



The Community Partnership
For The Prevention
of Homelessness

HMIS Training

DC 106: VIRGINIA WILLIAMS ENTRY EXIT WORKFLOW

Agenda

- Visibility Basics
- Enter Data As Basics
- When to EDA
- EDA and Data Sharing
- Common Questions
- Data Security
- Additional Resources



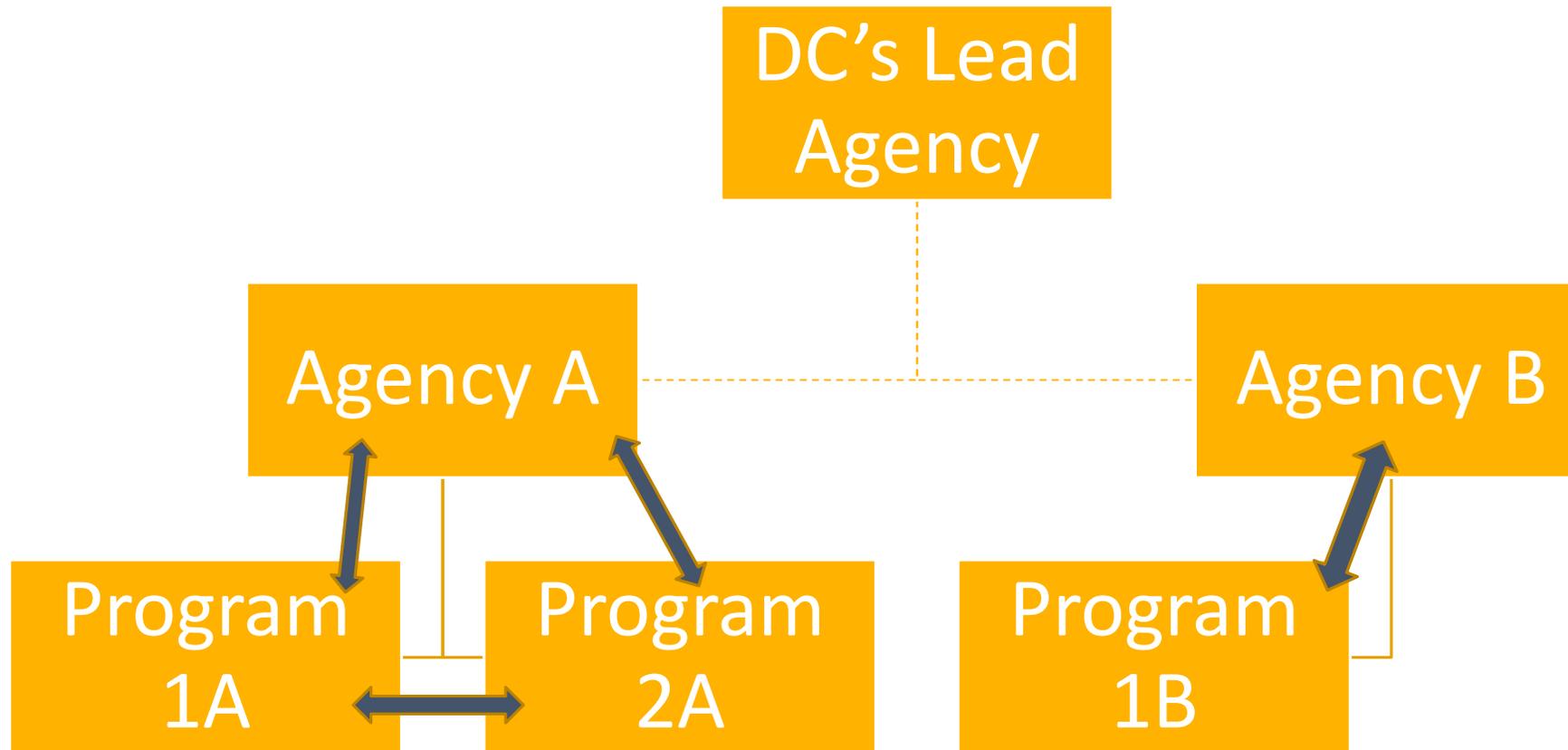
Visibility Basics

Who Can See What?

Visibility

- The database contains hundreds of thousands of client files, each with dozens of project stays, services, and case notes.
- Having a visibility structure is important to ensure client information is protected, while also ensuring agencies and programs are able to work together to help clients.
- Client choice to share their program level information is at the heart of our visibility structure.

Visibility Basics – Current Structure



HUD UDEs – What’s Shared & What Isn’t

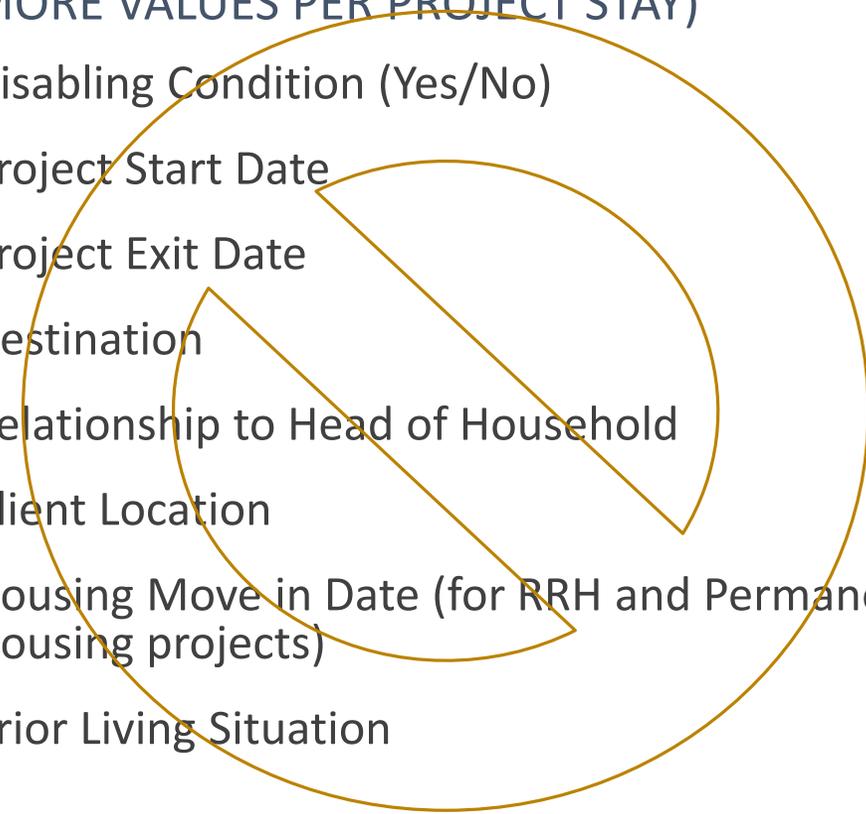
UNIVERSAL IDENTIFIERS (ONE ANSWER PER CLIENT RECORD)

- Name
- Name Data Quality
- Social Security Number
- Social Security Number Data Quality
- Date of Birth
- Date of Birth Data Quality
- Race
- Ethnicity
- Gender
- Veteran Status



UNIVERSAL PROJECT STAY ELEMENTS (ONE OR MORE VALUES PER PROJECT STAY)

- Disabling Condition (Yes/No)
- Project Start Date
- Project Exit Date
- Destination
- Relationship to Head of Household
- Client Location
- Housing Move in Date (for RRH and Permanent Housing projects)
- Prior Living Situation



Family Shelter, Outreach, and Prevention

- This is a group of programs that are sharing client program data amongst themselves
 - Release of information (ROI) signed at Virginia Williams allows this to happen.
- ALL Client data created by these programs are shared with the other programs
 - AS LONG AS the information is tagged as coming from one of the following programs.
 - If it is coming from a different program (even within an Agency that has one of those programs) it will not be shared per the agreement of the ROI.
- Temporary Shelters for Families
- Overflow motels/hotels for Families
- Virginia Williams
- Homeless Prevention Programs for Families
- Short Term Family Shelters



Enter Data As Basics

What is Enter Data As?



