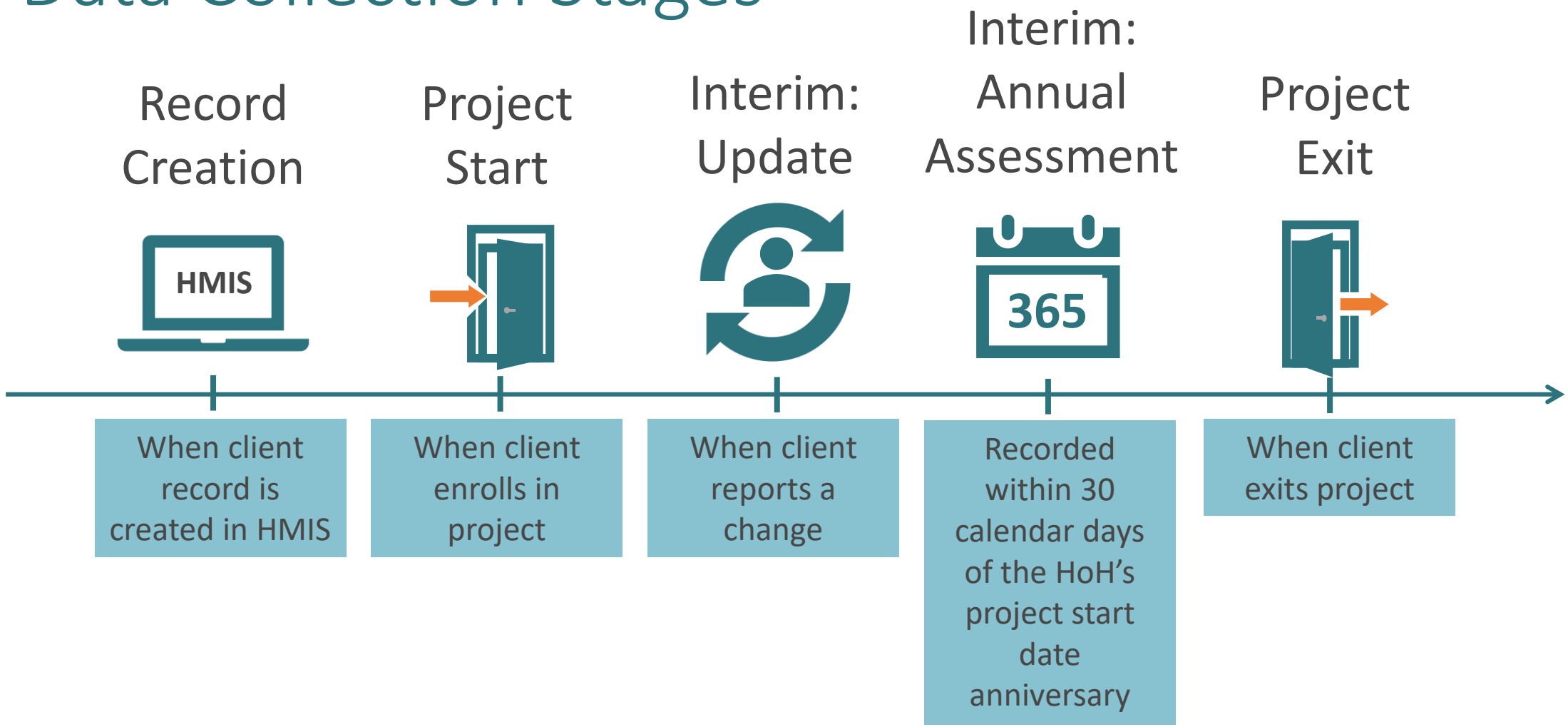
