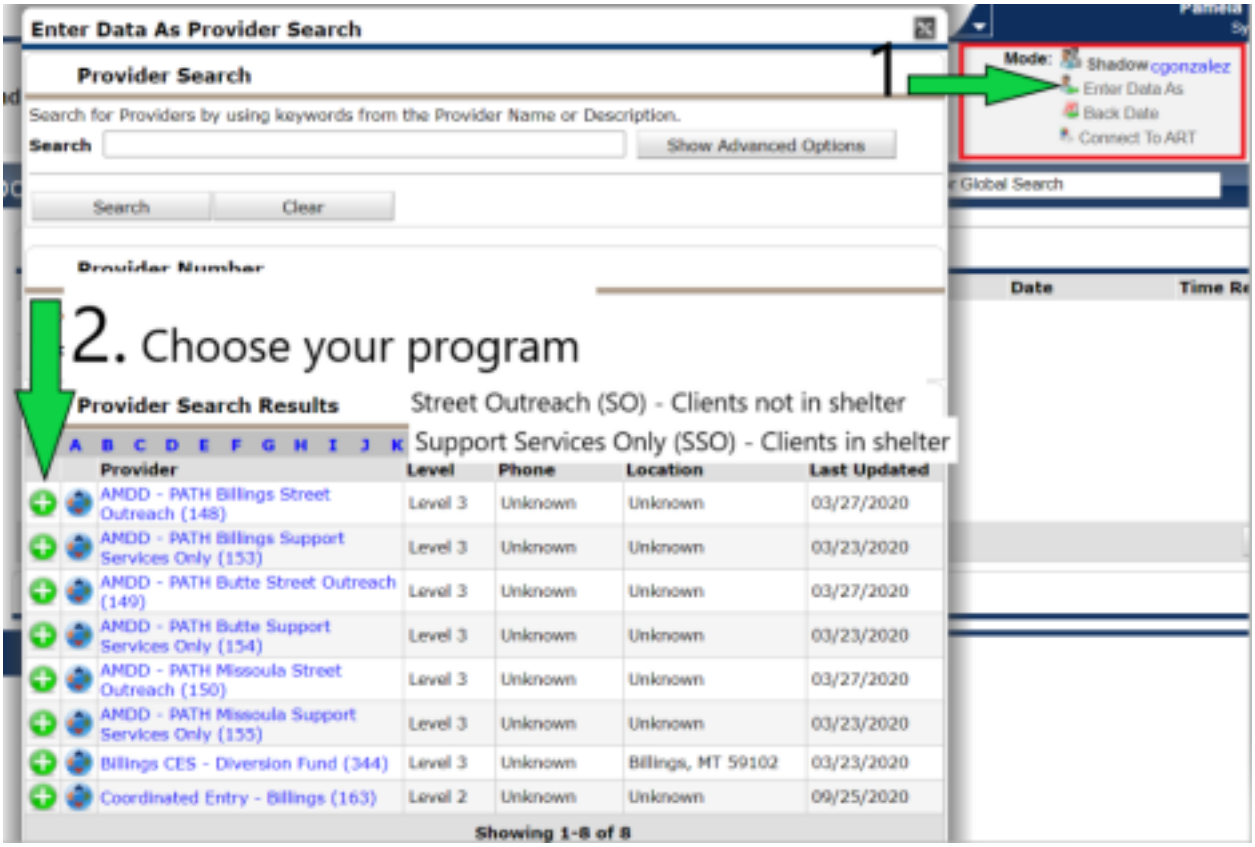
PATH Workflow – Tips & Tricks

EDA'ing – First things First

Always be sure to Enter Data As (EDA) immediately when you start working in the system.

As we discussed on the call, you should first enter the client profile and client demographics under the Coordinated Entry EDA. This will give everyone access to the client's basic information.