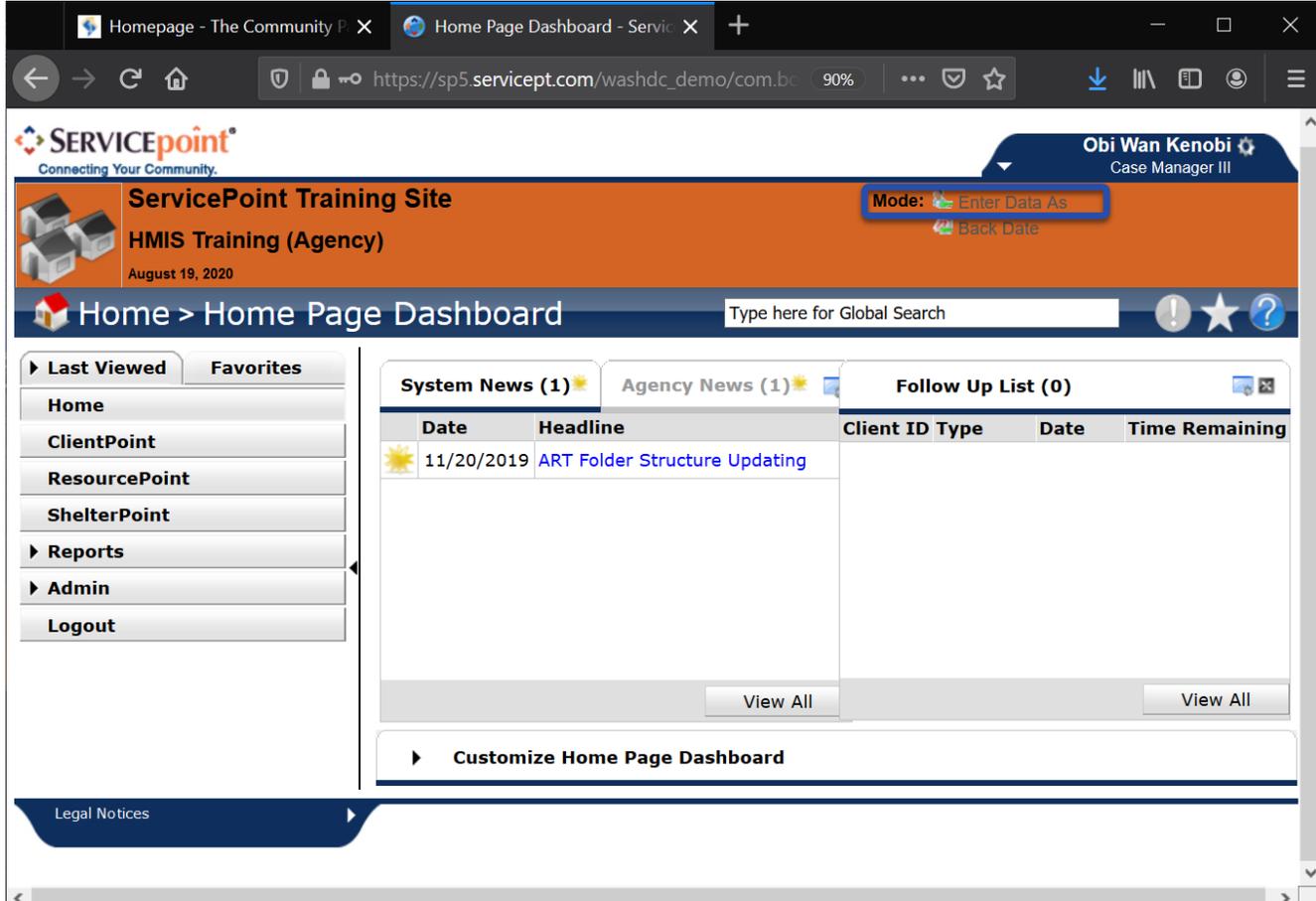
- Most agencies have multiple programs that they operate. These often are in different buildings.
- Using Enter Data As is like physically going from one program to another but within the Database.

Why use Enter Data As?

- Allows for you to see what is shared with individual programs.
- Allows others to see data from your shelter/prevention/outreach program
- You no longer have to manually change your provider in your
 - Entry/exits
 - Goals
 - Case plans
 - Case notes
 - Case managers
 - Services
 - File attachments

How to Enter Data As – Step 1

- When you log into HMIS, go to the top right corner and click on the Enter Data As button



ServicePoint Training Site
HMIS Training (Agency)
August 19, 2020

Obi Wan Kenobi
Case Manager III

Mode: **Enter Data As**
Back Date

Home > Home Page Dashboard

Type here for Global Search

Last Viewed Favorites

Home
ClientPoint
ResourcePoint
ShelterPoint
Reports
Admin
Logout

System News (1)		Agency News (1)		Follow Up List (0)		
Date	Headline	Client ID Type	Date	Time Remaining		
11/20/2019	ART Folder Structure Updating					

View All View All

Customize Home Page Dashboard

Legal Notices

How to Enter Data As – Step 2

Enter Data As Provider Search ✕

Provider Search

Search for Providers by using keywords from the Provider Name or Description.

Search

Provider Number

Enter or scan a Provider ID number to search for that Provider.

Provider ID #

Provider Search Results

#	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	All
		HMIS Training - Low Barrier - LBS ES IND - TCP Direct (2328)		Level 3	Unknown	Unknown																				08/12/2020	
		HMIS Training - Permanent Housing - PSH FAM Youth - TCP Direct (2329)		Level 3	Unknown	Unknown																				08/12/2020	
		HMIS Training - Rapid Rehousing - RRH IND - TCP Direct (2327)		Level 3	Unknown	Unknown																				08/12/2020	
		HMIS Training - Transitional Housing - TH FAM - TCP Direct (1064)		Level 3	Unknown	Unknown																				08/12/2020	

Showing 1-4 of 4

- Find the program you are going to be doing data entry as.
 - You can search in the search box
 - You can type in the provider id
 - You can look through the list of options for the correct provider

How to Enter Data As – Step 3

- When you find the correct program, click the green plus sign.

Enter Data As Provider Search

Provider Search

Search for Providers by using keywords from the Provider Name or Description.

Search

Provider Number

Enter or scan a Provider ID number to search for that Provider.

Provider ID #

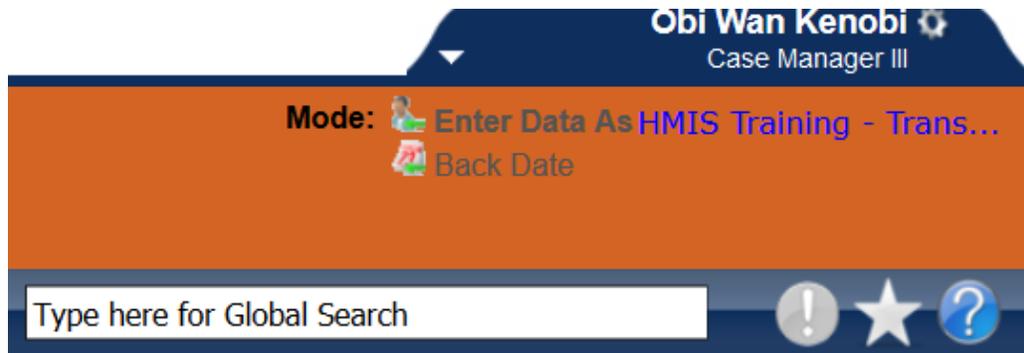
Provider Search Results

#	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	All
			HMIS Training - Low Barrier - LBS ES IND - TCP Direct (2328)		Level 3	Unknown	Unknown	08/12/2020																			
			HMIS Training - Permanent Housing - PSH FAM Youth - TCP Direct (2329)		Level 3	Unknown	Unknown	08/12/2020																			
			HMIS Training - Rapid Rehousing - RRR IND - TCP Direct (2327)		Level 3	Unknown	Unknown	08/12/2020																			
			HMIS Training - Transitional Housing - TH FAM - TCP Direct (1064)		Level 3	Unknown	Unknown	08/12/2020																			

Showing 1-4 of 4

How to Enter Data As – Step 4

- When you click the green plus sign, the name of the provider you will be doing data entry as will appear next to Enter Data As.
- To remove the EDA click on the name of the provider (blue text).



