

# **HMIS Release Notes**

# Changes to Document Upload Page for BNL Managers

#### September 2, 2021

#### What are the changes?

Updates have been made to the "Document Contents Verified" options that BNL Managers can select on the document upload screen for Homeless Verification, Disability Verification, and Income Verification documents.

Previously, the options were "Needs Action" and "Yes." The new options are as follows:

- Needs Review: This option will be the default whenever a document is uploaded to indicate a document is present and no action has been taken on it.
  - Any documents without a status will be backfilled with the "Needs Review" option.
- Verified: This option will indicate that a BNL Manager has review the document and it meets requirements to verify eligibility.
- DMHAS Verified: This option will indicate that a disability verification has been reviewed by a BNL Manager and the document confirms eligibility for a DMHAS program.
- Incomplete: This option will indicate that a document has been reviewed by a BNL Manager but is not complete and follow up is required.

These new data elements will then be pulled to BNL v2 to show the documentation status for clients. When no document is present the field on BNL v2 will be blank.

Documents previously tagged as "Yes" will be converted to "Verified" and documents previously tagged as "Needs Action" will be converted to "Incomplete."

### Which users are impacted?

**BNL Managers** 

#### How does this help?

These new options are intended to clarify the status of client documentation and further assist BNL Managers by providing additional information about the document readiness of clients on BNL v2.

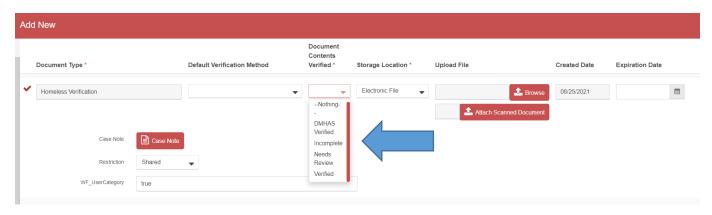
### When will I see this change in HMIS?

This change is expected to be rolled out on September 2, 2021



## Screenshots of Changes

Document Contents Verified options on document upload page



#### Document listing in client's document library