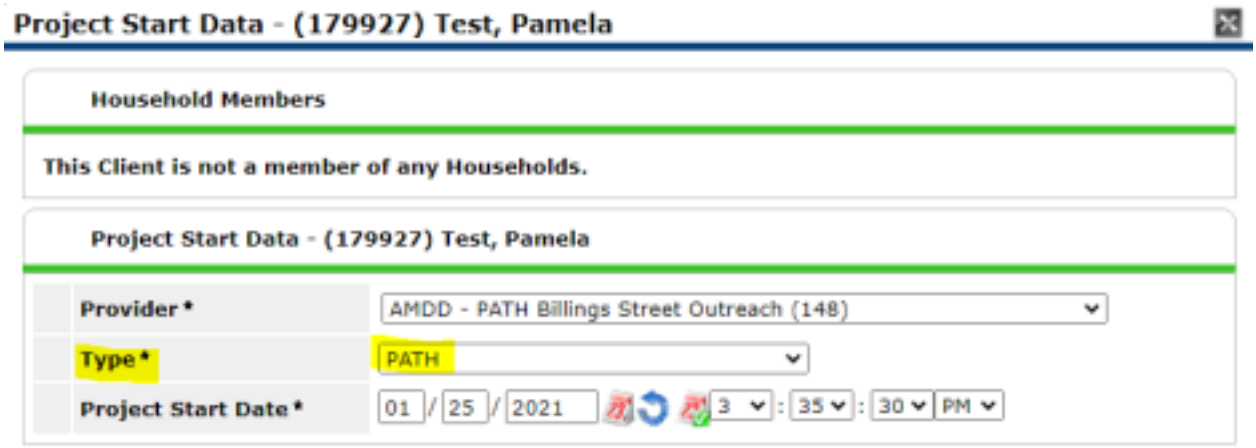


You should then switch your EDA to the appropriate PATH provider, either a Street Outreach provider (if you first met the client on the streets where they were not staying in a shelter/safe haven) or a Support Services Only provider (if you met the client in a shelter/safe haven where they were staying). Remember: The PATH Support Services providers are protected. This means they only share information between the PATH providers. Information entered under this EDA will not be shared with any other providers. For this reason, please remember to always create new client profiles while EDAing as your local coordinated entry provider FIRST so all other providers can locate the profile.