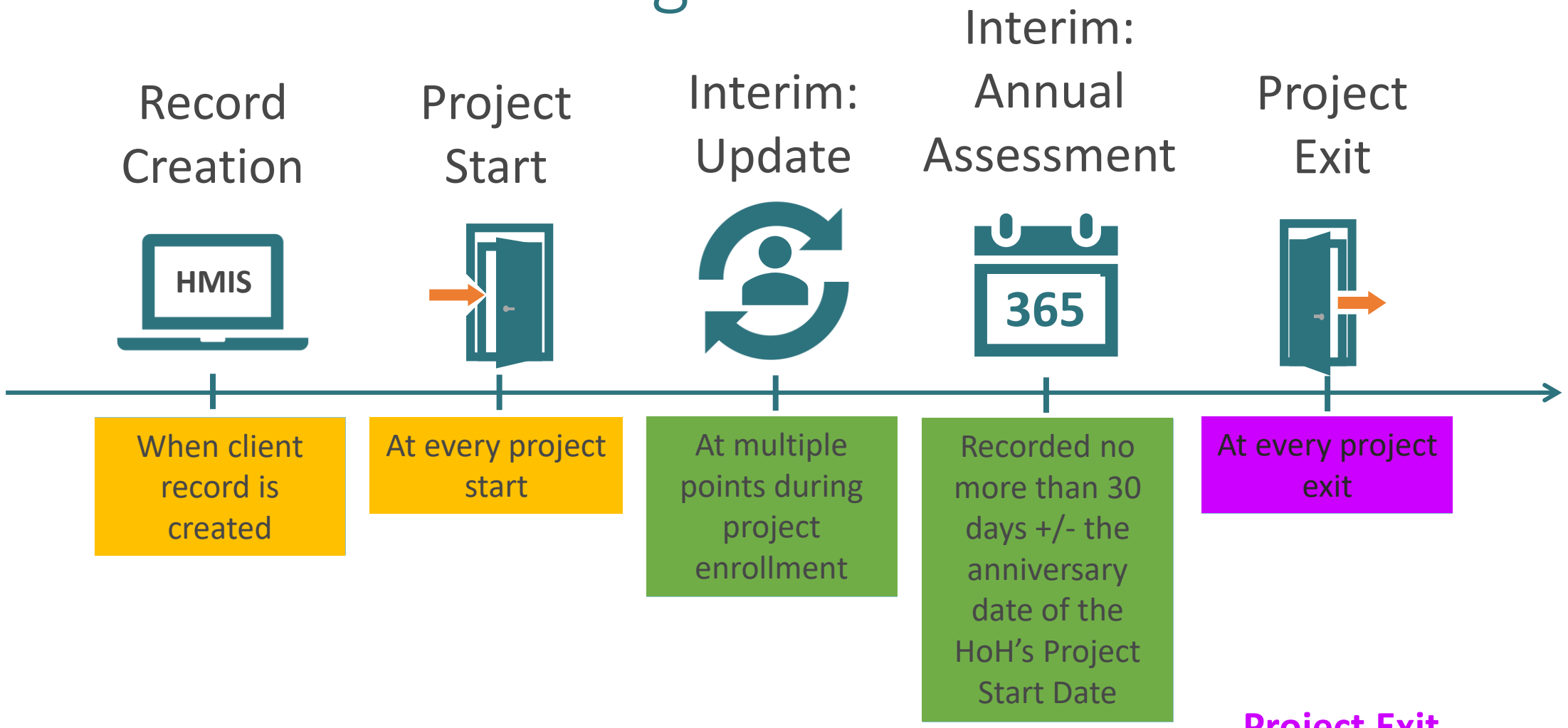
Data Collection Stages

