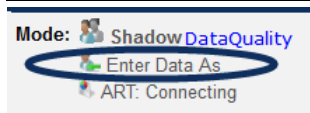


Homeless Prevention and Rapid Re-Housing SP5.11

This is a supplemental guide to the, [Standard Workflow Summary \(PDF\)](#). The Standard Workflow must be followed to ensure accurate data entry and reporting. If you are not familiar with the Standard Workflow, please contact your Agency Data Administrator or the HMIS Help Desk for training opportunities.

All referenced materials can be located at, www.dupageco.org/HMIS.

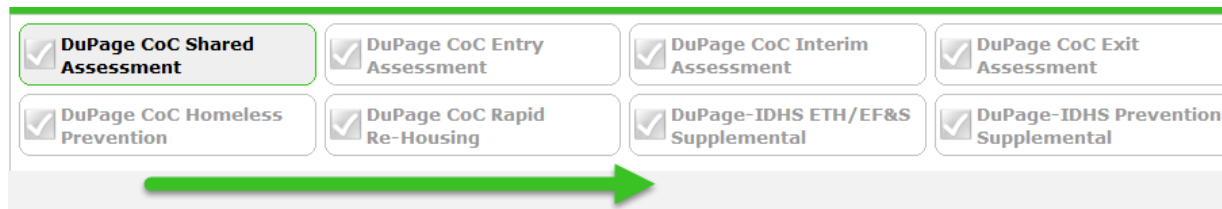
Enter Data As



Use **Enter Data As** mode to share and view data to and from other Homeless Prevention (HP) and Rapid Re-Housing (RRH) programs. Verify the correct provider name through your Agency Data Administrator or System Administrator.

Program Entry

- Entry/Exit Provider: Select the correct HP or RRH grant
- Type: varies by program (HUD, VA, or Basic)
- Entry Date: Date of assessment
- Entry Assessments: DuPage CoC Shared, DuPage CoC Entry, DuPage CoC Homeless Prevention or Rapid Re-Housing, and any other program specific assessments.



Services

Record all services provided to the client throughout program participation.

Refer to the [Service Transaction Addendum \(PDF\)](#) for more information.

- Service Provider: Select the same provider as used for Program Entry
- Start Date: Date service was provided/approved
- End Date: Last day of service

Security Deposit Payment Assistance and Case Management will have the same start and end date.

Rent Payment Assistance will reflect the last day that the service covered, unless the program is paying rent arrears.

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Interim Reviews

Client Profile | Households | ROI | **Entry / Exit** | Case Managers | Case Plans | Assessments

Reminder: Household members must be established on Households tab before creating Entry / Exits

Entry / Exit						
Program	Type	Entry Date	Exit Date	Interims	Follow Ups	Client Count
Catholic Charities-Emergency Services-IDHS-HP (7536)	HUD	06/11/2015				

- Interim Review Type: Select **Update** for all informal updates. Otherwise, select the review type based on the number of days since the last formal review was completed.
- Interim Review Assessments: DuPage CoC Interim, DuPage CoC Homeless Prevention or Rapid Re-Housing, and any other program specific assessments.

Program Exit

Client Profile | Households | ROI | **Entry / Exit** | Case Managers | Case Plans | Assessments

Reminder: Household members must be established on Households tab before creating Entry / Exits

Entry / Exit						
Program	Type	Entry Date	Exit Date	Interims	Follow Ups	Client Count
Catholic Charities-Emergency Services-IDHS-HP (7536)	HUD	06/11/2015				

- Exit Date: Date of the last day of program participation
- Reason for Leaving: Select the best option for why the client is exiting the program
- Destination: Select the correct housing destination that the client is exiting to
- Exit Assessments: DuPage CoC Exit, DuPage CoC Homeless Prevention or Rapid Re-Housing, and any other program specific assessments.

Follow-Up Review

Client Profile | Households | ROI | **Entry / Exit** | Case Managers | Case Plans | Assessments

Reminder: Household members must be established on Households tab before creating Entry / Exits

Entry / Exit						
Program	Type	Entry Date	Exit Date	Interims	Follow Ups	Client Count
Catholic Charities-Emergency Services-IDHS-HP (7536)	HUD	06/11/2015	06/12/2015			

A follow-up review occurs at a specified point-in-time after program exit, as directed by your program, in order to obtain program outcome measurements.

- Follow Up Review Type: Select the review type based on the number of days since the program Exit.
- Follow Up Review Assessment: DuPage Homeless Prevention Provider Outcome Survey. Additional assessments may be completed at this time.