

1. Under your username in the upper right, make sure to set up your Organization, Provider and Role correctly

Organization
PIT 2021 Unsheltered Count

Provider
PIT 2021 Unsheltered Count

Role
DOH Emergency Solutions (ESG)

Role apBuilder

Logout

2. Click on Enroll Client from the left side menu

test test

01/03/1972

Male

Client ID: 248968
Family ID: 169614
Family Name: test,test-1972-01-03

+ Enroll Client

Find Client

3. Enter the First 3 letters of the clients Last Name and the First 3 letters of the client's First name and click Check for Duplicates

HMS Intake 7.2 - CTHMS

WF HMS Add New Client - CTHMS

Identifying

Name Data Quality: Full name reported

First Name: test

Last Name: test

Birth Date: Full DOB reported

SSN: Full SSN reported

Gender:

CaseWorthy ID Search:

Check For Duplicates

Primary Language: English

4. If the system finds the client then click on their name from the list.
5. If the system does not find the client then click 'This is a New Client'. ****ONLY MAKE THIS SELECTION IF THE SYSTEM DOES NOT FIND THE CLIENT NAME****

Duplicate Check Results

RecordCount	Name	SSN	BirthDate	Age	ClientID	MatchedOn	OrgName	FamilyName
14	test, test		01/01/1970	50	252014	Name First and Last Exact	Empowered Solutions Group	test,test-1970-01-01
	test, test		01/01/1970	50	252224	Name First and Last Exact	Empowered Solutions Group	test,test-1970-01-01
	test, test		11/01/1970	50	253626	Name First and Last Exact	Coordinated Access Network	test,test-1970-01-01
	test, test		01/01/1980	40	252018	Name First and Last Exact	Empowered Solutions Group	test,test-1980-01-01
	test, test		01/01/1980	40	252040	Name First and Last Exact	Coordinated Access Network	test,test-1980-01-01
	test, test		01/01/1980	40	252237	Name First and Last Exact	Empowered Solutions Group	test,test-1980-01-01

This is a new client

Cancel

6. Complete the demographics fields and then click save

7. The next screen is the 'Add Family Member' screen. If there are no family members, then just click Save in the bottom right

Name Data Quality *	First Name *	Middle Name	Last Name *	Suffix	SSN *	Dupe Check *	Birth Date *	Age
<input checked="" type="checkbox"/> Full name reported	test		test		Full SSN reported	<input type="button" value="Check For Duplicates"/>	1/1/1970	50

8. If there are family members, then click Add Row in the top right.
9. Enter the first and last name then click check for duplicates
10. If the system does not find the client then click this is a new client and complete the form
11. If the system finds the family member then just click on their name and the form will auto-populate with the data that exists in HMIS. When done adding members click Save.

- Next, complete the Release of Information. This is required to continue data entry. If there is no ROI then the client can not be added to HMIS.

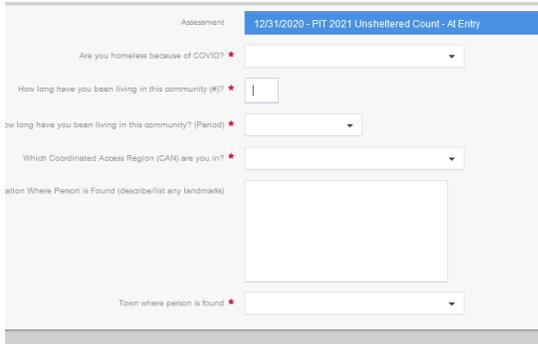
- Next is the program enrollment screen. Select the Provider drop down and the Program drop down. They should both display as PIT 2021 Unsheltered Count. Also add the enrollment start date. Then click Save

- The next screen where you can add other members to the enrollment if there are other members to add. If the enrollment is for a single the all you need to do here is click Save

Client	CaseWorthy ID	Provider *	Restriction *	Begin Date *	Relationship to HOH
<input checked="" type="checkbox"/> test test	252014	PIT 2021 Unsheltered Count	Shared	12/31/2020	Self

15. After the enrollment phase you will now be able to enter assessment responses. Complete all required fields and click save after each screen.

