Homeless Services Department

Updated Guidance for Managing HMIS Entries in MHT:HCV & MHT:Retention

MHT = Mobile Housing Team. HCV = Housing Choice Voucher

Note: The purpose of this document is to provide updated guidance for **MHT: HCV** & **MHT:Retention** entries. Capacity allowing, the HSD data team will integrate this information into the official MHT/HCV HMIS handbook. *(As of 10/01/26, the MHT/HCV handbook has not been updated.)*

- A household that begins working with the agency toward an HCV should gain an HMIS entry into the agency's **MHT:HCV** program.
    - The Entry Date should equal the first day the participant starts working with the agency toward an HCV.
    - A Housing Move-In Date (HMID) should be entered *at entry* (i.e. in the entry assessment) *if* the household moves into housing *on the same day* they started working with the agency to gain an HCV.
    - A Housing Move-In Date (HMID) should be entered *via an interim* if the household moves into housing *after their Entry Date.* The Review Date of the interim should equal the HMID.
- A household that opts *in* to **MHT:Retention** should gain an HMIS entry into the agency's **MHT:Retention** program.
    - Households that opt *out* of MHT Retention should not gain an HMIS entry into the agency's **MHT:Retention** program.
- Households with an **MHT:HCV** and who are actively engaging in **MHT:Retention** should have open HMIS entries into both the agency's **MHT:HCV** *and* **MHT:Retention** programs.
    - *Reminder:* HMIDs must be entered into the **MHT:HCV** entries when clients are housed.

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- Entries to a **MHT:Retention** provider should be closed when:
    - The household makes it clear they no longer wish to participate in MHT:Retention services
    - The household stops engaging with **MHT:Retention** services for 90 days or longer. In this circumstance, the Exit Date should equal their last day of engagement with MHT Retention, *excluding* the 90+ day period of inactivity.
- Entries to a **MHT:HCV** provider should be closed when:
    - Agency staff discover that the participant has another *permanent housing* entry in HMIS *with a valid HMID*. Permanent housing entries with HMIDs cannot overlap. In this case, the Exit Date for the MHT:HCV entry should equal the HMID of the newer housing entry.
    - Agency staff discover that the participant has another entry into an emergency shelter (ES) or transitional housing (TH) program in HMIS. In this case, the Exit Date for the HCV entry should equal the Entry Date of the newer ES or TH entry.
    - Household moves out of Oregon
    - Household loses their housing and no longer has their Housing Choice Voucher

Additional Notes

- *Reengagement:* In situations where a household stops engaging with MHT Retention, but resurfaces later and requests re-housing resources, it is the expectation that the household be referred to the original MHT Retention agency they worked with, and that Retention Worker should work to re-house them.
    - New **MHT:Retention** entries should be opened for households that re-engage in MHT Retention. The original entries should be left closed.
- *Parent provider entries:* Some agencies have historically created entries into their “parent provider” for internal purposes. However, HSD generally discourages agencies from doing so, as it may cause some staff to diverge from the prescribed workflow.