with Project Start Date and Project Exit Date

Data Collection Stages



Data Collection Stages



Data Collection Stage: Record Creation

What

Creates the client profile and contains data elements collected once or are unlikely to change

Who

All clients

Collection Notes

Each client should have one Record Creation point in a given database, but may have more than one project start, etc.

Data Collection Stage: Project Start

What

When the most data elements are collected through an Entry Assessment (aka Intake) to establish the client's initial status

Who

All clients

Collection Notes

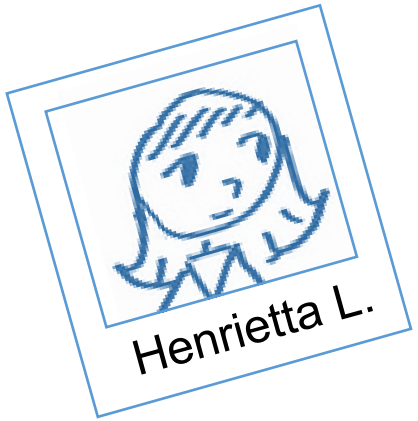
Once collected at Project Start, data changes should not be edited on the Entry but through an Update or Annual Assessment

Project Start Date

What

Determines the beginning of client participation in a project

A “snapshot” of the client on their first day



Collection Notes

Data should reflect the client’s status on day 1 of their entry into a project

Different for each project type

Project Start Date

Who

All clients

Data Collection Stage

On Project Start Assessment

Project Start Date

Collection Notes

Project Type	When do I enter Project Start?
Street Outreach (SO)	First contact between client and outreach worker
Residential homeless (ES, TH)	First night the client sleeps in a bed
Permanent Housing (RHR, PSH)	The date when an eligible client accepts offer of available services
All Other (SSO, PV)	First services delivered to client

Meet Henrietta

Henrietta is our example client to illustrate real-life context for HMIS data collection and data entry