PIT Outreach Assessment:



Assessment: 12/31/2020 - PIT 2021 Unsheltered Count - AI Entry

Are you homeless because of COVID? *

How long have you been living in this community (#)? *

How long have you been living in this community? (Period) *

Which Coordinated Access Region (CAR) are you in? *

Location Where Person is Found (describe/ list any landmarks)

Town where person is found *

HUD Universal Assessment:



HUD Universal

Assessment: 12/31/2020 - PIT 2021 Unsheltered Count - AI Entry

If client has changed residences since project entry, change the client location (CoC) through a new during program assessment.

Client Location *

Continuum of Care Code *

Counting Condition *

Living Situation

Type of Residence *

Length of stay in the prior living situation *

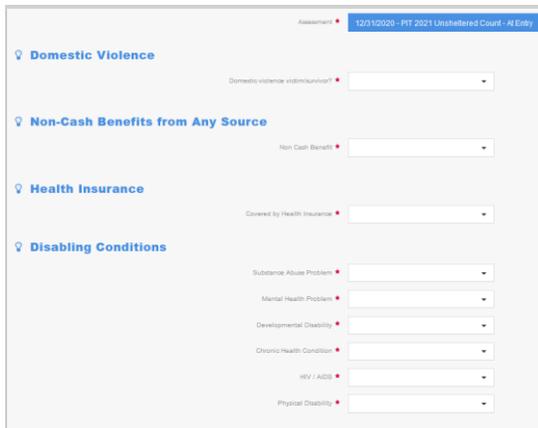
Appropriate State Homelessness statute *

Frequency of where this client has stayed *

Number of times the client has been on the street, in a shelter, or in a car in the past three years including entry *

Total number of months homeless on the street, in a shelter, or in a car in the past three years *

HUD Program Assessment:



Assessment: 12/31/2020 - PIT 2021 Unsheltered Count - AI Entry

Domestic Violence

Domestic violence victim/survivor? *

Non-Cash Benefits from Any Source

Non-Cash Benefits *

Health Insurance

Covered by Health Insurance *

Disabling Conditions

Substance Abuse Problem *

Mental Health Problem *

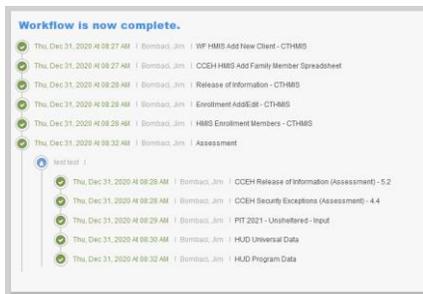
Developmental Disability *

Chronic Health Condition *

HIV / AIDS *

Physical Disability *

16. When complete you will see this screen, simply click Done in the bottom right.



Workflow is now complete.

- Thu, Dec 31, 2020 4:08:27 AM | Bomback, Jim | WF HHS Add New Client - CTHMS
- Thu, Dec 31, 2020 4:08:27 AM | Bomback, Jim | CCEH HHS Add Family Member Spreadsheet
- Thu, Dec 31, 2020 4:08:28 AM | Bomback, Jim | Release of Information - CTHMS
- Thu, Dec 31, 2020 4:08:28 AM | Bomback, Jim | Enrollment AGSE@ - CTHMS
- Thu, Dec 31, 2020 4:08:28 AM | Bomback, Jim | HHS Enrollment Members - CTHMS
- Thu, Dec 31, 2020 4:08:32 AM | Bomback, Jim | Assessment
- test test |
- Thu, Dec 31, 2020 4:08:28 AM | Bomback, Jim | CCEH Release of Information (Assessment) - 52
- Thu, Dec 31, 2020 4:08:28 AM | Bomback, Jim | CCEH Security Exceptions (Assessment) - 44
- Thu, Dec 31, 2020 4:08:29 AM | Bomback, Jim | PIT 2021 - Unsheltered - Input
- Thu, Dec 31, 2020 4:08:30 AM | Bomback, Jim | HUD Universal Data
- Thu, Dec 31, 2020 4:08:32 AM | Bomback, Jim | HUD Program Data