

Data Entry Reminders:

Ø Date of program entry: This is a critical date it tells us the number of nights a person stayed. This date should never be the date the client was entered into the system. If you are a shelter program then this is the first night they occupied a bed. If you are a service program this is the first day a service was delivered.

Ø Date of Birth: In order for us to have a system that is able to match duplicates, Date of Birth is essential. Our recommendation is that you do not enter a client unless you have a date of birth. If you only have an age for example (age: 43 then enter 01/01/1967) this is a last resort only.

Ø Social Security: If you are collecting social security only the last 4 digits are necessary. If you do not collect this information you must enter: 999-99-9999.

Ø Disabling Condition: If someone enters “Yes” to having a physical disability, ad developmental disability, HIV/AIDS, or a substance abuse problem, under the Special Needs then, Disabling Condition under Program Open should also be checked “Yes”.

Ø Answering “Last place stayed”: This should be the last place they stayed before entering your program. If you are completing the entry form after they have stayed in your program, do not enter Emergency shelter or transitional housing or permanent housing.

Ø Answering: “Duration” length of stay in last place. As above this question this question should be answered based on how long the person was at the last place stayed before entering your program. This question may require further clarification particularly if the person was living in a place not meant for human habitation.

Ø How many times homeless: This question refers to the number of episodes of living in a place not meant for human habitation the individual has experienced over the last four years including the most current episode. If you do not know you must enter “99” in this space.

Ø Income: Income is a key indicator as to whether people exiting the system of care are exiting with income that will enable them to maintain housing. Completing income and exit and entry is critical to assessing whether a person will be at risk of homeless upon exit.

Ø Date of exit: As with Date of Entry, this date if you are a shelter program should be the last day they occupied a bed not the date the exit was completed.

1/25/2010