Project Start Date: Street Outreach

6/1/2018 — 1st Contact

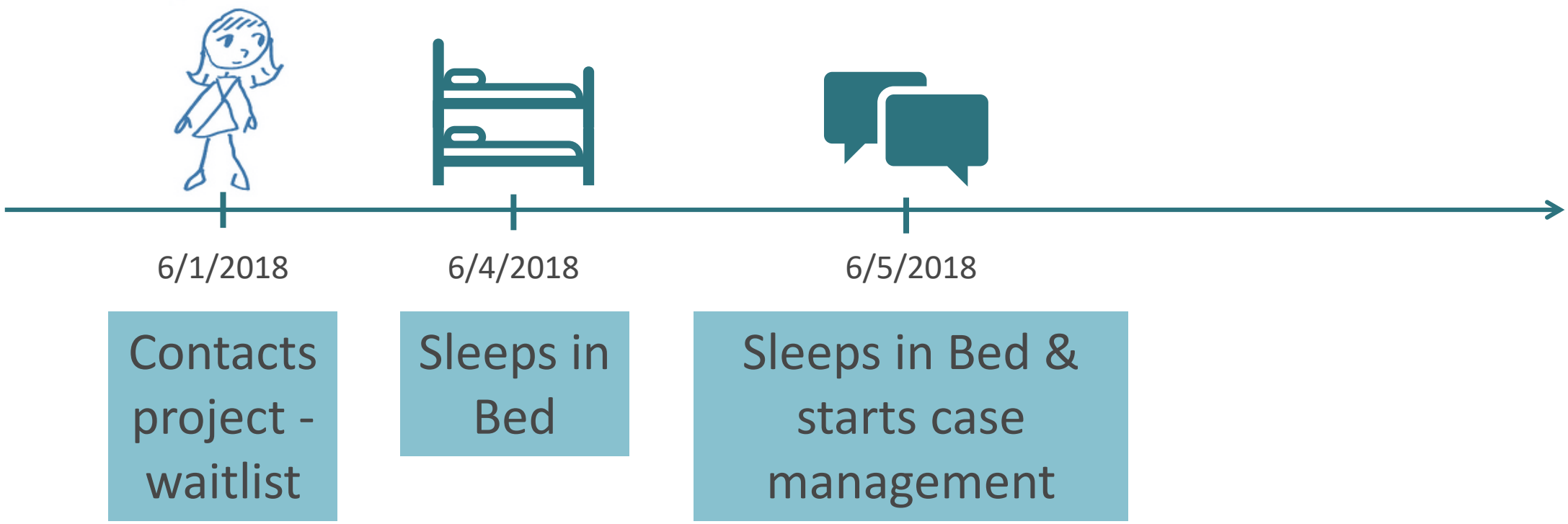
6/4/2018 — 2nd Contact

6/5/2018 — 3rd Contact

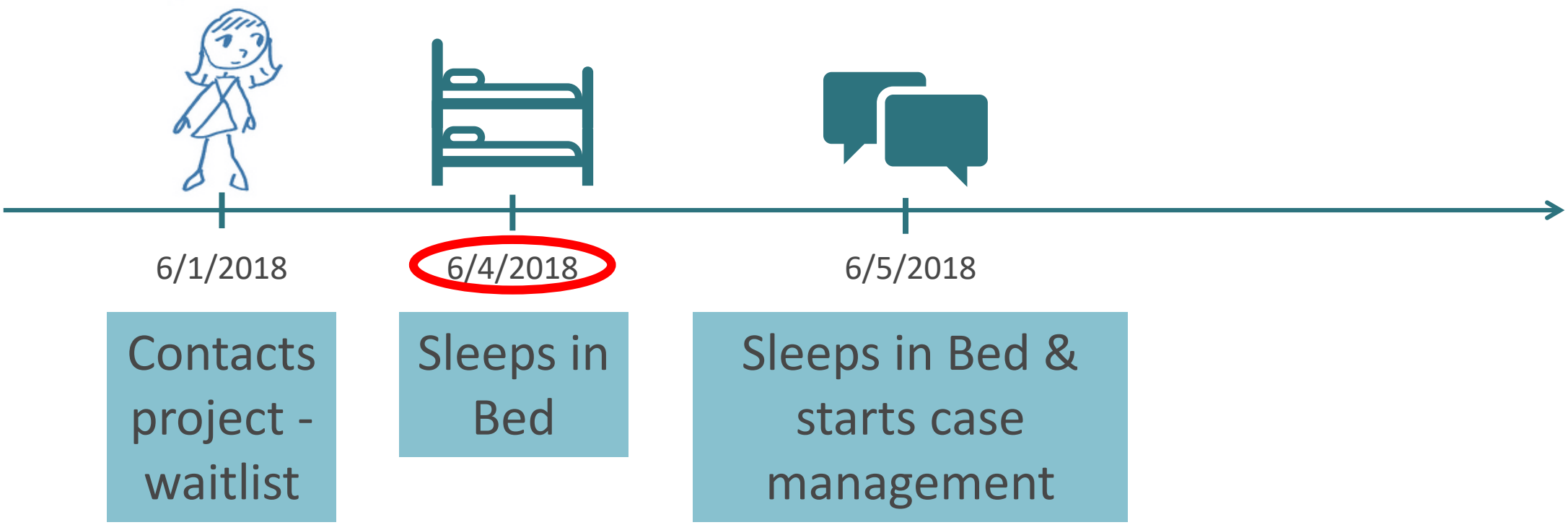
6/7/2018 — 4th Contact & Date of Engagement

