

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 Home Page Dashboard for Kane County Development Department. In the top right corner, the user is logged in as Kane Admin. A dropdown menu is open next to the 'Enter Data As' button, showing options: '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.

System News (5)

| 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 |

Counts Report

| Clients Currently Checked Into A Shelter: | Clients With An Entry But No Exit: |
|---|------------------------------------|
| 36 | 51 |
| Shelter Stays Provided: | Clients Served: |
| 179 | 186 |

Step Two: Run the Priority List report

Click on the Reports item in the navigation panel on the left side of your screen, then click on the ReportWriter sub-item.

The screenshot shows the Servicepoint Home Page Dashboard with the 'Reports' menu item highlighted in the left navigation panel. The 'ReportWriter' sub-item is also highlighted. The main content area remains the same as in the previous screenshot.

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HOW TO...

A list of Saved Reports will appear. Locate the Coordinated Entry Priority List reports. Hint: if there are many reports, click one of the letters in the row of letters across the top of the list. You will be taken to a list of reports that begin with that letter.

The screenshot shows the Servicepoint ReportWriter interface. The top navigation bar includes the Servicepoint logo, Kane County Development Department information, and user details for Kane Admin. The left sidebar lists various reports under the 'Reports' section. The main area displays a table of 'Saved Reports' with columns for Name, Date, Provider, and Description. A blue circle highlights the report '2018 Coordinated Entry Priority List - Individuals'.

| # | 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 |
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Once you have determined which Priority List you need, click the magnifying glass next to that Priority List report's name. Note: if you have a housing opportunity that can accept families and individuals, or individuals of all ages (including youth 18-24) you should run both applicable Priority Lists so that you get information on all Priority List participants who may qualify for that opportunity.

This screenshot is identical to the one above, showing the Servicepoint ReportWriter interface with the '2018 Coordinated Entry Priority List - Individuals' report highlighted by a blue circle.

HOW TO...

The Priority List now appears, ranked by VI-SPDAT score. Use this information along with your CoC's Coordinated Entry Policies and Procedures to determine which Clients may qualify for referral to your housing opportunity.

2018 Coordinated Entry Priority List - Individuals

Report Preview

| Client ID | First Name | Last Name | CE Entry Date | VI-SPDAT Score | Time Homeless | # Times Homeless | Veteran? |
|-----------|------------|-----------|---------------|----------------|------------------|------------------|-----------|
| 15102 | Fred | Fabeeetz | 01/22/2018 | 13 | One year or more | 5 | Yes (HUD) |
| 13960 | Just | Test | 01/17/2018 | 7 | Less than 1 year | 2 | Yes (HUD) |

Download Full Report

Showing 1-2 of 2

Note: if you download a copy of the Priority List report to your computer, remember that it contains confidential information. Delete the file immediately after use and remove it from your computer's trash folder.

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.