HUD Reporting Correction Guide

Descriptions and steps to fix HUD's flagged issues

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EDA and Back Date Modes

These modes need to be adjusted before any data corrections take place. Review the [Before You Enter Data Training](#) for more information on why these modes are used.

Default EDA Mode will be visible in the upper left-hand side of the screen at either the Level 3 or Level 4.

This is a Level 3 Default EDA (only agency and county listed):
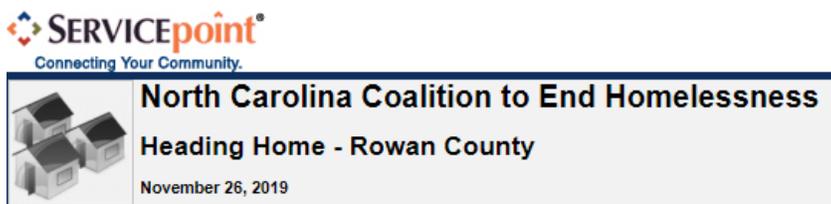
This is a Level 4 Default EDA (agency, county and project listed):

If not in the correct EDA Mode, navigate to the upper left-hand corner and click Enter Data As:
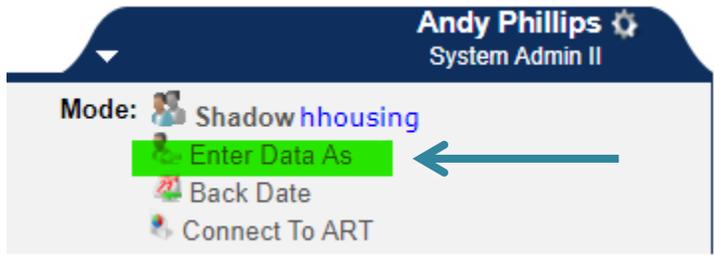
Andy Phillips
System Admin II

Mode: Shadow hhousing
Enter Data As
Back Date
Connect To ART

Then select appropriate project (using the Green Plus Sign) from the pre-populated list:

Provider Search Results

#	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q

	Provider	Level	Phone
➕ 🌐	Heading Home - BNL Test Project (7428)	Level 5	123-123-1234
➕ 🌐	Heading Home - Rowan County - Emergency Shelter (7389)	Level 5	Unknown
➕ 🌐	Heading Home - Rowan County - Rapid Re-Housing - CoC (7390)	Level 5	Unknown
			Showing 1-3 of

Once you've entered into a new EDA Mode, blue text appears after Enter Data As.

Andy Phillips
System Admin II

Mode: Shadow hhousing
Enter Data As Heading Home - Rowan ...
Back Date
Connect To ART

Back Date Mode can be engaged via the upper left-hand corner as well.
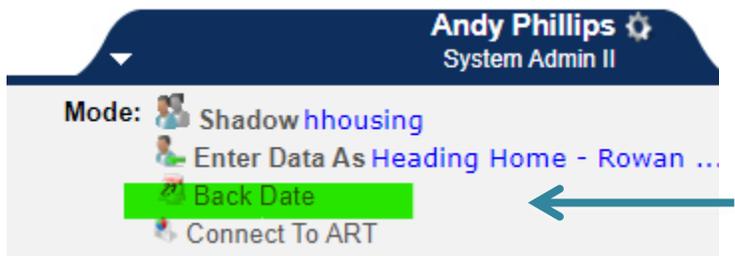
Andy Phillips
System Admin II

Mode: Shadow hhousing
Enter Data As Heading Home - Rowan ...
Back Date
Connect To ART

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Click on Back Date to bring up the Back Date Mode window to enter the date you need to correct information for then click Set Back Date:
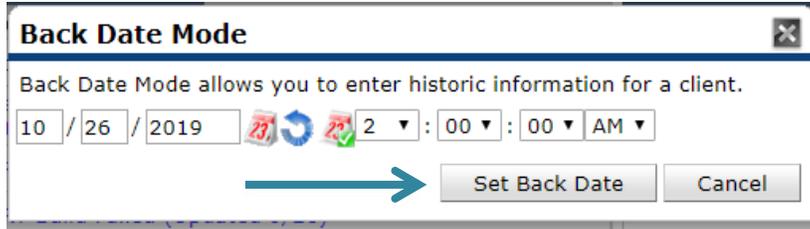
When Back Date Mode is one, the top of the screen will turn yellow and you'll see the selected date in blue font:

Now you are ready to make data corrections!