Project Start Date: Street Outreach

Project Start Date: Residential Homeless Projects (ES, TH)



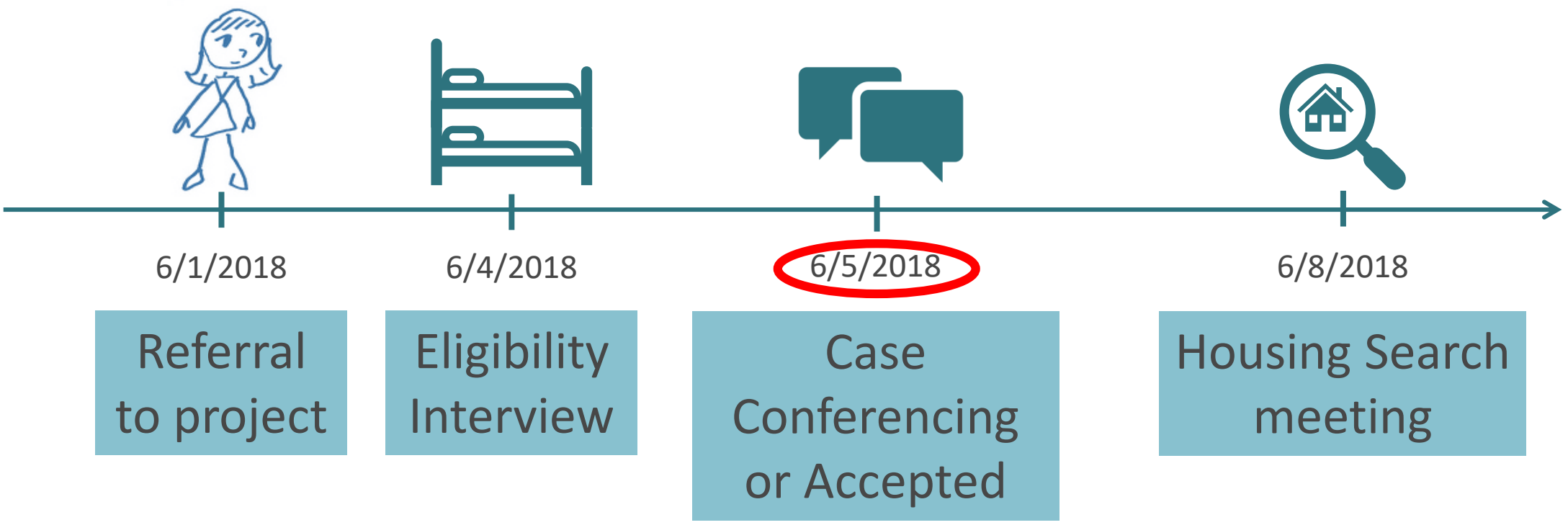
Project Start Date: Residential Homeless Projects (ES, TH)



