

## Update: New “Initial Occupancy Start Date” Field

Effective **April 6, 2026**, a new required field, “**Initial Occupancy Start Date**,” has been added to the bottom of the Clarity enrollment screen.

### Data Entry Guidelines

To ensure data accuracy, please follow these rules when completing the new field:

- **Shelter, Transitional, PSH, Permanent Housing (with or without services) Programs:** The *Initial Occupancy Start Date* must match the *Enrollment Start Date*.
- **Rapid Rehousing Programs:** The *Initial Occupancy Start Date* can be the same day as or any date after the *Enrollment Start Date*.

### Enrollment Workflows

The management of the **Initial Occupancy Start Date** depends on the client’s entry path into your program. Please identify which of the following scenarios applies to your current enrollment and refer to the corresponding workflow diagram on the **subsequent pages** of this resource.

Pathway	Overview
1. Enrollment is the result of a Coordinated Entry Referral	Use this process if the enrollment is the direct result of a referral through the Coordinated Entry (CE) system.
2. Enrollment is NOT the result of a Coordinated Entry Referral	Use this process if the enrollment occurred outside of a Coordinated Entry referral.

## Pathway 1: Program Enrollment is the result of a Coordinated Entry Referral

Are you enrolling the client into a Rapid Re-Housing Program?

Yes

*The Initial Occupancy Start Date field will automatically populate with today's date.*

**1. Remove the Initial Occupancy Start Date.**

**2. Complete your Program Enrollment and Save with the date field blank.**

**3. Navigate to the Units/Beds tab, and "Add A Unit Connection" When the client physically moves in.**

No

*The Initial Occupancy Start Date field will automatically populate with today's date.*

**1. Complete your Program Enrollment and Save when finished. Your Project Start Date should match your Initial Occupancy Start Date.**

Referral Note:

Your CE Referral will remain "Pending" until the client has an Occupancy Start Date.

## Pathway 2: Program Enrollment is **NOT** the result of a Coordinated Entry Referral