To leave Back Date mode, select the Red "X" icon next to the date.

Data Quality (Demographics, Homeless History Etc.)

DQ Flag Types labeled as Missing X data element (Gender, Race etc.) or Error means that the data has not been fully collected or entered for that client and so we don't have a clear picture of who they are.

Remember:
- Demographics, Homeless History, and other universal data elements help us know who our communities are serving and what their experiences are.
- Check the NCCEH Required Data Elements guide for which data elements to collect on different household members.

Impact:
- Universal data elements impact if we are able to submit the HUD's reports and impacts how we are able to look at the data afterwards to inform decisions and changes for our communities.
- Every client should have at least some basic information collected on them large amounts of missing data will impact all system and agency reporting ability.

Steps to Correct (if Client Location inaccurate):
1. Check your default EDA mode, switch to client's project if needed.
2. Set Back Date to the correct Start Date.
3. Confirm client has all data completed and correct for Client Profile under Client Record and Demographics. If they do not click the edit pencil to add data, then click save once entered.

2. Go to the Entry/Exit tab, click on the pencil for the impacted project entry.
3. Click Save & Continue to find the assessment questions.
4. Add additional missing data or correct errors.
5. Save and Exit after additional data is entered.

Child or Unknown-Age Head of Household

DQ Flag Types labeled as Child or Unknown-Age Head of Household could be a few different errors. Either the Head of Household does not have an age entered, they are under the age of 18, or they are a child with the head of household designation either on an entry or in an entry by themselves.

Remember:
- Date of Birth and Relationship to Head of Household designations are important to reporting and determining household composition.
- Review the [Data Standards Training on Demographics](#) for more on how and why we collect these elements.

Impact:
- Relationship to Head of Household and Age determines how and which clients and families are included in HUD's Longitudinal Systems Analysis.

Steps to Correct:
1. Check your [default EDA mode](#), switch to client's project if needed.
2. [Set Back Date](#) to the correct Start Date.
3. Confirm client has a date of birth on Client Profile under demographics. If they do not have a Date of Birth click the edit pencil to add one, confirm Date of Birth Type, then click save once entered.

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4. That may have fixed the error. If date of birth is already entered confirm it is correct. If client is under the age of 18 confirm they are the correct Relationship to Head of Household.
5. If client is not the correct Relationship to Head of Household, update the Household Tab by clicking Manage Household and the appropriate Project Start Assessment by clicking the edit pencil next to the start date. Then select the correct Relationship to Head of Household.

6. If client is the correct head of household and they are under the age of 18, write the Data Center to confirm your project is eligible to serve minors and that data is correct.
7. If client is under 18, should not be head of household, and is in an Entry by themselves, they are a child alone error. This client must be connected with the rest of their family to correct this error. Check the client count on the project entry to confirm if there is only 1 client in that entry.

8. [Follow this guide to fix child alone errors](#).

Relationships to Head of Household Error

DQ Flag Types labeled as Relationship to Head of Household errors could be a few different errors. Either the client does not have a relationship to head of household on their project start, there are multiple clients designated as the head of household for that project start or there are no clients designated as the head of household for that project start.
Remember:

- Relationship to Head of Household designations on the Intake are important to reporting and determining household composition.
- Review the Data Standards Training on Demographics for more on how and why we collect this element.

Impact:
- Relationship to Head of Household determines which how and which families are included in HUD's Longitudinal Systems Analysis.

Steps to Correct (if Client Location inaccurate):
1. Check your default EDA mode, switch to client's project if needed.
2. Set Back Date to the correct Start Date.
3. Click the edit pencil next to the client's Project Start Date on the Entry/Exit tab.

