

Housing Move-In Date – Description



Housing Move-In Date is the date that your client actually moved into housing. Only enter in the Housing Move-In Date one time. If the client changes units, do **not** change the Housing Move-In date.

Move-in At Intake

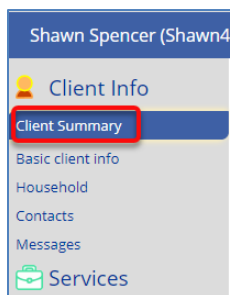
If the client moves into a bed or unit **on** their Project Start Date, use the **Housing Move-in Date** field under Intake Details.

The screenshot shows the 'Intake details' section of a form. It includes a 'Project Start date' field with a calendar icon. Below this is a 'Standard Fields' section with four rows: 'Done by' (text input with 'Vesta User'), 'Prior living situation' (dropdown menu), 'Client location - CoC code' (dropdown menu with 'CoC - MA-516'), and 'Housing move-in date' (text input with a calendar icon, highlighted with a red box).

Move-in After Intake

If the client moves into a bed or unit **after** their Project Start Date, record the Housing Move-In Date on the **Rental Data** form.

1. Go to the record for the primary client (head of the household).
2. Click on the **Client Summary** tab on the left side of the screen.



3. Click **ADD the housing move-in date and Rental Data form** in the **Alerts** widget to launch a wizard.

The screenshot shows the 'Client Summary' page for Shawn Spencer. On the left is a 'Client photo' section with a placeholder that says 'photo not available' and a '> CHANGE' link. On the right is an 'Alerts' widget. The first alert says 'One or more people in this household need a VESTA consent. > VIEW'. The second alert, highlighted with a red box, says 'Shawn has no housing move-in date. + ADD the housing move-in date and Rental Data form.' Below the alerts is an 'Annual assessment' section with a message: 'No Assessment needed at this time.'

4. Enter the **Housing Move-In Date**, and then click **Next**.

VESTA DEMO Update wizard for a primary client (step 1 of 2)
Shawn Spencer at MA - Template: Permanent Supportive Housing

Date of this information ? 8/6/2021

▼ Add the Housing Move-in Date on Intake Details

Leave the housing move-in date blank until the client has definitely moved in.
You can click "Next" if you just need to enter a Rental Data form before move-in.

Housing move-in date ?

Step 1 of 2: 1-Add the Housing Move-in Date on Intake Details | 2-Rental Data |

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5. Complete the **Rental Data** form, and then click **Next**.

VESTA DEMO Update wizard for a primary client (step 2 of 2)
Shawn Spencer at MA - Template: Permanent Supportive Housing

Date of this information ? 8/6/2021

▼ Rental Data

Use this form to record a client's current residence and related information.

Effective date ? The client's move-in date is: 8/5/2021.

Unit Information

Address - street number

Address - street name

Address - unit number

Notes

Rental notes

Step 2 of 2: 1-Add the Housing Move-in Date on Intake Details | 2-Rental Data |

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