

HMIS Data Entry for the Family Sector PIN UP

ClientPoint – Client Profile:

Client Information (Umbrella) Tab:

Summary Tab:

Use of tab not mandated; use as per Agency's process

Client Profile Tab:

Client Record	Client Demographics	Universal Data Elements	Client Notes	File Attachments	Incidents
All Family Members	All Family Members	All 18+ Family Members	Not mandated	Not mandated	Not mandated

Households Tab:

Include all family members (regardless of age) that are currently and physically residing with the family and housed by the program. This includes children and grandparents.

PGO: Remove child(ren) from the household

TGO: May leave child(ren) in the household

*If child(ren) return to household, update the child's 'Joined Household' date to reflect the date of return

Head of Household (HoH):

There must be ONE Head of Household

Relationship to Head of Household: Always select SELF

*The only family member required to complete HF Assessments: Move-In, Quarterly Follow Up & Exit (& CHF Housing when necessary)

*If HoH changes, outgoing HoH must complete Exit Assessment (give exit on Entry/Exit Tab if client is leaving the household; do not give exit on Entry/Exit tab if client remains with household), and incoming HoH must complete Move-In Assessment.

*All data collected from HoH for HF Assessments is client centric from the HoH perspective.

ROI Tab:

All family members are required to have an ROI.

*When creating ROI, select checkbox next to Household title to auto-apply ROI to all family members.

Entry / Exit Tab:

All family members are required to have entry (and) exit from program.

If individual members leave the household, that individual will require the exit from program.

Case Managers Tab:

Use of tab not mandated; use as per Agency's process

Case Plans Tab:

Use of tab not mandated; use as per Agency's process

Assessments Tab:

All data collected for the following is client centric from HoH perspective:

Housing First Move-in Assessment - FAMILIES

Housing First Follow-up Quarterly Assessment - FAMILIES

Housing First Exit Interview

All data collected for the following is from HoH perspective:

CHF Housing Assessment

*If the client reports inaccurate data, as per Human Services, the answer reported by the client must be entered in the assessment. It is recommended to add a Case Note notifying the discrepancy.