Entry / Exit

Program	Type	Project Start Date	Exit Date	
Heading Home - Rowan County - Rapid Re-Housing - CoC (7390)	HUD	✏ 10/02/2019	✏	
Add Entry / Exit		Showing 1-1 of 1		

4. Click Save & Continue.
5. Confirm Relationship to Head of Household is completed and/or accurate.

Gender	Male ▾ G
Primary Race	Black or African American (HUD) ▾ G
Secondary Race	-Select- ▾ G
Ethnicity	Non-Hispanic/Non-Latino (HUD) ▾ G
Relationship to Head of Household	Head of household's child ▾ G

6. Click other household members on the left-hand side to confirm/check their Relationships to Head of Household are accurate and complete as well.

Household Members

Household Members	**Project Start: Durham (**
(369) Antelope, Azizi Age: Unknown Veteran: Data not collected (HUD)	**Answer the questions in this**
(368) Antelope, Kamari Age: Unknown Veteran: Data not collected (HUD)	Date of Birth
	Date of Birth Type
(367) Antelope, Scar Age: 39 Veteran: Yes (HUD)	Gender
	Primary Race
(366) Antelope, Shenzi Age: Unknown Veteran: Data not collected (HUD)	Secondary Race
	Ethnicity
	Relationship to Head of Household

7. Click Save & Exit after each household member has been completed/confirmed.

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Entries to Level 3 Project (Agency Level)

HMIS projects are organized like a fake city where office buildings represent agencies and each room within represents the specific project. If a client is entered with Enter Data As mode for the Level 3 Agency Level, client data is effectively laying in the hallways.

Remember:
- Always...always check your Enter Data As mode before recording any client data.
- Check the EDA and Backdate Guide or the Before You Enter Data Training for how to find your default EDA mode.
- Only Agency Administrators and staff with default EDA of the Level 3 have access to fix this.

Impact:
- Clients entered into Level 3 will not be included in the reports. The reports will not show that you served this client!

Steps to Correct:
1. Check the ROI tab make sure there is an electronic ROI to cover the client's start (and exit date if applicable) for the correct project (level 5).
   Below, there's no Level 4 ROI Present:

	Release of Information			
	Provider	Permission	Start Date	End Date
	Heading Home - Rowan County	Yes	11/26/2019	11/26/2020

2. Check your default EDA mode, switch to client's project if needed.
3. Set Back Date mode for the client's Project Start Date.
4. Go to the ROI tab and add the eROI for the household if needed.

> Add Release of Information

5. Go to the Entry/Exit tab and click Add New Entry/Exit (the old entry should not be edited).

> Add Entry / Exit

6. Confirm Project Start details like Household members, Type (HUD or VA), and Project Start Date.

Edit Project Start Data - (4) Solo, Han	
Provider	Heading Home - Rowan County - Emergency Shelter (7389)
Type	HUD
Project Start Date *	11 / 26 / 2019 1 ▼ : 03 ▼ : 12 ▼ PM ▼

7. Click Save & Continue.
8. Review client data - if data is missing or incomplete, complete it now for each client.
9. Click Save & Exit.
10. Check to see if any Services, Interims, or Exits also need to be recorded.

11. After verifying that all data from Project Start, Interims, Exits and Services copied over, remove the old, Level 3 Entry by clicking the trash can.
(There is NO UNDO button for this - only delete after verifying the data)

	Program	Type		Project Start Date	
🗑	Heading Home - Rowan County - Emergency Shelter (7389)	HUD	⭐	11/26/2019	✏
🗑	Heading Home - Rowan County (7388)	HUD	❌	11/26/2019	✏

Exit Destination is Safe Haven / Other / Data Not Collected / Client Refused / Client Doesn't Know/ No Exit Interview Completed

Destination answers the question, **"Where did the client sleep immediately after exiting the project?"** To understand our client's experiences better, we need Exit Destination to be complete and descriptive.

Remember:
- Accurate Exit Destination can be found from the client directly, other agency staff, or HMIS.
- *Safe Havens* funded by HUD do not exist in North Carolina or neighboring states. If a client left a project for survivors of domestic violence with a name including Safe or Haven, the client likely exited to an emergency shelter or transitional housing and those should be chosen instead.
- *Other* is an option that encourages more specific description in the Notes section. While not exactly missing, there are often other Exit Destination options that describe the client's situation better. Notes can always be added for context after choosing a different option.
- *Data Not Collected / Client Refused / Client Doesn't Know and No Exit Interview Completed* may be accurate at the time of the client's exit, but HUD encourages us to use all available resources to record Exit Destination. Talk to other staff or the client themselves to collect this data.
- Check the Exit Destination Guide to find the best option for your client!