Demo

End

ff

When to EDA

- Doing Data Entry
- Looking at client files
- Running Canned HMIS Reports

Searching for a Client

- You will need to search for a client in order to add the client to your program
- You can search for the client by name, or if you know the client's ID #, you can use that.



Client Search

 Please Search the System before adding a New Client.

 *Items in Italics are for Data Entry ONLY and will not be used for Search Results.*

Name	First <input type="text"/>	Middle <input type="text"/>	Last <input type="text"/>	Suffix <input type="text"/>
Name Data Quality	<input type="text" value="-Select-"/>			Date of Birth <input type="text" value=""/> / <input type="text" value=""/> / <input type="text" value=""/>
Alias	<input type="text"/>			DOB Data Quality <input type="text" value="-Select-"/>
Social Security Number	<input type="text" value=""/> - <input type="text" value=""/> - <input type="text" value=""/>			Gender <input type="text" value="-Select-"/>
Social Security Number Data Quality	<input type="text" value="-Select-"/>			Primary Race <input type="text" value="-Select-"/>
U.S. Military Veteran?	<input type="text" value="-Select-"/>			Secondary Race <input type="text" value="-Select-"/>
Exact Match	<input type="checkbox"/>			Ethnicity <input type="text" value="-Select-"/>

Client Number

Enter or scan a Client ID number to go directly to that Client's profile.

Client ID #

Creating a new client file

- If you do not find a client record for the client you are serving, you will need to create a new client record.
- This is done from the Search box in ClientPoint.



Client Search

 Please Search the System before adding a New Client.

 *Items in Italics are for Data Entry ONLY and will not be used for Search Results.*

Name	First Mulan	Middle		Last Fa	Suffix	
Name Data Quality	Full Name Reported			Date of Birth	11 / 03 / 1983	  
Alias				DOB Data Quality	Full DOB Reported (HUD)	
Social Security Number	845	-	54	-	6321	Gender Female
Social Security Number Data Quality	Full SSN Reported (HUD)			Primary Race	Asian (HUD)	
U.S. Military Veteran?	Yes (HUD)			Secondary Race	-Select-	
Exact Match	<input type="checkbox"/>			Ethnicity	Non-Hispanic/Non-Latino (HUD)	

Client Number

Enter or scan a Client ID number to go directly to that Client's profile.

Client ID #

Completing the Client Profile Information

- Once in the Client record in ClientPoint, navigate to the Client Profile.
- If there is any missing or incorrect information in the Client Record or Client Demographic sections, click the corresponding Edit Pencil(s) to make the necessary changes.



Client - (9) Solo, Han Mass Visibility Update

(9) Solo, Han
Release of Information: **None** -Switch to Another Household Member-

Client Information Service Transactions

Summary **Client Profile** Households ROI Entry / Exit Case Managers Case Plans Measurements Assessments

Client Record

Name	Solo, Han
Name Data Quality	Full Name Reported
Alias	Scruffy Nerf Herder
Social Security	202-20-2020
SSN Data Quality	Full SSN Reported (HUD)
U.S. Military Veteran?	Yes (HUD)
Age	25



Client Demographics 

Date of Birth	05/02/1994
Date of Birth Type	Full DOB Reported (HUD)
Gender	Male
Primary Race	White (HUD)
Secondary Race	
Ethnicity	Non-Hispanic/Non-Latino (HUD)

Low Barrier Shelter, Street Outreach, and Meal Programs (2017) 

Demo

End

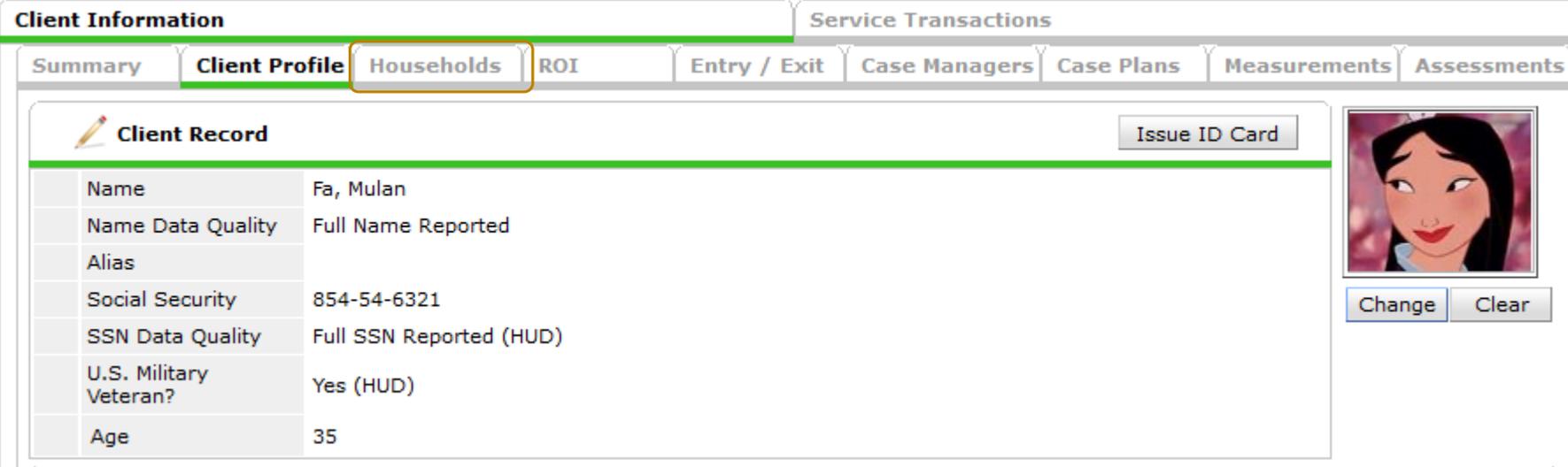
ff

Creating a Household

- Often, existing client records are a part of existing households.
- Use existing households wherever possible.
- If the household does not yet exist, you will need to create a new one.

To create a new Household,
navigate to the Household Tab.

Click “Start New Household”



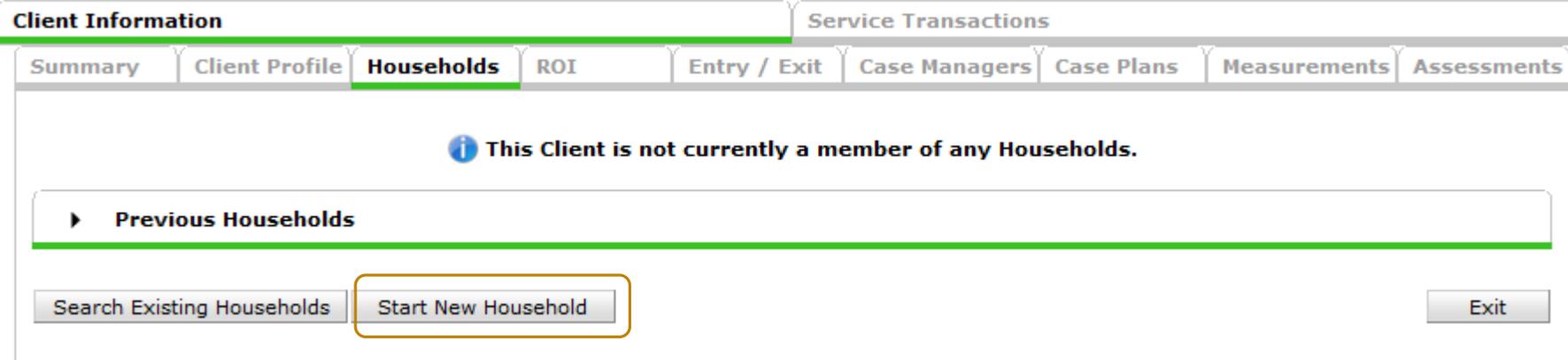
Client Information | Service Transactions

Summary | **Client Profile** | **Households** | ROI | Entry / Exit | Case Managers | Case Plans | Measurements | Assessments

 **Client Record** Issue ID Card

Name	Fa, Mulan
Name Data Quality	Full Name Reported
Alias	
Social Security	854-54-6321
SSN Data Quality	Full SSN Reported (HUD)
U.S. Military Veteran?	Yes (HUD)
Age	35


 Change Clear



Client Information | Service Transactions

Summary | Client Profile | **Households** | ROI | Entry / Exit | Case Managers | Case Plans | Measurements | Assessments

i This Client is not currently a member of any Households.

