

Tip of the Week: Program Entry Date

Tip 1: What is the program entry date?

- A. The date the agency enters the client information into the HMIS.
- B. The date an agency staff member made initial contact with the client seeking services.
- C. The date the system automatically generates.

The answer is B!

The program entry date is the date the client began receiving/participating in services. It may not be the date the agency staff had initial contact with the client. It may or may not be the same as the intake date or the referral date. For shelter the program entry date is the date recorded for shelter entry. For services it may be the date of program enrollment, the date client received services, or the first date of a period of continuous participation in a service (per the HMIS Data Standards). In terms of ROSIE, it is the date the client is referred to a case management program.

Tip 2: What do I do if the date is incorrect and needs to be changed?

- A. I call the HMIS office and have someone there fix it.
- B. I call the MISI/tech support office and have them fix it.
- C. I open the information tab and change the date.

The answer is B

When a previously recorded date is not correct, you must call MISI and have them correct the date. Staff in the HMIS office cannot make any corrections or modifications to any data entered in the system. All changes that need to be made, less the ones you can do yourself, must be directed to MISI. When calling the tech support office, be sure to know the SSN and name of the client for whom data needs to be changed.