Impact:
- Missing or inaccurate Exit Destinations to not accurately show your projects hard work and obstacles clients face to stable housing. Returns to Homelessness, Exits to Permanent Housing, and Data Quality reports submitted to HUD rely on accurate Exit Destination.

Steps to Correct (if a more accurate Exit Destination known):
1. Check your default EDA mode, switch to client's project if needed.
2. Set Back Date to the correct Exit Date.
3. Go to the Entry/Exit tab and click on the pencil icon next to the Exit Date.

	Program	Type		Project Start Date	Exit Date	
🗑	Heading Home - Rowan County - Emergency Shelter (7389)	HUD	✏	11/26/2019	✏	

4. Change the drop-down response for Exit Destination to the most accurate option.

5. Click Save & Continue.
6. Click Save & Exit to complete.

Client Location

DQ Flag Types labeled as Client Location outside of CoC means that the HMIS Entry Assessment thinks this client stayed in a different CoC when you served them. For ES and TH, it's unlikely since beds are located within our CoC. For RRH and PSH, this could be true if the client found housing outside of our CoC. DQ Flag Types labeled as Client Location Missing means the Client Location field has not been completed at all.

Remember:
- Client Location asks, "Which CoC did the client stay in?"
- Check the NCCEH Location Guide for how this is different from other questions like NC County of Service.

Impact:
- Client Location determines which clients are included in HUD Reports.
- If the client *really* was not in the CoC for their stay, then they will not (and should not) be included in the HUD reports.

Steps to Correct (if Client Location inaccurate):
1. Check your default EDA mode, switch to client's project if needed.
2. Find the first date that client location was wrong or blank, then set the Back Date. (probably Project Start Date).
3. Go to the Entry/Exit tab, click on the pencil for the impacted project entry.
4. Click Save & Continue to find the assessment questions.

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5. Change the drop-down for Client Location to the correct CoC.
6. Click the vertical color bar to the left of Client Location drop-down menu (this will open the history questions' pop-up box).
7. Click the trash can for the old incorrect response (There is NO UNDO button for this - choose wisely).
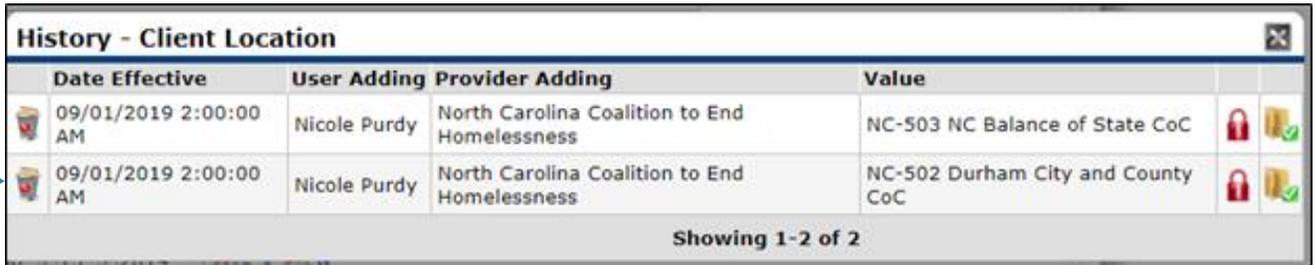
NC County of Service

DQ Flag Types labeled as County of Service outside of project county means that the HMIS Entry Assessment thinks this client stayed in a different county when you served them. For ES and TH, that's unlikely since beds are located in a specific location. DQ Flag Types labeled as County of Service Missing means the NC County of Service field has not been completed at all

Remember:
- County of Service asks, "Which County did the client receive services in?"
- Check the NCCEH Location Guide for how this is different from other questions like Client Location.

Impact:
- County of service helps CoC's and local provider see where clients are receiving services throughout large coverage areas.
- If the client *really* was not in the County for their stay, then they will not (and should not) be included in the reports.

