



Step-by-Step: Moving Clients from Project to Project

There are many nuances when it comes to moving clients from a Rapid Rehousing (RRH) project to another RRH project. Such as:

- The client's exit date from previous project must be exited the day before your entry date.
- For clients housed, new enrollment HMIDs is the same date as the entry date in the new program
- If housed, clients type of residence must be accurate to the client's story, "rental by client with ongoing RRH subsidy."

How-To:

1. Login to CSIS.
2. Pull up your client's profile.
3. Add a note to the client's current program enrollment detailing the reason for the client's exit and indicate which program the client will be enrolled in and where the remainder of the client's case plan will be located.
4. Exit the client from the project that is ending/funding exhausted/terminated for the **day before** you are enrolling your client. The client's exit destination must be representative of the client's story.
 - a. For instance, if the client is to be enrolled in a new RRH project on 7/1/2022, the client's exit from the previous project must be 6/30/2022.
5. Enroll the client in the new program.
 - a. If the client is housed, the clients Housing Move-In Date (HMID) is the same date as the client's enrollment into the new project.
 - i. If the client is enrolled in the new RRH project on 7/1/2022, the client's HMID is 7/1/2022.
 - b. If the client is housed, the client's type of residence, or "where did you stay last night," must be representative of the clients' stories, or "rental by client with RRH subsidy."
 - c. If the client is not housed, update any information in the client's program enrollment that is outdated or has changed.
6. Begin a new case plan and record client notes in the client's new program enrollment.
7. Record services, goals, notes, etc. in the active program enrollment.