Project Start Date: Permanent Housing (RRH, PSH)

Referral to project	Eligibility Interview	Case Conferencing or Accepted	Housing Search meeting

Project Start Date: Permanent Housing (RRH, PSH)



Project Start Date: Permanent Housing (RRH, PSH) from Shelter

6/1/2018 — Sleeps in Bed at Shelter

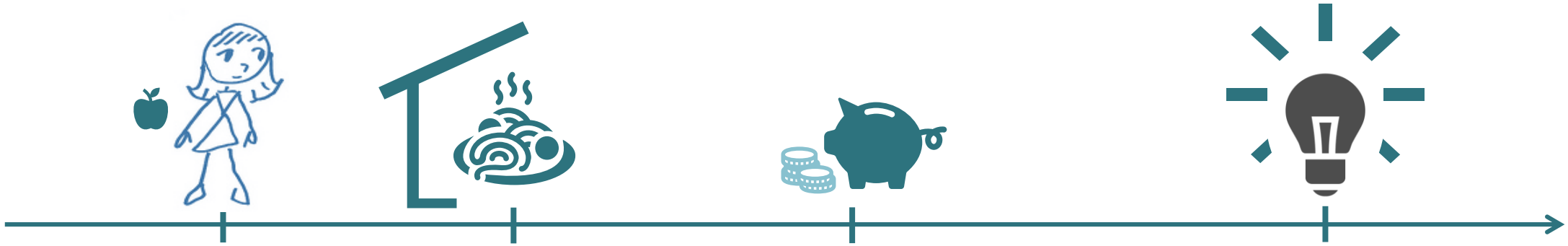
6/15/2018 — Coordinated Entry Assessment

6/15/2018 — Client Accepted and can access RRH services

6/17/2018 — Housing Search meeting

Project Start Date: Permanent Housing (RRH, PSH) from Shelter

Project Start Date: All Other projects (PV, SSO)



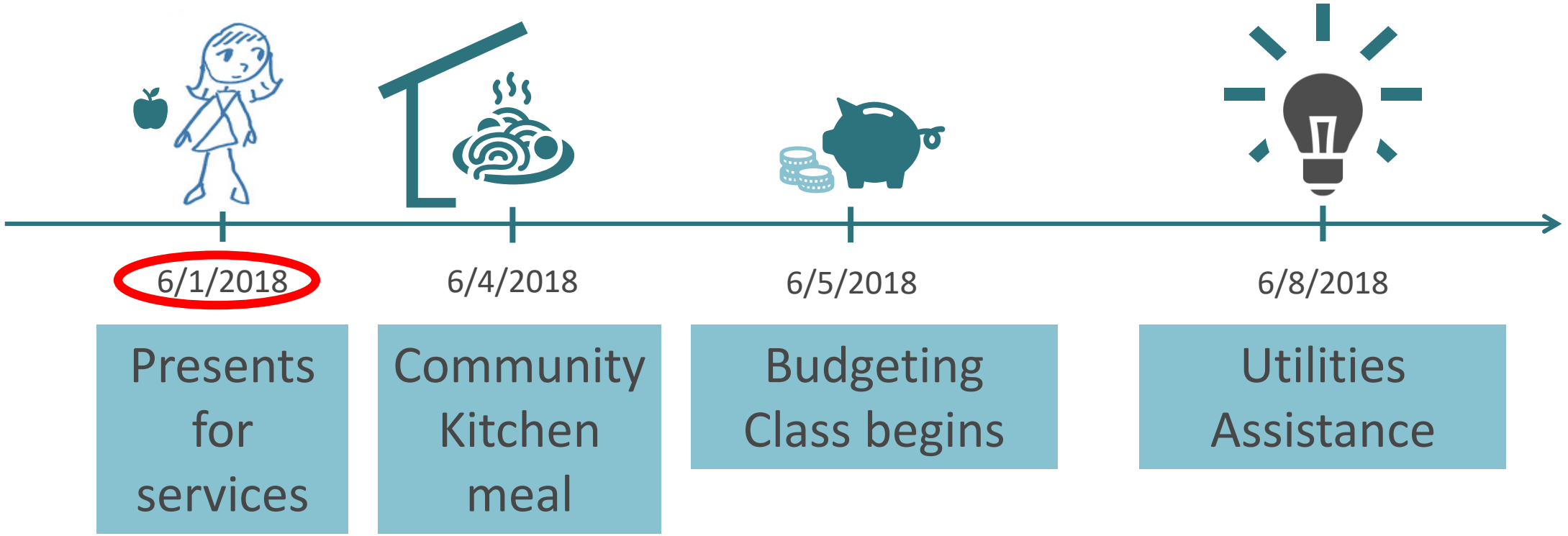
6/1/2018 — Presents for services

6/4/2018 — Community Kitchen meal

6/5/2018 — Budgeting Class begins

6/8/2018 — Utilities Assistance

Project Start Date: All Other projects (PV, SSO)