Steps to Correct (if Client Location inaccurate):
1. Check your default EDA mode, switch to client's project if needed.
2. Find the first date that client location was wrong or blank, then set the Back Date. (probably Project Start Date).
3. Go to the Entry/Exit tab, click on the pencil for the impacted project entry.
4. Click Save & Continue to find the assessment questions.
5. Change the drop-down for NC County of Service to the correct County or if missing, complete. If ES or TH make sure the county is the county the project is located in.
6. Review Client location is correct while you are in the client record and update if needed.

Annual Assessments

Every year, clients need an HMIS data check-up to confirm that their details are correct. The acceptable date range is 30 days before or 30 days after the head of household's anniversary date (This is calculated in HMIS and is down to the minute, so plan ahead).

Remember:
- Each client must have Annual Assessments if they have been enrolled for 1 or more years.
- One household will have the same anniversary date: they all need an annual assessment around their Head of Household's month and day of entering the HMIS project.
- Each client should only have one (1) annual assessment per year. If any annual assessments were added for the wrong date, change the Interim Type to Update.
- Check the Data Collection Stages Guide or the Interim Updates and Annual Assessments Training to review the difference between Interim Updates and Annual Assessments in HMIS. Check the Updating Sub-Assessments Training to review how to make the most common updates for clients on their Annual Assessments

Impact:
CoC funded projects are reviewed for how many clients increase income or non-cash benefits. Without the annual assessment, client improvements will not be included in the HUD reports.

Steps to Correct:
1. Check your default EDA mode, switch to client's project if needed.
2. Set the Back Date to the client's start month and date but for the year in which they need an Annual.

3. Go to the Entry/Exit tab, click on the Interims document icon in the same row as the impacted Project Start Date.

Entry / Exit					
Program	Type	Project Start Date		Exit Date	Interims
🗑 Heading Home - Rowan County - Rapid Re-Housing - CoC (7390)	HUD	✏ 11/28/2018	✏ 01/16/2019		📄③
🗑 Heading Home - BNL Test Project (7428)	HUD	✏ 11/01/2018	✏		📄②
🗑 Heading Home - Rowan County - Emergency Shelter (7389)	HUD	✏ 08/21/2018	✏		📄①

4. Click Add New Interim.

Interim Reviews

Interim Reviews Associated with this Entry / Exit

	Review Date	Review Type	Client Count
✏ 🗑	11/18/2019	Update	🔍①

Add Interim Review ⟵ Showing 1-1 of 1

5. Change the Interim Type to Annual Assessment and confirm the date matches your Back Date.

Interim Review Data

Entry / Exit Provider	Heading Home - Rowan County - Emergency Shelter (7389)
Entry / Exit Type	HUD
Interim Review Type *	Annual Assessment ▾
Review Date*	08 / 21 / 2018 📅🔄📅 12 ▾ : 08 ▾ : 58 ▾ PM ▾

6. Click Save & Continue to find the assessment questions. ⟵
7. Update any data that has changed (following the process for sub-assessments).
8. Click Save & Exit to complete.

Duplicate Annual Assessments

Every year, clients need an HMIS data check-up to confirm that their details are correct but only one should be entered. If there is more than one annual per year then it will cause errors.

Remember:
- One household will have the same anniversary date: they all need an Annual Assessment within 30 days of their Head of Household's month and day of entering the HMIS project.
- Each client should only have one (1) Annual Assessment per year. If any Annual Assessments were added for the wrong date, change the Interim Type to Update.
- Check the Data Collection Stages Guide or the Interim Updates and Annual Assessments Training to review the difference between Interim Updates and Annual Assessments in HMIS.

Impact:

CoC funded projects are reviewed for how many clients increase income or non-cash benefits. With multiple Annual Assessments they cannot get an accurate picture and client improvements will not be accurately included in the HUD reports.

Steps to Correct:
1. Check your default EDA mode, switch to client's project if needed.
2. Set the Back Date to the client's start month and date but for the year in which they need an Annual.
3. Go to the Entry/Exit tab, click on the Interims document icon in the same row as the impacted Project Start Date.

4. Identify the incorrect/duplicate annual assessment and click the edit pencil next to that interim.

5. Change Interim Review Type from to Update instead of Annual.

6. Click Save & Continue then Save & Exit.
7. One Interim will now be an Update.

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Exits to Permanent Housing with a Return to Homelessness

One of the simplest ways to measure if your project has ended a client's experience of homelessness is through Exit Destination. Destination answers the question, "Where did the client sleep immediately after exiting the project?" To understand our client's experiences better, we need Exit Destination to be complete and descriptive.

