

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:

The screenshot shows the ClientTrack interface for a HUD Program Enrollment. The client is Joe Smith (CLIENTID 1970). The project is City House - Street Outreach. The Date of Engagement field is highlighted with a red box.

HUD Program Enrollment

Select the Project you are enrolling the client into. ClientTrack will display a list of clients in the client's family. Please select all the clients you are enrolling.

The Project Start Date is:

- For **Street Outreach** projects – It is the date of first contact with the client.
- For **Emergency Shelters** – It is the night the client first stayed in the shelter for the consecutive shelter period from entry to exit. Night by night shelters, which use a bed-night tracking method will have a project start date and will allow clients to re-enter as necessary without "exiting and restarting" for each stay for a specified period.
- For **Safe Havens and Transitional Housing** – It is the date the client moves into the residential project (i.e. first night in residence).
- For all types of **Permanent Housing**, including **Rapid Re-Housing** – It is the date following application that the client was admitted into the project. To be admitted indicates the following factors have been met:
 - Information provided by the client or from the referral indicates they meet the criteria for admission (for example if chronic homelessness is required the client indicates they have a serious disability and have been homeless long enough to qualify – though all documentation may not yet have been gathered)
 - The client has indicated they want to be housed in this project
 - The client is able to access services and housing through the project. The expectation is the project has a housing opening (on-site, site-based, scattered-site subsidy) or expects to have one in a reasonably short amount of time
- For all other types of Service projects including but not limited to: services only, day shelter, homelessness prevention, coordinated assessment, health care it is the date the client first began working with the project and generally received the first provision of service.

Project: City House - Street Outreach

Household

Excerpt from the HMIS Data Standards Manual 'A household is a single individual or a group of persons who apply together to a continuum project for assistance and who live together in one dwelling unit (or, for persons who are not housed, who would live together in one dwelling unit if they were housed).'

<input type="checkbox"/>	Name	Gender	Age	Project Start Date	Exit Date	Case Manager	Relationship to Head of Household	Date of Engagement
<input checked="" type="checkbox"/>	Smith, Joe	Data not collected		05/05/2021		Megan Starnes	Self	

Buttons: Save, No Changes

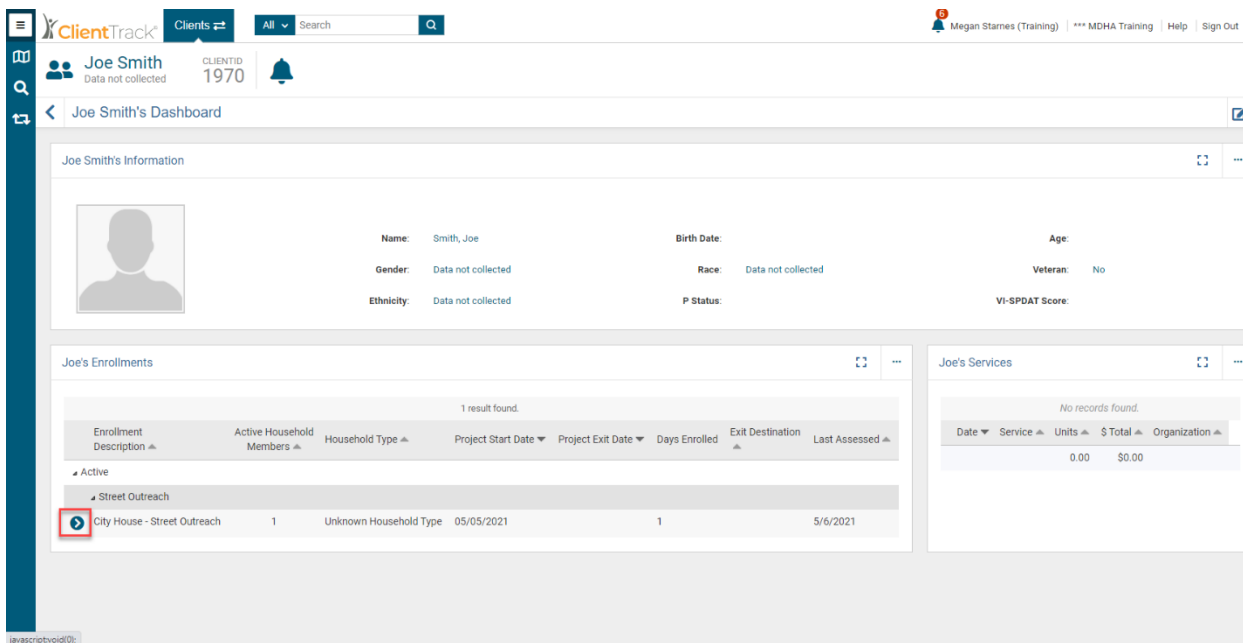
Entry Assessment

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.