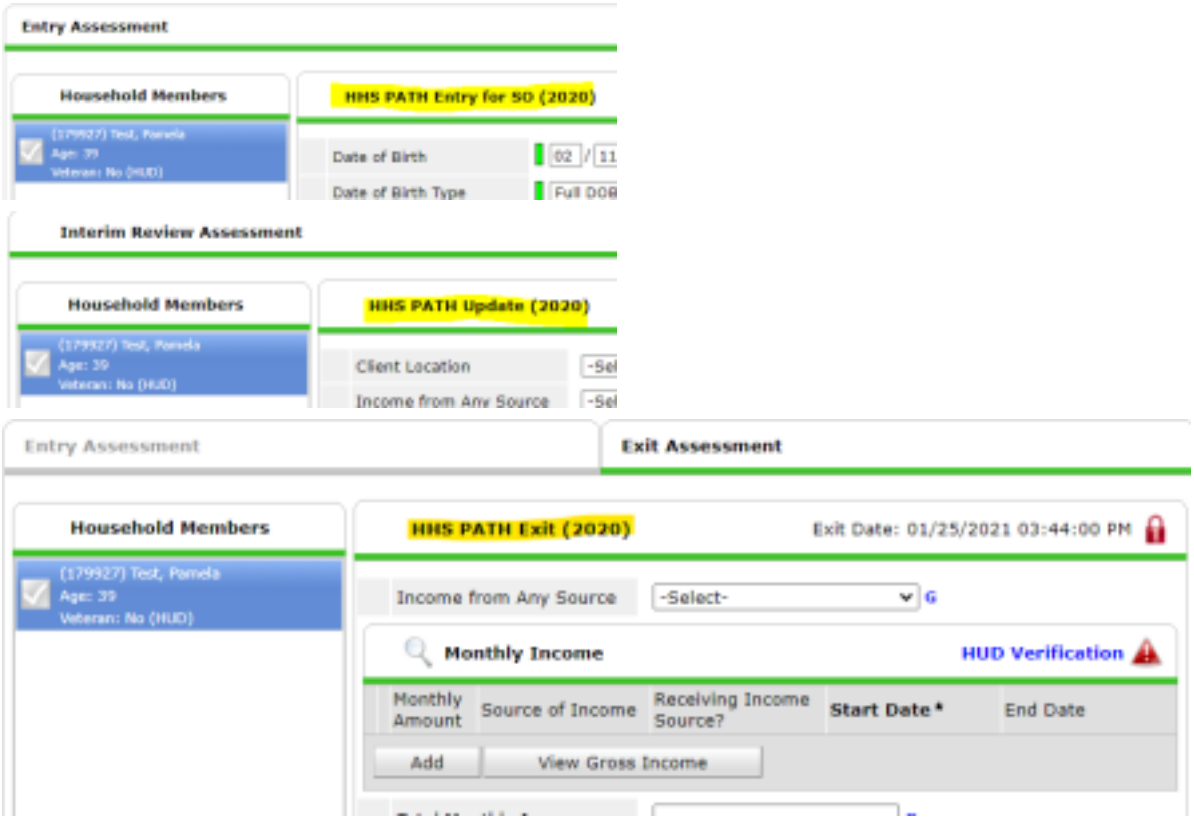
The PATH Specifics

Client Information

When entering the assessment or intake information, you will always choose PATH as the Type. This lets the system know what assessment to pull up for your entry.



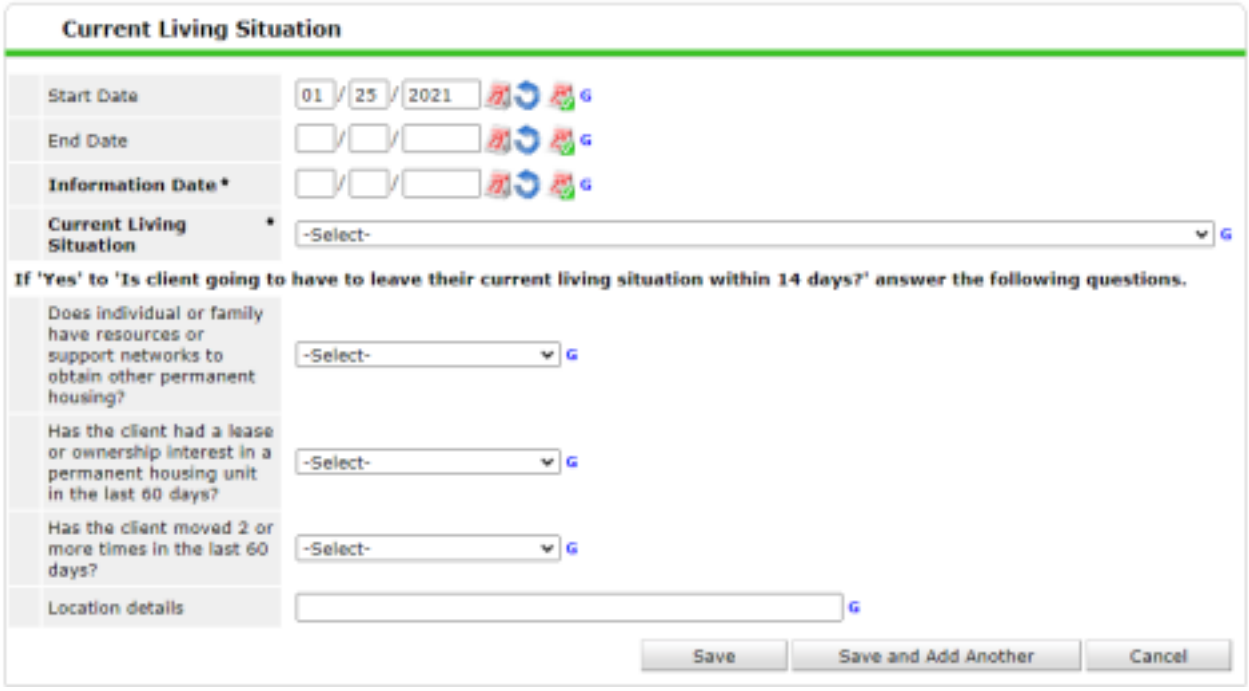
The Entry, Update, or Exit assessment should match the program type for which you are EDA'ing. That is HHS PATH Entry (Update or Exit) for SO [street outreach] or HHS PATH Entry (Update or Exit) for SSO [support services only].