Data Collection Stage: Interim Update

What

When elements are collected at multiple points during project enrollment in order to track changes over time or entered to record activities as they occur

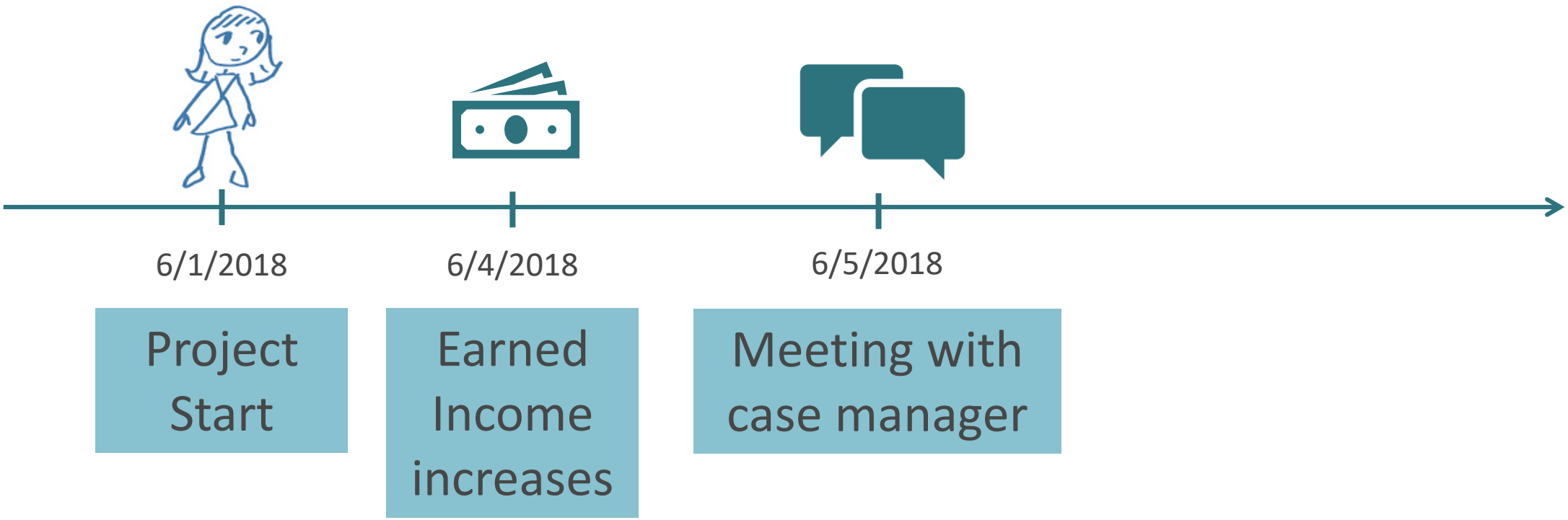
Who

All clients

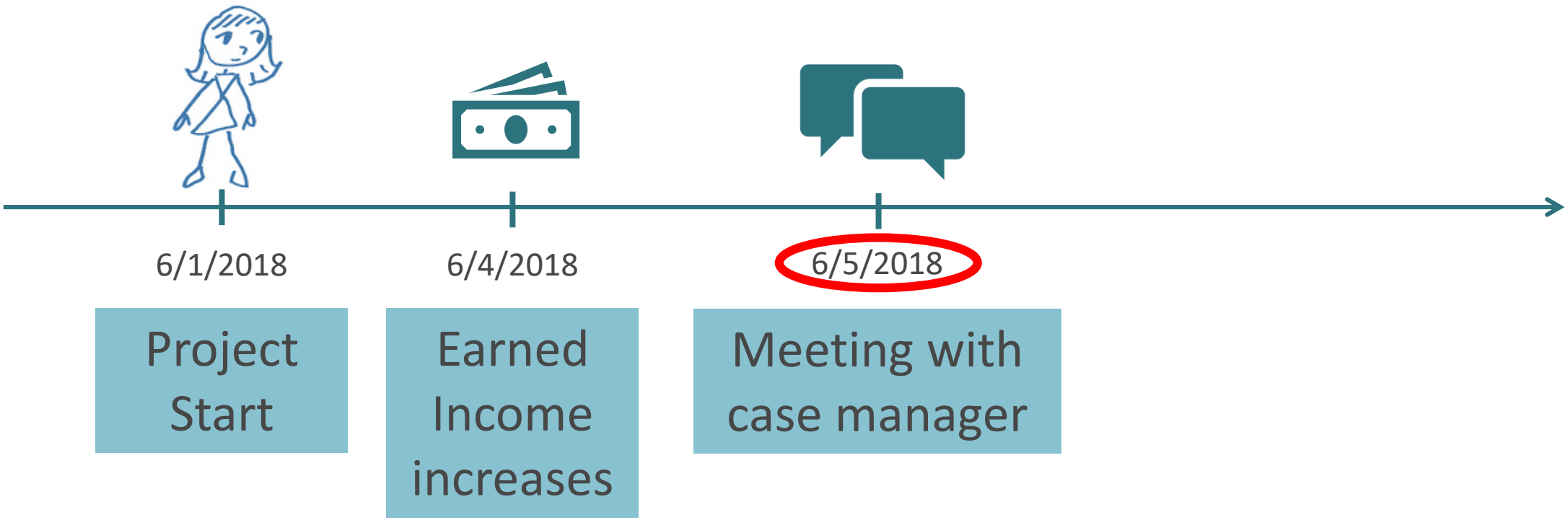
Collection Notes

This is the only collection stage to record Housing Move-In dates.

Interim Update: What is the date of the Interim?



Interim Update: What is the date of the Interim?



Data Collection Stage: Interim Annual Assessments

What

When clients have been enrolled in a single project for 365+ days, the current context or any changes must be recorded here

