

HMIS Data Quality Plan

Project Data Entry and Exit Guidance

Addendum

San Joaquin Continuum of Care (SJCoC)

Approved: **Oct. 28, 2025**

I INTRODUCTION

This document is designed as a companion to the Homeless Management System (HMIS) data quality plan for the San Joaquin Continuum of Care (SJCoC). HMIS is an electronic system that stores client-level information about persons who access homeless services in a community. This document highlights the section of the Data Quality Plan that describes the standards for entering data for specific project types, and seeks to provide more specific guidance for when and how data should be entered for various project types. These protocols align with guidance from the Department of Housing and Urban Development (HUD). It is developed by the HMIS Lead Agency (Central Valley Low Income Housing Corp.), the SJCoC Data and HMIS committee, and approved by the SJCoC Board. This addendum is to be reviewed with the Data Quality Plan to ensure adherence to the latest HMIS data standards and locally developed Data Quality thresholds.

II Data Standards for Project Types

The Data Quality Plan and HMIS Policies and Procedures adopted by the SJCoC describe the expected standards for timely data entry. This section, specifically, details the conditions upon which an individual and/or household should be **enrolled** in a specific project type, and how soon that data entry should occur in the HMIS in relation to actual contact.

Emergency Shelter-Entry Exit (ES-EE) projects:

Enrollment / Entry

Project Start Date: The date the individual/household started physically staying in the shelter

Date of Engagement: The date the individual/household was engaged by the shelter as part of the effort to have the individual/household occupy a shelter bed — if the shelter did not conduct any previous engagement, this date should be the date the individual/household started physically staying in the shelter

All Universal Data Elements and Project Start Date must be entered within **3** business days of the individual/household starting to physically stay in the shelter.

ES projects using an entry/exit system must enter exits within **2** business days.

Exit

Project Exit Date: The date the individual/household departed the shelter — the date the individual/household was no longer staying at the shelter

Project Exit must be entered within **2** business days of the individual/household no longer staying at the project.

Emergency Shelter-Night by Night (ES-NbN) projects:

Enrollment / Entry

Project Start Date: The date the individual/household started physically staying in the shelter

Date of Engagement: The date the individual/household was engaged by the shelter as part of the effort to have the individual/household occupy a shelter bed — if the shelter did not conduct any previous engagement, this date should be the date the individual/household started physically staying in the shelter

Universal and Program-Specific Data Elements must be entered within **3** business days of the individual/household starting to physically stay in the shelter.

Exit

Project Exit Date: The date the individual/household departed the shelter — the date the individual/household was no longer staying at the shelter

Project Exit must be entered within **2** business days of the individual/household no longer staying at the project.

Transitional Housing (TH) projects:

Enrollment / Entry

Project Start Date:	The date the individual/household started physically staying in the transitional housing facility
Date of Engagement:	The date the individual/household was engaged by the transitional housing provider as part of the effort to have the individual/household occupy a transitional housing bed — if the shelter did not conduct any previous engagement, this date should be the date the individual/household started physically staying in the transitional housing facility

Universal and Program-Specific Data Elements must be entered within **3** business days of the individual/household starting to physically stay in the transitional housing project.

Exit

Project Exit Date:	The date the individual/household departed the transitional housing facility — the date the individual/household was no longer staying at the transitional housing facility
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Project Exit must be entered within **3** business days of the individual/household no longer staying at the project.

Permanent Housing — Rapid Re-Housing (RRH) projects:

Enrollment / Entry

- Project Start Date:** The date the individual/household was determined to be eligible for the Rapid Re-Housing project
- Housing Move-In Date:** The date the individual/household actually moved into permanent housing because of the assistance of the Rapid Re-Housing project — if the individual/household is not housed on the Project Start Date, leave the Housing Move-In Date blank and fill in the Housing Move-In Date only if and when there is an actual move into permanent housing

Universal and Program-Specific Data Elements must be entered within **3** business days of the individual/household being determined to be eligible for the project.