Remember:
- HMIS, other staff, or the client themselves can help you collect this data.
- Check the Exit Destination Guide to find the best option for your client!

Impact:
- If clients use shelter services less than 7 days after exiting to a permanent housing destination, it turns out that Exit Destination was not very accurate. The inaccurate Exit Destination acts like a false positive for a Return to Homelessness.
- With corrected Exit Destinations, our Longitudinal System Analysis will be better and more accurate.

Steps to Correct (if Exit Destination was inaccurate):
1. Check your default EDA mode, switch to client's project if needed.
2. Set Back Date to the correct Exit Date.
3. Go to the Entry/Exit tab and click on the pencil icon next to the Exit Date.

Program	Type	Project Start Date	Exit Date
🗑 Heading Home - Rowan County - Emergency Shelter (7389)	HUD	✏ 11/26/2019	✏

4. Change the drop-down response for Exit Destination to the most accurate temporary option.

Destination *	-Select- ▼
If "Other", Specify	----- TEMPORARY AND PERMANENT HOUSING SITUATIONS ----- Residential project or halfway house with no homeless criteria (HUD) Hotel or motel paid for without emergency shelter voucher (HUD)
Notes	Transitional housing for homeless persons (including homeless youth) (HUD) Host Home (non-crisis) (HUD) Staying or living with friends, temporary tenure (HUD) Staying or living with family, temporary tenure (HUD)

5. Click Save & Continue.
6. Click Save & Exit to complete.

Missing Date of Engagement (Street Outreach Projects only)

Street Outreach services will not always result in a housing plan. Some clients will not be ready to engage. To address the nature of SO services, HMIS allows SO to create a project start to record the building of trust and a relationship through Contacts - without the pressure of complete data collection. Once clients agree to the project's housing plan services, the Date of Engagement is recorded in HMIS.

Remember:

- Date of Engagement can be added on or after Project Start Date. Add it through an Interim Update for any day after Project Start.
- Project Start (Intake) Assessments must be complete as of the Date of Engagement.

Impact:
- Only clients with a Date of Engagement will be included in HMIS reports like Longitudinal Systems Analysis.

Steps to Correct (if date is missing):
1. Check your default EDA mode, switch to client's project if needed.
2. Set Back Date to the correct Date of Engagement.
3. Go to the Entry/Exit tab for the client.
4. Choose the right date If the Date of Engagement is the Project Start, click the pencil next to the Project Start Date and click Save & Continue. Then continue to step 7.

Type		Project Start Date		Exit Date	Interims	Follow Ups	Client Count	
PATH	✏️	10/02/2019	✏️		📋	📋	🔍	📎
		Showing 1-1 of 1						

5. If the Date of Engagement is after the Project Start, click on the Interim document icon and click Add new Interim.

Type		Project Start Date		Exit Date	Interims	Follow Ups	Client Count	
PATH	✏️	10/02/2019	✏️		📋	📋	🔍	📎
		Showing 1-1 of 1						

6. Change the Interim Type to Update and confirm the date matches your Back Date.
7. Click Save & Continue to add the Date of Engagement response (close to the bottom of the page).

🔍 **Outreach**

Date of Contact	Staying on Street, ES, or SH	Start Date *	End Date	Notes
Add				

Date of Engagement	10 / 02 / 2019 📅🔄📅 G

8. Click Save & Exit to complete.

Length of Stay (ES and TH Projects Only)

Since an experience of homelessness should be brief, rare, and non- recurring we want to keep the Emergency Shelter and Transitional Housing length of stays low. Inaccurate Length of Stays do not accurately show your projects' hard work moving clients out of homelessness. The long

stayers in a project can act as outliers of the total and skew the average length of stay calculations. Checking long stayers allows us to ensure the total length of stay is accurate and reflects the real nature of the client's stay.

Remember:
- It is unusual when Emergency Shelter stays are more than 180 days or 6 months.
- It is unusual when Transitional Housing stays are more than 730 days or 2 years.
- An Exit Date is determined by the last night the client laid their head down on a pillow on one of your project beds.

