

HOW TO...

Check to make sure that the Coordinated Entry provider's name appears next to "Enter Data As" in the upper right corner of your screen.

The screenshot shows the SERVICEpoint interface for Kane County Development Department. The top navigation bar includes the department name and a 'Mode' dropdown menu. The 'Mode' menu is open, showing options like 'Shadow ccox', 'Enter Data As Kane County Coordinat...', 'Back Date', and 'Connect To ART'. The 'Enter Data As Kane County Coordinat...' option is highlighted with a blue circle. Below the navigation bar, there is a 'Home > Home Page Dashboard' section with a search bar and a sidebar menu. The main content area features 'System News (5)', 'Agency News (0)', and 'Follow Up List (0)'. A 'Counts Report' section displays statistics for clients checked into a shelter and clients served.

Date	Headline
01/08/2018	Data Quality Training on January 22nd
01/02/2018	New User Training - January 5th
12/06/2017	Data Quality Training Schedule
10/03/2017	Updated Release of Information
10/01/2017	Details - HMIS Data Standards Changes

Client ID	Type	Date	Time Remaining
Follow Up List (0)			

Counts Report				
<table border="1"> <thead> <tr> <th>Clients Currently Checked Into A Shelter:</th> <th>Clients With An Entry But No Exit:</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">36</td> <td style="text-align: center;">51</td> </tr> </tbody> </table>	Clients Currently Checked Into A Shelter:	Clients With An Entry But No Exit:	36	51
Clients Currently Checked Into A Shelter:	Clients With An Entry But No Exit:			
36	51			
<table border="1"> <thead> <tr> <th>Shelter Stays Provided:</th> <th>Clients Served:</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">179</td> <td style="text-align: center;">186</td> </tr> </tbody> </table>	Shelter Stays Provided:	Clients Served:	179	186
Shelter Stays Provided:	Clients Served:			
179	186			

Note: we highly recommend that you add people to Coordinated Entry in real time. Should you need to do data entry after the fact, remember to click the Back Date link in the upper right of your screen and select the date when the client was interviewed.

Step Two: Search for a Client

To add a person to the Coordinated Entry Priority List, first perform a search for that person. Click on the ClientPoint menu item, then enter part of the person's name in one or more of the fields in the search form that appears. After entering this information, click the Search button.

The screenshot shows the SERVICEpoint interface for Kane County Development Department, specifically the 'ClientPoint > Client Search' page. The sidebar menu has 'ClientPoint' circled in blue. The main content area is the 'Client Search' form, which includes a search bar and various input fields. The 'Search' button is also circled in blue. The form includes a note: 'Please Search the System before adding a New Client.' and 'Items in Italics are for Data Entry ONLY and will not be used for Search Results.'

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:

Alias:

Social Security Number: - -

Social Security Number Data Quality:

U.S. Military Veteran?:

Exact Match:

Date of Birth: / /

DOB Data Quality:

Gender:

Primary Race:

Secondary Race:

Ethnicity:

Search Clear Add New Client With This Information

Client Number

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

Client ID # Submit

HOW TO...

Select the client from the Client Results list.

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 **fabeetz**, Suffix

Name Data Quality: **-Select-** | Date of Birth: / /

Alias: | DOB Data Quality: **-Select-**

Social Security Number: - - | Gender: **-Select-**

Social Security Number Data Quality: **-Select-** | Primary Race: **-Select-**

U.S. Military Veteran?: **-Select-** | Secondary Race: **-Select-**

Exact Match: | Ethnicity: **-Select-**

Search Clear Add New Client With This Information

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

Client Results

ID	Name	Social Security Number	Date of Birth	Alias	Gender	Banned	Household Count
15102	Fabeetz, Fred	***-**-9876	11/01/1975		Male		0

Showing 1-1 of 1

Step Three: Enroll the Client in Coordinated Entry
 Once the Client's record appears, click on the record's Entry/Exit tab.

Client - (15102) Fabeetz, Fred

(15102) Fabeetz, Fred
 Release of Information: None

Client Information | Service Transactions

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

Added to the system 01/17/2018 10:19 AM

Name: Fabeetz, Fred | Gender: Male
 Date of Birth: 11/01/1975 (Age 42) | Primary Race: White (HUD)
 Social Security: 564-00-9876 | Secondary Race: Black or African American (HUD)
 U.S. Military Veteran?: Yes (HUD)