▶ **Previous Households**

Search Existing Households | **Start New Household** | Exit

Choose the Household Type

If you know the household member's HMIS ID#, type it in the Client ID # and click "Submit"

If you do not know the household member's HMIS ID #, Search for the client



The Community Partnership
For The Prevention
of Homelessness

Add New Household

Household Type
Household Type* -Select-

Client Search

Please Search the System before adding a New Client. Hide Advanced Search

Items in Italics are for Data Entry ONLY and will not be used for Search Results.

Name	First	Middle	Last	Suffix
	<input type="text"/>	<input type="text"/>	<input type="text" value="Fa"/>	<input type="text"/>
Name Data Quality	-Select-		Date of Birth	<input type="text"/> /
Alias	<input type="text"/>		DOB Data Quality	-Select-
Social Security Number	<input type="text"/> - <input type="text"/> - <input type="text"/>		Gender	-Select-
Social Security Number Data Quality	-Select-		Primary Race	-Select-
U.S. Military Veteran?	-Select-		Secondary Race	-Select-
Exact Match	<input type="checkbox"/>		Ethnicity	-Select-

Search Clear Add New Client With This Information

Client Number

Enter or Scan a Client ID to add that Client to this Household.

Client ID # Submit

Selected Clients

ID	Name	Social Security Number	Date of Birth	Alias	Gender	Banned	Household Count
392923	Fa, Mulan	854-54-6321	11/03/1983		Female		0

Showing 1-1 of 1

Continue Cancel



Choose the Household Type

If you know the household member's HMIS ID#, type it in the Client ID # and click "Submit"

If you do not know the household member's HMIS ID #, Search for the client

If the client appears in the Client Results Section ensure it is the correct client, and then select the green plus sign to add the client to the household.

Add New Household

Household Type

Household Type* Two Parent Family

Client Search

Please Search the System before adding a New Client. Hide Advanced Search

Items in Italics are for Data Entry ONLY and will not be used for Search Results.

Name	First <input type="text" value="Han"/>	Middle <input type="text"/>	Last <input type="text" value="Solo"/>	Suffix <input type="text"/>
Name Data Quality	<input type="text" value="Full Name Reported"/>		Date of Birth	<input type="text" value=""/> /
Alias	<input type="text"/>		DOB Data Quality	<input type="text" value="-Select-"/>
Social Security Number	<input type="text" value=""/> - <input type="text" value=""/> - <input type="text" value=""/>		Gender	<input type="text" value="-Select-"/>
Social Security Number Data Quality	<input type="text" value="-Select-"/>		Primary Race	<input type="text" value="-Select-"/>
U.S. Military Veteran?	<input type="text" value="-Select-"/>		Secondary Race	<input type="text" value="-Select-"/>
Exact Match	<input type="checkbox"/>		Ethnicity	<input type="text" value="-Select-"/>

Client Number

Enter or Scan a Client ID to add that Client to this Household.

Client ID #

Client Results

ID	Name	Social Security Number	Date of Birth	Alias	Gender	Banned	Household Count
<input type="button" value="+"/> 9	Solo, Han	202-20-2020	05/02/1994	Scruffy Nerf Herder	Male	<input type="checkbox"/>	1 <input type="button" value=""/>
<input type="button" value="+"/> 365676	solo, hans		01/19/1998		Other	<input type="checkbox"/>	0 <input type="button" value=""/>

Showing 1-2 of 2

Selected Clients

ID	Name	Social Security Number	Date of Birth	Alias	Gender	Banned	Household Count
392923	Fa, Mulan	854-54-6321	11/03/1983		Female	<input type="checkbox"/>	0 <input type="button" value=""/>

Showing 1-1 of 1



If the client doesn't appear in the search, add the new client in the Add New Household Tab.

You MUST search for the client record before you are able to create a new client record.

You MUST enter all the information indicated BEFORE you click "Add New Client With This Information"

Add New Household

Household Type

Household Type*

Client Search

Please Search the System before adding a New Client.

Items in Italics are for Data Entry ONLY and will not be used for Search Results.

Name: First , Middle , Last , Suffix

Name Data Quality:

Date of Birth: >>

Alias:

DOB Data Quality:

Social Security Number: - -

Gender:

Social Security Number Data Quality:

Primary Race:

U.S. Military Veteran?:

Secondary Race:

Exact Match:

Ethnicity:

Client Number

Enter or Scan a Client ID to add that Client to this Household.

Client ID #

Client Results

ID	Name	Social Security Number	Date of Birth	Alias	Gender	Banned	Household Count
<input type="checkbox"/>	365676	solo, hans	01/19/1998		Other		0

Showing 1-1 of 1

Selected Clients

ID	Name	Social Security Number	Date of Birth	Alias	Gender	Banned	Household Count
<input type="checkbox"/>	392923	Fa, Mulan	11/03/1983		Female		0
<input checked="" type="checkbox"/>	9	Solo, Han	202-20-2020	05/02/1994	Scruffy Nerf Herder	Male	1

Showing 1-2 of 2

Client Number

Enter or Scan a Client ID to add that Client to this Household.

Client ID #

Client Results

ID	Name	Social Security Number	Date of Birth	Alias	Gender	Banned	Household Count
No matches.							

Selected Clients

ID	Name	Social Security Number	Date of Birth	Alias	Gender	Banned	Household Count
392923	Fa, Mulan	854-54-6321	11/03/1983		Female		0 
 392928	Solo, Chewbacca, Jr		05/03/2009		Other		0 
 9	Solo, Han	202-20-2020	05/02/1994	Scruffy Nerf Herder	Male		1 
Showing 1-3 of 3							

Once the household is fully built,
Click Continue.

In the Household Members section, assign 1 person as Head of Household = Yes. This will automatically make the client's relationship to Head of Household = Self.

Then select the Relationship to Head of Household for the other household members.

When complete, click "Save & Exit"

Household Information - (54915) Two Parent Family

(54915) Two Parent Family Save Save & Exit Exit

Household Type* Two Parent Family

Income US\$700.00 monthly (US\$8,400.00 annual) 🔍

Client Count 3

Household Members

Name	Age	Head of Household	Relationship to Head of Household	Joined Household *	Previous Associations	Household Count
(392923) Fa, Mulan	35	Yes	Self	10 / 29 / 2019	0	1
(392928) Solo, Chewbacca, Jr	10	No	step-son	10 / 29 / 2019	0	1
(9) Solo, Han	25	No	husband	10 / 29 / 2019	0	2

Add/Delete Household Members Household History Report

Previous Household Members

Individual Client Assessment

Household Members

- (392923) Fa, Mulan
Age: 35
- (392928) Solo, Chewbacca, Jr
Age: 10
- (9) Solo, Han
Age: 25

Client Record

Issue ID Card

Name	Fa, Mulan
Name Data Quality	Full Name Reported
Alias	
Social Security	854-54-6321
SSN Data Quality	Full SSN Reported (HUD)
U.S. Military Veteran?	Yes (HUD)
Age	35

Household Profile Assessment

No Household Profile Assessment is specified for this Provider

Save Save & Exit Exit



- To document the household's participation in the program, you need to create an Entry.
- Navigate to the Entry/Exit Tab.

Creating an Entry

Client Information Service Transactions

Summary | Client Profile | Households | ROI | **Entry / Exit** | Case Managers | Case Plans | Measurements | Assessments

Added to the system 10/29/2019 12:01 PM

Name	Fa, Mulan	Gender	Female
Date of Birth	11/03/1983 (Age 35)	Primary Race	Asian (HUD)
Social Security	854-54-6321	Secondary Race	
		U.S. Military Veteran?	Yes (HUD)





Summary Client Profile Households ROI **Entry / Exit** Case Managers Case Plans Measurements Assessments

i Reminder: Household members must be established on Households tab before creating Entry / Exits

Entry / Exit

Program	Type	Project Start Date	Exit Date	Interims	Follow Ups	Client Count
No matches.						