All the information you see on screen whether it be the Entry, Update, or Exit assessment is required by HUD. However, there are some data elements that are specific to PATH. Those are the Current Living Situation sub-assessment, Date of Engagement, Date of PATH Status Determination, and Client Became Enrolled in PATH and If no, reason not enrolled questions.

Current Living Situation

This sub-assessment is to be completed each time you "engage" with the client. The first time will be upon your initial meeting with the client. Each subsequent time, this sub-assessment should be filled out as an "Update" and not under the Entry assessment.



Date of Engagement

This is a very important data element. This must be completed for the client to populate on any reports. This only occurs once. This is the date that the client agreed to work with you in order to help them with

services or housing. This can be the same as the entry date or after the initial entry date, but it should never be before the entry date.

Date of PATH Status Determination

This is also a very important data element. This is the date that you determined if the client was eligible for PATH services. Again, it can be after the initial entry date, but it can never be before. It may be the same as the entry and/or date of engagement or it may be a later date.

Client Became Enrolled in PATH

This is a simple yes or no question, but it must be answered for the client to show up on the PATH report.

If no, reason not enrolled

If the client was not able to be enrolled, you must provide one of the reasons listed on the drop down. You would then exit the client from the program.

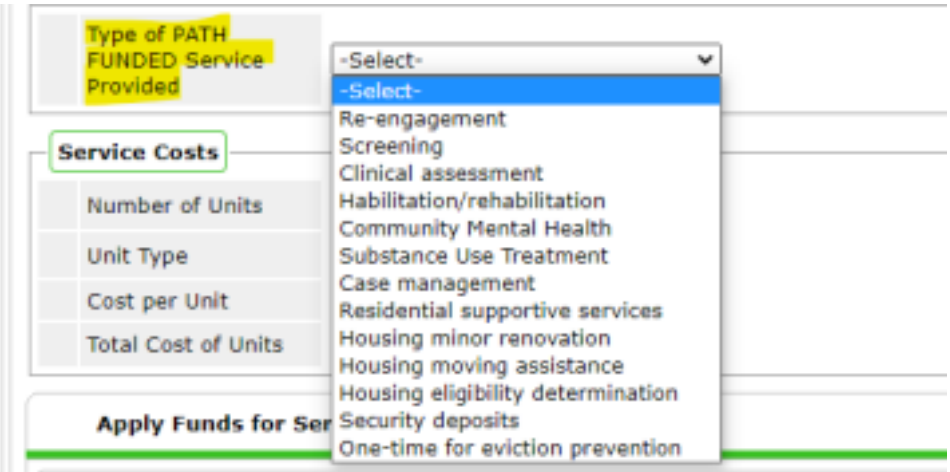
Service Transactions

Service Transactions are the other crucial part of data collection in HMIS. In order for the PATH report to be accurate and complete each client should have services and/or referrals.

Services

There are several services that have been approved for the PATH programs. These services have been added to the quick list for "Service Type". The more difficult part is knowing which service falls under "Type of PATH FUNDED Service Provided". For this please use the crosswalk provided in Appendix A.