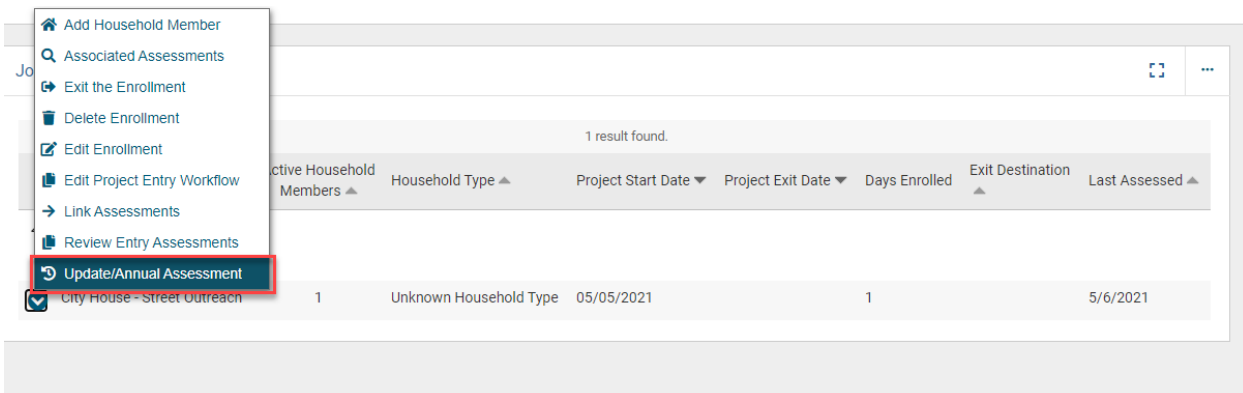
Update Assessment

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

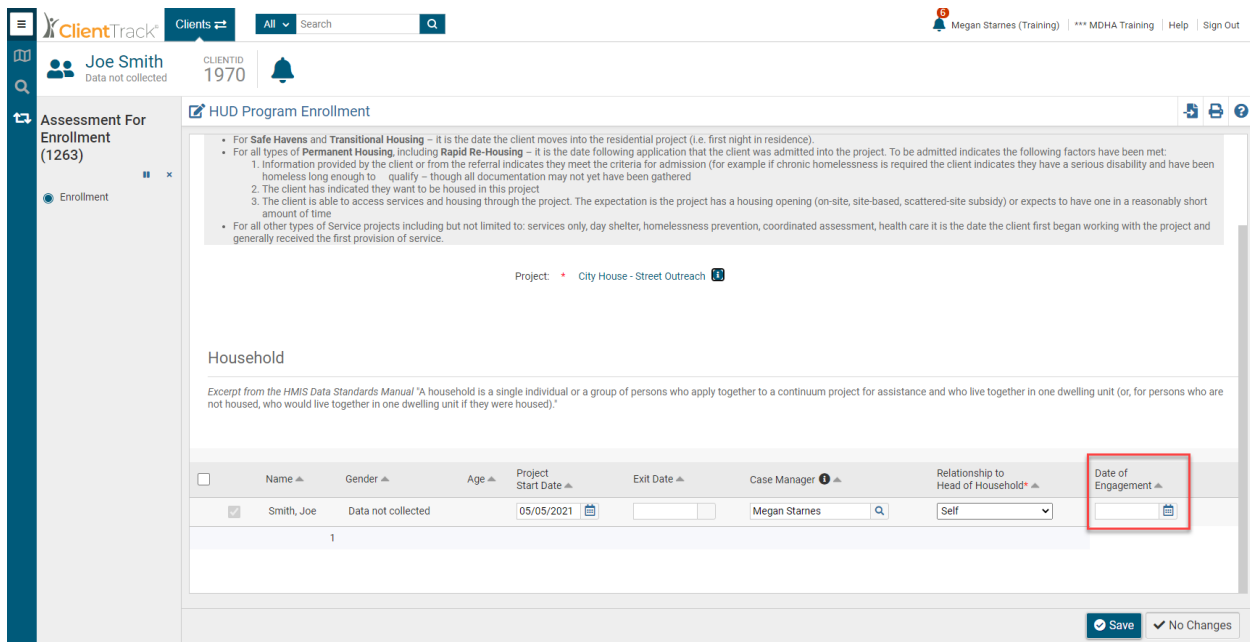
1. On the client’s Dashboard, click the action arrow next to the enrollment.



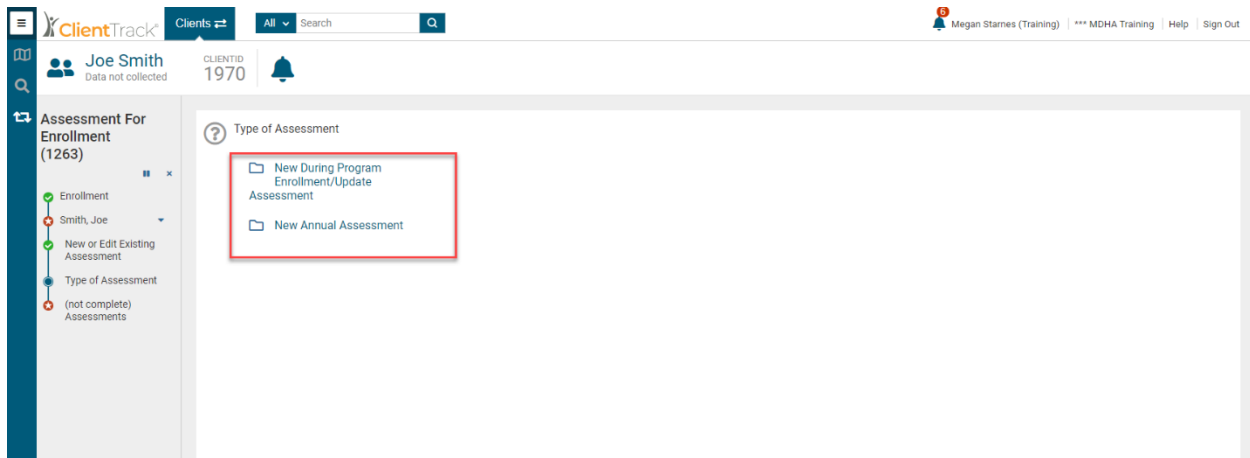
2. Click Update/Annual Assessment



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.