Add Entry / Exit

Exit

- Click “Add Entry/Exit”
- Select the members of the household that are being served.
- Choose the correct Type
- Set the Project Start Date
- Click Save & Continue

Project Start Data - (392923) Fa, Mulan

Household Members

i To include Household members for this Entry / Exit, click the box beside each name. Only members from the SAME Household may be selected.

(54915) Two Parent Family

(392923) Fa, Mulan

(392928) Solo, Chewbacca, Jr

(9) Solo, Han

Project Start Data - (392923) Fa, Mulan

Provider* HMIS Training (Program) (1064)

Type* HUD

Project Start Date* 10 / 01 / 2018 12 : 59 : 58 PM



The Entry/Exit Data pop-up shows the clients that are associated with the Entry/Exit.

The Household Members on the side can be clicked on to toggle to the other clients and their assessments.

Entry/Exit Data

Note: If you change the provider selected it may cause the Assessments to adjust for the new Provider's Entry/Exit Assessment defaults. Any information previous Assessment will still be attached to that Assessment record for the Client.

Provider* HMIS Training (Program) (1064) Search My Provider Clear

Type* HUD Update

Household Members Associated with this Entry / Exit

	Name	Head of Household	Project Start Date	Exit Date	Interims	Follow Ups	Reason for Leaving	Destin
	(392923) Fa, Mulan	Yes	10/01/2018					
	(392928) Solo, Chewbacca, Jr	No	10/01/2018					
	(9) Solo, Han	No	10/01/2018					

Include Additional Household Members Showing 1-3 of 3

Entry Assessment

Household Members

- (392923) Fa, Mulan
Age: 34
Veteran: Yes (HUD)
- (392928) Solo, Chewbacca, Jr
Age: 9
Veteran: No (HUD)
- (9) Solo, Han
Age: 24
Veteran: Yes (HUD)

HUD CoC & ESG Entry All Other Projects (2020) TCP Entry Date: 10/01/2018 12:

UNIVERSAL DATA ELEMENTS (UDEs)

Date of Birth / /

Date of Birth Type G

Gender G

Primary Race G

Secondary Race G

Ethnicity G

Relationship to Head of Household G

Client Location G

Demo

End

ff

The Entry Assessment

- The Entry Assessment captures the universal data elements requested by the Federal Partners and DC CoC as well as any program specific data elements required for your agency's funding source.
- Street Outreach, Emergency Shelters, and Safe Havens have a different set of assessments than all other project types. This is due to the way HUD captures Previous Living Situation information.
- Most programs (Non SO, ES, or SH) have the **HUD CoC & ESG Entry All Other Projects (2020) TCP** assessment. This is the required assessment for all HUD CoC and DHS funded programs.
- Virginia Williams uses the **2018 VWFRC Intake Assessment**

Entry Assessment

Household Members

- (392923) Fa, Mulan
Age: 35
Veteran: Yes (HUD)
- (392928) Solo, Chewbacca, Jr
Age: 10
Veteran: No (HUD)
- (9) Solo, Han
Age: 25
Veteran: Yes (HUD)

2018 VWFRC Intake Assessment

Entry Date: 10/29/2019 03:12:23 PM 

Date of Birth	<input type="text" value="11"/> / <input type="text" value="03"/> / <input type="text" value="1983"/>    G
Date of Birth Type	<input type="text" value="Full DOB Reported (HUD)"/> G
Gender	<input type="text" value="Female"/> G
Primary Race	<input type="text" value="Asian (HUD)"/> G
Secondary Race	<input type="text" value="-Select-"/> G
Ethnicity	<input type="text" value="Non-Hispanic/Non-Latino (HUD)"/> G
Relationship to Head of Household	<input type="text" value="-Select-"/> G

Veteran Information

Year entered military service	* Year separated from military service	Branch of the Military	Discharge Status
<input type="button" value="Add"/>			

Are You Receiving Case Management from Any Other Agency?	<input type="text" value="-Select-"/> G
Housing Status (Retired)	<input type="text" value="-Select-"/> G
In What Ward Did the Client's Homelessness Originate?	<input type="text" value="-Select-"/> G
Client Location	<input type="text" value="-Select-"/> G
Prior Living Situation	<input type="text" value="-Select-"/> G
Length of Stay in Previous Place	<input type="text" value="-Select-"/> G
Does the client have a disabling condition?	<input type="text" value="-Select-"/> G



VETERAN INFORMATION

Veteran Information			
Year entered military service *	Year separated from military service	Branch of the Military	Discharge Status
<input type="button" value="Add"/>			

- Anyone for whom you answer 'yes' to the question **U.S. Military Veteran**, you must also complete the Veteran Information sub-assessment.
- Make sure to confirm or deny each of the different war eras.

Add Recordset - (9) Solo, Han

Veteran Information	
Year entered military * service	10 / 27 / 2019 G
Year separated from military service	/ / G
World War II	-Select- G
Korean War	-Select- G
Vietnam War	-Select- G
Persian Gulf War	-Select- G
Afghanistan	-Select- G
Iraq Freedom	-Select- G
Iraq Dawn	-Select- G
Other Peace-keeping Operations or Military Interventions	-Select- G
Branch of the Military	-Select- G
Discharge Status	-Select- G



Income from Any Source

Monthly Income **HUD Verification**

Receiving Income Source?	Source of Income	Monthly Amount	Start Date *	End Date
<input type="button" value="Add"/>	<input type="button" value="View Gross Income"/>			

Total Monthly Income

HUD Verification: Monthly Income for 10/28/2019

i Per Source of Income, the current records for Monthly Income as of 10/28/2019 are displayed below. Any previous records for Monthly Income not overlapping as of this date are not displayed. In the event that multiple records exist per Source of Income as of 10/28/2019, records containing "Yes" values will be displayed and take precedence for reporting purposes.

Select the Receiving Income Source? value for all incomplete Source of Income records

[No](#)
 [Data Not Collected](#)
 [Incomplete](#)

Source of Income	Receiving Income Source?			
	Yes	No	Data Not Collected	Incomplete
Alimony or Other Spousal Support (HUD)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Child Support (HUD)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Earned Income (HUD)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
General Assistance (HUD)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Other (HUD)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Pension or retirement income from another job (HUD)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Private Disability Insurance (HUD)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Retirement Income From Social Security (HUD)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
SSDI (HUD)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
SSI (HUD)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
TANF (HUD)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Unemployment Insurance (HUD)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
VA Non-Service Connected Disability Pension (HUD)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
VA Service Connected Disability Compensation (HUD)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Worker's Compensation (HUD)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

- Begin by setting all incomplete values to "No"
- For each source of income, add the income source, receiving income source = Yes, monthly amount and start date.
- Once all income sources have been recorded via the HUD Verification, click "Save & Exit"



Income from Any Source G

Monthly Income

Receiving Income Source?	Source of Income	Monthly Amount	Start Date *	End Date
<input type="button" value="Add"/>	<input type="button" value="View Gross Income"/>			
Total Monthly Income		<input type="text"/>	G	

HUD Verification



HUD Verification: Add Recordset

Per Source of records for Monthly Source of Income

Select the Source? vs Source of

Monthly Income

Receiving Income Source?	Yes
Source of Income	Earned Income (HUD)
If Other, Please Specify	<input type="text"/>
Monthly Amount	<input type="text"/>
Start Date *	10 / 28 / 2019
End Date	<input type="text"/>

Source of Income	Not	ected	Incomplete
Alimony or Other S	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Child Support (HUD	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Earned Income (H	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
General Assistance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (HUD)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pension or retirement income from another job (HUD)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Private Disability Insurance (HUD)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Retirement Income From Social Security (HUD)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
SSDI (HUD)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
SSI (HUD)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
TANF (HUD)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Unemployment Insurance (HUD)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
VA Non-Service Connected Disability Pension (HUD)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
VA Service Connected Disability Compensation (HUD)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Worker's Compensation (HUD)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- Begin by setting all incomplete values to "No"
- For each source of income, add the income source, receiving income source = Yes, monthly amount and start date.
- Once all income sources have been recorded via the HUD Verification, click "Save & Exit"



