

Louisiana Services Network Data Consortium (LSNDC)

Timeliness Standards Applied to Project Types



Overview: HUD requires each Continuum of Care (CoC) to set forth Homeless Management Information System (HMIS) data quality expectations in a Data Quality Plan. Louisiana’s HMIS system has an overarching Data Quality Plan that defines minimum data quality expectations and timeliness standards for all End Users and Organizations, statewide. The LSNDC timeliness standards are as follows:

General Standard: All HMIS participating projects will ensure entry/exits, services and Universal Data Elements are at minimum completed within 5 business days of project entry/exit. Exceptions: 1. *Emergency Shelters:* All HMIS Participating Emergency Shelter projects will ensure entry/exit, services and Universal Data Elements are completed within 2 business days of initial contact. 2. *Outreach Projects:* All HMIS Participating Outreach projects will ensure entry of limited basic demographics as provided by clients and services within 5 business days of initial contact. (LSNDC, 2017 “Data Quality Plan Version 3.0.”)

While the standard for timeliness of recording entry and exit data for each project type is clear, the actual criteria for creating entries and exits in HMIS are not listed. This document synthesizes LSNDC Timeliness Standards with HUD’s 2022 HMIS Data Standards (US Department of Housing and Urban Development, 2021 “FY 2022 HMIS Data Standards (Manual).”)

Disclaimer and Limitations: This document covers **minimum** standards for Universal Data Elements, by project type. Specific Federal funders, including SSVF, RHY, and PATH, have additional criteria for defining each client’s Project Start Date and Project Exit Date. This information can be found in each program’s specific HMIS Standards Manual, available at CAAH’s online resource library: homelessinbr.org/hmis-resource-library.

PERMANENT SUPPORTIVE HOUSING (PSH)

LSNDC Standard for Timeliness at PSH Entry: Within five days of **Project Start Date**.

HUD Data Standards for PSH Project Start Date:

Date that the client was admitted into the project. To be admitted indicates the following factors have been met:

- Information provided by the client or from the referral indicates they meet the criteria for admission; and
- The client has indicated they want to be housed in this project
- The client is able to access services and housing through the project
- The expectation is the project has a housing opening (on-site, site-based, or scattered site)

LSNDC Standard for Timeliness at PSH Exit: Within five days of [Project Exit Date](#).

HUD Data Standards for PSH Project Exit Date

The last day of a continuous stay in the project before the client transfers to another residential project or otherwise stops residing in the project. If the client loses their housing situation and the project stops paying rental assistance, but the client remains enrolled in the project, staff should exit the client from the project with an accurate Project Exit Date and Destination and create a new Project Start Date in a second enrollment for the client on the same or following day. The project would continue working with the client until a new unit is found, at which point a new housing move-in date would be recorded on the second project record.

RAPID REHOUSING (RRH)

LSNDC Standard for Timeliness at RRH Entry: Within five days of [Project Start Date](#).

HUD Data Standards for RRH Project Start Date:

Date that the client was admitted into the project. To be admitted indicates the following factors have been met:

- Information provided by the client or from the referral indicates they meet the criteria for admission; and
- The client has indicated they want to be housed in this project
- The client is able to access services and housing through the project
- The expectation is the project has a housing opening (on-site, site-based, or scattered site)

LSNDC Standard for Timeliness at RRH Exit: Within five days of [Project Exit Date](#).

HUD Data Standards for RRH Project Exit Date

After the last RRH service is provided. If eligible RRH case management services are provided past the final date of receiving rental assistance, for example, the client must not be exited until those services cease. . If the client loses their housing situation and the project stops paying rental assistance, but the client remains enrolled in the project, staff should exit the client from the project with an accurate Project Exit Date and Destination and create a new Project Start Date in a second enrollment for the client on the same or following day. The project would continue working with the client until a new unit is found, at which point a new housing move-in date would be recorded on the second project record.

TRANSITIONAL HOUSING (TH)

LSNDC Standard for Timeliness at TH Entry: Within five days of [Project Start Date](#).

HUD Data Standards for Project Start Date:

Date the client moves into the residential project (i.e., first night in residence).

LSNDC Standard for Timeliness at TH Exit: Within five days of [Project Exit Date](#).

HUD Data Standards for Project Exit Date:

The last day of a continuous stay in the project before the client transfers to another residential project or otherwise stops residing in the project.

EMERGENCY SHELTER (ES)

LSNDC Standard for Timeliness at ES Entry: Within five days of **Initial Contact**.

HUD Data Standards for ES Project Start Date: Night the client first stayed in the shelter.

LSNDC Standard for Timeliness at ES Exit: Within two days of **Project Exit Date**.

HUD Data Standards for ES Project Exit Date: The last day of a continuous stay in the project before the client transfers to another residential project or otherwise stops residing in the project.

STREET OUTREACH (SO)

LSNDC Standard for Timeliness at SO Entry: Within five days of **Initial Contact**.

HUD Data Standards for SO Project Start Date: Date of first contact with the client.

LSNDC Standard for Timeliness at SO Exit: Within five days of **Project Exit Date**.

HUD Data Standards for SO Project Exit Date: The last day a contact was made or a service was provided.

COORDINATED ENTRY (CE)

LSNDC Standard for Timeliness at Entry for all other Project Types: Within five days of **Project Start Date**.

HUD Data Standards for SSO Project Start Date: Date the client first began working with the project and generally received the first provision of service.

LSNDC Standard for Timeliness at Exit for all other Project Types: Within five days of **Project Exit Date**.

HUD Data Standards for CE Project Exit Date: The end of a client's participation with the CE system. The exit date should coincide with the date that the client is no longer considered to be actively seeking crisis or housing assistance from the CoC. Reasons to exit a client include:

- The client has entered a permanent residential project type (e.g., PSH) or is otherwise known to have found permanent housing
- The client is known to have left the CoC to pursue other assistance or resources.
- The client is deceased
- No staff working in the CE system (via appropriate case conferencing) has been able to locate the client for an "extended length of time" and there are no Current Living Situation records. The CoC must be involved in the determination of "extended length of time", and to which projects the solution is to be applied (e.g. 90 days from last contact for every residential project)