RAPID RE-HOUSING WORKFLOW

1. **REFERRAL**
    a. Receive referral from Centralized Intake (CI) through CMIS and email.
    b. Contact client.
        i. Explain provider's Rapid Re-Housing (RRH) process.
        ii. Request client information.
        iii. Schedule clients' intake.

2. **INTAKE**
    a. Meet with client and complete all intake paperwork needed for program.

CMIS DATA ENTRY

3. **BACK DATE MODE**
    a. Set Back Date Mode to date and time of intake meeting with client.
4. **CLIENTPOINT/CLIENT SUMMARY**
    a. Clients referred by CI will have a profile in CMIS.
    b. Accept RRH Referral from "Outstanding Incoming Referrals" on the Client Summary tab.
5. **CLIENT PROFILE**
    a. Review/Update clients' Universal Data Elements (UDEs).
6. **HOUSEHOLDS**
    a. Check that all household members being enrolled into RRH program are found in the same household. If not, add additional household members now.
7. **RELEASE OF INFORMATION (ROI)**
    a. Add Release of Information for all household members under the Parent Provider.
8. **ENTRY/EXIT – PROJECT ENTRY**
    a. Click "Add Entry/Exit".
    b. Select all household members that are being enrolled in the RRH program.
    c. Add an Entry/Exit under the specific RRH project ("Provider") that the client is being served by.
    d. Review and update all questions on Entry Assessment to reflect clients' current situation.
9. **DURATION OF PROGRAM STAY**
    a. Case Management tab – add clients' case manager
    b. Case Plans tab – upload files relating to client's case management
    c. Interims – record changes in a client's information throughout their program stay.
        i. Housing Move-In Date (HMID) – Through an interim, add HMID for all household members once they move into permanent housing.
        ii. Annual Assessment – Needs to be added annually through an interim for clients staying in program for 365 days or more.

d. Clients can be enrolled under multiple RRH Providers if they are receiving funding from them.
    i. For CoC-funded programs, the Entry and Exit Dates will have to encompass the entire time range that the client was served.

10. **SERVICE TRANSACTIONS** (for DSHA-funded programs)
    a. Add Services for each time financial assistance is provided to client.
        i. Log funding source used and amount of money provided under "Apply Funds to Service" section of Services page.
11. **PROJECT EXIT**
    a. Clients are to be exited from the RRH project when they stop receiving RRH assistance.
    b. Select all household members exiting the project.
    c. Select the Reason for Leaving and Destination that best reflects client's situation.
    d. Update the Exit Assessment with any information not collected at Entry or through an Interim.