Impact:
- When Exit Dates of long stayers are checked, corrections can shorten the Length of Time Homeless in HMIS projects. This makes our data more accurate and improves the measure.

Steps to Correct
1. Review the client's file to determine if they have an accurate Exit Date.
2. If they are still utilizing your agency's services and don't have a new Exit Date stop here, the information is accurate. If they have a new Exit Date move to Step 3 to verify.
3. Check your default EDA mode, switch to client's project if needed.
4. Review the client's Project Start and Exit Date on the Entry/ Exit Tab.

Program	Type	Project Start Date	Exit Date	Interims
Heading Home - Rowan County - Emergency Shelter (7389)	HUD	🖉 01/26/2019	🖉 08/26/2019	

5. If incorrect, Set Back Date to the correct Exit Date.
6. Go to the Entry/Exit tab and click on the pencil icon next to the Exit Date.

Program	Type	Project Start Date	Exit Date	Interims
Heading Home - Rowan County - Emergency Shelter (7389)	HUD	🖉 01/26/2019	🖉 08/26/2019	

7. Type over the old date with the new date.

🗑 **Edit Exit Data - (4) Solo, Han**

Exit Date *   05 / 26 / 2019   1 ▾ : 29 ▾ : 54 ▾ PM ▾

8. Use the drop-down response to answer the Exit Destination for the most accurate option.
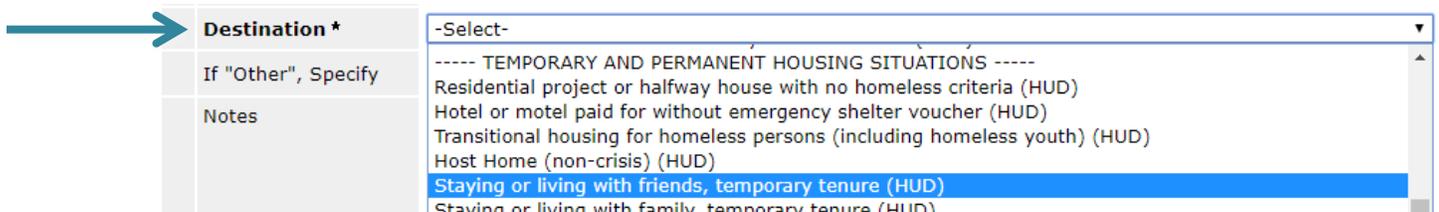
Destination *	-Select- ▼
If "Other", Specify	----- TEMPORARY AND PERMANENT HOUSING SITUATIONS -----
Notes	Residential project or halfway house with no homeless criteria (HUD)
	Hotel or motel paid for without emergency shelter voucher (HUD)
	Transitional housing for homeless persons (including homeless youth) (HUD)
	Host Home (non-crisis) (HUD)
	Staying or living with friends, temporary tenure (HUD)
	Staying or living with family, temporary tenure (HUD)

9. Click Save & Continue.
10. Click Save & Exit to complete.

Overlaps (Start Date, Move-In Date, or Exit Date)

The Data Center can see more of the HMIS data than HMIS users at agencies. We can see overlapping emergency/temporary shelter or permanent housing enrollments that individual HMIS users can't. Overlapping entries either conflict with Start Dates, Move-In Dates, or Exit Dates.

Remember:
- If the date in HMIS does not reflect the definitions below, a correction is needed.
  Start Dates should reflect the date that clients use your project's core services.
  Move-In Dates should reflect the date that clients begin sleeping in their unit. It is not a Lease Date.
  Exit Dates should reflect the date that clients no longer use your project's core services.
- Consult the Data Collection Stages Guide or the Data Collection Stages Training for the specific requirements for each project type's Start Date and Exit Date.

Impact:
- Overlapping dates in HMIS will affect the report for Length of Time Homeless. For example, there may be days that look like the client was in shelter, when they were actually already moved into their PH unit.

Steps to Correct (if date is not accurate):
Correct overlap Start Date
1. Check your default EDA mode, switch to client's project if needed.
2. Set Back Date to the correct Project Start Date.
3. Go to the ROI tab and add an eROI if the start date is not already covered.
4. Go to the Entry/Exit tab for the client.
5. Click Add New Entry/Exit.
6. Confirm Back Date and Save & Continue.
7. If the data is visible, confirm is it accurate. If the data is not visible, it will need to be re-entered.
8. Save & Exit.