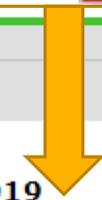
Non-cash benefit from any source

Non-Cash Benefits

HUD Verification

Source of Non-Cash Benefit	Receiving Benefit?	Start Date *	End Date
----------------------------	--------------------	--------------	----------

Add



- Begin by setting all incomplete values to “No”
- For each source of Non-Cash Benefits, add the Non-Cash Benefit source, receiving benefit = “Yes”, and start date
- Once all Non-Cash sources have been recorded via the HUD Verification, click “Save & Exit”

HUD Verification: Non-Cash Benefits for 10/28/2019

Per Source of Non-Cash Benefit, the current records for Non-Cash Benefits as of 10/28/2019 are displayed below. Any previous records for Non-Cash Benefits not overlapping as of this date are not displayed. In the event that multiple records exist per Source of Non-Cash Benefit as of 10/28/2019, records containing "Yes" values will be displayed and take precedence for reporting purposes.

Select the Receiving Benefit? value for all incomplete Source of Non-Cash Benefit records

- [Yes](#)
- [No](#)
- [Data Not Collected](#)
- [Incomplete](#)

Source of Non-Cash Benefit	Receiving Benefit?			
	Yes	No	Data Not Collected	Incomplete
Supplemental Nutrition Assistance Program (Food Stamps) (HUD)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Special Supplemental Nutrition Program for WIC (HUD)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
TANF Child Care Services (HUD)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
TANF Transportation Services (HUD)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other TANF-Funded Services (HUD)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other Source (HUD)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Save

Save & Exit

Exit



Covered by Health Insurance

HUD Verification

Start Date *	Health Insurance Type	Covered?	End Date
--------------	-----------------------	----------	----------

- Begin by setting all incomplete values to “No”
- For each type of Health Insurance, add the Health Insurance type, covered? = “Yes”
- Once all Health Insurance sources have been recorded via the HUD Verification, click “Save & Exit”

HUD Verification: Health Insurance for 10/28/2019

Per Health Insurance Type, the current records for Health Insurance as of 10/28/2019 are displayed below. Any previous records for Health Insurance not overlapping as of this date are not displayed. In the event that multiple records exist per Health Insurance Type as of 10/28/2019, records containing "Yes" values will be displayed and take precedence for reporting purposes.

Select the Covered? value for all incomplete Health Insurance Type records

- Yes
- No
- Data Not Collected
- Incomplete

Health Insurance Type	Covered?			
	Yes	No	Data Not Collected	Incomplete
MEDICAID	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
MEDICARE	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
State Children's Health Insurance Program	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Veteran's Administration (VA) Medical Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Employer - Provided Health Insurance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Health Insurance obtained through COBRA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Private Pay Health Insurance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
State Health Insurance for Adults	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Indian Health Services Program	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Other	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>



Disability Type	Disability Determination	Above condition is going to be long term? (Retired)	Start Date *
<input type="button" value="Add"/>			



HUD Verification: Disabilities for 10/28/2019

i Per Disability Type, the current records for Disabilities as of 10/28/2019 are displayed below. Any previous records for Disabilities not overlapping as of this date are not displayed. In the event that multiple records exist per Disability Type as of 10/28/2019, records containing "Yes" values will be displayed and take precedence for reporting purposes.

Select the Disability Determination value for all incomplete Disability Type records

- [No \(HUD\)](#)
- [Client doesn't know \(HUD\)](#)
- [Client refused \(HUD\)](#)
- [Data not collected \(HUD\)](#)
- [Incomplete](#)

- Begin by setting all incomplete values to "No"
- For each Disability, add the disability type, determination, duration, and start date.
- Once all Disabilities have been recorded via the HUD Verification, click "Save & Exit"

Disability Type	Disability Determination					
	Yes (HUD)	No (HUD)	Client doesn't know (HUD)	Client refused (HUD)	Data not collected (HUD)	Incomplete
Alcohol Abuse (HUD)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Both Alcohol and Drug Abuse (HUD)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Chronic Health Condition (HUD)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Developmental (HUD)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Drug Abuse (HUD)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
HIV/AIDS (HUD)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Mental Health Problem (HUD)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Physical (HUD)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>



Disabilities		HUD Verification	
Disability Type	Disability Determination	Above condition is going to be long term? (Retired)	Start Date *
<input type="button" value="Add"/>			

- For each Disability, add the disability type, determination, duration, and start date.
- Once all Disabilities have been recorded via the HUD Verification, click “Save & Exit”

HUD Verification: Add Recordset

Disabilities

Disability Type	Alcohol Abuse (HUD)
Disability Determination	Yes (HUD)
If Yes, Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently	-Select-
Above condition is going to be long term? (Retired)	-Select-
Start Date *	10 / 28 / 2019
End Date	/ /

Disability Type	Not	Completed	Incomplete
Alcohol Abuse (HUD)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Both Alcohol and Drug Abuse (HUD)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Chronic Health Condition (HUD)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Developmental (HUD)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Drug Abuse (HUD)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
HIV/AIDS (HUD)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mental Health Problem (HUD)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Physical (HUD)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Domestic Violence Questions

- Domestic Violence Questions should be completed for Heads of Households and Adults.
 - Verification is not necessary unless required by your funder.

Do you have a history of domestic violence?	<input type="text" value="-Select-"/> G
If yes, when experience occurred	<input type="text" value="-Select-"/> G
If yes, are you currently fleeing?	<input type="text" value="-Select-"/> G

Work History



The Community Partnership
For The Prevention
of Homelessness

Work History

Employer's Name

Employer's Phone Number

Employment Status

If Ended, Reason

Add

Add Recordset - (392923) Fa, Mulan

Work History

Start Date *	10 / 29 / 2019				
End Date					
Employer's Name	<input type="text"/>				
Supervisor's Name	<input type="text"/>				
Employer's Address	<input type="text"/>				
Employer's City	-Select-				
Employer's State	-Select-				
Employer's ZIP	<input type="text"/>				
Employer's Phone Number	<input type="text"/>				
Employer's FAX	<input type="text"/>				
Employment Status	-Select-				
Hours of Work Per Week	<input type="text"/>				
Type of Work	-Select-				
Hourly Wage	<input type="text"/>				
Receiving Health Insurance This Employer?	-Select-				
If Ended, Reason	-Select-				

Save

Save and Add Another

Cancel

The Work History Sub-assessment should be completed for the Head of Household if they have been employed and/or are currently employed.



VW Resources

VW Resources

Resources	Start Date*	End Date	Resource Amount
-----------	-------------	----------	-----------------

Add

- Add the resources that Virginia Williams has provided the household.
- Resource options include
 - Clothing
 - Diapers
 - Food Vouchers
 - Identification Cards
 - Long Distance Transportation
 - Personal/Grooming Needs
 - Transportation Passes

Add Recordset - (392923) Fa, Mulan

VW Resources

Resources	Select-	G
Start Date*	10 / 29 / 2019	G
End Date	/ /	G
Resource Amount		G

Save

Save and Add Another

Cancel

Potential Housing Accommodations

Where Will You and Your Children Sleep Tonight if There is No Placement Today? G

If the Client Has A Place to Go

How Long Can You Stay at the Place You Will Sleep Tonight? G

If the Client Has No Place to Go

Do You Have Any Names and Telephone Numbers of People Who Can Assist You Temporarily With This Emergency?

