

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 reviewed 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

Add New

Document Type *	Default Verification Method	Document Contents Verified *	Storage Location *	Upload File	Created Date	Expiration Date
<input checked="" type="checkbox"/> Homeless Verification Case Note <input type="button" value="Case Note"/> Restriction <input type="text" value="Shared"/> WF_UserCategory <input type="text" value="true"/>		--Nothing-- - DMHAS Verified Incomplete Needs Review Verified	Electronic File	<input type="button" value="Browse"/> <input type="button" value="Attach Scanned Document"/>	08/25/2021	



Document listing in client's document library

Document Type	File Name	Document Contents Verified	View File	HMIS Upload Date	Expiration Date	Restriction	Created By	Delete
Disability Verification	FSR Assistance.png	DMHAS Verified	<input type="button" value="View File"/>	4/15/2021		Shared	206392	<input type="button" value="Delete"/>
Disability Verification	FSR Assistance.png	Incomplete	<input type="button" value="View File"/>	4/15/2021		Shared	206392	<input type="button" value="Delete"/>
Disability Verification	FSR Assistance.png	Needs Review	<input type="button" value="View File"/>	4/15/2021		Shared	206392	<input type="button" value="Delete"/>
Disability Verification	FSR Assistance.png	Verified	<input type="button" value="View File"/>	4/15/2021		Shared	206392	<input type="button" value="Delete"/>