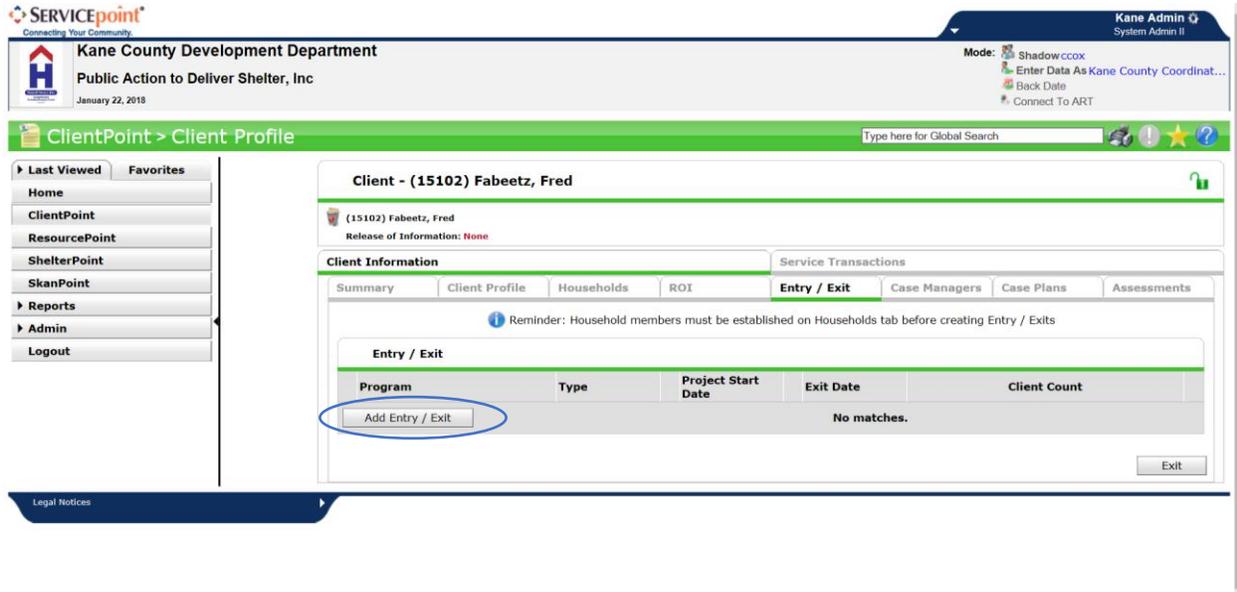
Release of Information: No matches.

Entry/Exits

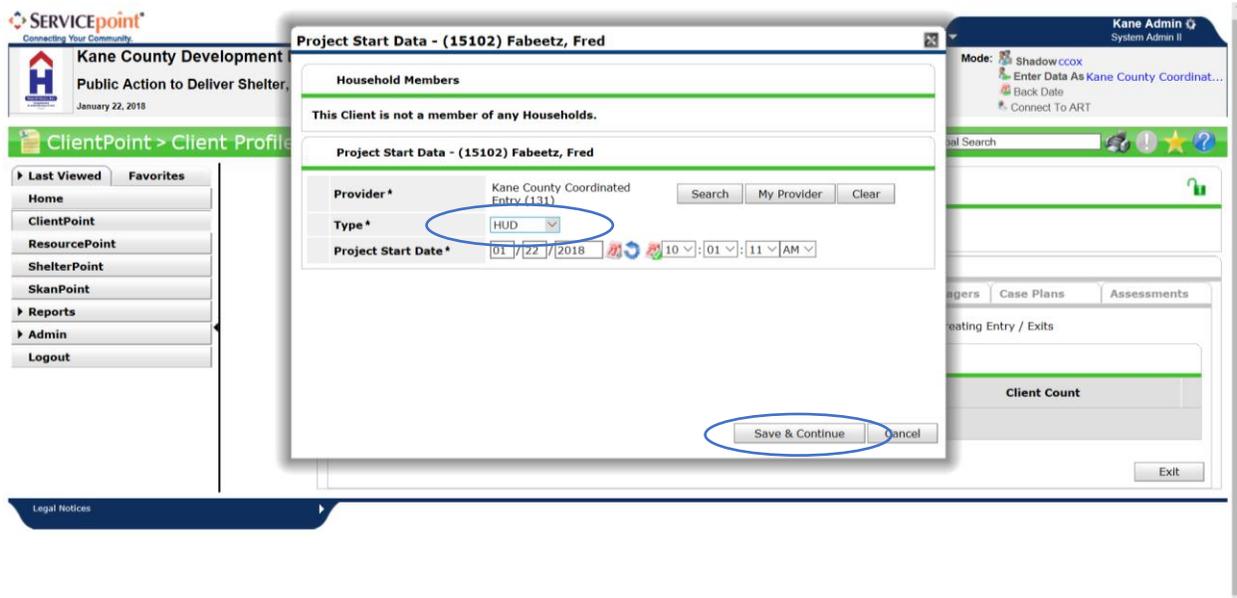
Program	Type	Project Start Date	Exit Date
Kane County Coordinated Entry	HUD	01/18/2018	01/18/2018

HOW TO...

Click the Add Entry/Exit button.



The Project Start Data pop-up appears. Make sure the name of your CoC's Coordinated Entry provider is displayed on the form. Select the HUD entry type and confirm that the Project Start Date is correct. Make changes to the Provider and Project Start Date as needed, then click the Save & Continue button.



HOW TO...

The Entry/Exit Data pop-up now appears. If you are adding a family to Coordinated Entry, you will need to add family members to this project entry now by clicking the Include Additional Household Members button and selecting the appropriate household members.