Housing Contact Information

Name	Phone Number	Response
<input type="button" value="Add"/>		

Add Recordset - (392923) Fa, Mulan

Housing Contact Information

Name G

Phone Number G

Response G

Start Date 10 / 29 / 2019 G

End Date / / G

2018 VW Intake Assessment Cont'd

Reasonable Accommodation	<input type="text" value="-Select-"/> G
Reasonable Accomodation Outcome	<input type="text" value="-Select-"/> G
If Reasonable Accomodation Case Closed, Other Reason Above, Describe Here	<input type="text"/> G
Priority	<input type="text" value="-Select-"/> G
Has the Client Received (Applied For) Services Before?	<input type="text" value="-Select-"/> G
Highest Level of Education Attained	<input type="text" value="-Select-"/> G
Presently Attending School?	<input type="text" value="-Select-"/> G
If No, Reason Not Attending School	<input type="text"/> G
If Yes, School Name	<input type="text"/> G
If No, Date Last Enrolled in School	<input type="text"/> / <input type="text"/> / <input type="text"/>    G

Updating Sub-assessments

- If information in a sub-assessment has changed, we need to end the old information, and create new, accurate information.
- We do not want to Delete any information that used to be correct.
- We will add an End Date to the information that is no longer true, and then Add a new line in the sub-assessment with the new information.



Here we have the details of the Non-Cash Benefits sub-assessment.

In my update, I find out that the client now has Food Stamps. I will want to update this information in HMIS.

Show All Non-Cash Benefits Records

Non-Cash Benefits						
	Provider	Date Effective	Source of Non-Cash Benefit	Receiving Benefit?	Start Date	End Date
	District of Columbia Homeless Management Information System (HMIS) (2)	05/16/2017 3:19:54 PM	Temporary rental assistance (HUD)	No	05/16/2017	
	District of Columbia Homeless Management Information System (HMIS) (2)	05/16/2017 3:19:54 PM	Other Source (HUD)	No	05/16/2017	
	District of Columbia Homeless Management Information System (HMIS) (2)	05/16/2017 3:19:54 PM	Other TANF-Funded Services (HUD)	No	05/16/2017	
	District of Columbia Homeless Management Information System (HMIS) (2)	05/16/2017 3:19:54 PM	Section 8, Public Housing, or other ongoing rental assistance (HUD)	No	05/16/2017	
	District of Columbia Homeless Management Information System (HMIS) (2)	05/16/2017 3:19:54 PM	TANF Transportation Services (HUD)	No	05/16/2017	
	District of Columbia Homeless Management Information System (HMIS) (2)	05/16/2017 3:19:54 PM	TANF Child Care Services (HUD)	No	05/16/2017	
	District of Columbia Homeless Management Information System (HMIS) (2)	05/16/2017 3:19:54 PM	Special Supplemental Nutrition Program for WIC (HUD)	No	05/16/2017	
	District of Columbia Homeless Management Information System (HMIS) (2)	05/16/2017 3:19:54 PM	Supplemental Nutrition Assistance Program (Food Stamps) (HUD)	No	05/16/2017	

Add Showing 1-8 of 8

Exit

Here we have the details of the Non-Cash Benefits sub-assessment.

In my update, I find out that the client now has Food Stamps. I will want to update this information in HMIS.

This information is no longer true. I will add an End Date to this record for yesterday.

Show All Non-Cash Benefits Records

Non-Cash Benefits						
	Provider	Date Effective	Source of Non-Cash Benefit	Receiving Benefit?	Start Date	End Date
 	District of Columbia Homeless Management Information System (HMIS) (2)	05/16/2017 3:19:54 PM	Temporary rental assistance (HUD)	No	05/16/2017	
 	District of Columbia Homeless Management Information System (HMIS) (2)	05/16/2017 3:19:54 PM	Other Source (HUD)	No	05/16/2017	
 	District of Columbia Homeless Management Information System (HMIS) (2)	05/16/2017 3:19:54 PM	Other TANF-Funded Services (HUD)	No	05/16/2017	
 	District of Columbia Homeless Management Information System (HMIS) (2)	05/16/2017 3:19:54 PM	Section 8, Public Housing, or other ongoing rental assistance (HUD)	No	05/16/2017	
 	District of Columbia Homeless Management Information System (HMIS) (2)	05/16/2017 3:19:54 PM	TANF Transportation Services (HUD)	No	05/16/2017	
 	District of Columbia Homeless Management Information System (HMIS) (2)	05/16/2017 3:19:54 PM	TANF Child Care Services (HUD)	No	05/16/2017	
 	District of Columbia Homeless Management Information System (HMIS) (2)	05/16/2017 3:19:54 PM	Special Supplemental Nutrition Program for WIC (HUD)	No	05/16/2017	
 	District of Columbia Homeless Management Information System (HMIS) (2)	05/16/2017 3:19:54 PM	Supplemental Nutrition Assistance Program (Food Stamps) (HUD)	No	05/16/2017	

Add Showing 1-8 of 8 Exit

Here we have the details of the Non-Cash Benefits sub-assessment.

In my update, I find out that the client now has Food Stamps. I will want to update this information in HMIS.

This information is no longer true. I will add an End Date to this record for yesterday.

Once the End Date has been added, I will need to Add a new record for Food Stamps.

Show All | Edit Recordset - (9) Solo, Han

Non-Cash Benefits

Source of Non-Cash Benefit: Supplemental Nutrition Assistance Program (Food Stamps) (HUD) G

Receiving Benefit?: No G

If Other, Please Specify: G

Amount of Non-Cash Benefit: G

Start Date*: 05 / 16 / 2017 G

End Date: 10 / 27 / 2019 G

Print Recordset | Save | Cancel

	District of Columbia Homeless Management Information System (HMIS) (2)	05/16/2017 3:19:54 PM	TANF Transportation Services (HUD)	No	05/16/2017	
	District of Columbia Homeless Management Information System (HMIS) (2)	05/16/2017 3:19:54 PM	TANF Child Care Services (HUD)	No	05/16/2017	
	District of Columbia Homeless Management Information System (HMIS) (2)	05/16/2017 3:19:54 PM	Special Supplemental Nutrition Program for WIC (HUD)	No	05/16/2017	
	District of Columbia Homeless Management Information System (HMIS) (2)	05/16/2017 3:19:54 PM	Supplemental Nutrition Assistance Program (Food Stamps) (HUD)	No	05/16/2017	10/27/2019

Add | Showing 1-8 of 8 | Exit



Here we have the details of the Non-Cash Benefits sub-assessment.

In my update, I find out that the client now has Food Stamps. I will want to update this information in HMIS.

This information is no longer true. I will add an End Date to this record for yesterday.

Once the End Date has been added, I will need to Add a new record for Food Stamps.

Since the client is receiving food stamps now, I answer “Receiving Benefit” = “Yes.”

The Start Date = today’s date.

Show All | Add Recordset

Non-Cash Benefits						
Source of Non-Cash Benefit	Supplemental Nutrition Assistance Program (Food Stamps) (HUD) <input type="button" value="G"/>					Date
Receiving Benefit?	Yes <input type="button" value="G"/>					
If Other, Please Specify	<input type="text"/>					
Amount of Non-Cash Benefit	<input type="text"/>					
Start Date*	10 / 28 / 2019 <input type="button" value="G"/>					
End Date	<input type="text"/>					
<input type="button" value="Save"/> <input type="button" value="Cancel"/>						

<input type="button" value="Add"/>	District of Columbia Homeless Management Information System (HMIS) (2)	05/16/2017 3:19:54 PM	TANF Transportation Services (HUD)	No	05/16/2017	
	District of Columbia Homeless Management Information System (HMIS) (2)	05/16/2017 3:19:54 PM	TANF Child Care Services (HUD)	No	05/16/2017	
	District of Columbia Homeless Management Information System (HMIS) (2)	05/16/2017 3:19:54 PM	Special Supplemental Nutrition Program for WIC (HUD)	No	05/16/2017	
	District of Columbia Homeless Management Information System (HMIS) (2)	05/16/2017 3:19:54 PM	Supplemental Nutrition Assistance Program (Food Stamps) (HUD)	No	05/16/2017	10/27/2019

Showing 1-8 of 8

Demo

End

ff

- When the household exits your program, you will need to create an exit for all household members.
- Navigate to the Head of Household's client record in ClientPoint and then go to the Entry/Exit Tab.

