

HMIS Troubleshooting Guide: Linked Program Entry



Jose Lucio, Program Analyst
David Tweedie, HMIS Coordinator

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Program Entry and Entry Type

Program Entry is one of the most important data elements in the HMIS. Program Entry allows a client to be reported as receiving services from your program. Without a Program Entry a client will not appear on any reports.

- The Entry Type for all families in programs funded by HUD, DHS, or that are privately funded is **HUD**.
- The Entry Type for all families in the SSVF Program is **VA**.

Linked Program Entry I.

All members of the same household **MUST** have a Linked Program Entry. Household members who do not have a Linked Program Entry will appear in reports as single persons **EVEN IF THE HOUSEHOLD WAS BUILT CORRECTLY.**

Linked Program Entries for a household should be completed **ON THE HEAD OF HOUSEHOLD'S PAGE.**

Linked Program Entry II.

Go to the **Entry/Exit Tab** on Head of Household's HMIS page:


Release of Information: **None**

-Switch to Another Household Member- ▾

Client Information Service Transactions

Summary	Client Profile	Households	ROI	Entry / Exit	Case Managers	Case Plans	Assessments
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Added to the system 10/03/2013 11:24 AM



Linked Program Entry III.

Click Add Entry/Exit.


UNIVERSITY OF MISSISSIPPI MEMBERS MUST BE ESTABLISHED ON THE SYSTEMS TAB BEFORE CREATING ENTRY / EXITS

Entry / Exit

Program	Type	Entry Date	Exit Date	Client Count
No matches.				

Add Entry / Exit

Exit



Linked Program Entry IV.

This will take you into the **Edit Entry Data** menu. This is where you will select the household members to link to the Head of Household's Program Entry. Indicate the **Provider**, **Entry Type**, and **Entry Date and Time**. Once all this information has been entered click **Save & Continue**.

Linked Program Entry V.

Edit Entry Data - (1283) Houston, Whitney

Household Members

Note: To update Household members for this Entry Data, click the box beside each name.

- (308) Female Single Parent**
 - (1283) Houston, Whitney (Entry Date: 09/01/2013 12:01 AM)
 - (1284) Houston, Bobbi Kristina (Entry Date: 09/01/2013 12:01 AM)
 - (1285) Houston, Cissy (Entry Date: 09/01/2013 12:01 AM)

Edit Entry Data - (1283) Houston, Whitney

Provider	Entry/Exit Training Program (975)
Type	HUD
Entry Date *	09 / 01 / 2013 12 : 01 : 00 AM

Inputting Data

Clicking **Save and Continue** will take you to the **Entry Assessment** Screen where you will input each person's demographic and personal data:

The screenshot displays the 'Entry Assessment' interface for HUD-40118. The 'Household Members' section on the left lists three members: Whitney Houston (ID 1283), Bobbi Kristina Houston (ID 1284), and Cissy Houston (ID 1285). A red arrow points to the first member's name. The main area contains 'Informational Questions' and 'Universal Data Elements' for each member. A red arrow points to the 'Date of Birth' field. The 'Entry Date' is 09/01/2013 12:01:00 AM.

Household Member	Informational Questions	Universal Data Elements
(1283) Houston, Whitney Age: Unknown	Are you engaged with case management? -Select- G	Date of Birth: / / G Date of Birth Type: -Select- G Gender: -Select- G Primary Race: -Select- G Secondary Race: -Select- G Ethnicity: -Select- G Zip Code of Last Permanent Address: G Zip data quality: -Select- G Is Client Homeless?: -Select- G Housing Status: -Select- G Site lived at in the week prior to program entry?: -Select- G Length of Stay: -Select- G U.S. Military Veteran?: -Select- G
(1284) Houston, Bobbi Kristina Age: Unknown		
(1285) Houston, Cissy Age: Unknown		

You can switch from one household member to another; by clicking on the name of each household member in the **Household Members** section of this screen. Once all data has been entered for all household members scroll down and click **Save and Exit**.



Jose Lucio

202.543.5298 ext. 107

jlucio@community-partnership.org

David Tweedie

202.543.5298 ext. 123

dtweedie@community-partnership.org

HMIS Web Address: washdc.servicept.com

NO "WWW"