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* Kane County Coordinated Entry (131) Search My Provider Clear

Type* HUD Update

Household Members Associated with this Entry / Exit

Name	Head of Household	Project Start Date	Exit Date	Reason for Leaving	Destination Notes
(15102) Fabetz, Fred		01/22/2018			

Include Additional Household Members Showing 1-1 of 1

Entry Assessment

Select an Assessment

Individual VI-SPDAT Family VI-SPDAT Youth VI-SPDAT

Household Members **Entry Assessment**

(15102) Fabetz, Fred
Age: 42
Veteran: Yes (HUD)

No HUD Entry Assessment has been specified for this Provider

Now scroll down to the Entry Assessment section of the pop-up. Select the appropriate assessment by clicking on its name (Individual, Family or Youth VI-SPDAT), then clicking the Add button. Note that for HUD purposes, a youth is a person between the ages of 18 and 24.

Entry Assessment

Select an Assessment

Individual VI-SPDAT Family VI-SPDAT Youth VI-SPDAT

Household Members **Individual VI-SPDAT** Entry Date: 01/22/2018 10:01:11 AM

(15102) Fabetz, Fred
Age: 42
Veteran: Yes (HUD)

VI-SPDAT v2.0

Start Date*	PRE-SURVEY	A. HISTORY OF HOUSING AND HOMELESSNESS	B. RISKS & DAILY FUNCTIONS	C. SOCIALIZATION	D. WELLNESS	GRAND TOTAL

Add No matches.

Save Save & Exit Exit

HOW TO...

The Add Recordset pop-up now displays the desired VI-SPDAT version. Ask your client the questions on the form exactly as they are written and use the answers they give you to fill out the form.

Add Recordset - (15102) Fabetz, Fred

VI-SPDAT v2.0

Start Date* 01 / 22 / 2018

A. HISTORY OF HOUSING AND HOMELESSNESS

1. Where do you sleep most frequently? (choose one) -Select-

If Other, please specify

2. How long has it been since you lived in permanent stable housing? -Select-

3. In the last three years, how many times have you been homeless? -Select-

B. RISKS

4. In the past six months, how many times have you...

4. a) Received health care at an emergency department/room? -Select-

4. b) Taken an ambulance to the hospital? -Select-

4. c) Been hospitalized as an inpatient? -Select-

4. d) Used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines? -Select-

4. e) Talked to police

Once you have completed all questions on the form, click the Calculate button. A Grand Total score will appear, along with a Recommendation on the type of housing the Client may need. Next, click the Save button.

Note: if you missed a response, a pop-up will appear that lists the responses that were missed. You must answer all questions so that the Client is given the correct priority for available housing.

mental health or brain issues that would make it hard for you to live independently because you'd need help? Yes

25. Are there any medications that a doctor said you should be taking that, for whatever reason, you are not taking? Yes

26. Are there any medications like painkillers that you don't take the way the doctor prescribed or where you sell the medication? No

27. YES OR NO: Has your current period of homelessness been caused by an experience of emotional, physical, psychological, sexual, or other type of abuse, or by any other trauma you have experienced? Yes

PRE-SURVEY 0

A. HISTORY OF HOUSING AND HOMELESSNESS 2

B. RISKS 4

C. SOCIALIZATION & DAILY FUNCTIONS 3

D. WELLNESS 4

GRAND TOTAL 10 Calculate

(8+) Recommendation: an assessment for Permanent Supportive Housing/Housing First

Save Save and Add Another Cancel

HOW TO...

ServicePoint now returns you to the Entry/Exit Data screen. Click Save & Exit. The Client is now enrolled and has been placed on the CoC's Coordinated Entry Priority List.

The screenshot displays the 'Individual VI-SPDAT' assessment interface. At the top, there are three buttons: 'Individual VI-SPDAT' (selected), 'Family VI-SPDAT', and 'Youth VI-SPDAT'. Below this is a 'Household Members' section with a list containing one member: '[15102] Fabietz, Fred', with details 'Age: 42' and 'Veteran: Yes (HUD)'. The main area is titled 'Individual VI-SPDAT' with an 'Entry Date: 01/22/2018 10:01:11 AM'. Below this is a table titled 'VI-SPDAT v2.0' with the following data:

Start Date	PRE-SURVEY	A. HISTORY OF HOUSING AND HOMELESSNESS	B. RISKS & DAILY FUNCTIONS	C. SOCIALIZATION D. WELLNESS	GRAND TOTAL	
01/22/2018	0	2	4	3	4	13

At the bottom of the table, it says 'Showing 1-1 of 1'. Below the table are three buttons: 'Save', 'Save & Exit' (circled in blue), and 'Exit'. On the right side of the interface, there is a 'Client Count' section with an 'Exit' button. A 'Print Entry/Exit Summary' button is located at the bottom left of the main window.

Do you have questions about using HMIS for Coordinated Entry? Call the Pathways MISI help desk at 800-536-6474 or visit help.pathwaysmisi.org.