Exiting a Household

Client - (392923) Fa, Mulan Mass Visibility Update 

(392923) Fa, Mulan -Switch to Another Household Member-

Release of Information: **None**

Client Information Service Transactions

Summary | Client Profile | Households | ROI | **Entry / Exit** | Case Managers | Case Plans | Measurements | Assessments

i Reminder: Household members must be established on Households tab before creating Entry / Exits

Program	Type	Project Start Date	Exit Date	Interims	Follow Ups	Client Count
 HMIS Training (Program) (1064)	HUD	 10/01/2018				 

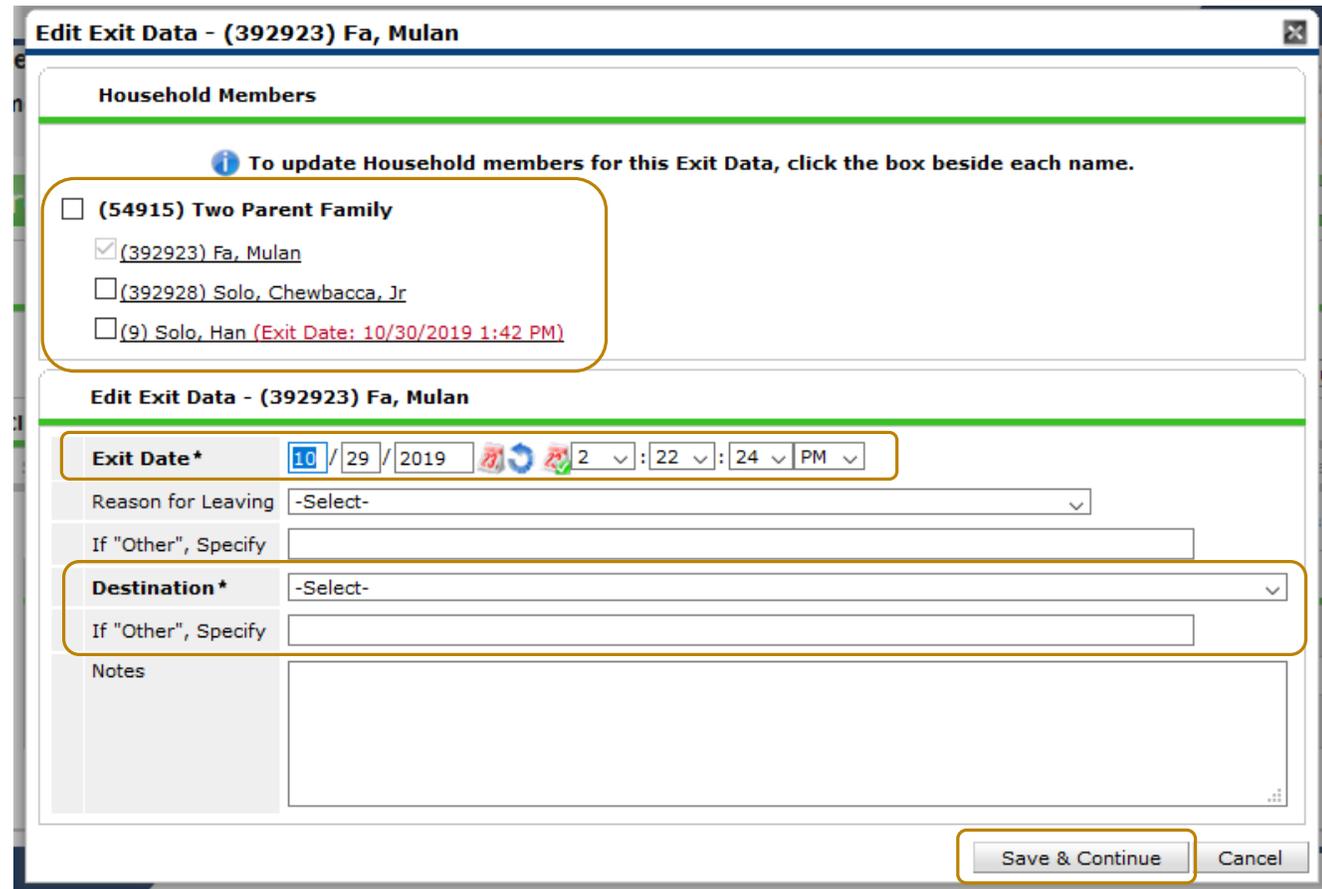
Showing 1-1 of 1

Exiting a Household

Make sure the correct clients are selected.

Set the exit date to the date the client left your program and the time to the standard 12:01:00 A.M.

Set the exit Destination. The destinations with “(VW)” next to them are specific to Virginia Williams.



Edit Exit Data - (392923) Fa, Mulan

Household Members

To update Household members for this Exit Data, click the box beside each name.

- (54915) Two Parent Family
- (392923) Fa, Mulan
- (392928) Solo, Chewbacca, Jr
- (9) Solo, Han (Exit Date: 10/30/2019 1:42 PM)

Edit Exit Data - (392923) Fa, Mulan

Exit Date* 10 / 29 / 2019 2 : 22 : 24 PM

Reason for Leaving -Select-

If "Other", Specify

Destination* -Select-

If "Other", Specify

Notes

Save & Continue Cancel

- On the Entry/Exit Data pop-up you will now see that all clients are exited .
- The Exit Assessment is similar to the Update and Annual Assessment in that you can update the same fields if anything changes the day the client leaves your program
- Depending on your program’s funding source, you may have additional questions that only appear at Exit.
- Be careful to read the assessment carefully to ensure you are answering all questions.

Entry/Exit Data

Note: If you change the provider selected it may cause the Assessments to adjust for the new Provider's Entry/Exit Assessment defaults. Any information saved to the previous Assessment will still be attached to that Assessment record for the Client.

Provider*

Type*

Household Members Associated with this Entry / Exit									
	Name	Head of Household	Project Start Date	Exit Date	Interims	Follow Ups	Reason for Leaving	Destination	Notes
	(392923) Fa, Mulan	Yes	10/01/2018	11/03/2019				Permanent housing (other than RRH) for formerly homeless persons (HUD)	
	(392928) Solo, Chewbacca, Jr	No	10/01/2018	11/03/2019				Permanent housing (other than RRH) for formerly homeless persons (HUD)	
	(9) Solo, Han	No	10/01/2018	10/30/2019				Rental by client, no ongoing housing subsidy (HUD)	

Showing 1-3 of 3

Entry Assessment

Household Members

- (392923) Fa, Mulan
Age: 36
Veteran: Yes (HUD)
- (392928) Solo, Chewbacca, Jr
Age: 10
Veteran: No (HUD)
- (9) Solo, Han
Age: 25
Veteran: Yes (HUD)

Exit Assessment

HUD CoC & ESG Exit (2020) TCP Exit Date: 11/03/2019 02:22:24 PM

CoC-SPECIFIC DATA ELEMENTS

Are you engaged with case management? G

Client Contact Information - Adults Only

Client Email Address (Optional But Encouraged)

Demo

End

ff

EDA and Data Sharing

- Enter Data As allows for more pinpointed data sharing to happen.
- This mirrors clients wishes and intentions when they sign Releases of Information.
- Keeps client information safe and secure.

Common EDA Questions

- Do I really need to do this every time I log in?
- Do I need to actually change my provider I am EDA'd to when I start data entry into another program?
- What happens if I forget?



Data Security

Data Security

- Keeping client information safe and secure begins with YOU!
- Do not let others log in as you.
 - Keep your user name and password to yourself.
 - Do not keep it posted anywhere others can see
- Do not leave your computer unattended while logged into ServicePoint.
- Do not save your login information with your web browser.
- Do not send client identifying information via unencrypted emails (including to the helpdesk!)
 - Client Identifying information includes:
 - Name
 - Date of Birth
 - Social Security Number

Additional Resources

- Helpdesk: hmis@community-partnership.org
 - Email the helpdesk with questions and we will provide answers and resources.
 - We respond within 2 business days.
- Trainings:
 - We hold HMIS trainings every month.
 - They are open to all, new user, seasoned veteran, or anywhere in between
 - Training eventbrites are found at <http://community-partnership.org/providers/training>
 - Have questions about the trainings? Email the helpdesk!



Thanks for participating!

Questions?

HMIS Help-Desk Email: hmis@community-partnership.org