Who

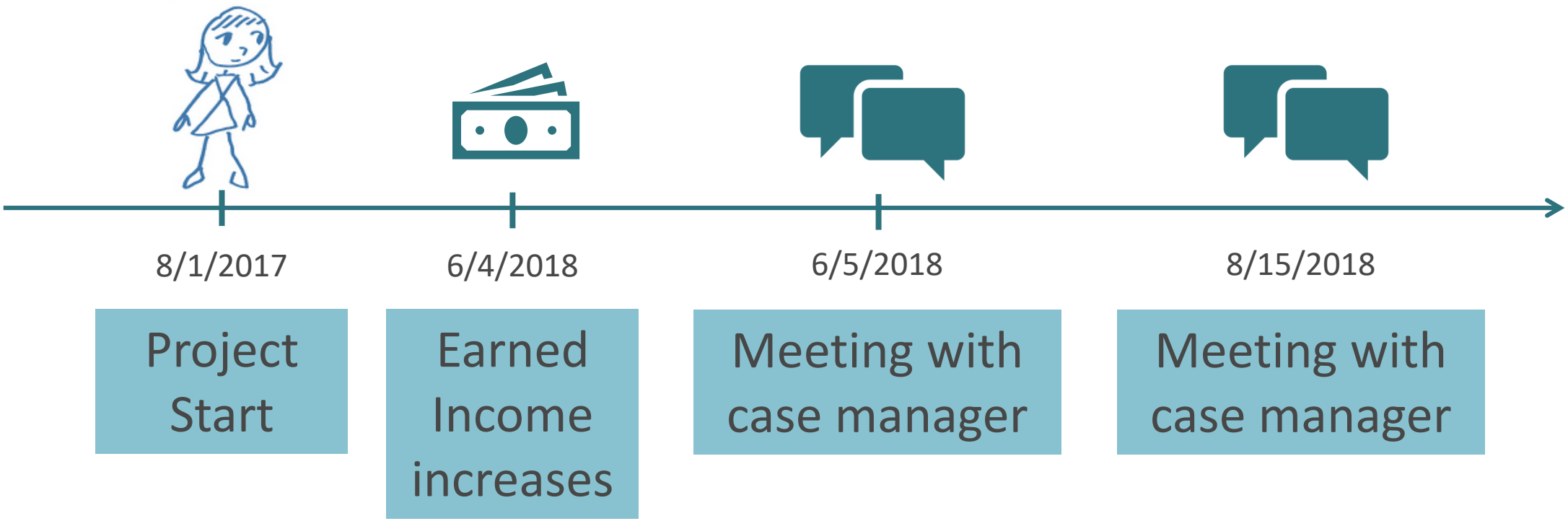
All clients

Collection Notes

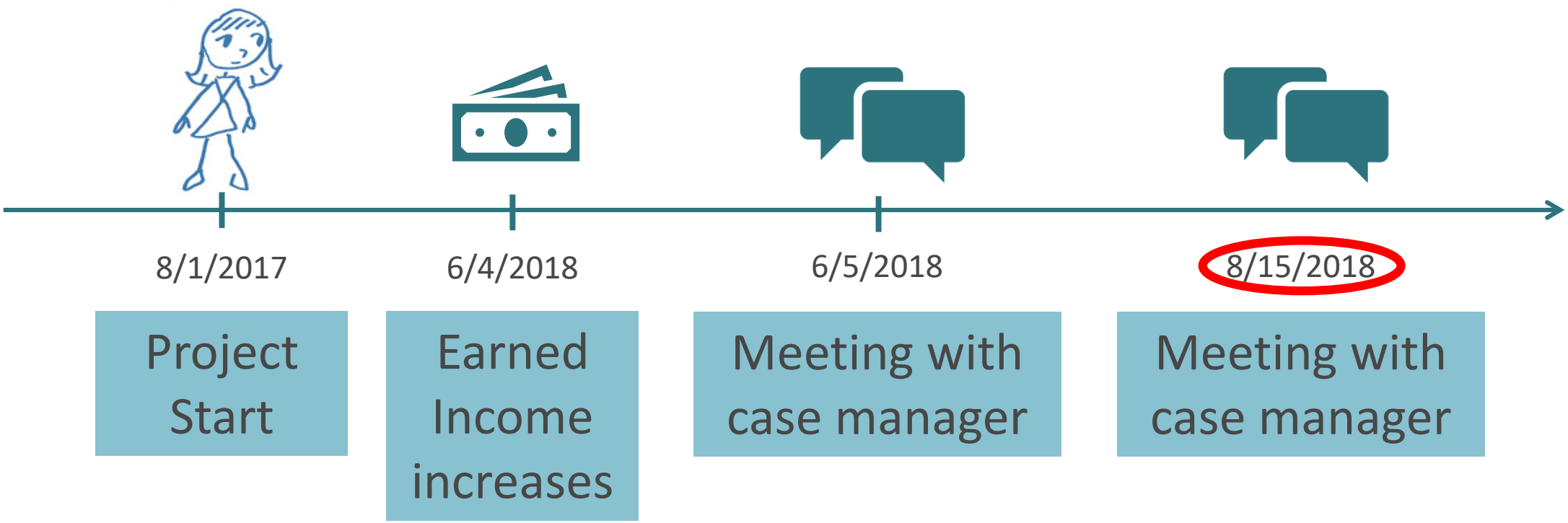
Anniversary dates are drawn from the Head of Household's Project Start Dates

Annuals must be recorded (for all clients) 30 days before or 30 days after the Head of Household's Anniversary date

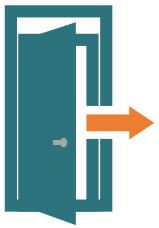
Interim Annual Assessment: What is the date of the Interim?



Interim Annual Assessment: What is the date of the Interim?



Data Collection Stage: Project Exit



What

When the last data elements are collected through an Exit Assessment (aka Exit Interview) to establish the client's basic context and destination

Who

All clients

Collection Notes

Data should reflect the client's status on the last day of their entry into a project

This final stage demonstrates the impact projects have had on clients since their Project Start

Project Exit Date

What

Determines the end of client participation in a project

- A “snapshot” of the client on their last day
- Contains the essential outcome element Destination and the last check on the client’s context

Collection Notes

Different for each project type

Project Exit Date

Who

All clients

Data Collection Stage

On Exit Assessment

Project Exit Date

Collection Notes

Project Type	When do I create an exit?
Street Outreach (SO)	Client enters another project or finds housing, finds another outreach project, is deceased, or outreach worker cannot find and client has no contacts for 90 days
Residential homeless (ES, TH)	When a client leaves the bed and does not return that night
Permanent Housing (RHR, PSH)	When services end and client is no longer official participant on caseload
All Other (SSO, PV)	When the last services delivered to client