

## Data Timeliness

All data entry should happen within a set amount of time. Different project types have different data entry time frames. Data that is available in real-time helps reduce errors within the HMIS and streamline operational processes, especially client eligibility for housing programs.

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### Emergency Shelter

After	You have	To do the following
Program enrollment	2 business days	Create project entry Enter universal data elements Add lodging check-in/check-out

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### Transitional Housing

After	You have	To do the following
Program enrollment	1 business day	Enter universal data elements
Check-in	2 business days	Complete the program's enrollment assessment
Check out	2 business days	Complete the program's exit assessment

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### Homeless Prevention

After	You have	To do the following
Program enrollment	1 business day	Create project entry Enter universal data elements
Check-in	2 business days	Complete the program's enrollment assessment
Check out	2 business days	Complete the program's exit assessment

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### Rapid Rehousing

After	You have	To do the following
Program enrollment	1 business day	Create project entry Enter universal data elements
Check-in	2 business days	Complete the program's enrollment assessment
Client stays overnight in their new home	2 business days	Enter the participant's housing move-in date
Anniversary of program enrollment	2 business days	Complete the program's annual assessment
Check-out	2 business days	Complete the program's exit assessment

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### Permanent Supportive Housing

After	You have	To do the following
Program enrollment	1 business day	Enter universal data elements
Check-in	2 business days	Complete the program's enrollment assessment
Client stays overnight in their new home	2 business days	Enter the participant's housing move-in date
Anniversary of program enrollment	2 business days	Complete the program's annual assessment
Check-out	2 business days	Complete the program's exit assessment

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### Outreach

After	You have	To do the following
Program enrollment	1 business day	Enter universal data elements
Initial engagement	2 business days	Complete the program's enrollment assessment
Conditional situations outlined in Appendix B of the Data Quality Monitoring Plan	2 business days	Complete the program's exit assessment

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### Supportive Services Only

After	You have	To do the following
Program enrollment	1 business day	Enter universal data elements
Last service date	2 business days	Complete the program's exit assessment