

## Gulf Coast Partnership CIS HUD Contact and Engagement Form

This form will allow Street Outreach projects to track required CIS Date of Contact and Date of Engagement data elements. Track all contacts for the head of household and each additional adult in the household. A separate form should be included for each adult member of the household. Use additional forms as needed.

**CLIENT** (name or other identifier)

### CONTACT AND ENGAGEMENT TRACKING

Date of Contact <sup>1</sup>	Staying on the Streets or in an Emergency Shelter?	Is this the Client's Date of Engagement? <sup>2</sup> (select only once)	Is this the Client's Exit Date? <sup>3</sup> (select only once)
(Project Start Date)	<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> No		
	<input type="checkbox"/> Unable to determine		
	<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> No		
	<input type="checkbox"/> Unable to determine		
	<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> No		
	<input type="checkbox"/> Unable to determine		
	<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> No		
	<input type="checkbox"/> Unable to determine		
	<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> No		
	<input type="checkbox"/> Unable to determine		
	<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> No		
	<input type="checkbox"/> Unable to determine		
	<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> No		
	<input type="checkbox"/> Unable to determine		
	<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> No		
	<input type="checkbox"/> Unable to determine		
	<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> No		
	<input type="checkbox"/> Unable to determine		

<sup>1</sup> Any person with whom you intend to pursue an outreach relationship should have a project start date in CIS that is the same as the date of first contact. See [CIS HUD Project Start – ES-SO](#) for data collection requirements at project start. You may have to select 'Client refused' or 'Data not collected' for many data elements.

<sup>2</sup> Date of Engagement is the date on which an interactive client relationship results in a deliberate client assessment or beginning of a case plan. It may be **on or after the project start date** and prior to project exit. Review [CIS HUD Project Start – ES-SO](#), enter any missing information, and update the CIS record. Only records for clients who are engaged are relevant for data quality reporting. If the client exits without becoming engaged in the project, the engagement date should be left blank.

<sup>3</sup> See [CIS HUD Project Exit – ALL](#) for data collection requirements at project exit. Your system may automatically exit a client or you may be required to create an exit for a client with an open record for a community-defined extensive length of time. The actual exit date should be based on the last date of contact.