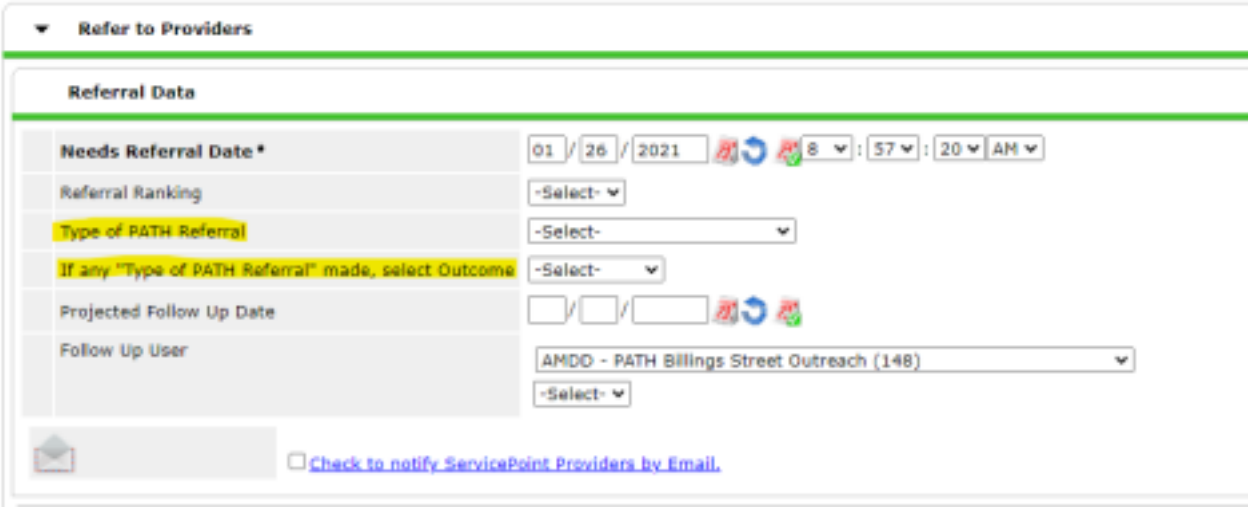
The important part of creating a service is to complete the "Type of PATH FUNDED Service Provided". This must be completed in order for the service to populate on the PATH report.



Referrals

Referrals are the second half of Service Transactions. Since many of the providers you work with are not part of the HMIS system, typically you will be making the referral back to your own provider.

The data elements specific to PATH are “Type of PATH Referral” and “If any ’Type of PATH Referral’ made, select Outcome”. Both of these need to be completed in order for the referral to show up on the PATH report.



With both Services and Referrals, and unlike the Entry, Update, and Exit Assessments, most of the other questions are not required.

Reaching Out

This document just covers what is required for PATH input into HMIS. It assumes you have taken the New User Training and know the basics of using ServicePoint. If however, you have questions about the PATH data elements or general questions about HMIS, please feel free to contact Pathways MISI. You can email us at support@pcni.org or visit our support portal at help.pathwaysmisi.org. If you need immediate assistance, call us at 1.880.536.6474. Remember – We are always happy to help!

P1 – Services Provided – PATH Funded

Record service for Head of Household when a service benefits the whole household. Services recorded only for Heads of Households and Adults. Record once, the first time the service is provided, but it may be recorded any time (only the first Service for each type (recorded after PATH enrollment) is reported on the PATH Report.
Type of PATH Funded Service
Provided Service Description Service Code:

Re-Engagement Street outreach programs PH-8000
Outreach programs TJ-6500.6300
Screening Mental Health Screening RP-5000.5000 Clinical Assessment Mental Health Evaluation RP-5000 and associated Habilitation/Rehabilitation Rehabilitation/habilitation services LR and related Community Mental Health Mental health support services RR and related Mental health drop in centers RM and related
Substance Use Treatment Substance abuse services RX and related Mental health and substance abuse services R and related Case Management Case/care management PH-1000
Representative payee services DM-7000
Social security disability insurance appeals/complaints NS-1800.8000-800
Social security disability insurance applications NS-1800.8000-820
Supportive housing placement and referral BH-8500 and related
Benefits assistance FT-1000 and related
Housing counseling BH-3700
Housing search and information BH-3900 and related
Personal financial counseling DM-6000
Residential Supportive Services Life skills education PH-6200.4600 Housing Minor Renovation Home improvement/accessibility BH-3000 and related Housing Moving Assistance Moving assistance BH-5000 and related Rental application fee payment assistance BH-3800-7200
Housing expense assistance BH-3800
Material goods BM and related
Housing Eligibility Determination Housing Search and Information BH-3900
Security Deposits Rental deposit assistance BH-3800-7250

One-time Rent for Eviction Prevention	Rent payment assistance	BH-3800.7000