of HMIS.
- Select the appropriate Assessment Type for your project.

3 Updates Interim Update

- Clients enrolled in HP programs should be re-evaluated at least once per 90 days.
- Client updates, entered as **Interim Updates** in HMIS, 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 change in the Entry Assessment unless the information was incorrect at project start.
- Changes in Income are designated by end dating the current income and adding the update amount separately.

5 Project Exit Entry/Exit

- The Project Exit date indicates a client has left the project.
- Add an **Exit Assessment** using the Entry/Exit tab in HMIS and select the appropriate Reason for Leaving and Destination at Exit.