Correct overlap Move-In Date
1. Check your default EDA mode, switch to client's project if needed.
2. Set Back Date to the correct Move-In Date.
3. Go to the ROI tab and add an eROI if the start date is not already covered.

4. Go to the Entry/Exit tab, click on the Interims document icon for the Project Start Date impacted.

	Program	Type	Project Start Date	Exit Date	Interims
	Heading Home - Rowan County - Emergency Shelter (7389)	HUD	✏ 01/26/2019	✏ 05/26/2019	

5. Click Add new Interim.
6. Change the Interim Type to an Update and confirm the date matches your Back Date.
7. Click Save & Continue to find the assessment questions.
8. Update the accurate Housing Move-In Date.

Client Location	Your CoC code ▼ G
Housing Move-in Date	___ / ___ / _____ 📅🔄📅 G

9. Save & Exit.
10. Click the pencil of the Interim Update that had recorded the inaccurate Move-In Date.

Interim Reviews Associated with this Entry / Exit

		Review Date	Review Type		Client Count
✏	🗑	05/23/2019	Update		🔍 0
✏	🗑	05/20/2019	Update		🔍 0

| Add Interim Review | | Showing 1-2 of 2 |

11. Click Save & Continue.
12. Scroll to the Housing Move-In Date and click on the temperature bar (color rectangle) to see the questions History.

Client Location	-Select- ▼ G
Housing Move-in Date	▌ 05 / 23 / 2019 📅🔄📅 G

13. Remove the inaccurate Housing Move-In Date response by clicking the trash can (There is NO UNDO button for this - choose wisely).

History - Housing Move-in Date ✕

	Date Effective	User Adding	Provider Adding	Value		
🗑	05/23/2019 1:49:03 PM	Andy Phillips	Heading Home - Rowan County - Emergency Shelter	05/20/2019	🔒	📁
🗑	05/23/2019 1:49:03 PM	Andy Phillips	Heading Home - Rowan County - Emergency Shelter	05/23/2019	🔒	📁✓

Showing 1-2 of 2

History - Housing Move-in Date ✕

	Date Effective	User Adding	Provider Adding	Value		
🗑	05/23/2019 1:49:03 PM	Andy Phillips	Heading Home - Rowan County - Emergency Shelter	05/23/2019	🔒	📁✓

Showing 1-1 of 1

14. Save & Exit.

Correct overlap Exit Date

1. Check your <u>default EDA mode</u>, switch to client's project if needed.
2. <u>Set Back Date</u> to the correct Exit Date.
3. Go to the ROI tab and add an eROI if the start date is not already covered.
4. Go to the Entry/Exit tab, click on the pencil next to the inaccurate Exit Date.

Program	Type	Project Start Date	Exit Date
Heading Home - Rowan County - Emergency Shelter (7389)	HUD	✏ 01/26/2019	✏ 05/26/2019

5. Click Save & Continue.
6. Confirm/temporarily record any data that needs to be recorded for the Exit (destination, income, etc.).
7. Scroll to the top and remove the inaccurate Exit Assessment by selecting the trash can icon in the upper left-hand corner.

Edit Exit Data - (4) Solo, Han

Exit Date *	05 / 26 / 2019 📅🔄📅 1 ▼ : 29 ▼ : 54 ▼ PM ▼
Reason for Leaving	-Select- ▼

8. Click on the pencil next to the blank space for Exit Date.

Program	Type	Project Start Date	Exit Date
Heading Home - Rowan County - Emergency Shelter (7389)	HUD	✏ 01/26/2019	✏

9. The accurate date will appear (if you are in the correct Back Date mode) for the client's Exit Destination and then Save & Continue.

Edit Exit Data - (4) Solo, Han

Exit Date *	03 / 26 / 2019 📅🔄📅 12 ▼ : 56 ▼ : 52 ▼ PM ▼
Reason for Leaving	Disagreement with rules/persons ▼
If "Other", Specify	
Destination *	Place not meant for habitation (HUD) ▼

10. Confirm or enter accurate exit assessment data (income, etc.).
11. Click Save & Exit.