Date of Engagement

Overview of Data Standards

HMIS data element 4.13 Date of Engagement is required for all street outreach, night-by-night emergency shelters and services only programs. End users should refer to the HMIS Data Standards Manual for further understanding. This is an occurrence point data element and should be recorded as it occurs according to the data standards. Date of Engagement should only be recorded **one time per head of household.**

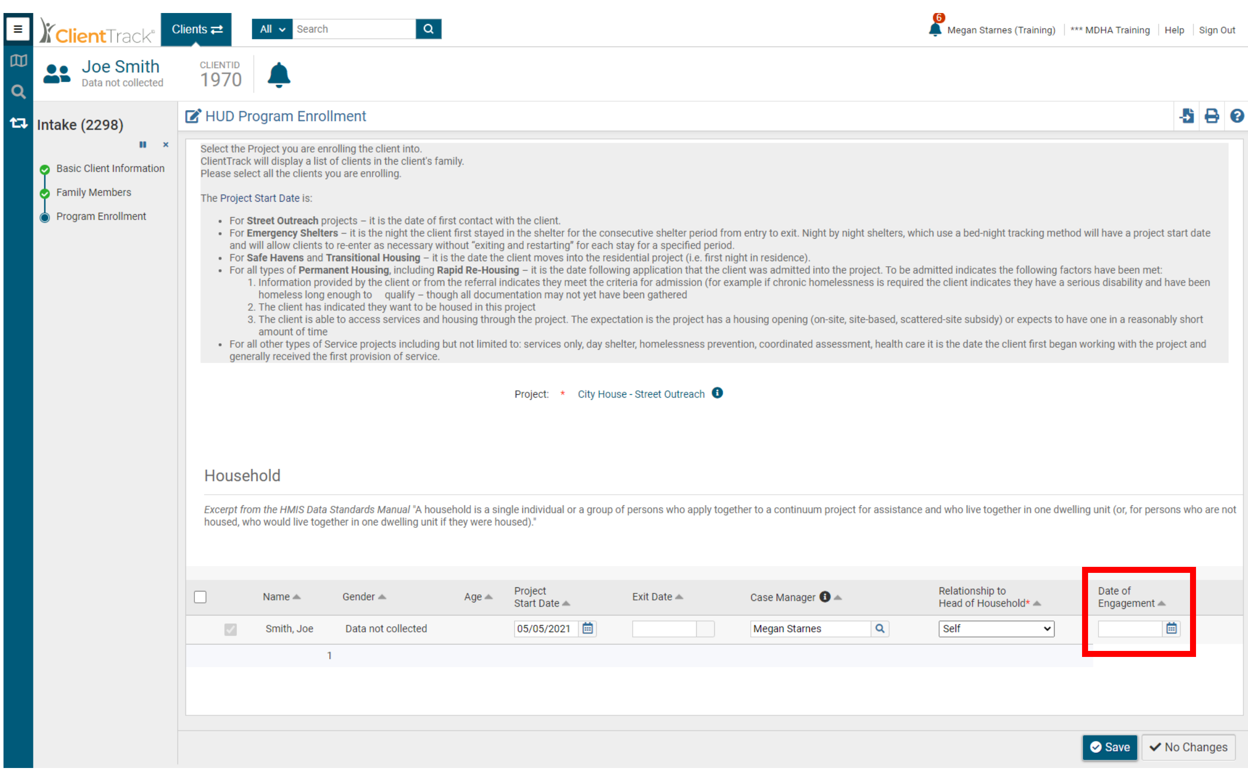
Reporting

Only clients with a Date of Engagement will display on CAPER reports.

Data Quality Reporting for street outreach projects is limited to clients with a Date of Engagement. Review all data elements for accuracy on the Date of Engagement to ensure data quality.

Recording Date of Engagement

Date of Engagement is always recorded in a workflow on the HUD Program Enrollment page of the workflow, and will always display as follows:



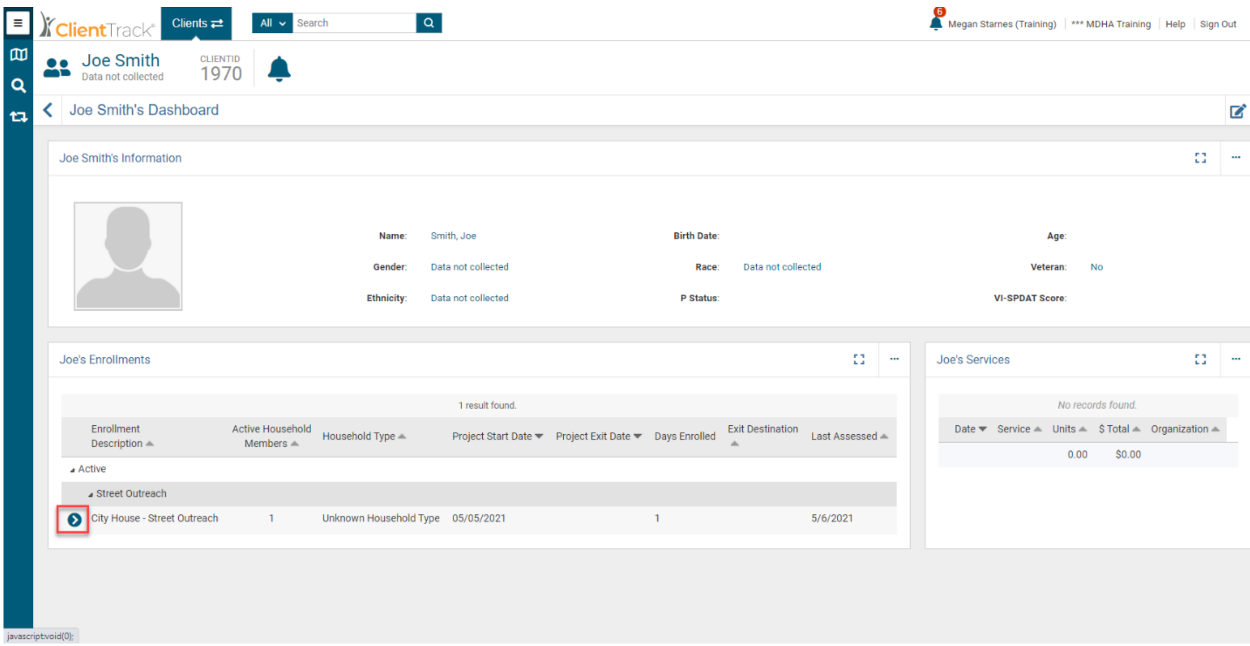
Entry Assessment

You should only record the Date of Engagement at entry if the client becomes engaged at project start. Date of Engagement be equal to project start or occur at a later date. It must occur before or on project exit.

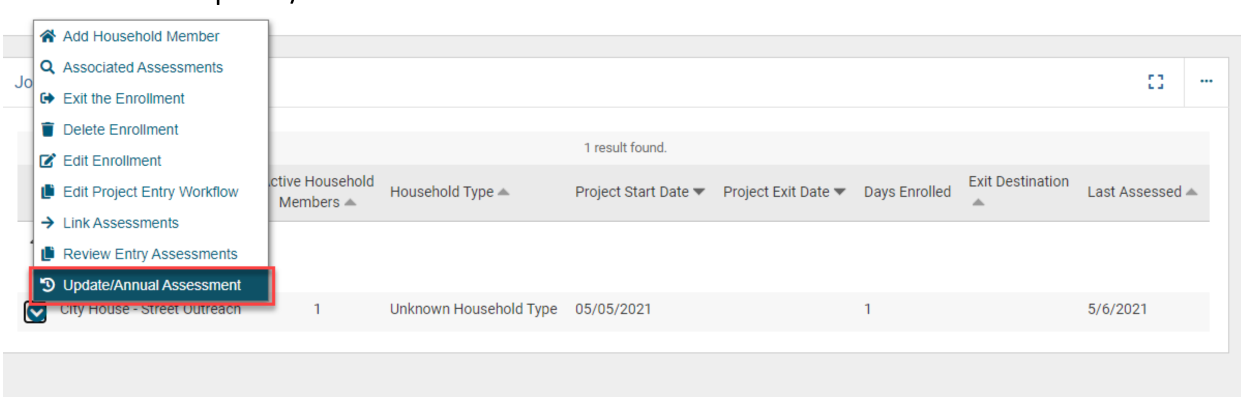
Update Assessment

Most often, you will record Date of Engagement using the Update Assessment.