Exit

- Project Exit Date:** The date the individual/household is no longer receiving support services from the Rapid Re-Housing project — this could be up to 6 months after the end of financial support

Project Exit must be entered within **3** business days of the individual/household no longer receiving services from the project.

Permanent Housing — Permanent Supportive Housing (PSH) projects:

Enrollment / Entry

- Project Start Date:** The date the individual/household was determined to be eligible for the Permanent Supportive Housing project
- Housing Move-In Date:** The date the individual/household actually moved into permanent housing because of the assistance of the Permanent Supportive Housing project — if the individual/household is not housed on the Project Start Date, leave the Housing Move-In Date blank and fill in the Housing Move-In Date only if and when there is an actual move into permanent housing

Universal and Program-Specific Data Elements must be entered within **3** business days of the individual/household being determined to be eligible for the project.

Exit

- Project Exit Date:** The date the individual/household is no longer receiving financial/rent support from the Permanent Supportive Housing project

Project Exit must be entered within **3** business days of the individual/household no longer receiving support from the project.

Permanent Housing — all other Permanent Housing (PH) type projects:

Enrollment / Entry

- Project Start Date: The date the individual/household was determined to be eligible for the Permanent Housing project
- Housing Move-In Date: The date the individual/household actually moved into permanent housing because of the assistance of the Permanent Housing project — if the individual/household is not housed on the Project Start Date, leave the Housing Move-In Date blank and fill in the Housing Move-In Date only if and when there is an actual move into permanent housing

Universal and Program-Specific Data Elements must be entered within **3** business days of the individual/household being determined to be eligible for the project.

Exit

- Project Exit Date: The date the individual/household is no longer receiving financial/rent support from the Permanent Housing project

Project Exit must be entered within **3** business days of the individual/household no longer receiving support from the project.

Homeless Prevention projects:

Enrollment / Entry

Project Start Date: The date the individual/household was determined to be eligible for the Homeless Prevention project

Universal and Program-Specific Data Elements must be entered within **3** Business days of the individual/household being determined to be eligible for the project.

Exit

Project Exit Date: The date the individual/household is no longer receiving support services from the Homelessness Prevention project — this could be up to 6 months after the end of financial support

Project Exits must be entered within **3** Business days of the individual/household no longer receiving services from the project.

Outreach projects:

Enrollment / Entry

Project Start Date: The date the individual/household was first contacted by and engaged by the Outreach project

Data Elements must be entered within **3** Business days of the individual/household being served for the first time by the project.

Exit

Project Exit Date: The date the individual/household is no longer receiving services from the Outreach project — OR — the date that the individual/household moves into a shelter/housing destination thanks to the efforts of the Outreach project

Project Exit must be entered within **3** Business days of the individual/household no longer receiving services from the project — OR — having been placed into a shelter/housing destination by the project.

Supportive Services Only (including SSVF) projects:

Enrollment / Entry

Project Start Date: The date the individual/household was first contacted by and engaged by the Supportive Services Only project

Universal and Program-Specific Data Elements must be entered within **3** Business days of the individual/household being served for the first time by the project.

Exit

Project Exit Date: The date the individual/household is no longer receiving services from the Supportive Services Only project

Universal and Program-Specific Data Elements must be entered within **3** Business days of the individual/household no longer receiving services from the project.

III Other Data Entry Standards

This addendum does not cover every data point that is required for timely and complete data entry. All Universal and Program-Specific Data Elements must be entered for their respective project types.

For more information on Data Elements and those Data Standards, please see the [SJCoC HMIS Data Standards](#) and [Appendices](#) at the CVLIHC website, or the [Bitfocus Help Desk](#), or visit the [HUD Data Standards](#) resource page.

For additional local guidance, contact HMIS Lead Agency CVLIHC through contact@cvlihc.org or jmendelson@cvlihc.org