

# MovingOn Assistance for CoC-Funded PSH-Work Instructions



## 1.0 Overview

Moving On assistance supports clients who voluntarily transition from **Permanent Supportive Housing (PSH)** to other **affordable permanent housing** when they no longer need or want intensive supportive services but still require housing assistance.

Under the **FY2022 HMIS Data Standards (effective 10/1/2021)**, PSH providers must document Moving On assistance activities. **Moving On Assistance fields** have been added to the **Service Transaction record** in HMIS for PSH projects. Providers must record these services each time assistance is provided.

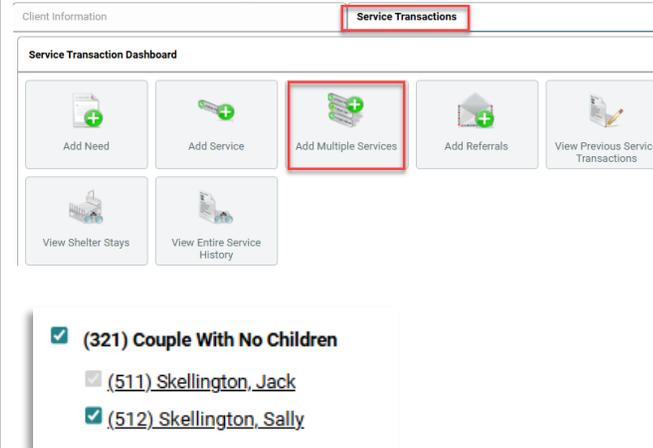
This guide outlines how to enter Moving On Service Transactions. These services should be recorded **after the client's PSH program entry and before program exit** and must include all household members benefiting from the assistance.

## 2.0 Work Instructions

### 1. Add Multiple Services

- a. Log into HMIS, go to the Head of Household's client record and follow the HMIS Standard Workflow.
- b. Click on the Service Transactions tab and select Add Multiple Services from the dashboard.
- c. **Household Members** – Include all household members receiving the Moving On service.

### 1. Add Multiple Services



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- d. **Service Provider** - Select the PSH program providing Moving On assistance using the search functions. The Service Provider should be the same as the PSH Entry/Exit Provider.
- e. **Start Date/End Date** – Record the date the service was provided. The End Date may be the same as the Start Date.
- f. **Service Type** –Select the appropriate response for the Moving On service provided from the drop-down pick list.
- g. **Moving On Assistance** –Select the Moving On service provided from the drop-down pick list.

## 2. Moving On Assistance service transactions can be verified using CoC APR question 24b

\*\*HMIS Admin note: If Moving On Assistance drop down is not displayed, confirm that the Provider Type = PSH and Provider Grant Type = HUD COC

|                             |  |  |  |
|-----------------------------|--|--|--|
| <b>Service Provider *</b>   | SS Housing our Heroes (CoC)<br>PSH Clackamas (5556)                            |  |  |
| <b>Service List</b>         |  |  |  |
| <b>Number of Services *</b> | 1  |  |  |
| <b>Start Date *</b>         | 01 / 03 / 2024   |  |  |
| <b>End Date</b>             | 01 / 03 / 2024   |  |  |
| <b>Service Type</b>         | Moving Expense Assistance (BH-3800.5150)                                       |  |  |
| <b>Moving On Assistance</b> | Financial assistance for Moving On (e.g., security deposit, moving expenses) ▼ |  |  |
| <b>Need Information</b>     |  |  |  |
| <b>Need Status *</b>        | Closed ▼   |  |  |

## CoC APR question 24b

|   |
|---|
| <b>24b - Moving On Assistance Provided to Households in PSH</b>                       |
| Subsidized housing application assistance   |
| Financial assistance for Moving On (e.g., security deposit, moving expenses)          |
| Non-financial assistance for Moving On (e.g., housing navigation, transition support) |
| Housing referral/placement  |
| Other (please specify)  |

## 3.0 Resources

# MovingOn Assistance for CoC-Funded PSH-Work Instructions



## 3.1 Referenced Material

- [Accessing and Utilizing ESG CAPER and COC APR Reports - Work Instructions](#)

## 3.2 Related Material

- [HUD Exchange-Programs Info For Moving On](#)

## 3.3 Contacts

- [HMISAdmin@clackamas.us](mailto:HMISAdmin@clackamas.us)