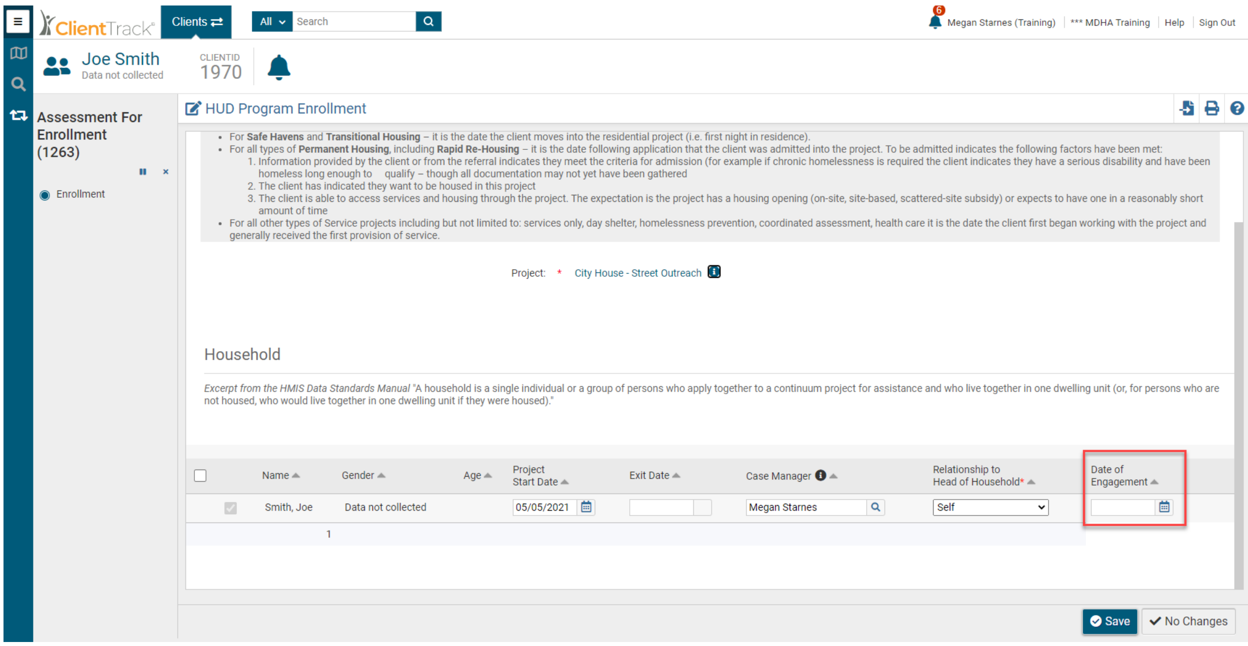
1. On the client's Dashboard, click the action arrow next to the enrollment.



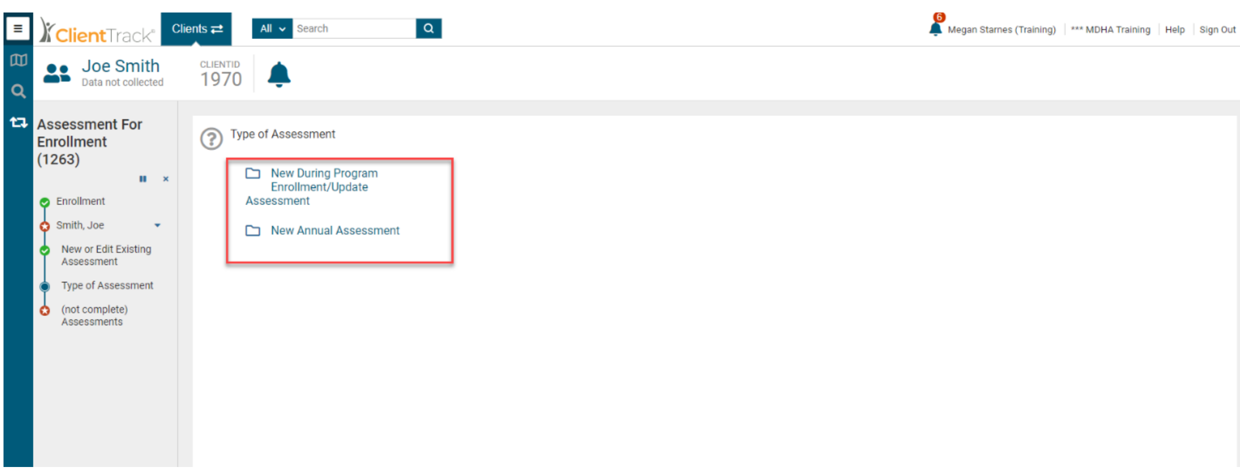
2. Click Update/Annual Assessment



3. Record the Date of Engagement and click Save.



4. Choose whether you are completing an Update or Annual assessment, or editing an existing assessment.



5. Continue the workflow and get all required information from the client.

6. Work to the end of the workflow and click Finish.