

Pima County Homeless Management Information System (HMIS)
Entry & Exit Policy

The Tucson Pima Collaboration to End Homelessness (TPCH) recognized the important of consistent data entry in HMIS. HMIS is a client record-keeping system and its goal is to accurately and timely reflect the activities of clients and services provided by providers throughout Pima County. HMIS Entry/Exit dates for a client mirror when the service and/or residence actually begins and ends. TPCH adopts for the data entry requirements for each of the following:

Emergency Shelter- All clients must be entered/exited in HMIS for all Emergency Shelter programs within 2 business days of their entry/exit in the program.

Permanent Supportive Housing- All clients must be entered/exited into HMIS for all Permanent Housing programs within 2 business days of their entry/exit in the program.

Rapid Re-Housing- All clients must be entered/exited into HMIS for all Rapid Re-Housing programs within 2 business days of their entry/exit in the program.

Transitional Housing- All clients must be entered/exited in HMIS for all Transitional Shelter programs within 2 business days of their entry/exit in the program.

Coordinated Entry - All client data relating to Coordinated Entry (Assessment, Client Profile/Demographics, and Contact Information/Location status must be entered in HMIS within 2 business days of their information being collected.

Supportive Services Only-

Street Outreach- An Outreach Engagement/Enrollment for each client must be entered into HMIS for Street Outreach programs within 2 business days of the initial Engagement/Enrollment. All contacts should be entered into HMIS within 2 business days of their AFTER initial Engagement/Enrollment and subsequently after each additional contact.

Clients should be exited after 6 months if no additional contacts or engagements occur after initial Engagement/Enrollment. If possible, clients should be exited from Outreach after entering a permanent housing program.

Day Center- All clients must be entered/exited in HMIS for all Day Shelter programs within 2 business days of their entry/exit in the program. Clients should be exited after 6 months if no additional contacts or engagements occur after initial Engagement/Enrollment.

Case Management- All clients must be entered/exited in HMIS for all Case Management only programs within 2 business days of their entry/exit in the program. Clients should be exited after 6 months if no additional contacts or engagements occur after initial Engagement/Enrollment.